

Responsibility:	Quality & Compliance Director	Date doc. Created	September 2023
Print name sign off:	Chris Garcia	Last review date of doc.	April 2025
Signature:	Chris Garcia	Next review date	March 2026

Owner and version control

Plagiarism Policy including the use of artificial intelligence (AI)

At **Best Practice Network**, we uphold the highest standards of **integrity, honesty, and originality** in all aspects of our work. This **Plagiarism Policy** underscores our dedication to these principles, safeguarding both our credibility and the reputation of our organisation.

Plagiarism undermines trust and devalues the hard work of individuals. Therefore, this policy applies to **all individuals** associated with **Best Practice Network**, including **employees, associates, and learners** enrolled in any of our courses or programmes with assessments.

By adhering to this policy, we ensure the **integrity of our programmes** and empower our learners—**school leaders, teachers, early years practitioners, business managers, support staff, and SENCOs**—to achieve their full potential. In doing so, they can make a **positive and lasting impact** on the lives of children and young people through **excellence in education**.

Definition of Plagiarism

Plagiarism is the act of **using someone else's ideas, words, images, creative works, or intellectual property** without **proper attribution or authorisation**. It includes, but is not limited to, the following:

- **A. Copying and pasting content** (from published or unpublished sources) **without appropriate citation**.
- **B. Paraphrasing or rephrasing another's work without acknowledgment**.
- **C. Using images, graphics, or multimedia** without permission or proper credit.
- **D. Presenting another person's ideas, research, or findings** as one's own.
- **E. Submitting work produced by others** (e.g., essays, reports, code, designs) as if it were original.
- **F. Seeking unauthorised assistance** or collaboration on assignments requiring **individual effort**.
- **G. Self-plagiarism**—reusing one's own previously submitted work **without citation or permission**.
- **H. Using artificial intelligence (AI) or automated tools** to complete assignments or assessments (see our **[Policy on the Use of Artificial Intelligence (AI)]** for further guidance).

Responsibilities

Employees and Associates

All employees and associates of **Best Practice Network** must adhere to this policy. They are responsible for ensuring that:

- Any work submitted or presented by learners is **entirely their own**.
- Where external sources are used, **proper credit** is given to the original authors or creators.

Management and Supervisors

Management and supervisors must:

- Promote awareness of this policy within their teams.
- Ensure team members understand the importance of **academic and professional integrity**.

Preventive Measures

To minimise the risk of plagiarism, **Best Practice Network** will:

- **a)** Provide **training and resources** on correct citation and referencing practices.
- **b)** Encourage the use of **plagiarism detection tools** to verify originality.
- **c)** Set **clear expectations** regarding individual effort and permitted collaboration.
- **d)** Conduct **regular checks and audits** to identify and address potential cases.

Consequences of Plagiarism

Plagiarism is a **serious breach of trust** and may result in:

- **Suspension or removal** from the learning programme.
- Consequences will reflect the **severity, extent, and prior history** of the individual's work.

Reporting Plagiarism

- Any suspected or confirmed cases must be reported **immediately** to a supervisor, manager, or designated authority.
- Reports will be handled **confidentially and with urgency**.

If **plagiarism is confirmed**, the following actions may apply (depending on gravity):

- **Disallowance** of part/all assessment evidence or marks.
- **Withholding or revoking** certificates.
- **Rejection** of future registrations.
- **Withdrawal** from the programme/course.
- **Escalation** to the **Senior Leadership Group (SLG)**.

Policy Revision

- **Best Practice Network** reserves the right to **update this policy** as needed.
- All employees and associates will be **notified of changes** and expected to comply.

Policy on the Use of Artificial Intelligence (AI) 2023/24

1. Purpose

This policy safeguards **academic integrity** by ensuring all submitted work reflects learners' **original understanding, effort, and creativity**. It prohibits unauthorised use of AI tools in graded assessments while permitting limited, transparent use for formative learning where explicitly allowed.

2. Scope

Applies to all **learners, staff, and assessors** across Best Practice Network (BPN) programmes where assignments contribute to certification.

Policy Guidelines

3. Permitted vs. Prohibited Use

Scenario	Permitted?	Conditions
Summative assessments (graded)	✗ No	Absolute prohibition
Formative tasks (non-graded)	✓ Yes*	*Only if: • Pre-approved in programme handbook • Properly cited (see Section 5)
Research assistance (e.g., literature searches)	✓ Yes	Must be declared
Proofreading/grammar checks	✓ Yes	Tools like Grammarly allowed

4. Academic Integrity Requirements

- All work must demonstrate **personal critical analysis** and **contextual application** of course concepts.
- AI-generated content** (text, code, designs, etc.) submitted as original work constitutes **plagiarism**.
- Learners must **cite AI usage** in permitted cases (e.g., for brainstorming) using Harvard referencing:

Example:

DeepSeek Chat (2024) *Response to query on formative assessment models*. [Generative AI tool]. 15 June 2024.

5. Detection & Prevention Measures

BPN employs a **layered approach** to identify AI misuse:

- AI Detection Software:** All submissions screened via Turnitin AI Detection or equivalent.
- Assessment Design:**
 - Time-bound tasks with **personalised scenarios**
 - Mandatory **reflective statements** on research processes

- **Oral Defences:** Randomly selected learners defend submissions verbally.
- **Stylometric Analysis:** Checks for inconsistencies in writing patterns.

6. Consequences of Violation

Tiered sanctions based on intent and severity:

Level	Example	Action
Minor	Uncited AI-assisted brainstorming	Resubmission + academic integrity tutorial
Moderate	Partial AI-generated content	Grade cap (40%) for the unit
Severe	Entire AI-written submission	Programme expulsion + 2-year re-enrolment ban

Note: Repeat offences escalate sanction severity.

7. Learner Support

- **Pre-submission checks:** Optional draft reviews by tutors.