

02.32 - Cheating, Plagiarism and Collusion Policy and Procedure

Policy

The AGA RTO is committed to ensuring that when a participant submits work for assessment they understand their individual responsibilities.

This policy provides guidance for trainers/assessors and participants to assist in the prevention of, and identification of, cheating and plagiarism including managing it in a consistent and equitable manner. Participants will be advised at the Pre Training Review about the Cheating, Plagiarism, and Collusion Policy. Cheating is an attempt to benefit from another person's work in order to achieve an outcome, for which the participant has not produced the required work.

Plagiarism is taking another person's work/idea and representing it as the participant's own. This may result from deliberate and intentional copying of information. Plagiarism may also be accidental and arise from a lack of knowledge or awareness. Sources which can be used for plagiarism include social media, books, magazines, TV, radio, newspapers, internet sites, photos, recordings, etc.

Implementation of this policy is the responsibility of the Training Managers. The maintenance and review of the policy is the responsibility of the CEO. The review will be conducted in consultation with the organisation's senior management.

Procedure

Detecting Cheating & Plagiarism:

Trainers & assessors should:

- Compare participant's work against sample assessments.
- Look for inconsistency in writing styles within a document.
- Undertake 'spot checks' of participant's work, by using online checking methods.

Minimising the risk of Cheating, Plagiarism & Collusion at AGA:

1. Ensure all trainers & assessors and participants are aware of the Cheating & Plagiarism and Collusion Policy and the consequences of non-adherence. This includes outlining clear expectation around when it is suitable to collaborate on work and when it is not. It also includes informing participants of appropriate use and acknowledgement of intellectual property and material relevant to their course, if applicable.
2. The Training Support Manager should design assessment tasks that minimise the possibility for participants to plagiarise, cheat or collude with others.
3. Trainers and Assessors who suspect that plagiarism has occurred must produce evidence to support their allegation and inform the Training Manager. The Training Manager must decide whether or not they believe that plagiarism was likely to have been intentional or unintentional.
4. A participant found to have plagiarised, cheated or colluded will be provided with the opportunity to respond.
5. If the participant is unable to provide a satisfactory explanation of the correspondence between the participant's work and the sources identified by the staff member, AGA may infer that plagiarism was done with intention to cheat.

6. If the failure to acknowledge the idea of others was not intentional, the only offence the participant has committed is the misdemeanor of failing to reference a source correctly. In this case, especially if a first offense, the matter will most likely be resolved via a verbal warning only.
7. If the Training Manager is reasonably satisfied that the plagiarism, cheating or collusion was, more likely than not, done with intention to obtain an unfair advantage in assessment, the matter must be documented, in writing and included on the participant's file.
8. AGA staff will actively take steps to detect plagiarism, cheating or collusion which may include the use of electronic or manual methods of detection.
9. A "Plagiarism Register" will be maintained, which will record warning and the outcomes (if any) of an accusation of plagiarism.
10. If an act of plagiarism, cheating or collusion is found to be considered deliberate, then AGA maintains the right to take disciplinary action against the participant(s) involved. The participant involved will be informed that their assessment will be recorded as Not Yet Competent due to plagiarism, cheating or collusion.
11. Disciplinary actions may include the disallowance of the assessment and a verbal warning being issued to the participant. The participants would as need to demonstrate understanding of competency for Trainer via discussion.
12. If a subsequent occurrence of plagiarism, cheating or collusion is committed. AGA may issue a written warning and reserves the right to cancel their enrolment which may lead to their exit from the course, thus affecting their future funding eligibility if funded for the course.
13. Participants are responsible for:
 - a. Being familiar with the policy and procedure that is discussed at pre training review
 - b. Informed via the Student Handbook
 - c. Acknowledging intellectual material used by them
 - d. Submitting work that is their own
 - e. Taking all reasonable steps to ensure that their own work cannot be accessed by others.

Responsible Persons

- Training Support Manager
- Training Managers

Reference Documents

Policy Approved by: CEO

Distributed to: All staff via the Intranet (<https://intranet.intowork.com.au/intranet>)