



Plagiarism, Collusion and Cheating

Organisational Area

RTO

Authorisation

This Procedure was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 13th August 2015.

Review date

This procedure will be reviewed annually or sooner if required.

Scope

This procedure is for the Manager and any Staff at Park Orchards Community House & Learning Centre Inc. (POCH&LCI) who enrol students in Vocational Education and Training.

Procedure

This procedure relates to the implementation of the Plagiarism, Collusion and Cheating Policy. POCH&LCI has the following procedures to prevent and correct plagiarism, collusion and cheating:

- Students will be advised at orientation of the definitions of plagiarism, collusion and cheating and how it applies to their VET qualification.
- Students will be advised of the ramifications if caught cheating, colluding or plagiarising.
- For each individual assignment students must complete and sign an *Assessment Cover Sheet* including the declaration that the work submitted by them is entirely their own and that suitable acknowledgement has been made for any sources of information used in preparing it.

Where a Trainer / Assessor believes that academic misconduct (plagiarism, collusion or cheating) has occurred, the Trainer / Assessor must have clear and documented evidence of the intellectual property plagiarised and/or the collusion and how it is manifested in the student's work.

- In the first instance of academic misconduct, Trainer / Assessor should discuss their concerns with Manager
- If the Manager agrees that there appears to be plagiarism or collusion about the authenticity of the work they must meet with the student concerned. This may result in a verbal warning.
- In the case of identical assignments where collusion has occurred: The work will be marked at NYC (Not Yet Competent) for the students who have colluded. The students will be referred to the Accredited Training Coordinator and a note kept on the student's file.
- In the case of copying another's assignment without consent or repeated collusion: The student will be marked NYC (Not Yet Competent) and given the chance to re-do the assignment or withdraw from the course
- A note must be recorded and stored on the student's file that that a verbal warning has been issued and that such a meeting/discussion took place.



- Ongoing issues concerning academic misconduct will be escalated to the Manager who will issue a formal warning.

Cases of academic misconduct brought to the attention of the Manager will be dealt with under the *Student Discipline Policy*.

Possible outcomes for academic misconduct include:

- A notice to re-submit the relevant assessment task
- The recording of the result Not Yet Competent for the Unit of Competency
- Withdrawal from the course

Appeal

A student may appeal the decision of the Manager, and lodge a formal grievance as described in the *Student Complaints and Appeals Policy*. The outcome of the appeal will be final.

Related Documents

Plagiarism, Collusion and Cheating Policy
Student Handbook
Trainer Handbook
Assessor Handbook
Student Discipline Policy
Student Complaints and Appeals Policy
Assessment Cover Sheet