

1. Purpose statement

This policy is intended to promote honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in students being penalized as per TLC Learning's student code of conduct.

2. Scope

This policy applies to all TLC students and all TLC Learning staff who deal with all matters concerning VET.

3. Policy statement

TLC Learning regards plagiarism as an extremely serious academic offence. The penalties associated with plagiarism are severe and extend from cancelling/revoking all results for the specific assessment item or for the entire unit through to exclusions from the course in which the student is enrolled.

The penalty imposed by TLC Learning will depend upon the severity of the plagiarism, whether the student is a repeat offender, whether there is evidence of deliberate deceit and whether another student has been coerced into participating in the plagiarism.

4. Implementation

4.1 Roles & responsibilities

Chief Executive Officer

Authorization of the plagiarism and cheating policy and all related procedures and documentation.

Chief Quality Officer

Ensuring systems and processes are in place for compliance with all relevant legislative, regulatory and statutory requirements, professional standards and guidelines.

Chief Operating Officer, Chief Finance Officer and Chief Human Resources and Industrial Relations Officer

Contribute to the approval of plagiarism and cheating procedures and documents as related to area of operational/business responsibility.

TLC Learning Manager

- Policy, procedure and related documentation distributed throughout the RTO
- Implementation of policy and relevant procedures

- Implementation of relevant inductions to ensure staff practices are compliant
- Ensuring staff compliance with relevant policies and procedures and protocols through implementing audits and analysing relevant data trends
- Receiving and acting upon Client, Students and other stakeholder feedback.

All Staff

- Keep informed of all relevant current TLC Learning policies and procedures
- Attend relevant induction sessions.

Quality Information Coordinator

Review of policy at a minimum of 2 years and/or in alignment with legislative or statutory changes.

4.2 Relevant stakeholders

Clients, students, staff and external Stakeholders.

5. Definitions

5.1 Item 1 – Plagiarism

It involves using the work of another person and presenting it as one's own. Students are expected to acknowledge the intellectual property of others used in the preparation of projects and assessment tasks. Plagiarism is the copying of another person's ideas or expressions without appropriate acknowledgement and presenting these ideas or forms of expressions as your own. It includes not only written works such as books or journals, but data or images that may be presented in tables, diagrams, designs, plans, photographs, film, music, formulae, web sites and computer programs.

5.2 Item 2 – Cheating

The definition of cheating is:

- "to deprive of something valuable by the use of deceit or fraud"
- "to influence or lead by deceit, trick or artifice"
- "to elude, thwart or as if by outwitting"
- "to practice fraud or trickery"
- "to violate rules dishonestly"

6. Related/relevant legislative/policy frameworks

- Standards for Registered Training Organizations (RTOS) 2015
- National Vocational Education and Training Regulator Act 2011 (Cwth)
- VET Quality Framework

7. Related Documents

- Disciplinary policy and procedure
- Assessment policy and procedure
- Training delivery policy and procedure
- Student assessment instructions
- Student handbook
- Student code of conduct

8. Procedural steps

8.1 Reporting of suspected plagiarism

A workplace trainer/assessor who suspects plagiarism should report this to the TLC Learning Manager.

8.2 Determine if plagiarism has occurred

The TLC Learning Manager must decide whether the plagiarism amounts to cheating by conducting a thorough investigation which involves reviewing the suspected student's written work and discussing the workplace trainer/assessors suspicions in regards to plagiarism.

If after the investigation, the TLC Learning Manager decides there was no plagiarism or cheating and that it is a case of unsatisfactory assessment. The TLC Learning Manager will then ask an independent assessor to mark the work appropriately.

In some cases the TLC Learning Manager may require the student to meet with them to discuss the issue of plagiarism and cheating. If this occurs the TLC Learning Manager should send a student a plagiarism and cheating warning letter to the student. A copy of the letter is to be uploaded into the students profile on VETtrack.

If having heard the student's explanation, and the TLC Learning Manager has decided that the student's conduct did not amount to plagiarism and/or cheating, TLC learning:

- Will treat the case as one of unsatisfactory academic work and ask an independent assessor to mark the assessment
- May, if it is deemed necessary, advise and counsel the student about the rules relating to plagiarism cheating.

If after the investigation, the TLC learning Manager decides that there is a possible case of plagiarism and/or cheating, that there is evidence that the student intended to obtain an unfair disadvantage, the TLC Learning Manager must give the student an opportunity to respond before making a final decision. In addition to more obvious cases of plagiarism (i.e., copying large amounts of information from the internet) this situation would arise where two students, contrary to instructions, submit substantially the same work the TLC Learning Manager will send the student a plagiarism and cheating warning letter.

Once the TLC Learning Manager decides that the student has acted with an intention to obtain an unfair advantage he /she will cancel/revoke competency for that unit and impose the following penalties:

- Inform the student that the results have been revoked/cancelled and advise the student that they have a right to appeal as per the complaints and appeals policy and procedure
- Place a notification of student plagiarism and cheating disallowance letter on the student's file in VETtrak. The student will be deemed as not yet competent for the relevant unit of competence.
- The student can appeal the decision as per the *complaints and appeals policy and procedure*.
- The TLC Learning Manager may allow the student to enrol and re-submit the assessment depending upon the severity of the plagiarism.
- If the student is found cheating or guilty of plagiarism for a second time, they will need to re-enrol and repeat the entire unit of competence and pay applicable fees.
- Students who are found cheating or guilty of plagiarism for a third or subsequent time, will be referred to the CEO
- Continued behaviour of this kind may result in the student being expelled from TLC Learning.

9. Responsibilities

9.1 Chief Executive Officer

Deals with serious cases of plagiarism/cheating as referred by the TLC Learning Manager and impose disciplinary action as per the *disciplinary policy and procedure*.

9.2 Manager – TLC Learning

- Investigate any cases of plagiarism and cheating brought to their attention by workplace trainers and assessors and based upon the investigation decide whether there is a substantiated case for plagiarism and cheating
- Send the student a plagiarism and cheating warning letter and place a copy on the student's file
- Meet with the student to determine if there is a case of plagiarism and/or cheating
- Impose the penalties for plagiarism and/or cheating and take any disciplinary action as per the *disciplinary policy and procedure*
- Refer student with a third offence of plagiarism to the CEO

9.3 Workplace trainers/assessors

Refer suspected cases of plagiarism and cheating to the TLC Learning Manager for further investigation.