

Plagiarism Policy

V1:090626

1. Introduction

HHF Training Ltd is committed to maintaining the highest standards of academic integrity and ethical conduct. This policy outlines expectations regarding originality, proper attribution and the consequences of plagiarism.

2. Definition of Plagiarism

Plagiarism is presenting another person's work, ideas, research, data or intellectual property as one's own without appropriate acknowledgement, citation or referencing.

3. Scope

This policy applies to all learners undertaking qualifications, training programmes, assessments, projects and academic activities delivered by HHF Training Ltd.

4. Types of Plagiarism

Examples include copying and pasting without citation, paraphrasing without acknowledgement, submitting another person's work, unauthorised collaboration and the use of unauthorised aids during assessments.

5. Educational Awareness

Learners will receive guidance on academic integrity, referencing requirements and avoiding plagiarism. Tutors and assessors will reinforce these principles throughout the learner journey.

6. Citation and Referencing

Learners must accurately reference all sources used in their work and comply with the referencing style specified for their programme or qualification.

7. Use of Plagiarism Detection Tools

HHF Training Ltd may utilise plagiarism-detection systems, such as Turnitin or equivalent tools, to assess the originality of learner submissions.

8. Consequences of Plagiarism

Confirmed plagiarism may result in resubmission requirements, assessment sanctions, formal warnings, withdrawal of results or other disciplinary actions depending on severity.

9. Appeals Process

Learners have the right to appeal plagiarism-related decisions through the HHF Training Ltd Appeals Procedure.

10. Support and Resources

HHF Training Ltd will provide support, guidance and learning resources to help learners understand and avoid plagiarism.

11. Continuous Monitoring and Review

This policy will be monitored and reviewed regularly to ensure continued effectiveness and alignment with best practice.

12. Implementation

This policy will be communicated to learners during induction and made available through learner resources and organisational documentation.

Approval

The management of HHF Training Ltd approves this Plagiarism Policy, effective from 9 June 2026.

Review Date: 9 June 2027.