

## **Plagiarism and Malpractice Policy**

Portland Training has a Plagiarism and Malpractice Policy which aims to define plagiarism or malpractice in the context of assessment and certification for qualifications.

Portland Training requires assessors to ask learners to declare that their work is their own. Portland Training and its learners must also provide a written declaration that the evidence is authentic and that the assessment was conducted under the requirements of the assessment specification as laid down by the awarding bodies. Attempting to or actually carrying out any plagiarism activity is not permitted by Portland Training. Plagiarism activities will also encompass the following:

- Using published work without referencing
- Using un-published work that is not the learner's own
- Copying published work but with minor paraphrasing
- Copying work from other learners or allowing your own work to be copied
- Collaboration in a workshop or teaching setting is allowed but the resulting work must be individual to the learner
- Taking another person's computer file
- Submitting another person's work as one's own
- The use of unacknowledged material published on the web
- Purchase of model assignments from whatever source
- Misuse of assessment material and submitting it as your own work
- Altering and/or using another person's certificates as your own
- Any form of cheating

Portland Training will use the learner induction to inform learners of Portland Training's policies including plagiarism and malpractice, and the learner and assessor will be asked to sign a document at the end of the award to confirm that the work for the award is the learner's own.

### **Plagiarism not supported by Centre Staff**

The following are examples of plagiarism not supported by Centre Staff. This list is not exhaustive and other instances of plagiarism or other malpractice may be considered by Portland Training at its discretion:

- Assessors or other staff producing work for the learner which would influence the outcome of the assessment. This does not include observation, discussion or questions with the learner, making notes or writing reports for use as evidence
- Producing falsified Witness Statements
- Facilitating or allowing impersonation
- Misusing the conditions for special learner requirements, for example where learners are permitted support such as amanuensis. This is permitted up to the point where the support has the potential to influence the outcome of the assessment
- Allowing one learner's work to be used by another
- Falsifying any records to be used to give a learner an advantage
- Fraud of any sort

If Portland Training discovers or suspects anyone of plagiarism or malpractice, the individual will be made fully aware in writing at the earliest opportunity of the nature of the alleged offence, and of the possible consequences should the allegation be proven. If Portland Training is alleging plagiarism or malpractice, then the individual will be given the opportunity to respond in writing within two working

weeks. Portland Training will also inform such individuals of the avenues for appeal should a judgement be made against them.

Following proven allegations for plagiarism or malpractice against an individual, Portland Training will take the necessary steps with regard to the continuing employment of that person.