LimeCulture Malpractice and Plagiarism Policy

Statement

1. LimeCulture is committed to providing quality training for all those who attend any of our training courses or programmes. Assessment malpractice and academic misconduct - including plagiarism - is fundamentally dishonest.

2. LimeCulture is committed to ensuring that any incidents of assessment malpractice are identified, minimised, and dealt with in an open, fair and effective manner. We are also committed to ensuring that work presented by learners and trainers is their own, and that due reference and acknowledgment are given to other information sources used within learners' presented work.

3. Learners or trainers found to be plagiarising work, or committing any form of assessment malpractice, potentially face exclusion from the course or programme.

4. Therefore, the purpose of this policy is to ensure that learners and trainers understand the importance of producing their own work, and to set out the procedures in place to prevent, detect and monitor the possibility of assessment malpractice including plagiarism.

Definitions

5. LimeCulture defines assessment malpractice as any action by trainers or learners that has the potential to undermine the integrity and validity of the qualification and the assessment of learner's work. Malpractice by learners and trainers includes, but is not limited to plagiarism, collusion, fabrication of results or evidence, and false declarations of authenticity.

6. Learners or trainers who commit plagiarism are seeking an unfair advantage over other learners and devalue the qualification they study towards.

7. LimeCulture recognises plagiarism as being:

   a. 'taking and using another's thoughts, writings, inventions and passing this off as one's own" (adapted from Pearson's Centre Guide to Managing Quality); and / or

   b. 'the failure to acknowledge sources properly and/or the submission of another person's work as if it were the learner's own' (Joint Council for Qualifications).

8. Malpractice by trainers includes, but is not limited to, improper assistance of learners, changing marks without sufficient evidence or justification, failure to keep learners'

coursework secure, fraudulent claims for certificates, and allowing evidence to be included in coursework which is known not to be the learner's work.

Use of Artificial Intelligence (AI)

9. LimeCulture's position on the use of AI is informed by guidance from the Joint Council for Qualifications (JCQ), a position endorsed by the NCFE (LimeCulture's accrediting body).

10. The use of AI in completing assessments may pose significant risks to both the quality and accuracy of learning, and a learner's subsequent professional practice. AI chatbots have been designed to produce responses based upon statistical likelihood and therefore their responses cannot be relied upon. They often produce answers which may seem convincing but contain incorrect or biased information; some have been identified as providing dangerous and harmful answers; and some can also produce fake references.

11. As has always been the case in LimeCulture assessments, learners must submit work which is demonstrably their own. Learners who misuse AI such that the work they submit during an assessment is not their own, will be investigated for potential malpractice. This could result in disqualification from an assessment, or the qualification overall.

12. If any sections of a learner's work are reproduced directly from AI-generated responses, these elements must be identified by the learner. The learner will understand that this will not allow them to demonstrate they have independently met the marking criteria, and therefore no marks will be awarded for these elements.

13. Where Training Managers have doubts about the authenticity of learner work submitted for assessment (for example, where they suspect parts or all of it have been generated by AI and this has not been acknowledged), they must investigate and take appropriate action as outlined in this policy.

Preventing, Detecting and Monitoring Malpractice and Plagiarism

14. LimeCulture will ensure appropriate information and support is available for all learners to prevent incidents of assessment malpractice and plagiarism.

15. LimeCulture will seek to design assignment briefs and processes that help to reduce assessment malpractice and plagiarism. Trainers will reinforce this policy when inducting learners onto courses and at regular points thereafter as appropriate.

16. LimeCulture Training Managers will take reasonable steps to monitor learner work carefully for assessment malpractice and plagiarism. They will follow robust quality assurance processes, led by LimeCulture's Head of Training, and overseen by relevant Directors, including Internal Verification, audited record keeping, tracking and certification claims in order to minimise and identify any malpractice.

Procedures for dealing with Assessment Malpractice and Plagiarism

17. LimeCulture takes instances of assessment malpractice and plagiarism seriously. In the event of acts of malpractice and plagiarism being suspected, the following procedure will be followed.

18. The Training Manager will notify both the Head of Training and the relevant Director of any concerns relating to assessment malpractice and plagiarism as soon as they are suspected.

19. The Training Manager, supported by the Head, will undertake a thorough investigation, speaking first to the learner(s) involved to seek clarification and, in cases where plagiarism is suspected, about how they believe they sourced the material used in the assessment.

20. In cases where plagiarism has been found (and depending upon the seriousness of the offence) and it is a first-time breach of this policy, the learner/trainer will be given a verbal warning and reminded of the Malpractice and Plagiarism Policy. Details of the meeting will be recorded.

21. In the event of such a breach, the learner's work will be withdrawn scoring no marks. The learner will be given an opportunity to amend the work and resubmit it within an agreed timeframe.

22. In cases where there is a further breach of this policy, the learner's line manager will be informed by the Head of Training and the learner's place on the course considered. In the context of a serious breach, the learner may be excluded from completing the course.

23. In cases where trainer malpractice is identified, they will be subject to the staff disciplinary policy.

24. All information relating to malpractice investigations and appeals will be processed in accordance with LimeCulture's Data Protection Policy and applicable UK data protection legislation.

Delegate Appeals

25. In cases where LimeCulture has identified that malpractice or plagiarism has taken place, and where subsequent action has been taken, the learner may apply in writing to LimeCulture's Chief Executive within 10 working days of being notified of the disciplinary action to lodge an appeal.

26. The Chief Executive will undertake a review of the case and will make a final judgment within 10 working days of receipt of the appeal. This may involve seeking evidence from relevant parties, such as other learners, trainers, line managers, Pastoral Mentors and Heads of Department as relevant.