

## Plagiarism Policy

For some of our training courses, awards and qualifications, there are requirements to complete written work as an assignment project. In all written assignment work, learners must ensure that they give reference and credit to the original source of any ideas or text which are used. If learners do not reference a source properly, it can lead to accusations of plagiarism (copying or use someone else’s work or ideas and presenting this as their own).

Ringway Training carry out plagiarism tests on all assignments which are submitted and if it is proven that a learner’s work is not their own and has not been clearly referenced, they can be withdrawn from the programme, with no refund on any fees and will be reported to the relevant awarding body.

Ringway Training can provide learners will support in referencing their work to ensure that there are no misconceptions, however, this must be requested in advance at the time of completing any assignment prior to submission.

**Anybody who requires further explanations of this procedure should contact Mark Mallender (Managing Director) on 01625 520 434 or at [mark@ringwaytraining.co.uk](mailto:mark@ringwaytraining.co.uk)**

Issue	Change	Date	Author	Approver
1	First original edition	1/9/2011	Mark Mallender	Richard Butler
2	No changes made	1/9/2012	Mark Mallender	Richard Butler
3	No changes made	1/9/2013	Mark Mallender	Richard Butler
4	No changes made	1/9/2014	Mark Mallender	Richard Butler
5	No changes made	1/9/2015	Mark Mallender	Richard Butler
6				