

PLAGIARISM POLICY

Version 3.0

Purpose:	To advise and inform all trust staff involved in internal Apprenticeship Delivery of our Plagiarism Policy for Apprenticeship Assessment
For use by:	All ESNEFT Employees and Apprentices involved in the delivery of an Apprenticeship Standard
This document is compliant with/ supports compliance with:	Codes of practice and regulations laid down by Awarding Organisations for Apprenticeship Delivery
This document supersedes:	Plagiarism Policy v2.0 - ESNEFT
Approved by:	Apprenticeships Steering Group and Faculty of Education Management Group – Chair's Actions
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In case of queries contact Responsible Officer:	Head of Apprenticeships and Leadership Development
Division and Department	Faculty of Education, Apprenticeship Delivery Team
Archive Date i.e. date document no longer in force	<i>To be inserted by Information Governance Department when this document is superseded. This will be the same date as the implementation date of the new document.</i>
Date document to be destroyed:	<i>To be inserted Information Governance Department when this document superseded</i>

Version and document control:

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0.2	April 2022	Second Draft	
1.0	May 2022	First Approved/Ratified version	
1.1	August 2022	Re-draft to new format	
2.0	September 2023	Policy renewals, name changes only	
3.0	September 2024	Policy renewal. Job title changes only	

This is a Controlled Document

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For further advice see the Development and Management of Trust wide Procedural Documents Policy

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Section 1 – Introduction

1.1 Policy Statement and Rationale

East Suffolk and North Essex NHS Foundation Trust is committed to ensuring all apprentices who are under the guidance of **internal** delivery, adopt good academic conduct in respect of assessment and to inform them of the consequences of non-adherence. It outlines how the ESNEFT Centre will deal with any suspected plagiarised work submitted by a candidate undertaking an apprenticeship programme. Definitions of what is considered to be plagiarism are included in Appendix A.

1.2 Key Principles

- This policy applies to all apprenticeship delivery by the internal delivery team. Any apprentice whose delivery is being managed by an external partner provider will fall under the scope of their plagiarism policy. Where an Awarding Organisation or End Point Assessment Organisation has their own policy and/or procedure, these will take precedence over this ESNEFT policy if applicable.

1.3 Definitions

Term	Definition
ESNEFT	East Suffolk and North Essex Foundation Trust

Section 2 – Duties and Responsibilities

- 2.1 Assessor/Coaches:** are responsible for ensuring that all candidates are aware of this policy and the procedure for dealing with instances of plagiarism.
- 2.2 Internal Quality Assurer (IQA):** It is the responsibility of the Internal Quality Assurer to ensure that any allegations or instances of plagiarism are dealt with in accordance with this policy and in a timely manner in line with the procedure.
- 2.3 Head of Apprenticeships and Leadership Development:** has the responsibility of remaining impartial and ensuring fairness and equality when implementing this policy.
- 2.4 Responsible Officer:** Head of Apprenticeships and Leadership Development

Section 3 – Requirements

- 3.1** In the first instance the apprentice must submit work that is entirely their own and reference any sources used. In the event that an Assessor/Coach feels there is potential case of plagiarism, they must raise this with the apprentice within their assessment feedback and arrange for a discussion to take place.

Once it has been established whether or not plagiarism has taken place, it will be up to the Assessor/Coach to determine the severity of the situation and the next course of action according to the following process:

- Discuss and document this instance with the apprentice to confirm or deny plagiarism.

- If this is an isolated incident, the Assessor/Coach will leave a record on the apprentices file and work with the apprentice to understand how to produce work that is referenced rather than plagiarised
- Review other work submitted for similar breeches.
 - The Assessor/Coach reserves the right to go back and re-mark or re-assess any work which has previously been submitted by the apprentice.
 - The Assessor/Coach must document these actions and notify the Internal Quality Assurer that this activity has taken place and what their findings are.
- Additional breeches discovered.
 - The Assessor/Coach will inform the apprentice and refer the additional incidents to the Quality Assurer for further action.
 - The Quality Assurer will review the evidence and decide on the outcome, in consultation with the Head of Apprenticeships, and/or other trust staff as appropriate.

Section 4 – Training and Education

Education/Training Need	Staff group	Method of training/education	Responsibility for training	Timescale to complete
Process for identifying and managing plagiarism within delivery of training and assessment of an apprenticeship	All Apprenticeship delivery staff	Policy Induction Standardisation Ongoing monitoring	Head of Apprenticeships and Leadership Development	Within one month or as and when required

Section 5 – Development and Implementation including Dissemination

All staff involved in the delivery of apprenticeships as part of the Trust as an Employer Provider are required to familiarise themselves with this policy and confirm that it has been read and understood as part of the on-boarding process, and whenever the policy is reviewed and amendments made.

Every candidate will receive a copy of this procedure at Induction.

Depending upon the severity of the plagiarism, as in number of occasions and volume of work, the following outcomes could be decided upon:

- The apprentice must re-submit the work that has been identified as plagiarised
- The apprentice may be subject to additional assessment using an alternative method
- The apprentice may be removed from the programme
- Disciplinary action could be taken in line with the trusts disciplinary policy

This policy will be subject to annual review, or will be reviewed and updated sooner should the need arise.

