



Delivering Your Learning Strategy.

GCA Plagiarism Policy

May 2019



Policy Statement

Plagiarism in GCA Courses

GCA under the Group Vice President, Human Resources is a business unit of GAC Corporate Headquarters, and is responsible for competency-based assessment through its learning and development activities. Therefore, it has an obligation to all stakeholders to ensure that the certification/qualification of participants is a fair and accurate representation of their competency, skills and knowledge.

Plagiarism and other forms of cheating undermine the competency-based framework. If a participant receives a certification by unfair means it undervalues the qualification of others who achieve it on their own merit.

For these reasons, GCA has been tasked with ensuring appropriate measures are taken for assessing individual and teamwork projects and to ensure the outcomes are their own original contribution.

The GAC Code of Ethics is the guiding framework for ethical behavior as a GAC employee and that includes issues of plagiarism. GCA considers individuals involved in either offering or receiving assessment tasks as equally accountable.

The submitted copies of previous courses are retained, allowing easy detection of plagiarism. A participant is removed from a course once a second incident of plagiarism has been detected and confirmed, and the matter is referred to the relevant Company Manager and Group Vice President, Human Resources.

GAC does not condone any form of plagiarism, as it is a serious violation of the GAC Code of Ethics.

Plagiarism Guidelines

Plagiarism is a form of cheating; it is a practice that involves knowingly taking and using another person's work and claiming it (directly or indirectly) as one's own. This could constitute another participant's work within the current or previous courses, or content taken directly from the internet.



Policy Statement cont.

When quoting from another participant's work, quotation marks should be used, and the original author acknowledged. For example:

In his post, John Smith said that "Cash Flow in GAC is the essence of good financial practice." I believe he is correct in this matter, because ultimately without money in the bank, we cannot move forward as a business.

When quoting from an external source, any answers based on researched work quoted in assignments need to be accompanied by a reference to the author/source from where it was obtained (inclusive but not limited to the internet, textbooks, interviews, etc.) This does not have to be in the rigorous form of University-style referencing – any way of acknowledging the source is fine. For example:

On the xyz site they define Lifelong Learning as ... "...."

Or. "Lifelong learning is" says xyz person or website.

It is unacceptable for an entire course assignment or forum post to be taken from another source. Discussing the topic in your own words and from your own experience is an essential part of every GCA course assignment.