

Plagiarism and Cheating Policy and Procedure



Purpose

The purpose of this policy is to provide guidance on the process to manage Learners where it suspected of confirmed that plagiarism or cheating within assessment tasks have occurred and applies to all Learners of REINSW.

Aim

Ensure that a Learner suspected of or has been found to be plagiarizing or cheating is managed within the parameters of this policy to give the Learner an opportunity to respond to the suspicion while trying to minimise the effect on any REINSW products and to protect brand reputation within the industry.

Definition:

Item	Naming Convention
Plagiarism	<p>Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional.</p> <p>Forms of Plagiarism:</p> <ol style="list-style-type: none"> 1. Verbatim – word for word 2. Cutting and pasting from the internet without clear acknowledgement 3. Paraphrasing 4. Collusion – working together and submitting the same work 5. Inaccurate citation 6. Failure to acknowledge assistance 7. Use of material written by professional agencies or other persons <p>For further information on plagiarism, please visit the University of Oxford where the above information was obtained. (Sept 2022)</p> <p>https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism</p>
Cheating	<p>Cheating occurs when a student attempts to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy, or unfair. Cheating Misrepresents a student's knowledge and abilities undermines the instructor's ability to assess student knowledge and abilities honestly and fairly.</p>

REINSW Training considers the above to be forms of plagiarism and will take any matters reported as serious and will investigate as per this policy.

1. Roles and Responsibilities

The following roles and responsibilities have been identified to ensure that members of REINSW training are aware of their responsibilities to meet the purpose and aim of this policy/procedure.

1.1. Training Manager/Compliance Coordinator

The Training Manager/Compliance Coordinator are to:

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- a) Ensure that compliance with the RTO Standards is maintained and the contract requirements for Smart and Skilled
- b) Ensure the integrity of REINSW assessment and training methods

1.2. Learner Engagement Coordinator

The Learner Engagement Coordinator is to:

- a) Report any known acts of plagiarism or cheating to the Training Manager
- b) Assist with the management of the Learner/s involved
- c) Assist with the communication with the Learners workplace and Apprenticeship centre where the Learner/s are a trainee.
- d) Instruct the LSO to suspend learners access to learning material until investigation has concluded

1.3. Learner Support Officers:

The Learner Support Officers are to:

- a) Report to the LEO all suspected acts of plagiarism and cheating
- b) Collect and supply all evidence to support claim

1.4. Customer Support Officer

The Customer Support Officers are to:

- a) Direct any correspondence of calls from a Learner/s that would like to discuss their current situation regarding plagiarism or cheating to the LEO or Training Manager

2. Learner Declaration and Understanding of Plagiarism/cheating

All learners are provided the following documentation to ensure that they are fully aware of their obligations when it comes to plagiarism/cheating.

Learners when studying with REINSW Training will receive and agree to:

1. A learner declaration that must be signed by the Learner prior to submitting their assessment which request them to agree that the work they are submitting is of their own and they understand the consequences as per this policy
2. Learner handbook that outlines this policy

3. Plagiarism / Cheating Investigation Process

The following process should be followed to ensure that an investigation is completed within 14 days of being notified of the suspicion of plagiarism or cheating.

Important - Learners must be notified in writing immediately the investigation has been opened to advise them of the investigation and that they will be invited to provide evidence or further information to support their work they have submitted.

During the investigation period, the Learners access to course material must be suspended.

Fee for Service Learner

1. Receive the suspicion of plagiarism /cheating and collect all evidence to support the claim
2. Write to the learner as above

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3. Form an investigation team that includes the following:
 - a. Learner Engagement Officer
 - b. Learner Support Officer
 - c. Independent Trainer and Assessor
 - d. Training Manager
4. Hold a meeting to discuss the evidence and report discussion and outcome
5. Write to the Learner outlining the evidence collected and the findings of the investigation and invite for an interview to discuss
6. Arrange an interview of the current Trainer and Assessor
7. Within the meeting with the learner outline what the outcome could be depending on the outcome on the interviews
8. The investigation team must consider the learner response to the allegations prior to considering the penalty to impose onto the learner

Traineeship

1. Receive the suspicion of plagiarism /cheating and collect all evidence to support the claim
2. Write to the learner, employer, and Apprenticeship Centre as above
3. Form an investigation team that includes the following:
 - a. Learner Engagement Officer
 - b. Learner Support Officer
 - c. Independent Trainer and Assessor
 - d. Training Manager
4. Hold a meeting to discuss the evidence and report discussion and outcome
5. Write to the Learner outlining the evidence collected and the findings of the investigation and invite for an interview to discuss
6. Arrange an interview of the current Trainer and Assessor
7. Within the meeting with the learner and employer, outline what the outcome could be depending on the outcome on the interviews
8. The investigation team must consider the learner response to the allegations prior to considering the penalty to impose onto the learner

4. Outcome Process

The following process should be followed to ensure that an appropriate penalty is imposed onto the Learner where the plagiarism/cheating offence has been found to be true.

