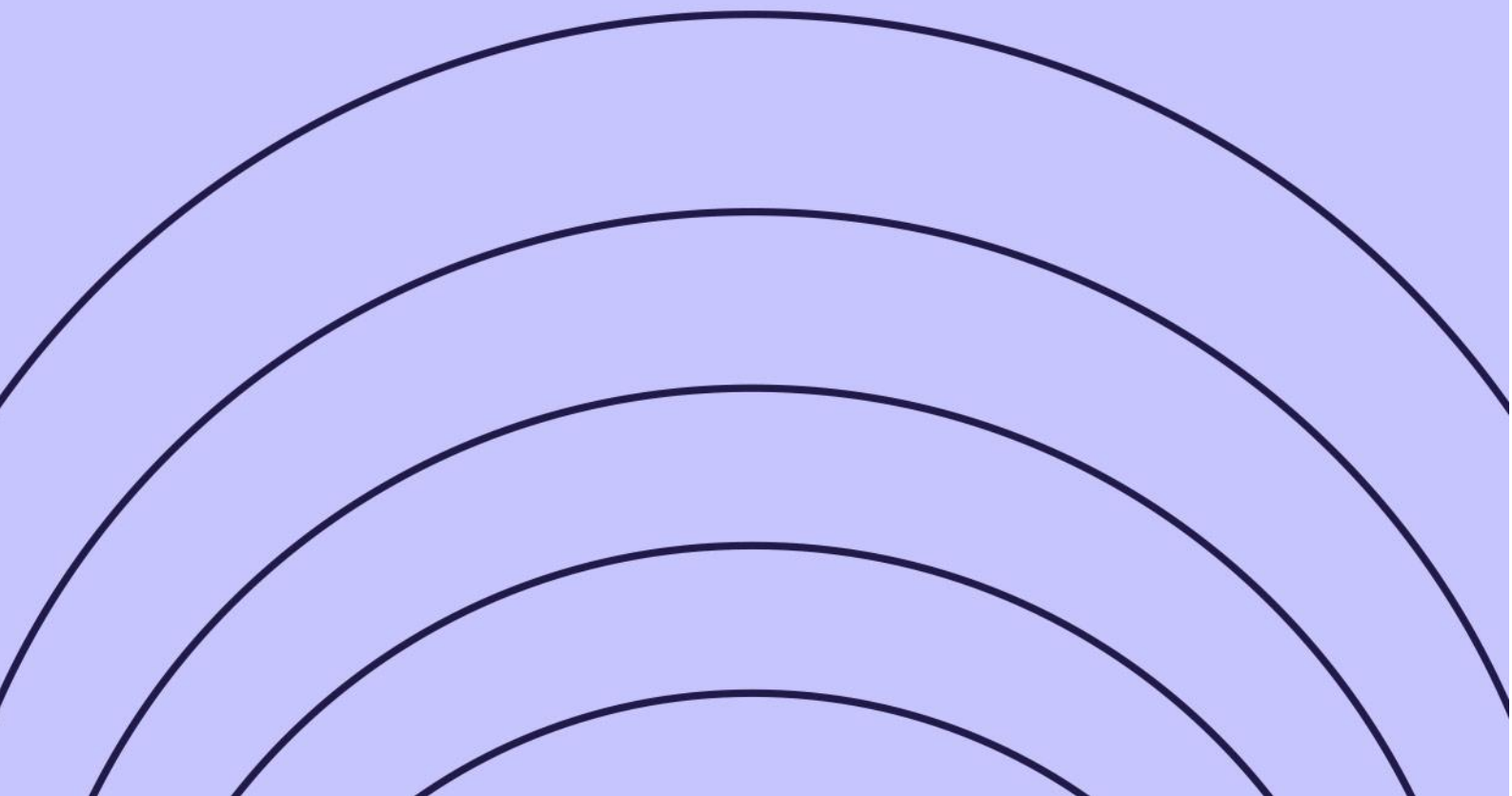




Pearson TQ Apprenticeships Plagiarism Policy

Policy Version No 1.6/19th January 2026 / PTQ-016



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Policy Statement

Pearson TQ wishes to ensure that all of its Apprentices' work is; their own, it is appropriately referenced and is of a standard that would be acceptable for any academic institution. Apprentices need to operate to a high professional standard and their work needs to truly reflect their own knowledge and skills. Apprentices should feel that they can appeal any decision made about their work and know how to do this and know that all procedures are fairly applied by Pearson TQ delivery staff.

