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 11th March 2025.

Review date

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

Scope

This policy applies to the Executive Manager and all staff at POCH&LCI who are responsible for the administration, delivery, and support of students in Vocational Education and Training (VET) programs. It ensures that staff understand and adhere to the procedures outlined in the **Plagiarism, Collusion, Cheating, and Misuse of AI Tools Policy** to uphold academic integrity throughout the VET program.

This procedure also applies to all students enrolled in Vocational Education and Training (VET) programs.

Objective

The objective of this policy is to promote a culture of academic honesty and integrity at POCH&LCI by clearly outlining expectations regarding student conduct in relation to plagiarism, collusion, cheating, and the misuse of AI tools. This policy aims to ensure that all students understand their responsibility to submit original work, properly acknowledge the contributions of others, and engage in ethical academic practices. It also provides a fair and consistent framework for identifying, managing, and responding to alleged breaches of academic integrity.

Policy

This policy outlines POCH&LCI's commitment to upholding academic integrity by clearly defining and addressing plagiarism, collusion, cheating, and the misuse of artificial intelligence (AI) tools.

By clearly communicating these expectations, the policy aims to reduce instances of academic misconduct and provides a transparent process for responding to allegations of cheating, plagiarism, or related breaches.

To maintain academic integrity, it is essential that students:
- Do not copy another student's answers in a test or assessment task.
- Do not allow their own answers to be copied by other students.
- Do not attempt to obtain or use prior knowledge of the answers or content of an assignment or assessment in an inappropriate manner.
- Clearly indicate and acknowledge all quotations from both published and unpublished sources.
- Acknowledge the sources of all illustrations, photographs, maps, and statistics used in their work.
- Avoid directly downloading content from websites into assessments without proper referencing, treating all web-based materials like any other formal source.
- May use artificial intelligence (AI) tools to support their learning and understanding of subject matter; however, copying and pasting AI-generated responses directly into assessments without critical thinking,

personal input, and proper referencing is strictly prohibited. Any work submitted must be in the student's own words and reflect their individual understanding, knowledge, and effort.

- Submit work that is uniquely their own and complete the required declaration on the Assessment Cover Sheet, as provided by their trainer.

Consequences of Breaching Academic Integrity

Breaches of academic integrity—including plagiarism, collusion, cheating and the misuse of AI tools—are taken seriously at POCH&LCI. If a student is found to have submitted work that is not their own, or has failed to properly acknowledge sources, the following consequences may apply, depending on the nature and severity of the breach:

- The student may be required to resubmit the assessment task or complete an alternative task.
- The original assessment may be deemed Not Satisfactory.
- Repeated or serious breaches may result in disciplinary action, which could include suspension or withdrawal from the course.

Students are encouraged to seek clarification and support if they are unsure about academic integrity expectations before submitting their work.

Definitions

Academic Misconduct: Unacceptable behaviour related to plagiarism, collusion or cheating.

Artificial Intelligence (AI) tools: AI tools refer to software or platforms that use artificial intelligence to generate content, answer questions, provide explanations, or assist with tasks. Examples include language models (such as ChatGPT), grammar and writing assistants (like Grammarly), code generators, and automated content creators.

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.eg: when two or more students work together on an individual assessment and submit similar or identical work.

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

Related Documents

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

Document Locations

POCH&LCI Website
Policies and Procedures Folder

Related Legislation

Standard for Registered Training organisations (RTOs) 2025

Area of Compliance

Standard for Registered Training organisations (RTOs) 2025

Date reviewed	Version	Details of changes (if any)	Date of next review
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
13th August 2015	3	General review New name Add additional procedure points • students informed at orientation • students advised of ramifications	August 2018
13th 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

Master document is the Electronic File.

This document is uncontrolled when printed.