

This is the Plagiarism Policy of LVS Designs Training

Definition of Plagiarism

Plagiarism is here defined as using other people's work and passing it off as your own. This may include, but is not limited to, language, thoughts, ideas, expressions and images. Correctly crediting the original author or source of information can help avoid plagiarism.

When being set work to complete learners will use a variety of sources to help them answer questions; this is seen as an important part of the learning process. However, it is expected that learners will use these sources to develop their knowledge which they then express in their own words. Copying sentences or paragraphs from other sources is simply not acceptable. Equally unacceptable is copying directly from mark schemes or from other learner's work.

How LVS Designs Training deals with plagiarism:

1. If a member of staff deems that a learner has plagiarised within their work (e.g. homework, coursework or UCAS application), the learner will be given sufficient time to demonstrate that the work they have produced is their own.
2. If, after further investigation, it is clear that the learner has plagiarised the learner will be given the opportunity to redraft the work in their own words and/or images and to properly acknowledge and credit, through direct quotes or otherwise, the original authors and/or sources. The work may then be re-submitted.
3. The member of staff handling the case will ensure that they make the learner's Personal Tutor aware of the situation.
4. The Personal Tutor will meet with the learner and explain that LVS Designs Training will not tolerate plagiarism. This offence is initially defined as a 'minor breach' within LVS Designs Training's Behaviour and Attendance Policy; the

learner will be issued a first warning, which will also be communicated to their legal guardian if they are under the age of 18.

5. The learner will be sent an email to summarise the meeting and they will be sent a copy of this policy.
6. If the learner continues to plagiarise despite a first warning, the subject teacher will inform the Personal Tutor and usually a disciplinary meeting will be held (please refer to LVS Designs Training's Behaviour and Attendance Policy). The learner will be likely to face disciplinary action. This usually involves suspension from the Training Centre.
7. If a learner persists in plagiarism despite previous warnings and a suspension, they will be asked to leave the Training Centre.

Coursework

It is important for learners to be able to demonstrate to subject teachers that the coursework they produce is their own.

In order to meet the criteria of the examination board, it is expected that teachers will be able to see how learners have progressed throughout their coursework project. Therefore, any work produced entirely off-site may not be accepted as work to be used within a learner's coursework project. This aspect will be considered on a case-by-case basis.

Disputes

Any dispute concerning the validity of work in relation to plagiarism may be resolved in a disciplinary meeting between the learner and a senior member of staff (normally Director of Studies or Principal). In the event that the dispute cannot be resolved, and it concerns plagiarism of exam-based coursework, the Training Centre may appoint an independent adjudicator.