

Responsible Learning and Participation Policy

Policy Statement

Social Enterprise Kent CIC (SEK) is committed to promoting honesty, integrity and fairness across all learning, assessment and programme activities.

We encourage learners and participants to take pride in producing work that reflects their own understanding, participation and achievements.

This policy explains:

- what malpractice and plagiarism are,
- expectations regarding academic integrity,
- the responsible use of AI and digital tools,
- and how concerns relating to misconduct will be managed.

SEK aims to manage concerns fairly, consistently and proportionately.

Purpose

The purpose of this policy is to:

- promote honest and responsible participation,
- protect the integrity of learning and assessment,
- ensure fair outcomes for all learners and participants,
- and provide clear guidance regarding unacceptable conduct.

Who This Policy Applies to

This policy applies to all learners and participants accessing SEK programmes, training, employability activities and support services.

Our Commitment

SEK is committed to:

- promoting ethical and responsible learning,
- supporting learners to understand expectations,
- providing guidance on plagiarism and AI use,
- managing concerns fairly and consistently,
- and ensuring learners are treated respectfully throughout any review process.

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We recognise that not all misconduct is intentional and aim to support understanding and improvement where appropriate.

What is Academic Integrity?

Academic integrity means:

- completing work honestly,
- acknowledging sources appropriately,
- participating fairly,
- and ensuring submitted work reflects your own understanding and contribution.

This applies to:

- written work,
- practical activities,
- assessments,
- online participation,
- portfolios,
- projects,
- presentations,
- and programme activities.

What is Plagiarism?

Plagiarism occurs when someone presents another person's work, ideas or content as their own without appropriate acknowledgement.

Examples may include:

- copying text from websites, books or other learners,
- submitting work created by another person,
- copying assignments or assessment responses,
- reusing work without permission where not allowed,
- or presenting AI-generated content as entirely original personal work where inappropriate.

What is Malpractice?

Malpractice refers to behaviour that undermines the integrity, fairness or validity of learning, assessment or programme activities.

Examples may include:

- cheating during assessments,
- falsifying information or evidence,
- dishonest claims relating to attendance or participation,
- misuse of assessment materials,

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- unauthorised collaboration,
- impersonation,
- misuse of AI or digital tools,
- or deliberate breaches of programme or assessment requirements.

Use of Artificial Intelligence (AI) and Digital Tools

SEK recognises that AI and digital tools can support learning when used responsibly and appropriately.

Learners and participants may use tools to support:

- research,
- planning,
- accessibility,
- note taking,
- proofreading,
- or learning development where permitted.

However:

- submitted work must reflect the learner or participant's own understanding and contribution,
- AI-generated content must not be presented dishonestly as entirely original work,
- and programme or assessment-specific guidance regarding AI use must always be followed.

Where learners are unsure whether the use of a tool is appropriate, they should seek guidance from staff.

Expectations of Learners and Participants

Learners and participants are expected to:

- complete work honestly,
- participate fairly,
- acknowledge sources appropriately where relevant,
- follow programme and assessment instructions,
- use AI and digital tools responsibly,
- and seek support if unsure about expectations.

Reporting and Investigating Concerns

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Concerns relating to malpractice or plagiarism may be identified through:

- tutor or assessor review,
- assessment monitoring,
- quality assurance processes,
- learner or participant reports,
- or digital review tools where appropriate.

Where concerns arise, SEK will:

- review the information fairly,
- discuss concerns with the learner or participant,
- consider individual circumstances,
- and determine appropriate actions proportionately.

Learners and participants will normally have the opportunity to respond to concerns raised.

Possible Outcomes

Outcomes may include:

- guidance or support,
- resubmission opportunities,
- additional learning or clarification,
- formal warnings,
- assessment decisions being reviewed,
- removal of certification claims,
- or disciplinary or participation action where appropriate.

Serious or repeated misconduct may affect programme participation or certification outcomes.

Appeals

Learners and participants have the right to appeal decisions in line with SEK's Appeals Policy.

Support and Prevention

SEK aims to prevent malpractice and plagiarism by:

- providing clear guidance and expectations,
- supporting learners to develop skills and confidence,
- promoting responsible digital practices,
- and encouraging open discussion where learners are unsure about requirements.

Confidentiality

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Concerns relating to malpractice or plagiarism will be handled sensitively and confidentially wherever possible.

Information will only be shared with individuals involved in reviewing or managing the concern.

Monitoring and Continuous Improvement

SEK will:

- review incidents and trends,
- monitor assessment practices,
- update guidance where needed,
- and promote ongoing awareness of academic integrity and responsible AI use.

Related Policies

This policy should be read alongside:

- Appeals Policy
- Digital and Online Learning Policy
- Learner and Participant Charter
- Equality, Diversity, Inclusion and Belonging Policy
- Complaints Policy
- Privacy Notices

Policy Review

This policy will be reviewed regularly to ensure it remains fair, proportionate and aligned with good practice and evolving digital technologies.

Signed:



Rebecca Smith (Chief Executive Officer)

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