Plagiarism Policy 2026-27

Version	1	2	3	4	5	6	7	8	9
Date:	1st Aug 2025	1st Aug 2026							
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Review date:	1st Aug 2026	1st Aug 2027							

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What is plagiarism?

Plagiarism can be described as "to steal and pass off the idea or words of another as one's own" (Merriam-Webster Dictionary)

Put in simple terms plagiarism is basically the act of taking other people's words and/or ideas, using them, and then rather than giving credit to the person who thought of them, pretending that those words/ideas belong to you.

Anyone submitting plagiarised work will be invoiced as outlined within the terms and conditions of your contract, for the amount of £100 allowing for the extra marking and time required by your assessor, plus an additional amount should you go over your planned funding end date. We have a responsibility to report plagiarism to the awarding body. Plagiarism is extremely serious and is not a matter that will be dealt with lightly. Please always ensure that the work you submit to your assessor is 100% your own. If you are unsure how to avoid plagiarism, please speak with your assessor.

What counts as plagiarism?

Using other people's work as your own

It is not acceptable for a learner to hand in other people's work that they find on the Internet or from other sources. It is also not acceptable for a learner to get someone else to write their work for them.

- This is classed as plagiarism because the words and ideas in this work do not belong to the learner
- This is still plagiarism whether someone else's work has been used to answer one specific question or used for an entire assignment

There are many websites available now, on which learner's past and present who have or are doing the same qualification/s, have set up forums where learners can access help and advice on the set criteria (examples of such websites include Silky Steps, studymode and Weegy.com).

Unfortunately, helpful as this may appear, the forum also allows the opportunity for its members to upload their actual work and this then becomes available for all to see.

Please remember the information put on such websites is someone else's work and therefore, must not be used within your own work. This is PLAGIARISM and is not allowed!

Please also remember that forums, such as the above-mentioned, are not reputable sources of information and therefore can NOT, under any circumstances, be used as sources of reference or for quotes.

Copying words or ideas from a reputable information source without giving credit

You may often find useful information in textbooks or from internet-based sources that exactly answers the questions/assignments you have been given. However, it is not acceptable to take this information directly from the source and copy it, passing this off as your own work. Again, this IS PLAGIARISM and is not allowed!

Of course, using a quote from a reputable source is acceptable as long as the right guidelines are followed…

Quotes should only be used to prove or back up what you are trying to say using your own words and should be used sparingly. Quotes MUST also be referenced correctly…see "How to Reference" section below.

Not putting quotes in quotation marks



Please remember that if you are going to use information and/or quotes from reputable sources within your own work and are using it word for word, then you must put it in quotation marks.

It is not acceptable to copy a chunk of text and put a reference afterwards; you also need to use quotation marks to show that it is a direct quote from another source and not your own work. Accurate referencing should also be used when including direct quotes.

Copying information but changing words around without referencing

Sometimes learners may think that it is ok to copy chunks of information from a book or internet source and change the wording around. However, the learner is still copying the original structure of the information as well as their ideas. Therefore, this is still plagiarism and is not acceptable.

Remember that the words you write MUST be your own; do not be tempted to simply jiggle around with what someone else has written. If you are struggling to understand a question or are struggling to put this into your own words, talk to your Assessor; they may be able to suggest another method of assessment such as an oral discussion. A reflection on your own practice and/or experience is also a very good alternative to a written question.

If you do want to use information from a book or source, then you must highlight this by using quotation marks and this must be referenced correctly. Please note, however, that quotes should be used sparingly.

Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Please remember that when doing your work, the majority of ideas and words used should be your own. Quotes should be used sparingly and only to reinforce your own work. If you use too many quotes within your work, regardless of whether you reference them or not, then this is still plagiarism, as the work is not original and the ideas are not your own. Remember – It is far better evidence to show your own original ideas and express them in your own way than to use someone else's work.

Using a copy of your own work

As silly as this may sound, reusing your own work is also a form of plagiarism. Basically, this means using the same piece of work you have already produced to answer a different question or within a different assignment. This is still classed as plagiarism and should be avoided. If your assessor has marked a piece of work but you do not feel they have used it to cross-reference holistically into other units and to cover other criteria, then do feel free to ask them about it – it may be they just did not realise, or they may be able to explain to you why this could not be used to cross-reference. It is far better to ask your Assessor rather than to plagiarise and use your own work again.

How to Reference Correctly

When writing an assignment, it is important that each time you use someone else's ideas from a book, article, TV programme, newspaper report, internet, etc., you inform your readers where the original idea came from. If you do not, you could be accused of plagiarism. References are required for ALL written work.

How to Quote / Reference Within the Text

There are 2 ways to reference within your text. If you are using a direct quote, i.e. taking a section of text directly from the source, then you should follow the format below…

- Tassoni (2010, p.243) suggests that 'Sustained shared thinking could be thought of as an extended conversation with children that helps them to develop their ideas'
- It is agreed that 'Sustained shared thinking could be thought of as an extended conversation with children that helps them to develop their ideas' (Tassoni, 2010, p.243)

Remember that **ALL** direct references must have speech marks!

However, if you refer indirectly to an author's ideas, it should be referenced like this:
It is agreed that sustained shared thinking can often be viewed as a type of extended conversation with children that can help them to develop their ideas. (Tassoni, 2010).

How to Complete a Reference List

References should be listed at the bottom of any written work and contain a reference for each resource you have referred to in the text. The idea is that, by giving them specific information, the reader should be able to find the original source themselves.

The reference list refers to everything that you have read and referred to within your writing and should be presented in alphabetical order. The reference list should be written as follows:

Books

- list in alphabetical order of author's name
- the year of publication (in brackets)
- title of book (in italics)
- the place of publication
- the publisher

Example: Tassoni, P., Beith, K., Bulman, K. And Griffin, S. (2010) Level 3 Diploma Children and Young people's Workforce Early Learning and Childcare, Harlow: Heinemann

Government Publications

- name of department responsible for the publication – recognised abbreviations are permissible eg: DfEE, DfES, DIUS
- date in brackets
- title in italics
- place of publication
- publisher

Example: DfEE, (1997) Learning for the Twenty-First Century (Fryer Report). London: HMSO.

Electronic Sources – The Internet

- author's name and initials
- year (put no date if date not given in source)
- title (in italics)
- Available at: cite the full web address, including the URL
- (Accessed: date of viewing or downloading)

Example: Yau, T. (2001) Dragon Project. Available at: http://www,geocities.com/dragonproject2000/ (Accessed: 14th June 2005)

Reference: Donovan, G., and Armitage, A. (2010) Quotations and Referencing, Canterbury: Christchurch University

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