

Plagiarism Policy

Policy Scope

This policy is provided for CTC Training and Development Limited customers, including learners and staff members who are using or delivering the courses and qualifications that CTC Training and Development Limited offer.

Policy Review

CTC Training and Development Limited will review the policy annually and revise it as and when required in response to customer and stakeholder feedback, changes in practices, actions required by the relevant awarding organisation or changes in legislation. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Policy Statement

CTC Training and Development Limited believe that all assessments should be completed in a fair manner and no learner should benefit from unfair practices. Learners are expected to conduct their own independent research and any submitted assessments should be their own work created without collaboration with others and free from copying or using other works without attributing the author in a standard format.

Plagiarism

Plagiarism is academic malpractice and could include any of the following:

- Copying text directly from the internet or textbooks
- Using text that has come from social media networks
- Copying from essay sharing websites
- Copying from blogs or other forums.

- Using any form of artificial intelligence software for the writing of assessment answers.

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- Using notes or assessments provided by another learner.
- Paying for another individual to complete work on your behalf.

Actions in the event of plagiarism.

As a responsible organisation we take cheating seriously and the following actions will be taken in response to proven instances of plagiarism.

Stage 1:

Should any plagiarism be detected in your work a refer grade will be issued for the assessment in question and the learner will be asked to restart the entire assessment and providing original content paying particular attention to referencing of their information sources where applicable. All tutors will carefully check any resubmissions following an allegation of cheating – this could include the use of automated plagiarism detection software.

Stage 2:

Should a second attempt be submitted that still contains plagiarism a fail grade will be issued for the entire unit and the learner will be asked to resubmit the entire unit after it has been started again and completely revised to ensure originality.

Stage 3:

Should a learner persist in submitting plagiarised content on three consecutive occasions a fail grade will be issued for the entire course and a learner will not be reassessed on any element within the course. As the learner has been assessed as part of their course they will not be entitled to a refund or financial recompense for non-completion of any elements within the course or qualification.