

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 of competency 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. Definitions

4.1 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.

4.2 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 or thwart or as if by outwitting"
- "to practice fraud or trickery"
- "to violate rules dishonestly"

5. Reporting of suspected Plagiarism

- 5.1** A trainer/assessor who suspects plagiarism should report this to the Manager – TLC Learning. The Manager of TLC Learning must decide whether the plagiarism amounts to cheating by conducting a thorough investigation which involves reviewing the suspected student's written work and discussing with the trainer/assessors suspicions in regards to plagiarism.
- 5.2** If after the investigation, the Manager – TLC Learning decides there was no Plagiarism/Cheating and that it is a case of unsatisfactory assessment that Manager – TLC Learning will then ask an independent assessor to mark the work appropriately.

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In some cases the Manager – TLC Learning may require the student to meet with them to discuss the issue of plagiarism and cheating. If this occurs the Manager – TLC Learning should send a Student – Plagiarism and Cheating Warning letter to the Student. A copy of the letter is to be filed in the Student File.

If having heard the student's explanation, and the Manager – TLC Learning has decided that the student's conduct did not amount to plagiarism and cheating, the Manager – 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 and cheating.

5.3 If after the investigation, the Manager – TLC Learning decides that there is a possible case of Plagiarism and Cheating and there is evidence that the student intended to obtain an unfair disadvantage, the Manager of TLC Learning must give the student an opportunity to respond before making a final decision.

5.4 In addition to more obvious cases of plagiarism (e.g., copying large amounts of information from the Internet) this situation would arise where two students, contrary to instructions, submit substantially the same work. The Manager – TLC Learning will send the Student a Plagiarism and Cheating Warning Letter.

5.5 Once the Manager – TLC Learning decides that the student has acted with an intention to obtain an unfair advantage the Manager – TLC Learning 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; and
- Place a notification – Student Plagiarism and cheating disallowance letter on the Student's file and uploaded to Student Management System.

The Student may 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 Manager – TLC Learning 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 will need to re-enrol and repeat the entire Unit of Competency and pay applicable fees.

Students who are found cheating or guilty of plagiarism for a third or subsequent time, the matter will be referred to the CEO.

Continued behaviour of this kind may result in the student being expelled from TLC Learning.

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