

## PLAGIARISM POLICY

### Qualification in Independent Advocacy

#### 1. Introduction

This policy sets out details of what Plagiarism is and the consequences of Plagiarising others work, within a learners portfolio for the Qualification in Independent advocacy.

#### 2. Definition

Plagiarism is the practice of using or copying someone else's idea or work and pretending that you thought of it or created it. It is more simply 'cheating'.

Plagiarism refers to passing the work of other people as your own. It does not matter if that someone is a well-known published author, a web page or another student, it still counts as plagiarism.

Plagiarism can be **Accidental or Unintentional**. In this scenario the student may not even know they are plagiarising. If the assessor holds concerns about accidental or unintentional plagiarism they will respond by explaining their concerns and helping the student understand this policy. The assessor will also show the student the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material.

Plagiarism can also be **Blatant**. Here, students are well aware that they are plagiarizing. Purposefully using someone else's ideas or work without proper acknowledgment is plagiarism. If the assessor believes the student is blatantly plagiarising, the assessor will share concerns directly with the student and offer clear opportunity to either a) reference the work and submit additional evidence to show their understanding or b) resubmit the evidence

#### 3. Consequences



If a student fails to respond to the assessors concerns and requirements, the centre will take reasonable steps to support the student to understand this policy and help them resubmit.

If however the student is unable to do this and continues to plagiarise work, KMT reserves the right to un-enrol the student and end the assessment process.

#### 4. How to avoid Plagiarism

Please ensure that you reference any work you take from other sources (e.g. books/websites). If you at all unsure how to do this correctly, there is guidance available as to how to "Harvard reference" on the internet. but it is in essence;

- when you take a direct quote from another source, please highlight the quote (in italics, bold or speech marks) and add the reference in brackets directly after the quote
- where you use a reference for background reading only (i.e. no direct quotes take from it) - please cite it at the end of your piece in the form of either the whole book reference (i.e. book, author, date of publish, page number etc) or the web page address, in a reading list

No answer should be in its entirety, a copy from another source – instead, demonstrate your understanding by reiterating in your own word

If you have any concerns regarding plagiarism, you should speak to your assessor.