No.4.1.9: Plagiarism and Cheating Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS National Code 2018 – Standard: 8.9.1; Standards for RTOs 2015 – Standard: 1.7; 5.2(d); 5.2(e)ii;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

RTO expects the students to study honestly, ethically and in accordance with accepted Academic Standards, Assessment Principles Policy.

 If there is any non-compliance with such requirements, this can result in penalties, which may have an impact on the student's academic future.

RTO shall monitor the work of students to ensure the academic integrity and validity of its courses and that assessment is being conducted in accordance with the rules of evidence and principles of assessment.

This policy and procedure is implemented for the following reasons;

- Each case of alleged plagiarism and cheating/academic misconduct will be dealt with on its merits, in consideration of all circumstances surrounding the case, and in accordance with this policy.
- To assist in the identification and management of situations where plagiarism or cheating are suspected or proven.

- To maintain academic standards that require the award of student grades where the student demonstrates the work submitted for assessment or their participation is in accordance with the guidelines set down for assessments.
- To provide an appropriate process for investigating situations where plagiarism or cheating are suspected.
- To provide outcomes if the student is found guilty of plagiarism or cheating, RTO will record the assessment outcome as NYC (not yet competent) and the student will lose their right to re-sit the assessment. The student will have to re-sit the whole unit (including all assessments) and pay the appropriate fees. Repeat offenders will be deemed to have breached the Student Code of Conduct and will be dealt with under that policy.
- The outcomes of the student's work will not be finalised until after the case of alleged academic misconduct has been properly investigated and any appeal process has concluded.
- All training and assessment staff are expected to be familiar with this policy and incorporate its principles in their management and communication in relation to all assessments.

Objectives

The objective of this policy and for RTO is to ensure that:

- RTO personnel are aware of their responsibilities and obligations
- RTO has suitable and appropriate plagiarism and cheating control systems and practices in place
- RTO has the policy framework in place to comply with the RTO disciplinary and corrective guidelines

Scope

This policy and procedure is applicable to all RTO students.

General Processes

1. **Student and Staff Understanding**

Students are expected to comply with this policy and the procedures regarding plagiarism, collusion and cheating.

Students should also seek assistance from trainers and assessors if they are not sure about the correct way to gathering and use data or references.

- RTO expects all assessors to be aware of the potential of plagiarism and cheating and apply appropriate risk management strategies
- Trainers and assessors are to make sure that students understand the implications of either act and the reputational and financial cost of undertaking in such practices
- Students and staff have details about the improper use of material in their respective handbooks, and on the website
- Students must consult with a trainer when in doubt regarding this matter

2. Detection of Plagiarism

Trainers and Assessors are expected to actively plan to detect plagiarism.

If a trainer/assessor when assessing a piece of work suspect plagiarism, they must do sufficient research to satisfy themselves of the extent of the plagiarism (if any).

Many tools exist on the internet to help detect plagiarism (some tools listed at: Grammarly or copy the text written by student and paste in google to check plagiarism).

Plagiarism can vary in scale from incorrect referencing to copying of large chunks of information.

Staff will have to exercise judgment in how to deal with each incident

- Comments may be made in terms of the assessment (minor infringement) and a reminder of how to reference correctly
- A formal warning may be issued, and the student required being re-assessed
- The student will be marked as failing their assessment - See Actions below

3. Detection of Cheating

Staff will need to have evidence of cheating;

- The student(s) offending should be immediately made aware that the trainer/ assessor knows and if it is a test situation, remove the student from that test
- If just one student is involved (e.g. obtaining answers without another student's knowledge) then that student will be marked as "unsatisfactory" or "not yet competent" and will lose the right to repeat the assessment under the Assessment Policy and Procedure
- If collusion is suspected, then all students will be declared as cheating and will be marked as failing their assessment - see Actions below.

Actions

- The trainer/ assessor will inform the CEO and RTO Manager, by using a meeting minutes template. The template is to be filled out and signed by the student, trainer/ assessor and CEO.

- The RTO Manager will then review and investigate the allegations. If the allegations are found to be true, the students found to have cheated or plagiarised work will not be entitled to repeat the assessments – see below
- A meeting will be arranged within 10 working days to inform the student of the course of action taken
- The student will receive a formal letter confirming the decision and informing them of their right to appeal under the Complaints and Appeals Policy and Procedure

4. Assessment Failure

- Students found to have cheated or plagiarised work will lose the right under the Assessment Policy and Procedure to demand a repeat.
- Students will be required to repeat the unit and pay the appropriate repeat fee

5. Record Keeping

Full and proper written records of the following must be kept on the student's file:

6. Appeal

Students have the right to appeal any decision made by RTO administration under this policy.

Students must lodge their appeal within 14 days of the decision being made.

Procedures

Sr. No	Procedure Steps	Responsibility	Reference
1	Student behaviour should be monitored	CEO, Trainer, RTO Manager	
2	Corrective actions should be taken regarding the matters discussed in the Student Code of Conduct	RTO Manager	

Continuous Improvement

A summary of all student code of conduct related matters and concerns will be presented at the Management Meeting for review. The purpose of this is to ensure management become aware of;

- Any general adverse trends that needs correcting
- Common threads relating to the code of conduct

- Repeat issues

Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy.

Publication

This policy once approved, will be available to all students and staff by accessing RTO Intranet or on request. This policy will also be available through RTO's website as well.

This policy and procedure will form part of the information distributed and communicated during staff orientation.

Review processes

This policy and procedure will be reviewed annually by the RTO Manager.