



Bamboo Grove

Training Centre

for continuous growth

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Academic Integrity Policy

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Introduction

Academic integrity is foundational to your work at Bamboo Grove Training Centre (BGTC), CPCAB and in the wider world. This document will help define academic integrity, explain its importance and outline instances- and consequences- of its violation. It is crucial that you thoroughly understand everything discussed below, so please review it at length. In addition your tutor can clarify any questions you may have and offer guidance for how to adhere to these rules.

It is the BGTC policy to expect that you will complete your work within a framework of respect, open-mindedness, and critical thinking. Furthermore, you will establish your own position in your work, and do so by informing yourself of the facts, research methods, and ideas available to you. You will evaluate these materials analytically and independently, use them in service of your own ideas, and acknowledge the context of your work through methods such as (but not limited to) documentation and literature review. In short, you will always

1. Endeavour to create independent ideas,
2. Clearly show how you are using the words and ideals of other, and
3. Identify the sources of those words and ideas.

Academic Integrity is a part of the law. Ideas and language are a form of property, so inadequately documented use of others' work is illegal. Students can be held accountable in a court of law. So, the issues discussed herein are of the utmost importance.

How to Reference Accurately in Assignments.

The suggested referencing style at BGTC is the Harvard Style of referencing.

Any documentation references should be referred to in a foot note of a learning review and assignments should also contain a bibliography in addition to the footnotes.

For information on how to cite using the Harvard Referencing Style please find this guide:

<https://www.open.ac.uk/library/referencing-and-plagiarism/quick-guide-to-harvard-referencing-cite-them-right> (Accessed July 2026)

There are websites that help you to do the referencing accurately. Citethisforme is a commonly used one:

<https://www.citethisforme.com/> (Accessed July 2026)

Ask your tutor if you need any further guidance with these.

Breach of Academic Integrity

At BGTC we recognise three types of error that students may commit when handling others' material:

1. Documentation error
2. Plagiarism
3. Cheating

Below, you'll find definitions of each error and the consequences for committing them at BGTC.

Documentation Error

Documentation error occurs when a student does not use documentation techniques correctly and/or fully. It occurs when quoted, summarised, or

paraphrased materials lack a citation of their source but otherwise document the source correctly. A documentation error also occurs with the works cited page is missing, incomplete, or formatted incorrectly.

- For direct quotation, this means that the quoted words have a signal phrase and are surrounded by quotation marks, but are not correctly cited.
- For summary and paraphrase, this means that the summarised or paraphrased materials have a signal phrase but are not correctly cited.

Consequences

In cases of documentation error, students will;

Stage 1:

Receive their work without any criteria and could be, by discretion of the tutor, required to revise and resubmit to a deadline determined by the course tutor.

Stage 2:

If the student repeats the offence a personal tutorial will be held to determine the consequences and support needed for the student to remain on the course.

Stage 3:

If a student repeats the documentation error for a third time the case will go to a committee at BGTC where a decision will be made about their future on the course. BGTC have the right to remove a student from the course if they feel their work is consistently not their own.

Plagiarism

A student commits plagiarism when their assignment uses the words and/or ideas of another person or copies directly from AI without attributing those words and/or ideas using the required forms of documentation.

For direct quotation, this means that the quoted words lack quotation marks, a single phrase, and citation.

For summary and paraphrase, this means that there is neither a single phrase nor a parenthetical citation.

Please note that plagiarism, like documentation error, occurs regardless of intent. It requires certain actions (or the absence of certain actions) but not motive.

Consequences

In cases of documentation error, students will;

Stage 1:

Receive their work without any criteria and could be, by discretion of the tutor, required to revise and resubmit to a deadline determined by the course tutor.

Stage 2:

If the student repeats the offence a personal tutorial will be held to determine the consequences and support needed for the student to remain on the course.

Stage 3:

If a student repeats plagiarism for a third time the case will go to a committee at BGTC where a decision will be made about their future on the course. BGTC have the right to remove a student from the course if they feel their work is consistently not their own.

Cheating

Cheating means the giving, receiving, taking, or purchasing of any information or written work not sanctioned by the instructor during exams or on any written assignments. Cheating is distinct from plagiarism because it depends on actively soliciting or distributing information that violates the

defined conditions of the assignments. Sharing the answers to an exam, for instance, constitutes a form of sharing, as does allowing someone else to copy your work on an assignment. (Conversely, reading the answers of another test and copying someone else's work also constitute cheating.) Submitting a paper or part of a paper previously written on another course or in another context (without prior permission from the instructor) also constitutes cheating.

Please note: another form of cheating consists of changing the font and/or size of the text in a paper so as to increase the number of pages of the work. All assignments should have the standard font size 12 with 1.5 line-spacing.

Consequences

In cases of documentation error, students will;

Stage 1:

Receive their work without any criteria and could be, by discretion of the tutor, required to revise and resubmit to a deadline determined by the course tutor.

Stage 2:

If the student repeats the offence a personal tutorial will be held to determine the consequences and support needed for the student to remain on the course.

Stage 3:

If a student cheats for a third time the case will go to a committee at BGTC where a decision will be made about their future on the course. BGTC have the right to remove a student from the course if they feel their work is consistently not their own.

Contraindications

Acceptance onto a course and the completion or submission of all required assignments, assessments, and course activities do not automatically constitute a pass or guarantee progression to the next stage of training. Students must demonstrate the required standard of competence across all areas of learning, including theoretical understanding, counselling skills, self-awareness, professional conduct, and ethical practice. Where a tutor determines that a student has not yet met the standard expected for the level of training undertaken, the training provider reserves the right to require the student to undertake additional learning, assessment, skills practice, reflective work, or other developmental activities to evidence the required competence. In cases where significant gaps remain, the student may be required to repeat all or part of the course before progression or qualification can be awarded. Such decisions will be made in the interests of maintaining professional standards and ensuring readiness for further training or practice.