Section 6 – Monitoring Compliance and Effectiveness

Compliance to be measured	Monitoring Tools	Responsibility for training (nominated by department)	Timescale
The appropriate application of the processes laid out in the document	Audit – form random sampling of apprentices work and feedback from tutors	Head of Apprenticeships and Leadership Development	Quarterly or when requested by a tutor.

Section 7 – Control of Document including Archiving Arrangements

- 7.1** Once ratified by the Faculty of Education Management Group, the Responsible Officer will forward this document to the Information Governance Department for a document index registration number to be assigned and for the document to be recorded onto the central hospital master index and central document library of current documentation.
- 7.2** In order that this document adheres to the Hospital's Records Management Policy, the Information Governance Department will:
- Ensure that the most up-to-date version of this document is stored on the documentation library.
 - Archive previous versions of this document.
 - Retain previous versions of this guideline for a period of time in accordance with the NHS Records Retention and Disposal Schedule.

Section 8 – Supporting Compliance and References

- 8.1** This document will support the Trust's compliance with Codes of practice and regulations laid down by Awarding Organisations for Apprenticeship Delivery

Appendix A – Definitions of Plagiarism

Plagiarism – is defined as the presentation of work by others as the writer's own without appropriate acknowledgement. Examples of plagiarism are:

- The inclusion in a student's work of more than a single phrase from another person's work without the use of quotation marks and Acknowledgement of the sources.
- The summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement.
- The substantial and unauthorised use of the ideas of another person without acknowledgement of the source.
- Copying the work of another candidate, with or without that candidate's knowledge or agreement.
- Students should also be aware of AUTO PLAGIARISM which is deemed as a very serious academic offence. "Auto plagiarism occurs where a student's own work is re-presented without being properly referenced.

Collusion - where a candidate:

- Submits as entirely his/her own, with intention to gain unfair advantage, work done in collaboration with another person.
- Collaborates with another student in the completion of work which is intended to be submitted as that other candidate's own unaided work.
- Knowingly permits another student to copy all or part of his/her own work and to submit it as that candidate's own unaided work.

Falsifying Data – The presentation of data in laboratory reports, projects etc. based on experimental work falsely purported to have been carried out by the student, or obtained by unfair means.

Personation – "Personation" is the legal term of what is usually referred to by the lay person as "impersonation". Personation is thus the assumption by one person of the identity of another person with intent to deceive or to gain unfair advantage. It may exist where:

- One person assumes the identity of a candidate, with the intention of gaining unfair advantage for that candidate
- The candidate is knowingly and willingly impersonated by another with the intention of gaining unfair advantage for himself/herself.

Ghosting – Ghosting exists where:

- A student submits as their own work which has been produced in whole or part by another person on their behalf e.g. the use of a ghost writing service i.e. buying assignments off the internet;
- A student seeks to make financial gain or other material gain by using work, which they have written or produced, available to another student.

Dishonest Practice – The use of any other form of dishonest practice not identified by the above definitions.

Any instances of cheating during examinations will fall under the policies and procedures of the relevant End Point Assessment Organisation or Awarding Organisation who is responsible for the examination.

Appendix B – Equality Impact Assessment Form

The purpose of this Equality Impact Assessment form is to determine the extent to which policies, procedures and practices impact upon individuals and groups in relation to one or more of the equality categories.

If the policy, procedure or practice is found to have an adverse impact, the author/s must consider all other alternatives, which may more effectively achieve the promotion of equality of opportunity. This may include the development of specific measures to mitigate the adverse impact.

This Equality Impact Assessment form must be completed and forwarded to Human Resources Administration Office, Post Point N020 attached to the draft document prior to it being considered for approval. The Responsible Officer must retain the original. In the event that the document appears to be discriminatory, please refer to your Human Resources Manager/Adviser who will be able to advise you in accordance with employment legislation.

DOCUMENT TITLE:	Plagiarism Policy					
GROUP/DIVISION/DEPARTMENT:	Apprenticeship Delivery Team – Faculty of Education					
NAME AND JOB TITLE OF RESPONSIBLE OFFICER	Head of Apprenticeships and Leadership Development					
1. SERVICE USERS – Check for <u>DIRECT</u> discrimination against any minority group						
Does your document contain any statements which may exclude people from using services who otherwise meet the criteria under the grounds of:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						
2. EMPLOYEES – Check for <u>DIRECT</u> discrimination against any minority group						
Does your document contain any statements which may exclude employees from operating under the grounds of:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						

3. SERVICE USERS – Check for <u>INDIRECT</u> discrimination against any minority group						
Does your document contain any conditions or requirements which are applied equally to everyone, but may disadvantage certain individuals or groups because they cannot comply due to:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						
4. EMPLOYEES – Check for <u>INDIRECT</u> discrimination against any minority group						
Does your document contain any statements which may exclude employees from operating under the grounds of:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
Age		X		X		
Gender		X		X		
Disability		X		X		
Race		X		X		
Religion or Belief		X		X		
Sexual Orientation		X		X		
If yes is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						
5. Check for ACCESS Discrimination						
Is your document accessible:	Response		Action Required		Resource Implication	
	Yes	No	Yes	No	Yes	No
In a variety of languages		X		X		
To specific disabled service users/employees	X			X		
If no is answered to any of the above, the document may be considered discriminatory and requires review and further work to ensure compliance with legislation						

Name of group/s consulted with on document:	
Signature of Responsible Officer:	
Date:	