



# Plagiarism Policy

## Introduction

Survive and Save Training acknowledges that it is vital to the security and creditability of qualifications to effectively manage plagiarism through ensuring the authenticity of learner evidence. Therefore all those involved with programmes and courses at all times will strictly adhere to appropriate procedures. The effective implementation will be scrutinised at regular intervals with appropriate interventions if necessary.

## What is Plagiarism?

Plagiarism is intentionally or unintentionally reproducing (eg copying, rewording, paraphrasing, adapting etc) work that was produced by another person without giving that person credit and presenting it as your own.

Work that can be plagiarised includes - words, ideas, findings/results, diagrams, graphs illustrations, creative work, information, lectures, printed material, electronic material or any other original work created by someone else.

## Procedure

1. At the beginning of each course the tutor will explain to learners what plagiarism is.
2. If plagiarism is potentially identified, the tutor will report this to the key contact and an appropriate course of action will be agreed.
3. The agreed actions will be recorded and held by both the tutor and key contact.
4. Where any impact on the security of a qualification is identified the relevant awarding organisation will be informed.
5. If there is persistent plagiarism either by a learner or group of learners the learners will be withdrawn from the course with no refund and this will be reported immediately to the relevant awarding organisation.

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