

Plagiarism Statement

At the start of a programme an induction pack and study skills booklet, detailing what is expected from the learner and how to document the work is given to the candidate and a learning agreement that includes a clause on plagiarism is signed.

Plagiarised work will not be accepted and will need to be re-written in your words or referenced properly and backed up by describing my knowledge expressed in your own words. If it is repeated it will lead to disciplinary action and may ultimately lead to you being removed from the course

Plagiarism means using the work of others in preparing an assignment and presenting it as your own without acknowledging or referring where it came from. It is the presentation of another person's thoughts, opinions, ideas or words as though they were your own

When enrolled on a course, candidates are expected to produce original work.

The following practices are prohibited:

- Copying word for word directly from a text or other source.
- Using text from the Internet
- Using diagrams produced by others.
- Copying from essays, notes and exercises of a fellow candidate, from the current or previous courses.
- Preparing a piece of work with others, and then claiming it to be your own.
- Allowing someone to copy your work, which they then present as being their own.

Credit has to be given to the author of any reading materials that you use. It allows the reader of your work, to check your work for accuracy and to ensure that you have not cheated on your assignment.

The following information should be included as indicated in your Bibliography.

| Last Name | First Name | <u>Title of book</u> <u>underline</u> <u>d</u> | Place of Publication | Publisher | Date |
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If you suspect any fellow candidates of cheating or plagiarism, you should report the incident to your tutor / assessor.

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| Created by | Date issued | Version No | Approved by |
| Mark Pike | 01/12/2015 | | Mark Pike |

All candidates are expected to complete the Plagiarism declaration and submit with portfolio of evidence.

For additional support and information regarding issues of plagiarism use the following:

- www.plagiarism.org.uk
- www.jiscpas.ac.uk
- www.mantex.co.uk/samples/plgrsm.htm

If you have any concerns regarding this issue, please do not hesitate to contact your tutor/ assessor or the Business Development Manager.

Plagiarism declaration

I declare and confirm that all the work in this portfolio, other than the information sheets and handouts given to me by my tutor/ assessor as sources of research and underpinning knowledge, is my own work. It has not been taken or copied from another person or person's work.

Signed

Date

Name

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