



Plagiarism Policy

Approved by:	Scott Machen
Signed:	<i>Scott Machen</i>
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V1	May 2024	Policy written
V1.1	Apr 2025	Updated to encompass all relevant Appropriate Awarding Bodies (AAB)
V1.2	May 2025	Slight tweaks – dealing with malpractice amended.
V1.3	Mar 2026	Minor tweaks with a change to personnel.

Plagiarism Policy, including the use of AI

Statement

Active Swim Approved Centre is committed to the integrity and credibility of the qualifications it offers. We will minimise the risk of plagiarism and apply this to tutors/trainers, assessors, internal verifiers, and learners.

Definition of Plagiarism

Plagiarism is the act of presenting someone else's work, ideas, or intellectual property as one's own without proper attribution or permission. This includes, but is not limited to, the following:

- Copying and pasting text, images, or any other content from external sources without proper reference.
- Paraphrasing or summarising the work of others without giving appropriate credit.
- Submitting someone else's work, whether in part or in whole, as one's own.
- Collaborating with others on assessments when it is explicitly prohibited.
- Using artificial intelligence or other technology to generate or complete assessments without proper disclosure and adherence to guidelines.

Use of Artificial Intelligence (AI) in assessment

What is generative AI? Generative AI refers to a class of artificial intelligence systems that are designed to generate new content, often in the form of text, images, or other media. These systems use algorithms and various techniques to learn patterns and generate content that is similar to what they have been trained on.

There are various website programmes available for generating AI, such as Google's Bard, OpenAI (ChatGPT-3) & Wordtune, with more becoming available on the market.

We recognise that AI technology can be a valuable tool in assessment design and administration. However, its use must be governed by strict guidelines to prevent plagiarism and ensure the integrity of the appropriate qualifications.

AI Use Guidelines:

- **Transparency:** When AI is used in assessments, learners must be informed of its presence and the extent of its involvement in the assessment process.
- **Guidance:** Clear instructions on how to use AI tools (if provided) and the limitations of their use should be communicated to learners.
- **Originality:** Learners should be reminded of the importance of producing original work and not relying solely on AI-generated content.
- **Quoting AI-generated content:** If learners use AI-generated content in their assessments, they must properly quote it as a source.
- **Prohibited use:** Any attempt to use AI to generate or complete assessments without disclosure or against guidelines will be considered plagiarism and will be subject to Malpractice.

Prevention

Learners must be made aware of the ATC's Plagiarism Policy and Malpractice/Maladministration Policy and receive information on the commonly used acceptable conventions for correctly acknowledging the source of the ideas and information as part of their course induction.

When tests/case studies are used as an assessment method, it is good practice to rotate/randomise the test questions/case studies across cohorts and not use the same tests/case studies for two consecutive periods. ATCs should already be using a Declaration of Authenticity form for learners to sign, confirming that the work/evidence is their own.

Our workforce is trained to recognise signs of plagiarism, including unusual language or content discrepancies. To enable

Dealing with suspected plagiarism

Stages for investigating plagiarism:

- Check the learner's work for acknowledgement of sources, varying quality of content, and the use of a mixture of vocabulary/spellings/punctuation/presentation.
- If the ATC suspects a learner's work has been plagiarised. It may be helpful to speak with the learner and ask questions about the work to assess whether it is the learner's.
- Best practice: A recorded professional discussion to record responses would aid the authenticity and validity of the learner, and would check the quality of responses. Software such as Otter.ai or Teams can produce transcripts. This would support the learner if English is not their first language.
- Reporting – if your suspicions are confirmed the matter should be treated as suspected malpractice. ATCs must investigate the case in accordance with their own malpractice/maladministration policy to determine whether plagiarism has occurred. Where plagiarism is identified, the centre must take appropriate action, investigate, and notify the appropriate awarding body.
- Where a case of confirmed plagiarism is identified by, or reported to, the appropriate awarding body, they will follow the relevant procedure.

For further information, please contact:

Mr Hamid Anwary

hamid@activeswim.co.uk