



# Learner Plagiarism, Discipline and Sanctions Policy

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## Aims

This policy is designed to make it clear the expectations for behaviour and code of conduct for learners accessing our training, whether in-person or online.

This policy should be read with the Bullying and Harassment Policy, Complaints Policy, Health and Safety Policy and Malpractice and Maladministration Policies.

## Learner's Code of Conduct

Learners are expected to act with courtesy and respect to other learners and maintain behaviour expectations that are consistent with a place of work or study. They should not bully, harass or discriminate against other learners. They are expected to attend the lessons given as part of their programme and be suitably dressed and ready to learn (including not being intoxicated). This includes both in the classroom and also when using our online forums or support groups.

Learners who break the code of conduct may be subject to the disciplinary procedures described below.

## Plagiarism

Plagiarism is the act of taking the work or ideas of another person and passing them off as your own. This includes copying the portfolio or aspects of the portfolio from others.

Whilst learners are able to use artificial intelligence (AI) to understand questions, they are not allowed to use AI generatively in their qualification assessments. This is classed as an act of plagiarism and this policy would apply if it were suspected.

Learners who are identified to have committed plagiarism may be subject to disciplinary procedures and sanctions.

## Gross misconduct

Acts of gross misconduct may include acts of violence, aggression, criminal acts, vandalism, being intoxicated due to drink or drugs or acts of extremism. These will almost certainly lead to disciplinary action being taken.

## Graduated Approach to Discipline

The first step is to identify the seriousness of the breach. Due to the nature of our training provision, we only have short periods of time with learners and so most breaches will fall under the first stage below

## **First warning or minor misdemeanours**

This is the stage where the member of staff could reasonably expect the learner to respond to the warning and therefore that no further action will be required, for example interrupting another learner or missing a session. The trainer, tutor or staff member supporting the learner may give a verbal warning for a first or minor offence. They are not required to keep a record of this.

## **Repeated warnings or first formal stage**

This stage is triggered when a learner fails to respond to informal warnings, when there is a minor breach of plagiarism, misuse of company resources or for instances of bullying or harassment.

At this stage there is likely to be a verbal investigation by a member of staff appointed by the Training Manager or CEO. There is the potential to suspend the learner as a non-judgemental way of keeping them and others safe.

## **Second formal stage**

If the behaviour continues despite intervention at the first stage, then the second stage is triggered by the tutor or member of staff observing the continued behaviour reporting the continued concerns to the Training Manager or CEO. Again, there is the potential to suspend the learner as a non-judgemental way of keeping them and others safe.

They will identify an investigating officer, who will gather evidence already obtained, conduct interviews or collect written statements of evidence to enable them to present a report and recommendations to the Training Manager. The Training Manager will decide whether to accept the recommendations (and possible sanctions listed below) or record the reason for not doing so.

## **Third formal stage or gross misconduct**

If the behaviour continues despite action at the second stage, or there is suspected gross misconduct, then the third stage is triggered.

To trigger this stage a formal report by a staff member is submitted to the Training Manager or CEO. They will then contact the learner by phone and in writing (by email is acceptable) to suspend them if they are not already suspended. They will also identify an investigating officer, who will gather evidence already obtained, conduct interviews or collect written statements of evidence to enable them to present a report and recommendations to the Training Manager. The Training Manager will decide the final sanction from the possible sanctions listed below. Learners being interviewed are entitled to be accompanied by an independent observer.

## **Right to appeal**

If a sanction is issued against a learner then they have five working days to appeal against it. To do so, they must write to the CEO explaining their grounds for appeal. The CEO will acknowledge the appeal within 48 hours and review the decision within seven days. They will either uphold the sanctions, alter the sanctions or withdraw the sanctions. There is no right to appeal against this final decision.

## **Sanctions and penalties**

*Including those issued by awarding bodies*

### **Learners**

Sanctions against learners can include:

- A warning;
- Loss of marks for a section or unit;
- Disqualification from the course/qualification;
- Disqualification from all courses/qualifications;
- A period of debarment.

## Review

This policy will be reviewed biannually.

November 2024