



## **Learner Induction Information for Qualifications**

We want your learning with TT Training and Consultancy Company to be an enjoyable experience. Our team are here to support you and if you have any queries please do not hesitate to contact us. Below are some of our policies and procedures with regard to maintaining the integrity of qualifications. Below are procedures to support and guide you with your training.

### **Plagiarism**

As a Learner with TT Training and Consultancy Company you have a legal responsibility to ensure that the work you submit for assessment is your own. Assessors and IQAs have a responsibility to ensure that the work learners have submitted is their own.

Plagiarism can occur in many ways and the following are examples:

- Quoting another person's work without acknowledging the source
- Paraphrasing another person's work by changing a few words and not acknowledging the source
- Cutting and pasting from the internet without acknowledging the source
- Submitting someone else's work/copying

We recognise that plagiarism can happen unintentionally and therefore we have the following procedure in place to ensure learners are treated fairly.

If your tutor, assessor or IQA suspects that you have submitted work that is subject to plagiarism it will be taken seriously.

1. If it is clear that the plagiarism was not intentional because the learner was not aware of correct procedures then support from the assessor will be given to the learner to ensure they understand. An example of this would be incorrect referencing.
2. If it is clear that the plagiarism was not intentional because of a lack of understanding then the learner will be given further guidance to amend their work and support from the assessor to ensure it is not repeated.

3. If it is clear that the plagiarism was deliberate then the learner will be asked to attend a meeting with the assessor/tutor and the IQA where a discussion will be held. If this is repeated then the learner will be withdrawn from the qualification.
4. Assessor, tutors and IQAs must not sign off work which they suspect could be plagiarised and can use additional verbal questioning to establish individual competency
5. Cases of plagiarism will be documented on the planning and feedback sheets. A copy will be kept in the learner's portfolio and a copy will be returned to the office for the learner's individual personal file.

Any work that is suspected of plagiarism can not be assessed and so the assessor must stop the assessment immediately and inform the assessor why. The IQA will be informed.

If you require any information about referencing or plagiarism please speak to your assessor or email us at [info@ttcompany.co.uk](mailto:info@ttcompany.co.uk)

### **Withdrawal**

It is important for learners and TT Training and Consultancy Company that courses are completed in a timely manner. However, we understand that sometimes learners experience difficulties that may affect their learning.

If a learner experiences a difficulty with continuing their studies then they must contact [info@ttcompany.co.uk](mailto:info@ttcompany.co.uk) immediately. A plan can then be put in place to support that learner.

Procedures we will follow:

No contact from a learner

Where a learner has not been able to be contacted for 1 month by TT Training and Consultancy Company an email will be sent to the email address given on the registration form asking the learner to respond within 14 days. If the learner responds then a plan can be put in place to support the learner with their studies. If there is not a response then a further letter will be posted explaining that the learner will be withdrawn from studies in 14 days. If the learner responds a plan will be made to support the learner with their studies. If there is no response then the learner will be withdrawn from the course.

There will be no entitlement to a refund for a learner who does not complete their studies.

For learners wishing to withdraw from the course please see our terms and conditions for information on refunds/cancellation fees.

No contact from an assessor

If a learner is unable to contact or get a response from an assessor it is important for you to contact [info@ttcompany.co.uk](mailto:info@ttcompany.co.uk) immediately. Alternatively, you can call 01803 897897. One of our team members will then look in to the matter for you.

### **Recognising Previous Learning**

A learner may have completed learning with another provider or TT Training and Consultancy Company Ltd. This could be a qualification or a short course. It may be that this learning meets assessment criteria from their current studies. It is the assessor's decision as to whether the previous learning is eligible. However, the following points should be considered

- The learning must have taken place in the last 3 years
- An assessor must use additional questioning, observation or written questions to ensure the previous learning meets current assessment criteria
- There must be evidence to show that the learning meets the assessment criteria fully
- The assessor can request course content or information from the previous training provider, if appropriate
- Any difficulties with establishing validity or sufficiency must be referred to an IQA or a standardisation meeting
- A copy of the certificate should be placed in the portfolio
- Where a course has been completed with TT Training and Consultancy this can be used towards a qualification and must be signed off by both assessors.

### **Withdrawal of qualification or Awarding Body**

If a qualification is to be withdrawn the awarding body will inform TT Training and Consultancy. Tracey Twist is responsible for ensuring that communication from awarding bodies reaches assessors and IQAs. If a qualification is being withdrawn by an awarding body, then the timescales communicated by the awarding body will be relayed to the relevant learners and assessors. An audit of who is enrolled will take place by Tracey Twist and we will ensure that a time bound plan is put in place and agreed by all parties.

If TT Training and Consultancy Company decide to cease working with an awarding body all learners who are registered with the awarding body will be informed in writing. Learners will be given a maximum of 1 year to complete their qualification.

**Copies of all of our policies are on the Moodle System.**

