



Plagiarism Policy

What is its purpose?

As an organisation that certifies learning and achievement, Squaricle group are committed to ensuring the credibility of the qualifications we deliver, along with upholding our responsibilities to the learners, clients and awarding bodies we work with. Plagiarism amounts to falsification of work and cheating will not be tolerated. This policy enables all Squaricle Group employees to understand what constitutes plagiarism, how to avoid it and how to deal with cases if they arise.

Why is it important to us?

This policy enables us to ensure we minimise the risk of plagiarism occurring and ensure any cases are dealt with appropriately and consistently.

Why is it important to our clients and learners?

This policy gives our clients and learners confidence that we take matters of plagiarism seriously, and are committed to protecting the integrity and quality of the qualifications learners achieve with us.

Who within the organisation does it apply to?

This policy applies to all learners enrolled on all qualifications and other programmes with an assessment requirement delivered by Squaricle Group. Our responsibilities around instances of plagiarism apply to all Squaricle Group employees and associates.

When will it be effective from?

July 2021

What are our responsibilities and accountabilities?

Definitions

Plagiarism occurs when an author attempts to present as original, existing or unacknowledged material or ideas from another person, source, or (in the case of self-plagiarism or auto-plagiarism) their own work (Self plagiarism: presenting one's own previous work as new without indicating it has appeared elsewhere, which can infringe copyright law and publishing rights – if published previous work is included it must be cited correctly; Auto-plagiarism: submitting work for one assessment which has already been submitted (in part or in full) for another assessment (for the same programme or a different programme, with Squaricle Group or with another organisation. Squaricle Group also considers identical pieces of work submitted concurrently as auto-plagiarism) . It is acknowledged that plagiarism is sometime unintentional as it may be the result of learner mis-understanding rather than intention.



Examples of plagiarism and supporting guidance for learners, employees and associates:

- **Copying material from other sources (i.e. the internet / books / magazines etc) without clearly acknowledging its origin.** All information must be correctly referenced and included in a bibliography. (For guidance on how to correctly reference, and how to compile a bibliography, please see the Squaricle Group guide to referencing & bibliographies which is supplied at enrolment)
- **Omitting quotation marks from quotations.** All quotations must be clearly identified by the use of quotation marks and correct referencing, so that it is always clear which parts of your work are your own, and where you have used someone else's ideas or words.
- **Paraphrasing other's work by changing a few words, or the word order.** This is plagiarism if you don't acknowledge and reference the original author whose work you are paraphrasing. This includes material and concepts taught in workshops or other learning experiences or resources provided by Squaricle Group. Squaricle Group suggests the best approach is to clearly state the author of the idea / text and write a summary of their thoughts in your own words, thereby correctly crediting the origin and demonstrating your understanding of the concept they present.
- **Getting someone else to do the work for you / collusion:** You should always complete your own work. This also includes unauthorised collaboration between learners, or not following rules around group work projects. You must always be clear about any help you have received (and attribute this) and which bits of group work are your own. You must not copy sections (or entire works) of work from a friend or colleague.
- **Incorrect citation:** You must follow the guidance in the Squaricle Group Guide to referencing & bibliographies and as indicated in your course information. This means both correctly referencing any material used in the body of your work, and listing it in your bibliography. You should also not list items in your bibliography which you have not actually consulted in the production of your work.
- **Buying material from the internet or another source and passing it off as your own work:** This includes paying other learners to do your work for you. You must not use professional agencies in the production of your work, or use work which another individual or organisation has created as your own, even if that individual or organisation has consented to you doing this.

Squaricle Group advises that learners must:

- Not let other learners see their assessed work, as this can amount to collusion.
- Ensure their work is written in their own words, unless quoting a reference.
- Not share their work on social networking sites, apps or Squaricle Group learner forums.
- Be aware that using essay writing services, essay banks or similar services is unacceptable.
- Follow the guidelines in this policy and in the Squaricle Group Guide to Referencing & Bibliographies, and consult their trainer / tutor if unsure.



Squaricle Group advises that employees and associates must:

- Ensure all learners in their cohort are aware of the plagiarism policy and have access to the Squaricle Group Guide to Referencing & Bibliographies.
- Inform all learners in their cohort that if plagiarism is found to have taken place, this can result in disqualification from the affected unit and / or the whole qualification.
- Use the agreed technology to check for plagiarism when assessing learner work. (Specific software and / or processes will be agreed at the commencement of each qualification and communicated to the programme team by the Director of Operations: Brands, People & Quality).
- Deal with any instances of suspected plagiarism appropriately following the process below.

Process for dealing with instances of suspected plagiarism:

- If a learner suspects their work has been plagiarised by another learner, they must contact their trainer / tutor / assessor / coach immediately to discuss their concerns. In this instance, the employee or associate must discuss the matter with the learner and then contact the Director of Operations: Brands, People & Quality and the below process will be followed.
- If employees or associates suspect plagiarism, they should initially discuss their concerns with the learner and seek to verify that individual's understanding of plagiarism. If appropriate, further evidence should be provided and / or resubmission of work required to show their competence in the area identified. The issue should then be referred to the Director of Operations: Brands, People & Quality who will sample the learner's work. If plagiarism is found to have taken place, the Malpractice & Maladministration Procedure will be implemented and the awarding organisation will be informed.
- If the IQA suspects plagiarism which has not been identified during the assessment process, the work will be referred, and the IQA will meet with the learner and the process described above will be followed. If appropriate, further training will take place with employees and associates with assessment responsibility.
- If a learner disagrees with the decision made, then the Appeals process should be followed.

Outside authorities that are responsible or require the policy or that can support the policy

Any awarding bodies who accredit Squaricle Group to deliver programmes of learning.
Any inspecting bodies (i.e. Ofsted) who are responsible for checking the quality of teaching, learning and assessment at Squaricle Group.

Related documents and procedures

Squaricle Group Guide to Referencing & Bibliographies

**Governance**

The Squaricle Group Board have overall responsibility for the implementation of this policy.

Impact and effectiveness

The Director of Operations: Brands, People & Quality is responsible for the management and monitoring of effectiveness of this policy.

They can be contacted at roxy@squariclegroup.com