

Purpose

Advance has a zero tolerance approach to cheating and plagiarism. Our strict policy against plagiarism and cheating means that the integrity of our courses and qualifications issued is upheld. It is essential to our reputation that plagiarism and cheating is dealt with promptly and in accordance with this policy.

Policy

Advance has established this policy to support the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations (RTO) 2015. Advance has developed and implemented this policy to support and provide clear instruction and guidance to candidates and Advance RTO personnel with regards to incidents of plagiarism and cheating by any candidate enrolled in a program offered by Advance.

Definitions

Cheating: means to seek 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.

Plagiarism: means to take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement, including the use of material from any source, staff, students or the Internet, published and unpublished works.

Guidelines

Students

Advance requires that all students act honestly and ensure they do not cheat or commit acts of plagiarism. Students are expected to submit their own work for projects/assignments. If students are required to undertake research for their class work or assessments, they must properly and fully acknowledge their sources. Plagiarism and cheating of any kind will not be tolerated by Advance and such action constitutes misbehaviour. It may result in the cancellation of a student's enrolment.

Staff

Advance requires that all staff act honestly and ensure they do not cheat or commit acts of plagiarism. Staff found to be assisting students to cheat or plagiarise their work, or found to be plagiarising work themselves (for example, when designing training materials) will face sanctions. Staff found to be providing students with marking guides or model answers will have their student files audited and face disciplinary measures.

Reporting requirements

All staff and students must report any suspected instances of plagiarism or cheating by a participant to the relevant trainer or manager.

The report must be made in writing (email is suitable) and given to the relevant trainer or manager within 5 days of the alleged plagiarism or cheating taking place; and be accompanied by any supporting evidence.

Responsibility

The RTO Manager is responsible for the control and implementation of this policy.

Procedure

Minimisation

1. All staff and students must be made aware of the Advance Plagiarism and Cheating Policy and Procedure and the consequence of non-adherence at induction. This is also outlined in the Student Handbook and Employee Handbook.
2. Students must sign and date the Student Assessment Declaration in the Student Assessment Guide to declare that they will not plagiarise or cheat in the preparation and submission of their work.
3. Trainers/assessors must make students aware of how to correctly reference resources used in the production of student's work. This includes:
 - adequate acknowledgement for website material. This must consist of: title, author URL;
 - adequate acknowledgement for printed material. This must consist of: publication title, author, publisher, date published, page references.
4. Trainers/assessors must discuss the importance of integrity to the learning process with the class, highlighting that honest work builds self-esteem, knowledge, and skills. In contrast, cheaters don't learn; they undermine the quality of education we provide. Students should be encouraged to tell trainers/assessors if they suspect cheating or plagiarism;
5. Trainers/assessors must advise students when they may collaborate, and if so, how much and the requirements of collaboration.

Detection

Trainers/Assessors could use the following to assist them to detect if plagiarism/cheating has occurred:

- Compare student's work against sample assessments;
- Look for inconsistency in writing styles within a document and against enrolment documentation;
- Undertake 'spot checks' of students work;
- Plagiarism Detection Tools (e.g. Plagiarisma, PlagiarismChecker, Plagium or Viper).

Process

An assessor who suspects or detects evidence of plagiarism or cheating in any assessment event must follow the steps below:

1. Contact the student within 5 working days to obtain the student's account of the circumstances and request that the student attend a meeting with the assessor or supply a written submission. At the conclusion of this meeting the assessor must decide if a case for cheating and/or plagiarism has been established and inform the student. If no case has been established the assessment is to continue as normal. If a case is established, the assessor must write a report containing a detailed account of the event or actual documented evidence of the action, place it in the student's file and bring it to the attention of the RTO Manager. The student must be informed of this process and that they are to continue to follow their training plan until advised otherwise
2. On the receipt of the written report detailing plagiarism or cheating, the RTO Manager will seek an interview (within 14 days) with the student or students involved in the allegation of plagiarism and/or cheating. The RTO Manager will advise the student or students of the allegation and of their right to state their account of the alleged offense.

The RTO Manager will inspect all evidence presented and within 14 days decide if

- (a) the allegation cannot be substantiated by reasonable evidence, and instruct the assessor to continue the assessment as normal
- (b) the allegation can be authenticated by the evidence presented and follow the steps below:
 - A student found to have plagiarised or cheated in any form of assessment for the **first time** will be issued a written warning and will have the opportunity to resubmit/recomplete the assessment
 - A student found to have plagiarised or cheated in any form of assessment for the **second time** will be deemed Not Competent (NC) for the relevant unit of competency. The student will be

issued with a written warning and be required to repeat the unit of competency. The repeat of a unit of competency will attract additional charges.

- Continued cheating or plagiarism may result in the student being permanently expelled from Advance by the CEO.
- Students must be notified in writing of the outcome within 5 working days of a decision being made.

Staff Consequences:

If a staff member is found to have committed an act of plagiarism or cheating, they will be subject to disciplinary action and will be suspended from work while a thorough investigation is undertaken by the RTO Manager. The staff member will then be required to meet with the RTO Manager and the General Manager where the outcome will be discussed.

Possible outcomes include:

- a) Verbal warning;
- b) Written warning;
- c) Termination of employment.

The staff member or student has the right to have a support person present during any interview and to make submissions.

Record Keeping

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

- a) The initial report of the alleged cheating or plagiarism;
- b) The steps taken in the investigation;
- c) Copies of any correspondence sent to/or from the student/staff member;
- d) Records of any meetings with the student/staff member, including counselling;
- e) Outcome of any appeal by the student/staff member; and
- f) If a student's enrolment is cancelled, written verification of the cancellation must be provided to the student.

Student Appeal

Students have the right to appeal any decision made by an Advance staff member under this policy. Students must lodge their appeal within 5 days of the decision being made. For further details please refer to the Complaints and Appeals Policy and Procedure.

Reference Documents

Complaints and Appeals Policy (ACC05)
Complaints and Appeals Form (ACC66)
Student Handbook (ACC68)
Fees, Charges and Refund Policy (ACC10)