



Windmill Training Ltd. Plagiarism Policy

Plagiarism is a serious offence and learners are responsible for being aware of it. Windmill Training Ltd will operate within Malpractice and Maladministration Policy of the awarding bodies.

Windmill Training Ltd does not and will not support plagiarism and will not accept any responsibility or blame for individuals' actions. If a serious breach of intellectual rights or patents occurs through plagiarism, any learners involved will be held legally responsible for their actions.

What is plagiarism?

Plagiarism is a form of dishonesty that occurs when a learner passes off someone else's work as his/her own. This can range from failing to cite an author for ideas incorporated into a learner's completed assessment, cutting and pasting paragraphs from different websites or other people, to handing in a completed assessment downloaded from the internet or other persons work as their own.

Plagiarism in most instances is easy to identify and expose. One of the sources that enables plagiarism to be easy and tempting to some learners is the internet, but as the material is well known it makes its detection easy. Windmill Training Ltd Staff can locate the source of suspected plagiarism within a few minutes of searching the internet.

Centre Action

Any Windmill Training Ltd Staff who believe plagiarism has taken place are required to put the learner through the Learner Disciplinary Procedure.

The consequences of plagiarism

1) Plagiarism is an offence. All Windmill Training Ltd Staff are expected to report all instances of plagiarism to the Windmill Training Ltd Quality Assurance Co-ordinator, who initiates an investigation. Learners accused of plagiarism will have to go through the internal disciplinary procedure.

2) All parties to plagiarism are considered equally guilty. If you share your assessments with another learner and he /she plagiarises it, you are considered as guilty as the one who has plagiarised your work, since you enabled the plagiarism to take place. Under no circumstances should a learner make his/ her assessment available to another

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learner unless explicit permission for this to happen has been given by Windmill Training Ltd.

What learners should do

1. All learners should familiarise themselves with this policy and be aware of the consequences of plagiarism.
2. Avoid plagiarism by correctly citing sources. Windmill Training Ltd may require you to follow a certain method of referencing. Copying someone's work is an extreme and straightforward act of plagiarism. More commonly, however, learners plagiarise without realising they are doing so. This generally happens when a learner fails to acknowledge the source of an idea or phrasing.