

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 28/06/2017.

Review date

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

Scope

This policy is for all Students who are enrolled in Vocational Education and Training (VET) at POCH&LCI.

This policy also applies to Manager, Staff, Trainers, and 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- Quotations from published and unpublished sources are indicated and acknowledged clearly.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

Australian Quality Training Framework (AQTF) 2010
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2016)

Area of Compliance

Date reviewed	Version	Details of changes (if any)	Date of next review
August 2010	1.0	Original document	
May 2015	2.0	Updated to new format Updated Park Orchards Learning Centre to Park Orchards Community House & Learning Centre and POLCI to POCH&LC	May 2018
13 th August 2015	3.0	General review New name Add additional procedure points <ul style="list-style-type: none"> • students informed at orientation • students advised of ramifications 	August 2018
13 th August	4.0	New template Moved procedure to new document.	13/8/2018
28/06/2017	5.0	Update legislation	28/06/2020

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