



Plagiarism Policy

Guild Training views honesty and integrity as essential components of learning. To protect this integrity, the ideas and work of others must be protected and acknowledged.

Plagiarism is defined as:

- Word for word copying of sentences or whole paragraphs from one or more sources or presenting substantial extracts from books, articles and other published material without clearly indicating their origin
- Submitting another learner's work in whole or in part as your own work
- Submitting work which has been written by someone else on your behalf

Guild Training will take action against learners who plagiarise work and submit it as their own.

Procedure: actions and responsibilities

Action	Responsibility
Learners will be made aware of Guild Training's Plagiarism policy and associated procedures during induction. Information about plagiarism is included on the Guild Training website and in learner handbooks.	National Secretariat State Branches
A staff member who suspects that plagiarism has occurred must present all documentation to the Training Manager.	Guild Trainer/Assessor
The Training Manager will review all of the provided documentation and determine whether they believe the plagiarism is likely to have been intentional or unintentional. The Training Manager can refer this documentation to the National Secretariat for further advice.	State Branches National Secretariat
The learner will be consulted and provided with the opportunity to respond to the alleged plagiarism.	State Branches
The Training Manager will make a determination as to whether the plagiarism was intentional or unintentional.	State Branches
If the plagiarism was determined to be unintentional then the learner will be cautioned. A record of the unintentional plagiarism will noted on the learner's file.	State Branches
If the plagiarism was determined to be intentional the learner will be provided with a formal warning. This warning will be retained in the learner's file. The learner will also be required to re-submit the required work.	State Branches
If the learner believes that the action taken was unfair or unjust they may undertake to appeal the decision using the Complaint and Appeal procedure/policy.	State Branches

Associated documentation

Learner handbook
Training Agreement

Related topics

References

Authority

National Training Manager – 12.01.2009
National Training Manager – 15.06.2010
National Training Manager – 29.07.2011