



PART OF **nocn** GROUP



Plagiarism

1. Scope

1.1 The apprentice is required to use and refer to information from a variety of published sources to demonstrate their knowledge and understanding, in some cases however, the apprentice should be careful not to claim this as their own work. **The apprentice should ensure that they always reference the information source that they have used.**

1.2 When an apprentice has included information from published sources in their work, they must acknowledge this information fully and accurately by:

- Identifying their sources, in a brief format, in the body of their written work (referred to as an in-text citation) and
- Providing a detailed list of their sources in an alphabetical list at the end of their work (known as a reference list).

1.3 If an apprentice fails to reference their sources, this can constitute plagiarism, which is considered a serious offence. It is important to remind apprentices that information can often be restricted by copyright or trademark, protecting the authors rights. By correctly referencing information sources, an apprentice can validate their statements and conclusions they make in their work by providing supporting evidence. For many apprentices, referencing information sources can be a time-consuming process, but it is a mandatory requirement when submitting work which contains elements previously published.

1.4 Copying from another person in any form also constitutes plagiarism and this is not allowed. This could also put their assessments in jeopardy. If the apprentice's work is deemed to contain **elements of plagiarism**, it will be required to be investigated by the Training Provider and a report of malpractice will be required to be issued to **NOCN**. Further information on the use of referencing can be found at <https://www.plagiarism.org/>



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