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Qualification Policy

This Policy includes:

Appeals

Malpractice

Plagiarism

Quality Assurance

**Appeals**

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**Scope and Rationale**

CANTO Learning believes in providing every student with a quality learning based experience throughout their time in the college.

Aims

To enable the student to enquire, question or appeal against an assessment decision.

To attempt to reach agreement between the student and the assessor at the earliest opportunity.

To standardise and record any appeal to ensure openness and fairness.

To facilitate a student’s ultimate right of appeal to the awarding body, where appropriate.

To protect the interests of all students and the integrity of the qualification.

**In order to do this, the college will:**

* Inform the student at the commencement of their qualification, of the Appeals Policy and procedure. (see students guide to appealing an assessment decision).
* Record, track and validate any appeal.
* Forward the appeal to the awarding body when a student considers that a decision continues to disadvantage him/her after the internal appeals process has been exhausted.
* Keep appeals records for inspection by the awarding body for a minimum of 18 months.
* Have a staged appeals procedure.
* Will take appropriate action to protect the interests of other students and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
* Monitor appeals to inform quality improvement.

**Students’ Guide To Appealing An Assessment Decision**

Introduction

If you feel that any of your work has been assessed inaccurately or unfairly by one of the tutors you may use the Appeals Procedure to have this work reassessed.

You should start this process as soon as possible and certainly within 10 days.

This is the process that will be used:

Stage 1

You should first of all appeal to the tutor or assessor who made the original decision and who provided you with feedback. The assessor will discuss with you the reasons for making their assessment decision.

Stage 2

If you are still not satisfied with this decision, your tutor or assessor will refer the matter to Quality Assurance. This person will re-assess your work against standards set by the Awarding Body and will communicate their decision to you and to your assessor.

Stage 3

If you are still not satisfied after stages 1 and 2 of the procedure have been completed, complete the appeals form with support from your keyworker or with someone from home.

Stage 4

Pass the form to the Head and they will consider the appeal and inform you of their decision.

**Malpractice**

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**Scope and Rationale**

This policy sets out how CANTO Learning addresses any issues regarding malpractice.  This policy applies to all staff and students at CANTO Learning.

The college has an obligation to its students and awarding bodies to ensure that the qualifications its students receive are an accurate representation of their work and of the knowledge and skills attained.  If a student passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification.

**Aim of the policy**

* To maintain the principles of CANTO Learning and its qualifications.
* To minimise the risk of malpractice by staff and students.
* To ensure that there is standardisation in the investigations of malpractice and that this process remains fair.
* To ensure appropriate actions are taken when an incident of malpractice occurs and is proven.

**CANTO Learning will:**

* Ensure that students declare and sign to say the work is their own.
* Ensure that to the best of their ability, students understand the importance of ensuring they submit their own work and the impact failing to do so could have.
* Provide guidance when required on how to correctly source information from other sources such as the web, books etc.
* Ensure that any investigation that takes place is sympathetic to all parties whilst maintaining high professional standards.  Any investigation should:
* Make the individual aware at the earliest opportunity of the nature of the concern.
* (If appropriate support should be offered to ensure the individual understands the allegation and can provide their best response).
* Ensure the individual understands as best they can the process and the right they have to appeal any decision.
* Ensure that the process is appropriately documented.

**Definition of Malpractice by Students**

Examples of malpractice are given but other instances may be considered by the college if appropriate:

* Plagiarism of any kind.
* Working with another or in a group to produce work but submitting the work as if it were solely that of an individual.
* Copying of another’s work.
* Deliberately destroying another student’s work.
* Making a false declaration about work contained within a portfolio or assessment.

**Definition of Malpractice by College Staff**

* Inappropriate assistance to candidates.
* Inappropriate awarding of marks for students work when there is insufficient evidence to support the marking or assessment decision.
* Failure to keep student’s portfolios or assessment securely.
* Assisting students in the production of work that would be outside of bounds of additional support for SEN students, special learner requirements.
* Producing falsified witness/observation statements to support achievement.
* Allowing evidence that is known not to be the students to be included in a portfolio.
* Making false claims for certificates.

**Plagiarism, Copying and Cheating**

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**Scope and Rationale**

This Policy sets out how CANTO Learning Ltd addresses any issues regarding this authenticity of work submitted by a student for assessment.  This policy applies to all who register as a student or for a qualification at CANTO Learning.

The college has an obligation to its students and awarding bodies to ensure that the qualifications its students receive a fair and accurate representation of their work and of the knowledge and skills attained.  If a student passes an assessment or achieves a qualification by unfair means, then this is unfair to those that have achieved this same qualification.  For those reasons CANTO Learning will undertake all appropriate measures to ensure that the student’s work is in fact their own, and that plagiarism and other forms of cheating have not taken place.  The college will ensure that appropriate action is undertaken where cheating or plagiarism has been detected.

