



RTO NUMBER
91401

Plagiarism and Cheating Policy and Procedure

1. PURPOSE.....	3
2. SCOPE	3
3. RESPONSIBILITY	3
4. DEFINITIONS.....	3
5. POLICY	3
5.1 PLAGIARISM PRACTICES INCLUDE, BUT NOT LIMITED TO:.....	3
5.2 COLLUSION PRACTICES MAY INCLUDE:.....	4
5.3 CHEATING MAY INVOLVE:.....	4
6. PROCEDURE	4
6.1 REPORTING	4
6.2 INVESTIGATION	4
6.3 OUTCOME OF THE INVESTIGATION	4
6.4 CONSEQUENCES OF PLAGIARISM/COLLUSION/CHEATING	5
7. APPEAL.....	5
8. RECORD KEEPING.....	5
9. REVISION HISTORY.....	6

Plagiarism and Cheating Policy and Procedure

1. Purpose

This document provides a systematic approach to the management of plagiarism, collusion and cheating in academic work and assessment at Edway Training in order to:

- ensure that Learners are informed that breaching the plagiarism, collusion or cheating codes are unacceptable;
- minimise the opportunity for learners to either plagiarise, collude or cheat;
- maintain an authentic assessment system that maintains integrity and high standards quality and minimal plagiarism, collusion and cheating;
- ensure that the approach to plagiarism, collusion and cheating is fair and consistent; and
- ensure that the penalties for plagiarism, collusion and cheating are clear.

2. Scope

This policy and procedure apply to all Edway Training learners, Trainers, Assessors, and Administration Staff. This policy will address plagiarism, collusion and cheating.

3. Responsibility

The Compliance Officer is responsible for the control and implementation of this policy and procedure.

4. Definitions

Plagiarism denotes any work taking and using another person's ideas and/or manner of expressing them and passing them off as one's own by failing to provide appropriate acknowledgment, including the use of material from any source, staff, learners or the Internet, published and unpublished works. Edway Training regards plagiarism as an extremely serious academic offense.

Collusion refers to the unauthorised act of a learner presenting work, which is the outcome of directly working with others, as his or her own.

Cheating means seeking to obtain an unfair advantage in an examination or written, oral or practical work required to be submitted or completed for assessment in a course or unit of study, including the resubmission of work that has already been assessed in another unit.

5. Policy

The policy is intended to promote honesty in learning and assessment and respect for the work of others. Breach of this policy will result in learners being penalised as per the Student Code of Conduct. Edway Training requires that all learners act honestly and ensure that they do not participate in cheating, colluding and/or committing acts of plagiarism.

5.1 Plagiarism practices include, but not limited to:

- Cheating in an exam by copying other learners' work or using unauthorised notes and other aids
- Submitting work that another learner has completed
- Downloading information, text, computer code, artworks, graphics or other material from the internet and present it as your own work without acknowledging the author
- Quoting and paraphrasing material from a source without acknowledgement

Plagiarism and Cheating Policy and Procedure

- Piecing together sections of the work of others into your work and presenting this as your own
- Preparing a correctly sited and referenced assignment from individual research and then handing part of, or all of that work in twice in different units/subjects

5.2 Collusion practices may include:

- Copying material or ideas from other members while working in a group
- Contributing less, little or nothing to a group assignment and then claiming equal share of the marks

5.3 Cheating may involve:

- Copying or attempting to copy from others during an examination or for an assignment
- Communicating examination information to, or receiving such information from, another person during an examination
- Pre-programming a calculator or computer to contain answers or other unauthorised information for examinations
- Using, attempting to use, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment or examination in question, such as books, websites, prepared answers, written notes, or concealed information
- Allowing others to do one's assignment or a portion of one's assignment or using a commercial term paper service
- Altering examination answers after an assignment has been completed or altering recorded grades
- Resubmitting a previously written assignment for a new course without the permission of the instructor

6. Procedure

6.1 Reporting

All staff and learners must report any suspected instances of plagiarism, collusion or cheating to the respective trainer/staff who in turn will advise the Compliance Officer or their delegate. All trainers and assessors must remind learners that plagiarism, collusion or cheating is not accepted.

