

## FURTHER TRAINING PLAGIARISM POLICY

### 1. What is plagiarism?

**Plagiarism is the presenting of someone else's work as if it were your own.**

It may include copying work from other learners, getting someone else to do the work for you or reproducing extracts from published material without acknowledging the source. Plagiarism is a serious issue, and any suspicions will be investigated. If it is proven to be deliberate, it may mean that you do not get your qualification.

**You must not copy – all evidence presented must be your own work.** If you refer to, or use, any material other than your own words, you must say where you got it from. This is called 'referencing'.

### 2. When do I have to reference my work?

It is important that you show evidence of having read around your subject, for example from the recommended textbooks. This is particularly true in the higher-level qualifications.

Here are some examples of when you have to reference your source, i.e. say where the ideas you are presenting have come from.

1. When you have quoted directly from someone else's work, for example, from a textbook.
2. When you have put another author's work into very similar words of your own, rather than quoted directly from them.
3. If someone's work or ideas are the source of a particular theory, argument or viewpoint – for example, Maslow's hierarchy, Bowlby's attachment theory.
4. When you have used specific information, e.g. statistics or case studies.
5. When you have used something as background reading, but where it still has influenced your thinking towards your piece of work. Again, this will include textbooks and anything you have read or referred to.

For example you could reference like this: "some of this document is based on a paper written by staff at New College, Nottingham and permission was given for its use in October 2011, and this was renewed on 28th August 2012 by Adrian Stansfield, at the time of writing".

### 3. How do I know if it is plagiarism or not?

#### Avoiding plagiarism

DO NOT do any of the following,

- Buy a paper from a research service
- Hand in another learner's work without that learner's knowledge
- Copy a paper or some text from a source text without proper acknowledgement
- Paraphrase materials from a source text without appropriate documentation
- Hand in material downloaded directly from the Internet.

If you use other peoples' words, diagrams or ideas, you **must** acknowledge them. This will show that you have read around your subject and are familiar with the major theories and ideas.

Here are some more suggestions to help you avoid plagiarism in your work:

- Plagiarism often begins unwittingly at the note-making stage. Try to write your notes in your own words, rather than copying them directly from the text you are reading.
- Shut the book you have been reading and then write your notes about what you have read.
- When you are putting a direct quotation in your notes, write down the reference to it at the same time.
- Avoid small changes to other people's work. For example, do not:
  - Substitute similar words
  - Reverse the order of a sentence
  - Change terms in a computer code
  - Alter a spread sheet layout

### Here are some examples for you to read and check your understanding...

The examples below indicate what could be classed as plagiarism. They have been taken from *The Bedford Handbook for Writers* (Hacker 1991 508).

#### **Original text:**

If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviourists. (Davis 1988 26)

#### Version A:

The existence of a signing ape unsettled linguists and startled animal behaviourists (Davis 1988 26)

Comment: **Plagiarism**. Even though the writer has cited the source, the writer has not used quotation marks around the direct quotation "the existence of a signing ape". In addition, the phrase "unsettled linguists and startled animal behaviourists" closely resembles the wording of the source.

#### Version B:

If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behaviour. (Davis 1988 26)

Comment: **Still plagiarism**. Even though the writer has substituted similar and cited the source, the writer is plagiarising because the source's sentence structure is unchanged.

#### Version C:

According to Flora Davis, linguists and animal behaviourists were unprepared for the news that a chimp could communicate with its trainers through sign language. (Davis 1988 26)

Comment: **No plagiarism**. This is an appropriate paraphrase of the original sentence.

#### 4. How do I reference my work?

The reason you reference your work is so that other people can find it and check it if they want to, or follow it up for their own purposes. So, for example, you have to give details of the author, the title and when and where it was published.

There are several ways of doing it but this simplified method for books, journals and Internet references will be sufficient.

##### Books

Author's NAME and INITIALS  
Year of publication, in brackets  
Title of the book, underlined or in *italics*  
Edition, if other than the first  
Place of publication  
Publisher

For example:

NOLAN, Y (2011) *Health and Social care (Adults)*<sup>3rd</sup> ed. Essex: Heinemann

##### Journals

Author's NAME and INITIALS  
Year of publication, in brackets  
Title of the article (not underlined or in italics)  
Title of the journal, underlined or in *italics*  
Volume no. and (Part no.)  
Page number(s)

For example:

BOWEN, B.N. (2001) The life of British trees *Nature* 68 (3), 23 - 37

##### Websites

As these often change you should put the date you looked at it in the reference. For example  
<http://www.curlysairships.com> [Accessed 29 May 2001]

**If in doubt, ask your Training Advisor!**

#### **Process to follow if Plagiarism or Malpractice is identified**

If you suspect a learner of plagiarism you should question them further on their work, where they obtained their source information from, and delve deeper into their written work asking appropriate key questions about their written work to ascertain if they have a relevant understanding of what they have written.

If you feel that your fears are confirmed and plagiarism is evident, you should record this on the assessment plan and refuse the written work, the learner must then re-do the whole piece ensuring it is in their own words.

The awarding body must be informed.

If you suspect that a Training Advisor has carried out a malpractice (this could be helping a learner with the answers to a test, plagiarising work for them, or providing too much support or guidance on written tasks) then this should be recorded, reported to the Centre Co-ordinator and the Training Advisor should then be invited to a meeting to discuss this further.

The incident should also be investigated by the Centre Co-ordinator.

Once the incident has been investigated and if malpractice has been found then Further Training would revert to their disciplinary procedures, the awarding body would also be informed.

**Signed: J Sutton      Date: 31/07/23**

**Position: Centre Co-ordinator**