Appeals

Pearson TQ wishes to ensure that all assessment decisions are fair and honestly applied. Should an Apprentice feel that an assessment decision is incorrect then the Apprentice will be able to appeal in line with Pearson TQ's appeals policy. The appeals policy ensures that the Apprentice's appeal is escalated through the organisation as appropriate and if needed will be referred to the awarding organisation. The apprentice will be kept informed throughout the appeal process and will receive a written report on the final findings.

Authentication

Authenticity of Apprentices' work is of paramount importance. Apprentices will be required to sign/verify that their work is their own on submission for assessment. The work will be validated through the assessment and internal quality assurance process.

Plagiarism

Pearson TQ does not condone plagiarism and will take appropriate action (defined below) if detected in the work of an Apprentice enrolled on any Pearson TQ supported programme.

Plagiarism will be defined as:

- Copying of another apprentice's work. All work submitted for an apprentice's qualification must be the apprentice's own, original work. Direct copying of one apprentice's work by another will not be tolerated;
- Copying directly from a textbook or internet source. Apprentices are encouraged to use any sources of information that are of relevance to their study. However, if sections of textbooks or internet sources are reproduced without proper acknowledgement or referencing, this will be viewed as plagiarism.

Artificial Intelligence

With the increased availability of artificial intelligence software, PTQ staff need to have an enhanced awareness of these tools and the possible implications for presented evidence and assessments. The misuse of AI constitutes malpractice as defined in the “JCQ Suspected Malpractice: Policies and Procedures” (<https://www.jcq.org.uk/exams-office/malpractice/>).

PTQ staff and learners are to follow the guidance issued by JCQ relating to the use of AI – “AI Use in Assessments: Protecting the Integrity of Qualifications” (<https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>). This guidance includes information for learners and staff on how to correctly acknowledge the use of AI and how to reference it’s use. This guidance should be applied in all instances where AI has been used within the production of evidence.

Responsibilities

It is the responsibility of all Pearson TQ delivery staff to advise their apprentices on the plagiarism policy and resultant action that may be taken. Staff who mark or supervise work must ensure that the work submitted is the apprentice’s own. Any staff member that suspects an apprentice of plagiarism should report the matter to the Pearson TQ Quality Officer together with evidence of the apprentice’s work under suspicion.

It is the responsibility of the Quality Officer, in collaboration with delivery staff, to ascertain the exact nature of the alleged plagiarism. The apprentice will be interviewed at the earliest opportunity and details of their responses will be record in writing and should take the following form:

- A description of the nature of the alleged plagiarism and a summary of the evidence;
- Confirmation of the time, place of and persons present at the interview.

If, following the investigation, plagiarism has been proven, the following action will be taken:

- **Minor Case** – i.e., plagiarism of a small element of a piece of work only, or not the final draft. The PTQ Senior Quality Manager will issue a written warning to the apprentice and will copy the letter to the apprentice’s line manager. The apprentice will be given a further opportunity to resubmit their work.
- **Major Case** – i.e., plagiarism of a significant portion of the final submission. The PTQ Senior Quality Manager will inform the apprentice in writing that their work cannot be submitted and that they will therefore fail to meet the requirements for that aspect of their Apprenticeship. A copy of the letter will also be sent to the

apprentice's line manager, who may decide to take further action. A report to the awarding body concerned may be made.

Review of the Policy and Procedure

The Policy will be reviewed annually by Pearson TQ's Senior Management Team to ensure it is still valid and reflective of current best practice.

Document Version History

Version No	Date Revised	Revision Description	Revised By	Approved By
1.0	17/03/17	Amended to reflect new Pearson TQ branding	Neil Saunders	Martyn Leader
1.1	06/01/21	Annual review – no amendments	Neil Saunders	Martyn Leader
1.2	12/01/12	Annual review – no amendments	Neil Saunders	Martyn Leader
1.3	23/05/23	Annual review – Use of AI within assessments acknowledged	Neil Saunders	Martyn Leader
1.4	31/10/23	Review and update: formatting, accessibility compliance, spelling and grammar.	Tina Hutchinson	Martyn Leader
1.5	02/09/24	Annual Review – no amendments	Donna Rowley	Martyn Leader
1.6	19/01/26	Annual review – updated branding and JCQ URL addresses.	Neil Saunders	Martyn Leader