**Cheating**

Cheating is an attempt to deceive assessors.  It can include but is not restricted to, situations when the student is in an assessment situation and:

* Communicates or attempts to communicate with a fellow candidate or any individual who is not the invigilator or a member of staff.
* Copies or attempts to copy from a fellow student.
* Attempts to consult during the assessment any unauthorised printed or written material, or any electronic calculation or information storage devices including mobile phones.
* Cheating is considered to be a serious breach of trust by CANTO Learning Ltd and specific disciplinary measures would be considered during a review of the incident.

**Plagiarism**

Plagiarism is the theft or use of someone else’s work without proper acknowledgement or presenting someone else’s work as if it were their own.  If there is a doubt over the authenticity of work, opportunity will be given to demonstrate that it genuinely belongs to the person claiming credit.

**Guidelines on Plagiarism**

Copying from the work of another person or paraphrasing of someone else’s work is plagiarism.  This applies to copying both from another person’s work of from published material from any source.  This includes any material found on the world wide web.

Using another’s work for quotes is acceptable if appropriate referencing to the source takes place.  Failure to recognise where this work has been drawn from could be seen to be claiming the comments for their own and therefore considered plagiarism.

Paraphrasing, when the original statement is identifiable but has no acknowledgement, this is plagiarism.

Coursework must be the students own work unless it has been as a result of collaborative group work.  In this case proper acknowledgement must be given to fellow students for their work.

Plagiarism is considered to be a serious breach of trust by CANTO Learning and a case of gross misconduct, appropriate action will be taken following a review of the incident.

**Quality Assurance Policy**

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**Scope and Rationale**

CANTO Learning believes in providing every student with a quality learning based experience throughout their time in the college.

**Aims**

* That CANTO will help students to achieve their maximum potential.
* To provide students with an environment for that results in the best possible outcome.
* To ensure that working procedures are maintained through which we can ensure consistency in the services we provide to students.
* To ensure the standard of sessions delivered are consistent and effective throughout the college and have at their core the value of raising student achievement.
* To provide a coherent structure for the monitoring and evaluating of standards across the college and take appropriate action where necessary.

**Quality Assurance Process**

**Responsibilities**

All members of staff have a responsibility for ensuring students attend sessions of the highest quality.  Some staff and trustees within the organisation have specific responsibilities; these are identified below.

**Trustees**

The Trustees are expected to hold the SLT team to account for its responsibilities as an education based centre.

The Trustees are expected to be aware of the college’s current performance, identifying both strengths and areas for development in conjunction with the SLT.

Trustees are able to input into the strategic thinking and planning of the college.

**Head of Centre**

Is responsible to the Trustees for ensuring that the college is engaged in an established and effective on-going process of self-evaluation.

The Head will use information from the evaluations to identify areas of strength and weakness which will then lead to future college improvement.

A termly report is presented by the head in each trustees board meeting, highlighting progress made and areas for development.

**Senior Leadership Team (SLT)**

The Deputy Head (quality assurance) is responsible to the head for the setting up and maintenance of the quality assurance processes.

All members of the SLT are accountable to the head for QA in the areas for which they have strategic responsibility.  This includes evaluating and analysing the standards reached and setting future targets in agreement with the head.

Will review both the SAR and Strategic planning process to ensure and safeguard the future development of the college.

Will gather, analyse and evaluate information received from stakeholders, students, external bodies and staff.

The assistant head (teaching and learning) is responsible to the head for the setting up and managing of the observation of training sessions.

The SLT is responsible for implementing an appropriate course of action in response to feedback from the SAR process, external bodies, appraisals, student reviews and other professionals.

The SLT is responsible for responding appropriately to feedback received through the Student’s Voice meetings.

**Staff with additional responsibilities.**

Are responsible for feeding back to the SLT both in meetings and through their annual report on developments in their designated area.  Any areas of concern should be raised individually with a member of the SLT.

They are responsible for keeping accurate records relating to their areas of additional responsibility.  These records should be accessible at any time by a member of the SLT.

**Updates:**

**Malpractice:**

Created on 28th January 2019 - HD

**Plagiarism:**

Created on 28th January 2018 - HD

Reviewed on 29th January 2019- HD

Reviewed on 30th January 2020 - HD

**Quality Assurance:**

Updated 9th April 2020 - HD

In September 2021, the Malpractice Policy, the Appeals Policy, the Plagiarism Policy and the Quality Assurance Policy were combined making one single Policy.