



## Policy & Procedure

### PLAGIARISM POLICY & PROCEDURE

Policy number:	17	Version:	4
Responsible Person:	CEO	Reviewed by:	CEO
NRCHI Area:	Operational / RTO	Review Date:	31/3/2025
Approved and adopted by:	Board of Governance	Next Review Date:	March 2028

### Scope

This policy applies to all staff involved in assessing students enrolled in a course at North Ringwood Community House.

This policy also applies to all course applicants and students of courses at North Ringwood Community House.

This policy applies for all courses (accredited, pre accredited and community programs), whether the student is receiving government funded training or paying a fee for the training service.

### Objective

To manage plagiarism in a consistent and equitable manner to ensure standards for current and future students.

- To assist in minimising plagiarism
- To manage plagiarism in a consistent and equitable manner;
- To manage plagiarism appropriately to ensure standards for current and future students.

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- North Ringwood Community House Inc. is committed to upholding standards of academic integrity and honesty. Plagiarism in any form is unacceptable and will be treated seriously.
- Students will be advised at the beginning of their course about the plagiarism policy and procedures.
- All Trainers and Assessors must adhere to the approved definitions of plagiarism, collusion and cheating.
- Students and staff have a duty to ensure they gain the necessary academic understanding to minimise incidents of plagiarism and cheating. In this regard, the Accredited Training Coordinator will take all reasonable steps to ensure all students:
  - are aware of the consequences of cheating
  - are aware of the policy and procedures covering plagiarism
  - are educated in the appropriate skills and knowledge to avoid plagiarism.
- A student found to have plagiarised will be provided with the opportunity to respond. (See Complaints & Appeals Policy).
- Students may be required to work together on assessments in some instances, but they should submit assessment written in their own words unless it is a group assessment.
- A Trainer who suspects that plagiarism has occurred must produce evidence (through identifying the source) to support their allegation. The Accredited Training Coordinator must decide whether or not they believe that plagiarism was likely to have been intentional or unintentional. If the student is unable to provide a satisfactory explanation of the correspondence between the student's work and

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the sources identified by the staff member, the Accredited Training Coordinator may infer that plagiarism was done with intention to cheat.

- If the failure to acknowledge the ideas of others was not intentional, the only offence the student has committed is the academic misdemeanor of failing to reference a source correctly. The student may be cautioned about the offence or asked to resubmit the work.
- If the Accredited Training Coordinator is reasonably satisfied that the plagiarism was, more likely than not, done with the intention to obtain an unfair advantage in assessment, the matter must be reported as suspected cheating.

In this instance, the student may be:

- asked to resubmit the assessment
- marked not yet satisfactory and be required to redo the entire unit, or
- withdrawn from the course.

The course of action will be at the discretion of the Accredited Training Coordinator in conjunction with the CEO. Considerations which will be taken into account include:

- Whether this is a first offence
- The student's attitude and class attendance record
- The standard of work already submitted
- A student found plagiarising with the intention of gaining unfair advantage more than twice will be withdrawn from the course immediately
- Collusion (unauthorised collaboration) and the resubmission of work that has already been assessed in another unit, without disclosing that fact, also constitutes cheating. In this instance, the student(s) may be;
  - asked to resubmit the assessment,
  - marked not yet satisfactory and be required to redo the entire unit, or
  - withdrawn from the course.

Trainers and Assessors will take steps to detect plagiarism and to compare work submitted for assessment against various databases, which may include the World Wide Web, electronic reference materials and other students' work submitted for assessment.

- A plagiarism report will be filed with the student's records, which will record warnings and the outcomes (if any) of an accusation of plagiarism.
- Staff and Trainers and Assessors will have access to this information when considering any subsequent allegations of plagiarism.
- North Ringwood Community House is committed to minimising plagiarism by offering a number of different forms of assessment. These include:
  - a. Class presentations
  - b. Observation of manual handling
  - c. Workplace assessment
  - d. Short answers
  - e. Classroom observation
- Students are asked to sign off on each assessment cover sheet that the work is their own
- Students will be informed of the plagiarism policy during orientation which will be included on the orientation checklist.



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### Related Documents

Assessment Policy  
Assessment Validation Policy and Procedure  
Issuing Qualifications and Statements of Attainment Policy

### Document Locations

Website  
Electronic file folders accessible by NRCH Administration staff  
Policy and Procedure Manual

### Related Legislation

Australian Quality Standards Framework (AQTF) 2010  
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2018)

### Area of Compliance

AQTF Standards 1.2, 1.3, 1.5, 2.3, 3.1  
VRQA Guidelines for VET Providers Guideline 4.1, 4.2  
*Skills First Skills* Quality Charter  
VET Funding Contract *Skills First* Program Clause 4.1, 4.2 5.1 Schedule 1 5.7 - 5.11, 7.1-7.8, 7.17 - 7.20

Date reviewed	Version	Details of changes (if any)	Date of next review