

## Plagiarism Policy

Some of our training courses (including all of our self-directed learning courses) include assignment-based work as a way of evidencing learning.

In all written assignment submissions, participants must ensure that they provide 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 assignments which are submitted and if it is proven that a participant's assignment is not their own and has not been clearly referenced, they can be withdrawn from the programme, with no refund provided.

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.

For further details, please contact us on 01625 520 434 or at [info@ringwaytraining.co.uk](mailto:info@ringwaytraining.co.uk)

Issue	Change	Date	Author	Approver
1	First edition	1/9/2017	Mark Mallender	Richard Butler
2	No changes made	1/9/2018	Mark Mallender	Richard Butler
3	No changes made	1/9/2019	Mark Mallender	Richard Butler
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