Important - Learners are to provide the outcome including the penalty imposed by REINSW Training within 21 days of the start date of the investigation.

Fee for Service Learner

1. The investigation team to meet and discuss and record all conversations in relation to the outcome of the interviews held with the current Trainer and Assessor and Learner
2. Assess the severity of the plagiarism / cheating and the possible effect REINSW Training and the Learner
3. Decide on the penalty from the listed penalties listed below and advise the Learner in writing outlining the penalty and how it will be imposed

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4. Where required, have a meeting with the Learner to discuss the notification and anything else the Learner may wish to discuss
5. Complete a Learner Assessment Outcome and Feedback Form and provide to the Learner and upload to Learners SMS profile

Traineeship

1. The investigation team to meet and discuss and record all conversations in relation to the outcome of the interviews held with the current Trainer and Assessor, Learner, and employer
2. Assess the severity of the plagiarism / cheating and the possible effect REINSW Training and the Learner
3. Decide on the penalty from the listed penalties listed below and advise the Learner and employer in writing outlining the penalty and how it will be imposed
4. Notify the Apprenticeship Centre of the outcome of the investigation
5. Where required, have a meeting with the Learner or employer to discuss the notification and anything else the Learner may wish to discuss
6. Complete a Learner Assessment Outcome and Feedback Form and provide to the Learner and upload to Learners SMS profile

5. Penalties for Plagiarism / Cheating

Learners are advised that one or multiple penalties for the list below could be imposed on their studies with REINSW where it is found that plagiarism or cheating has occurred:

The investigation team can impose one or multiple of the following penalties:

1. A warning letter issued to the Learner (Where the Learner is a trainee, the letter is to be issued to the employer and the apprenticeship centre)
2. Initial assessment to be dismissed with the Learner to submit a new assessment for the Unit of Competency in question
3. NYC mark recorded against the Unit of Competency and where possible, another unit of competency provided for the Learner to complete where it falls within the Unit of Competency rules. The NYC is to remain on the Learners transcript
4. Suspension of course for a period of six (6) months
5. Course cancelled by REINSW
6. Learner to provide a letter of apology to REINSW
7. Prohibited in attending group sessions to complete assessment work

5.1 Warning Letters

Important: A warning letter is the first and final warning for plagiarism/cheating and must only be issued once during a Learners course with REINSW Training.

Once a warning has been issued to a Learner, it must be recorded on the Learners SMS logbook as evidence along with the findings of the investigation team.

5.2 Suspension of Learning

Suspension of learning can only be applied to a Fee for Service learner. Where the investigation team feel that this penalty is required, they first must consult with the Apprenticeship Centre first to seek permission to suspend learning.

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6. How to prevent plagiarism/cheating

Learners must not at any time plagiarise any form of content either from the internet, books, magazines, or journals. Learners may use content where they cannot express the information in their own words, however Learners must reference any material taken from another source that is considered not the Learners own work.

REINSW will accept referencing within the workbook and the assessment section of this module. Learners using referencing must use the following format of referencing only.

Harvard Referencing Style

To use the Harvard referencing style learners are to include within their reference the following information:

Author/s name
and initials

Title of the
article

Title of the
journal in italics

Available
publication
information

Accessed day,
month, and
year

Example:

Google (2019) Google terms of service.

Available at:

<https://policies.google.com/terms?hl=en-US> (Accessed: 27 January 2020).

Learners that are found to be plagiarising material for their assessments will be contacted to resubmit their work with repeat offenders risking cancellation of their course and forfeiting all fees paid.

7. Related Policies and Procedures

- Learner Assessment Allocation and Marking
- Learner Assessment Documents
- Training Plan Policy and Procedure

8. Related Documentation

- Training Plan
- Learner Warning Letter
- Learner Notification Letter
- Apprenticeship Letter

9. Related Legislation / Contracts

- Standards for Registered Training Organisations
- Smart and Skilled Contract

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10. Risk Rating

Category	Consequences	Review Period	Evidence of Understanding
Low Risk	Non-compliance could result in increased risk rating with ASQA audit requirements	5 years	Relevant staff members must be aware of the document. Staff/Contractors must retain records of evidence in relation to assessment and feedback provided to Learners

11. Policy, Procedure Information

Date Issued:	11/09/2022
Date of last review:	11/09/2022
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