Plagiarism Policy

As part of the Learner Induction acceptable codes of conduct for work produced and included within the Portfolio are discussed. Plagiarism and Cheating are highlighted to ensure Learners do not fall foul of submission. All work must be completed by the learner and must reflect the working practices in their workplace. The following guidance taken from 'ILM's Plagiarism and Cheating Policy V2 April 2015" is issued and discussed.

a. The large majority of every assessment must be the original work of the learner. Substantial copying of course notes or other published or unpublished work is unacceptable as this does not demonstrate the learner's knowledge, let alone his/her application. Even if acknowledged and properly referenced, excessive use of other people's work is unacceptable

b. If you use someone else's exact words in your work, they must be in quotation marks. Use quotations sparingly and only when you feel the author has expressed something so well and so concisely that the words cannot be improved

c. Even if you give your own explanation of somebody else's work without quoting word-for-word, you must reference your source

d. When referencing a source, you must provide the name of the author, the date of their work that you have referred to and the page number where you got the quotation from immediately after the quotation (e.g. Hill, 2004, p. 42) and also provide full details of the reference in the bibliography

e. You must provide a bibliography - a list of books, articles and any other sources you have quoted - at the end of your assignments

f. The Harvard system for referencing sources is well-established and you can find guidance on how to use it on the internet

g. When making a reference to a book the Harvard format is: Hill, P. (2004) **Concepts of coaching: a guide for managers**. ILM, London

h. and for a reference to an article the Harvard format is: Grant, A.M. (2010) It takes time: a 'stages of change' perspective on the adoption of workplace coaching skills. **Journal of Change Management**, 10(1), pp. 61-77

We explain that by signing, whether physically or digitally, the Learner is acknowledging the work submitted is their own, and complies with all MBKB's policies and protocols. At conclusion of each programme a signed learner statement must be added which will read '**By the act of making this submission, the learner certifies that this is the work of the learner named above**. 'All work produced will be checked for plagiarism by the tutor and IQA, during visits and sampling. If plagiarism is found, then the tutor or IQA discovering this will inform the CEO. An independent IQA will be assigned to carry out a formal investigation, this IQA will then alert the Awarding Organisation and share their findings. A decision will then be made by the AO. This means that the work *may* have to be completed again and resubmitted. Failure to produce work that is free of plagiarism could result in the learner being removed from programme.

Please sign to acknowledge that the above policy has been discussed and understood at induction and will be followed throughout the duration of your program.

Tutor Signature…………………………………………. Date……………………...

Learner Signature……………………………………. Date……………………...