

# 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 11<sup>th</sup> March 2025.

## Review date

This policy will be reviewed every three years or sooner if required.

## Scope

This policy applies to all students enrolled in Vocational Education and Training (VET) at POCH&LCI.

It also applies to the Manager, VET Coordinator, Trainers, Assessors, and staff involved in Vocational Education and Training at POCH&LCI.

## Objective

This policy aims to define and formalise POCH&LCI's approach to addressing plagiarism and the management of alleged cases. This policy provides a clear definition of plagiarism, collusion and cheating, so that there can be no misunderstanding as to a student's roles and responsibilities with regard to their academic conduct whilst studying at POCH&LCI.

This policy addresses the issue of suspected and/or proven misconduct with respect to the ownership or authorship of intellectual property, or the failure to provide due acknowledgement of the ownership or authorship of the intellectual property of others. This policy is consistent with expectations of ethical conduct.

This policy aims to clearly inform students of their responsibilities so as to prevent instances of cheating and plagiarism from occurring and then to outline the procedure if cheating and/or plagiarism is alleged or proven.

## Policy

POCH&LCI requires that student work submitted for assessment as part of their VET qualification must be their own work. Where work submitted includes material from other sources, the reference to these sources should be made clear.

It is essential that:

- Students do not copy other student's answers in a test or assessment task.
- Students do not allow other students to copy answers in a test or assessment task.
- Students do not inappropriately obtain prior knowledge of an assignment's expected answers/content.
- Quotations from published and unpublished sources are indicated and acknowledged clearly.
- Sources of illustrations, photographs, maps and statistics are clearly acknowledged.
- Web-based materials are not directly downloaded into an assessment and are fully referenced like any other source material.
- Students produce work which is uniquely their own and sign a declaration on their Assessment Cover Sheet (supplied by Trainer).

## Definitions

### Plagiarism

“The practice of taking someone else’s work or ideas and passing them off as one’s own” (Oxford Dictionary)

To take and use another person’s ideas and methods of expressing them and claiming them as one’s own by failing to give proper acknowledgement. This includes published books or periodicals, another student’s work, and information from websites.

**Synonyms:** Piracy, copying, forgery, lifting, appropriation, are all synonyms for plagiarism.

### Cheating

“Act dishonestly or unfairly in order to gain an advantage” (Oxford Dictionary)

### Collusion

Unauthorised or secret collaboration on assessable work with another person or persons with the intention of deceiving others in order to present assessable work as entirely your own.

### Academic Misconduct

Unacceptable behaviour related to plagiarism, collusion or cheating.

## Related Documents

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

## Document Locations

Policies and Procedures Folder  
POCH&LCI Website

## Related Legislation

Standard for Registered Training organisations (RTOs) 2025

## Area of Compliance

Standard for Registered Training organisations (RTOs) 2025

<b>Date reviewed</b>	<b>Version</b>	<b>Details of changes (if any)</b>	<b>Date of next review</b>
August 2010	1	Original document	
May 2015	2	Updated to new format Updated Park Orchards Learning Centre to Park Orchards Community House & Learning Centre and POLCI to POCH&LC	May 2018
13 <sup>th</sup> August 2015	3	General review New name Add additional procedure points <ul style="list-style-type: none"> <li>• students informed at orientation</li> <li>• students advised of ramifications</li> </ul>	August 2018
13 <sup>th</sup> August	4	New template Moved procedure to new document.	13/8/2018
28/06/2017	5	Update legislation	28/06/2020
24/06/2020	6	Updated scope	24/06/2021
1/03/2022	7	Update to ASQA	1/03/2023
11/03/2025	8	Update to ASQA 2025 Standards for RTOs	11/03/2028

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