PLAGIARISM POLICY

Policy implemented:	September 2024
Last reviewed:	September 2026
Next review due:	September 2027

EQUALITY AND DIVERSITY STATEMENT

Salutem Care & Education is committed to the fair and equitable treatment of all individuals in accordance with the Equality Act 2010. An Equality Impact Assessment has been completed for this policy to ensure it can be applied consistently and without discrimination. Salutem Care & Education is committed to safe, high-quality, person-centred services that uphold people's rights and dignity.

All colleagues (including volunteers, agency workers and contractors) must follow this policy, guided by our values. Policies are reviewed every two years; if a review is delayed, the current version remains in force until approved by the Policy Sponsor.

Training will support understanding, and people we support will be involved in reviews. Local procedures may support this policy, but corporate policies must not be changed locally without formal approval.

This policy must be shared with all colleagues. The controlled version is on BLINK; printed/downloaded copies may be out of date

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1. Summary

1.1 Purpose

Beaumont College is committed to promoting honesty, integrity and fairness in all aspects of teaching, learning and assessment. Learners are encouraged to take pride in their achievements and to produce work that accurately reflects their own knowledge, skills, understanding and abilities.

The College recognises that developing academic integrity is an important aspect of education and preparation for adulthood. Learners are therefore supported to understand what plagiarism is, why it is unacceptable and how to use information, research and other sources appropriately within their work.

This policy establishes the College's expectations regarding plagiarism and academic misconduct and outlines the procedures for preventing, identifying and responding to suspected cases. The policy also supports compliance with awarding body requirements and protects the integrity and value of qualifications achieved through Beaumont College.

1.2 Scope

This policy applies to all learners, employees, volunteers and other individuals undertaking or supporting externally accredited courses, training programmes and qualifications delivered by Beaumont College.

The policy applies to all forms of assessment, including written work, coursework, projects, portfolios, presentations, practical assessments, examinations, digital submissions and evidence submitted for accreditation or certification.

This policy should be read alongside the College Assessment Strategy, Candidate Appeals Policy, Malpractice and Maladministration Policy and any awarding organisation requirements.

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2. Document Control

Policy Sponsor (Name & Role):	Leanne Hornby (Assistant Principal)
Policy Reviewer (Name & Role):	Aaron Churchyard (Quality Manager for Education)
Approved by (Name/Role):	Melinda Glover (Quality Assurance Inspection & Regulation Director)
Date Implemented:	September 2024
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Controlled Copy Location:	☐ BLINK ☒ Education Policy Hub
Policy category (tick):	☐Safeguarding ☐ Health & Safety ☐ Care practice ☐ HR/People ☒ Education ☐ Information Governance ☐ Other: [ ]
Policy Applies to:	**People we Support** ☐ Families/Carers ☐ Children/young people ☐ Adults ☒ Learners **Workforce** ☐ Volunteers ☒ Permanent ☐ Contractors ☒ Bank ☐ Agency ☐ Other: [ ]

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4. Definitions

Academic Integrity

The commitment to honesty, responsibility, fairness and ethical behaviour in learning, teaching and assessment.

Plagiarism

The act of presenting another person's work, ideas, research, words, evidence or creative output as one's own without appropriate acknowledgement or referencing.

Malpractice

Any deliberate action or practice that compromises the integrity, validity or security of an assessment, qualification or certification process.

Artificial Intelligence (AI)

Technology that generates content, responses, information or media through automated systems. Where AI is used to support learning or assessment, its use must be declared in accordance with awarding body and College requirements.

Assessment Evidence

Any work or information submitted by a learner for assessment, moderation, quality assurance or certification purposes.

Principles

5.1 Our Commitment

Beaumont College is committed to fostering a culture of integrity, honesty and personal responsibility. We believe that learners should be recognised for their own achievements and supported to develop the knowledge and skills necessary to complete work independently and ethically.

The College recognises that learners may require support in understanding academic expectations and therefore promotes education, guidance and early intervention to prevent plagiarism rather than relying solely on disciplinary responses.

Where concerns arise, the College will seek to ensure that investigations are fair, transparent and proportionate whilst maintaining the integrity of qualifications and awarding body requirements.

5.2 Understanding Plagiarism

Plagiarism occurs when work created by another individual is presented as the learner's own work. Whilst collaborative learning, discussion and shared research form an important part of education, learners must always acknowledge when ideas, information, research findings, quotations, images or other materials have originated from another source.

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Plagiarism can occur intentionally or unintentionally. The College recognises that some learners may require additional support to understand how to reference sources appropriately and develop independent learning skills.

5.3 Examples of Plagiarism

Plagiarism may include, but is not limited to:

- Copying the work of another learner.
- Reproducing information from books, articles or publications without acknowledgement.
- Copying information directly from websites or online sources.
- Submitting work completed by another person.
- Using research, ideas or creative content without referencing the source.
- Submitting downloaded materials as original work.
- Failing to declare the use of artificial intelligence tools where required.
- Presenting collaborative work as solely individual work.
- Using previously submitted work without appropriate acknowledgement or permission where required.

Plagiarism may occur across a wide range of assessment evidence, including written assignments, presentations, artefacts, artwork, computer-based work, research projects, portfolios and digital media.

