



**Level 3 Composites Technician
Apprenticeship (ST0094/1.0)**

EPA1: Work-Based Project & Plagiarism

Version 3

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INTRODUCTION

This guidance is for the benefit of employers, training providers and apprentices. It intends to provide a clear and transparent process for defining, detecting, and dealing with issues of plagiarism. Plagiarism is defined as the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." *Random House Compact Unabridged Dictionary* (1995).

APPRENTICES

When apprentices submit their work-based project they must complete a covering sheet which states that the work is their own and that other sources of information are acknowledged.

The covering sheet for the EP1: Work-Based Project asks apprentices to confirm that they have compiled with the statement:

"I declare that this work-based project is my own work. Where sources such as the internet, books and the work of others has been used; these sources have been fully acknowledged within the text and included in the references and bibliography on the last page. Any assistance given by others has been included in the acknowledgements."

Therefore, apprentices must make sure that all the work that they submit for an assessed work-based project is their own and that it is properly cited or referenced using the Harvard or other recognised referencing system.

Except for short, fully referenced material, apprentices must under no circumstances reproduce passages, diagrams, drawings, tables, or photos borrowed wholesale from books, articles, the internet, or other sources written/produced by a person or people other than themselves. Where a short section of text is used it should be shown in quotation marks in the text, followed by the reference making it absolutely clear to the reader exactly which material originates from other sources and what the sources are. This reference is then included in the bibliography at the end of the work-based project. Similarly, apprentices must not summarise an author's ideas or arguments without providing a full reference. If apprentices do so, then they are wrongly indicating that they have thought of the points themselves.

The temptation to plagiarise often stems from a lack of understanding of the subject area and it is worth bearing in mind that assessors often spot plagiarism because the copied text is quoted out of context, its meaning has been perverted or it is mostly irrelevant to the question in hand. The important point is to be able to demonstrate a good understanding of the material and to use it to support the answers being given.

TYPICAL EXAMPLES OF PLAGIARISM

In practice, severe cases are rare, but the following are examples:

- Downloading information/whole sections of text from the web, without reference to the original source or using quotation marks and without using the material to answer the question or to support an argument.
- Quoting, re-writing, or scanning information from books, journal articles etc., again without adequate reference.
- Copying information from colleagues and including this as if it were own work (whether modified or not) e.g. individual reports, tutorial assignments, coursework scripts.

It is difficult to produce definitive guidelines for exactly what is or is not acceptable. Where apprentices are in any doubt, they should always fully acknowledge a source.

DETECTING PLAGIARISM

This is not as difficult as many people imagine! To an experienced assessor, who may have marked many work-based projects on a specific topic, it can be obvious when projects contain plagiarised elements of work, even if these have been re-written or modified/edited electronically.

WHAT HAPPENS WHEN PLAGIARISM IS SUSPECTED?

The details are passed to the Business Compliance and Administration Manager or an appointed nominee.

Contact will be made with the apprentices of the work-based project for which plagiarism is suspected and they will be given an opportunity to explain the background to the issues involved.

Based on the evidence obtained, a decision will be made in terms of what penalty, or penalties will be imposed.

Once plagiarism is confirmed, the decision and details of any penalty imposed will be communicated to the apprentice.

PENALTIES

Penalties which will be imposed by PIABC Limited will be dependent upon whether its minor or major component of information from a third-party, which has been used without referencing. Judgements of what is “minor” and “major” are at PIABC Limited’s discretion and all suspected cases of plagiarism and what penalties will be imposed will be on case-by-case basis.

APPEALS

Apprentices have the right of appeal against the decision or the imposition of a penalty and they should refer to PIABC Limited’s *End Point Assessment Service - Enquiries and Appeals Policy*.