

Policy

Plagiarism

Purpose and Scope

To provide a systemic approach to the management of plagiarism, collusion and cheating in academic work and assessment at The Centre. The policy is intended to promote honesty in learning and assessment and respect for the work of others. Plagiarism, collusion, and cheating are considered to be academic misconduct.

Policy

1 Responsibilities for learners

- 1.1 In relation to plagiarism, collusion or cheating the learner is:
 - 1.1.1 expected to produce their own independent work
 - 1.1.2 acknowledge or comply with standard conventions for authorship
 - 1.1.3 appropriately use all forms of intellectual material.
 - 1.1.4 sign the candidate instruction acknowledging that they have read and understood that the work they are submitting must be their own and any other information has been referenced.

2 Responsibilities of The Centre

- 2.1 In relation to plagiarism, collusion or cheating The Centre will ensure:
 - 2.1.1 It maintains a current definition of plagiarism, collusion, and cheating.
 - 2.1.2 Provide the policy upon request to all staff and learners
 - 2.1.3 Reference the policy in the student and learner handbook and all relevant documentation
 - 2.1.4 Training is provided to The Centre staff, trainers, and assessors to understand and implement the Policy requirements.
 - 2.1.5 Trainers and assessors explain to the learners the policy and the consequences of a breach.
 - 2.1.6 Educate the learners about what constitutes plagiarism, collusion, and cheating.
 - 2.1.7 provide guidelines and advice on the preferred style of referencing and citing information in assessment pieces.
 - 2.1.8 Support the Learner to use appropriate referencing techniques
 - 2.1.9 The candidate instructions for assessments will contain a synopsis regarding plagiarism.
 - 2.1.10 Report and conduct an investigation into the suspicion of plagiarism, collusion or cheating.
 - 2.1.11 Provide processes for learners to appeal decisions arising from plagiarism, collusion, or cheating.

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3 Consequences of Plagiarism/cheating/colluding

- 3.1 Plagiarism, collusion, and cheating will be seen as serious misconduct for which penalties may be applied. The penalties that may be applied could include but are not limited to the following:
- 3.1.1 Formal apology to other learners, trainer and assessor and to The Centre,
 - 3.1.2 Required to resubmit and be re-assessed for the unit
 - 3.1.3 Being assessed as Not Yet Competent for the unit
 - 3.1.4 Official warning of withdrawal
 - 3.1.5 Withdrawal from unit
 - 3.1.6 Withdrawal from the qualification
 - 3.1.7 Education ban from The Centre

4 Complaints and Appeals

Learners will have the opportunity to appeal any decision regarding plagiarism, collusion or cheating via The Centres Complaints and Appeals procedure.

Definitions

Plagiarism

The practice of taking someone else's work or ideas and passing them off as one's own by failing to give appropriate acknowledgement. This includes, but is not limited to work published or not published, printed material, graphics, information on the internet, recordings and work of other learners or staff

Collusion

When a learner collaborates with another learner(s) in assessment work that is meant to be wholly their own independent, and original work, or helps another learner(s) to commit plagiarism or cheating.

Cheating

To act dishonestly or unfairly in order to gain an advantage in an examination or written, oral or practical work submitted or completed for assessment in a course or unit of competency and includes the resubmission of work that has already been assessed in another unit of competency

Learner

Refers to all students involved in training and assessment activities and the clients of any other programs provided by The Centre.

Staff

For the purpose of this policy, staff refers to permanent, full-time or part-time employees, casual staff, volunteers and tutors. Contractors are also covered by this policy

Version Control

Procedure Operative From	09-2022	Date and Current Version	V1.0 09-2022
Responsible Officer	CEO	Policy Approved By	Leadership

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References

Education Training Reform Act (ETRA) 2006	ETRA Amendment Act 2010
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Related Policy

Quality Training and Assessment Policy	Learner Complaints and Appeals Policy
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Related Procedures

Plagiarism Procedure	Investigations Procedure
Complaints and Appeals Procedure	

Related Document, Forms or Guidelines

Learner Handbook	Learner Code of Conduct
Candidate Instructions	Staff Code of Conduct

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