5.4 Artificial Intelligence and Emerging Technologies

The College recognises the increasing use of artificial intelligence and related technologies within education.

Learners may use approved technologies to support learning and research where permitted. However, the inappropriate use of AI-generated content may constitute plagiarism or malpractice if the learner presents the material as their own original work or fails to declare its use where required.

The College will ensure that expectations regarding AI use are clearly communicated to learners and that awarding body guidance is followed at all times.

5.5 Preventing Plagiarism

Beaumont College seeks to prevent plagiarism through education, support and clear expectations. Learners will be informed of this policy at the start of their programme and supported to understand:

- What plagiarism is.
- Why plagiarism is inappropriate.
- How to acknowledge sources correctly.
- How to conduct independent research.
- How to produce authentic assessment evidence.
- The potential consequences of plagiarism.

Assessment activities will, wherever possible, be personalised and linked to individual experiences, learning goals and outcomes to promote authenticity and reduce opportunities for plagiarism.

The College may also use learner declarations, questioning techniques, professional discussions, quality assurance processes and plagiarism detection systems where appropriate.

5.6 Identifying and Investigating Plagiarism

Where plagiarism is suspected, staff will undertake a fair and proportionate review of the available evidence.

This may include:

- Reviewing assessment evidence.
- Comparing work against original sources.
- Discussing the work with the learner.
- Exploring how the evidence was produced.
- Considering whether the learner understands the content submitted.

Staff will ensure that concerns are investigated objectively and that learners are given an opportunity to respond to any concerns raised.

5.7 Responding to Plagiarism

Where concerns regarding plagiarism are substantiated, the College will respond in accordance with its Malpractice and Maladministration procedures and the requirements of the relevant awarding organisation.

The College may:

- Require work to be revised or resubmitted.
- Report concerns to an awarding organisation.
- Undertake internal investigations.
- Apply quality assurance actions.
- Implement recommendations from awarding bodies.
- Provide additional support and guidance to the learner.

The response will always take account of the nature and seriousness of the incident, the learner's understanding of the requirements and any awarding body regulations.

5.8 Appeals

Learners and staff have the right to challenge decisions relating to suspected plagiarism through the appropriate appeals procedures.

Where an issue cannot be resolved internally, the matter may be referred to the relevant awarding organisation in accordance with their requirements.

Individuals are entitled to access support and advocacy throughout the process where appropriate.

6. Monitoring, Audit and Compliance

The College will monitor plagiarism concerns, malpractice investigations and assessment quality assurance processes to ensure the integrity of assessment practice.

Findings from investigations, audits and quality assurance activities will be reviewed to identify trends, inform staff development and support continuous improvement.

This policy will be reviewed annually or sooner where changes to awarding body requirements, legislation or organisational procedures require amendment.

7. Areas of Responsibility

Senior Leadership Team

Responsible for ensuring that effective systems are in place to maintain academic integrity and compliance with awarding body requirements.

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Quality Assurance Leads

Responsible for monitoring assessment practice, supporting investigations and ensuring compliance with awarding organisation expectations.

Teaching and Assessment Staff

Responsible for promoting academic integrity, supporting learners, identifying concerns and following relevant procedures where plagiarism is suspected.

Learners

Responsible for ensuring that submitted work represents their own efforts and that sources are appropriately acknowledged.

Internal Quality Assurers

Responsible for reviewing assessment decisions and supporting the maintenance of assessment standards.

8. Learning and Development

The College is committed to ensuring that learners and staff understand expectations regarding academic integrity and plagiarism.

Learners will receive appropriate guidance regarding research, referencing, assessment practice and the ethical use of information.

Staff will receive training and updates relating to awarding body requirements, assessment integrity, malpractice prevention and emerging issues including the use of artificial intelligence within education.

9. Associated Documents

- Assessment Strategy
- Candidate Appeals Policy and Procedure
- Malpractice and Maladministration Policy
- Conduct of Assessment Policy

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- Externally Set Assessment Policy
- Data Protection Policy
- Quality Assurance Procedures

10. Legal, Regulatory & Standards Framework

This policy has been developed with reference to:

- Awarding Organisation Regulations and Guidance
- Joint Council for Qualifications (JCQ) Guidance
- Equality Act 2010
- Data Protection Act 2018
- UK GDPR
- Further Education Quality Assurance Requirements
- Artificial Intelligence Guidance issued by awarding organisations where applicable

The College will ensure that all assessment practice is conducted fairly, lawfully and in accordance with qualification requirements.

11. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Author	Summary of Changes	Approved By
V1	September 2024	Julia Parks	New policy	Craig Harris
V1.1	September 2025	Lauren Hill	Reviewed	Craig Harris
V2.0	September 2026	Leanne Hornby	Policy fully reviewed and restructured into the organisational policy framework. Strengthened academic integrity, AI considerations, quality assurance, governance, learner support, monitoring and accountability	Aaron Churchyard

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			arrangements whilst retaining existing plagiarism reporting and investigation requirements.	

12. Appendices

- Appendix A: (e.g., checklist)
- Appendix B: (e.g., flowchart)