6.2 Investigation

1. Upon receiving a report of suspected plagiarism, collusion or cheating, the Compliance Officer or their delegate must investigate the matter promptly and determine whether the allegations are correct.
2. This investigation must include an interview with the participant and relevant trainer as well as, in the case of allegations of plagiarism, a review of the alleged copied material and the participant's classwork.
3. The learner has the right to have a support person present during any interview and to make submissions.

6.3 Outcome of the investigation

The Compliance Officer or their delegate will advise the participant in writing of the outcome of their investigation within twenty-one (21) days of receiving the report of alleged cheating, collusion and/or plagiarism.

Plagiarism and Cheating Policy and Procedure

6.4 Consequences of plagiarism/collusion/cheating

1. The Compliance Officer or their delegate will check if a learner or group of learners has, or is more than likely to have, committed plagiarism, collusion or cheating as the first instance.
2. The Compliance Officer will:
 - a) Meet with the learner and counsel them not to engage in any further cheating or plagiarism; and
 - b) Send a written warning letter to the learner advising them that their enrolment may be cancelled if they are found, in the future, to have committed another act of plagiarism or cheating at RGIT; and
 - c) Require the learner to resubmit the relevant class work or undertake the relevant assessment again or undertake any other remedial action deemed appropriate; or
 - d) Apply a Not Yet Competent (NYC) grade to the unit of competency
3. If the Compliance Officer determines that the learner or group of learners has or is more than likely to have committed plagiarism or cheated and this is the second instance of plagiarism or cheating committed by the participant during their enrolment with TAA, The Compliance Officer will:
 - a) recommend that the learner's enrolment be cancelled for misbehaviour;
 - b) send a letter to the learner advising them that their enrolment has been recommended for cancellation. The letter will advise the participant that they have fourteen (14) days in which to appeal the outcome of the investigation (as per the Complaint and Appeal Policy and Procedure)
4. The Compliance Officer will submit a withdrawal request to the CEO/Director for the learner's enrolment if the learner fails to lodge an appeal within the 14-day time period, withdraws from an appeal or the outcome of the appeal process results in a decision in support of the Compliance Officer.
5. The Compliance Officer has the discretion not to cancel the learner's enrolment. This discretion may be applied in a number of different circumstances, including (but without limitation) where the learner can prove that there were compassionate or compelling circumstances which contributed to their dishonest actions. Learner's should note that a decision not to cancel their enrolment is discretionary only and will not always be exercised even where there are compassionate or compelling circumstances.

7. Appeal

Learners have the right to appeal against any decision made by a Edway Training staff member under this policy. Learners must lodge their appeal within fourteen (14) days from the date of the decision taken. Appeals against decisions regarding plagiarism, collusion or cheating will be handled through the Edway Training Complaints and Appeals Policy and Procedure.

8. Record keeping

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

- a. The initial report of the alleged plagiarism, collusion or cheating
- b. The step taken in the investigation
- c. Copies of any correspondence sent to/or from the learner
- d. Records of any meetings with the learner, including counselling
- e. Outcome of any appeal by the learner
- f. Written verification of the cancellation if the Learner's enrolment is cancelled

9. Revision History

Creation/ Revision Date	Comment	Created/ Revised by
14/02/24	Reviewed for accuracy and updated	Compliance Manager Simon Judge
07/03/22	Checked for clarity	Compliance Officer Simon Judge
05/11/21	Checked for continued relevance and updated	Compliance Officer Simon Judge
19/08/19	Revised and update policy to include Compliance Manager as nominated authority.	Compliance Officer Simon Judge
06/12/18	Policy and procedure created	Director / CEO Warwick Smith