



# Learner Discipline, Sanctions and Plagiarism Policy

## **Gtec Media Limited**

Policy Owner: Gtec Media Limited

Approved By: Geoff Hunter, Director

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Review Date: Annually

Version: 1.0

## **1. Policy Statement**

Gtec Media Limited is committed to maintaining a safe, respectful, professional and inclusive learning environment in which all learners can participate positively and achieve their learning goals.

This policy sets out:

- Expected standards of learner behaviour
- Procedures for addressing misconduct and disciplinary issues
- Sanctions that may be applied where standards are breached
- Procedures for dealing with plagiarism, cheating and academic misconduct
- Learners' rights to fair treatment and appeal

The organisation aims to resolve issues fairly, consistently and proportionately while supporting learners to improve behaviour wherever possible.

## **2. Scope**

This policy applies to:

- All learners enrolled on programmes delivered by Gtec Media Limited
- Classroom-based learning
- Online and remote learning
- Video conferencing sessions
- One-to-one support sessions
- Workshops and community learning activities
- Any learning activity delivered on behalf of public sector, commercial or community partners

It also applies to learner conduct during:

- Communication with staff
- Use of organisational systems and online platforms
- Assessments, assignments and coursework
- Activities carried out on partner or employer premises

This policy forms part of the organisation's wider framework including:

- Safeguarding Policy
- Equality and Diversity Policy
- Bullying and Harassment Policy
- Data Protection Policy
- Health and Safety Policy

## **3. Principles**

Gtec Media Limited will:

- Treat all learners fairly and with dignity and respect
- Promote positive behaviour and mutual respect
- Take disciplinary matters seriously where necessary
- Consider individual learner circumstances and support needs
- Apply sanctions proportionately
- Ensure disciplinary procedures are transparent and consistent
- Support academic honesty and integrity

## **4. Learner Expectations**

Learners are expected to:

- Treat staff, learners and third parties respectfully
- Behave in a professional and non-disruptive manner
- Attend sessions punctually and participate appropriately
- Follow instructions provided by tutors and staff
- Respect diversity, inclusion and British Values
- Use digital platforms responsibly and lawfully
- Complete their own work honestly
- Avoid plagiarism, cheating or collusion
- Protect confidential and personal information
- Comply with safeguarding and health and safety requirements

## **5. Examples of Misconduct**

Examples of misconduct include but are not limited to:

- Disruptive or abusive behaviour
- Bullying, harassment or discrimination
- Threatening or intimidating conduct
- Offensive language or behaviour
- Repeated lateness or poor attendance
- Misuse of online learning systems or communication tools
- Damage to equipment or property
- Breach of safeguarding requirements
- Substance misuse during learning activities
- Refusal to follow reasonable instructions
- Unauthorised recording of staff or learners
- Inappropriate online conduct during virtual sessions

Serious misconduct may include:

- Violence or threats of violence
- Hate-related incidents
- Sexual misconduct
- Serious safeguarding concerns
- Illegal activity
- Deliberate data breaches
- Fraudulent claims or documentation

## **6. Plagiarism and Academic Misconduct**

Gtec Media Limited expects all learners to submit work that is their own.

Plagiarism includes:

- Copying work from another learner
- Copying content from websites, books or AI-generated material without acknowledgement
- Submitting another person's work as one's own
- Unauthorised collaboration or collusion
- Cheating during assessments
- Falsifying evidence or records

Learners may receive guidance on:

- Referencing and citation
- Acceptable use of sources
- Academic honesty
- Appropriate use of AI tools and online resources

Where plagiarism or academic misconduct is suspected:

- The learner will be informed of the concern
- Evidence will be reviewed
- The learner will have the opportunity to respond
- A decision will be made by the relevant tutor or manager

## **7. Informal Resolution**

Where appropriate, minor issues may be addressed informally through:

- Verbal guidance
- Tutor discussion
- Reminder of expectations
- Support or mentoring
- Agreed improvement actions

Informal action may be documented internally.

## **8. Formal Disciplinary Procedure**

Where misconduct is serious, repeated, or unresolved, formal disciplinary action may be taken.

### **Stage 1 – Formal Warning**

The learner may receive:

- A written warning
- Details of the misconduct
- Expected improvements
- Timescales for improvement
- Information about further consequences if behaviour continues

### **Stage 2 – Final Warning**

A final written warning may be issued where:

- Misconduct continues
- Behaviour is serious
- Previous warnings have not resulted in improvement

### **Stage 3 – Suspension or Removal**

The organisation may:

- Temporarily suspend a learner
- Remove access to systems or learning platforms
- Withdraw a learner from a programme

This may occur immediately where safety, safeguarding or serious misconduct issues arise.

## **9. Possible Sanctions**

Sanctions may include:

- Verbal warning
- Written warning
- Final written warning
- Requirement to redo assessment work

- Marking work as failed
- Temporary suspension
- Restriction of access to systems or sessions
- Removal from the course or programme
- Referral to awarding organisations or funding bodies where appropriate

Sanctions will be proportionate to the seriousness of the issue.

## **10. Safeguarding and Vulnerable Learners**

Where disciplinary matters involve safeguarding concerns, Gtec Media Limited will:

- Follow safeguarding procedures
- Consider learner welfare and vulnerability
- Involve safeguarding leads where necessary
- Refer matters externally where required

Safeguarding concerns may override standard disciplinary procedures where immediate action is necessary.

## **11. Equality, Diversity and Fairness**

Disciplinary procedures will be applied fairly and consistently.

The organisation will:

- Make reasonable adjustments where appropriate
- Consider individual learner needs and circumstances
- Avoid discrimination
- Maintain confidentiality appropriately

## **12. Appeals**

Learners have the right to appeal formal disciplinary decisions.

Appeals should:

- Be submitted in writing within 10 working days
- Clearly explain the grounds for appeal
- Include supporting evidence where available

Appeals will be reviewed by an appropriate manager not directly involved in the original decision where possible.

The outcome of the appeal will be communicated in writing.

### **13. Record Keeping**

The organisation will maintain appropriate records relating to:

- Disciplinary investigations
- Warnings and sanctions
- Appeals
- Plagiarism findings

Records will be handled in accordance with Data Protection legislation and organisational policies.

### **14. Monitoring and Review**

This policy will be reviewed annually or sooner where:

- Legislation changes
- Funding or contractual requirements change
- Operational improvements are identified
- Significant incidents indicate a review is necessary

### **15. Responsibility**

Overall responsibility for implementation of this policy rests with Gtec Media Limited management.

All staff, tutors and associates are responsible for:

- Promoting positive learner behaviour
- Reporting concerns appropriately
- Applying this policy consistently and fairly

Learners are responsible for complying with the standards outlined in this policy.