

Plagiarism and Cheating Policy

Purpose

This policy is designed to provide clear guidelines for the management of plagiarism and cheating within the assessment system that Skillinvest has implemented and to comply with the Standards for RTOs 2015 and legislative requirements. Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in assessment and must ensure that they do not plagiarise.

Policy

Skillinvest will be vigilant in the management of plagiarism and cheating, and ensures Students are informed of the plagiarism and cheating policy. Skillinvest aim to support Staff and Students in identifying and acknowledging the difference between knowledge that is learnt, acquired or found and knowledge or information that is a creation or application of someone else's work (original source material).

The objectives of the Skillinvest Plagiarism and Cheating Policy, Procedures and related strategies are to:

- Identify and define ethical issues in research and reporting; including copyright, referencing, bibliographies, citations etc.
- Facilitate Students' achievement of information literacy competence
- Provide readily accessible references and tools for Staff and Students to prevent and manage plagiarism
- Provide appropriate training and induction for members of Staff charged with implementing the Plagiarism and Cheating Policy in order to maintain consistency in the way it is implemented. This includes guidelines for writing and conducting assessment events and assessment of Student group research projects

Plagiarism and Cheating

Plagiarism and Cheating is the act of misrepresenting as one's own original work, the ideas, interpretations, words or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media.

Assisting in Plagiarism

Skillinvest will treat assisting in plagiarism and cheating as a form of plagiarism and cheating. This may include knowingly assisting another person to cheat or allowing another Student to copy work by giving them access to a draft/completed assignment. Whilst Skillinvest will have no objection to preliminary discussion of an assignment, joint planning and/or execution of work is not permitted except where specified. Students must acknowledge the names of other Students with whom they may have collaborated in any piece of work. Skillinvest discipline rules on plagiarism and cheating also apply to electronic information.

Referencing

Referencing demonstrates that the Student has read the issued material or has undertaken their own research in other sources. Failure to reference appropriately is considered unethical academic behavior and will result in a Student's work not being accepted.

Students should understand that assignment and project work submitted for assessment must consist of original

effort. It is insufficient to simply copy work from other sources and submit it, even if those sources are appropriately acknowledged. Work submitted by a Student must have an original component. This includes copying text wholly or in part generated by artificial intelligence.

The following are examples of plagiarism where a Student intentionally does not acknowledge or reference an author or original source:

- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence
- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence with an end reference but without quotation marks around the copied text
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these; including from generative artificial intelligence
- Paraphrasing, summarising or simply rearranging another person's words, ideas, etc., without reference or explanation
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is
- A 'cut and paste' of statements from multiple sources
- Presenting as independent, work done in collaboration with others
- Copying or adapting another Student's original work into a submitted assessment item
- Copying or adapting a Student's own work submitted in a previous essay or assessment

Alternatively, there will be instances when a Student unintentionally fails to cite sources or to do so adequately. Careless or inadequate referencing or failure to reference will be considered poor practice.

Where careless referencing is identified, the Student will be required to correct the error and resubmit the assessment.

Students will be issued clear guidance on referencing requirements by their Trainer and Assessor.

Management

Skillinvest General Manager Training is responsible for the application of the Plagiarism and Cheating Policy by:

- Outlining to Trainers & Assessors their responsibility under the Plagiarism and Cheating Policy
- Informing Students about Skillinvest expectations regarding the submission of assessment events, breach of discipline and possible penalties
- Ensuring each Student is provided with information (Student handbook)
- Counselling Students and collaborating with management to determine whether corrective or disciplinary action is appropriate when plagiarism breaches occur

Trainers and Assessors

Skillinvest Trainers and Assessors are responsible for:

- Applying the Plagiarism and Cheating Policy and providing the Student Information
- Counselling Students and collaborating with management to determine whether corrective or disciplinary action is appropriate when plagiarism breaches occur

- Recording breaches in Student notes/files
- Arranging support services such as tutoring, counselling and to assist Students to achieve competence in information literacy

Students

Skillinvest Students are required to:

- Be aware of their responsibility in regard to Plagiarism and Cheating as per the Student Handbook
- Reference all assignments for submission appropriately
- Seek advice and support from Skillinvest Trainers & Assessors

Penalties for Plagiarism and Cheating

In circumstances where a Skillinvest representative is alerted to, or finds evidence of plagiarism and cheating, an investigation will be conducted to determine whether plagiarism and cheating has taken place.

The relevant Skillinvest Training Manager will conduct an investigation in conjunction with the relevant Trainer and Assessor and the General Manager Training. This investigation will include offering the Student the right to be heard. After a determination has been made, the Student will be advised in writing within seven (7) days of the decision being made.

If evidence of plagiarism or cheating is found, the Training Manager will apply the appropriate penalty.

Penalties for plagiarism, cheating and academic misconduct may include:

- a formal warning
- loss of credit for the relevant unit (or the requirement to undertake reassessment)
- exclusion from your training program temporarily
- termination of enrolment

Appeals

The Student has the right to appeal the outcome of a plagiarism or cheating decision in line with the Complaints and Appeals Policy and Procedure.

References

Standards for RTOs 2015 Australian Information Literacy Standards 2004 Copyright Amendment (Moral Rights) Act
Complaints and Appeals Policy & Procedure