RTO Academic Misconduct Policy & Procedure

Purpose

The Centre for Professional Learning and Development (CPLE | 88148) is committed to ensuring a positive learning experience for its students. We aim to provide a learning environment that fosters the qualities of independent learning and academic integrity.

Introduction

This policy seeks to encourage ethical conduct and to inform CPLE trainer/assessors and students about CPLE standards of academic behaviour.

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.

This policy supports clause 1.8 of the Standards for Registered Training Organisations (2015)

Authorisation

This procedure shall be endorsed and issued under the authority of the RTO Manager

Policy

CPLE values empowerment and growth and expects its students to accept responsibility for their own actions and work performance. Therefore academic misconduct of plagiarism, cheating or collusion, in any form, will not be tolerated.

Academic Misconduct

Academic misconduct means seeking to obtain academic advantage by dishonest or unfair means, or knowingly assisting another student in doing so. Academic misconduct may include, but is not limited to:

- Plagiarism or assisting another student to commit plagiarism
- Cheating
- Collusion
- Taking unauthorised information, materials or aids into an assessment activity
- Submitting assessment responses that have already been assessed for another Unit of Competency/module
- Falsifying or fabricating information or data
- Failing to give accurate acknowledgement to others works (referencing) when instructed

- Tampering or attempting to tamper with assessment items, results or academic records
- Discussing practical workplace assessments already undertaken with another student, prior to them undertaking the same assessment activity.

Plagiarism

Plagiarism 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 These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group.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.

Cheating

Cheating is copying; sharing or doing someone else's assessment work such as assessment answers, essays and tests.

Collusion

Occurs when a student uses another student's work without adequately crediting the other student's work whether the other student has given consent or not to use the work or not. Unintentional collusion can arise from group activities; study groups; and group-based assessments where students are unsure about the boundary between what CPLE Trainer/Assessors consider acceptable group work and collusion.

Common Knowledge

In every field, there is a body of knowledge and material that has become part of the public domain and which can be drawn on without specific acknowledgment. Common knowledge includes facts that are generally known, such as common facts of history, common sense information, accepted folklore and aphorisms that have been adopted as part of common English language.

As examples, it would not be necessary to reference the following:

- That John Howard was the Prime Minister of Australia (common fact of history)
- That humans need food and water for survival (common sense observation)
- That the "Bunyip" is a man-eating Australian animal that live in water-holes, swamps and creeks (accepted folklore)

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Minimise Instances of Academic Misconduct, Plagiarism, Cheating and Collusion

CPLE will foster a culture of responsibility for ones' own actions and work performance in students by:

- Ensuring students during assessment processes are provided with direction and feedback regarding academic misconduct matters.
- Avoiding group assessment when possible.
- Ensuring that CPLE staff adhere to this policy when investigating and actioning matters if academic misconduct of plagiarism, cheating, and/or collusion.

Students are expected to:

- Be aware of this policy and its procedures to educate themselves about how to avoid plagiarism, cheating, and collusion.
- Attempt assessment activities independently unless the assessment activity requires group work.
- Reference assessment materials when instructed in the assessment task.
- Avoid placing themselves in situations that could be construed as academic misconduct.

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 behaviour and will result in a students work not being accepted.

Students should understand that assessment submitted for marking must consist of original effort. It is insufficient to simply copy work from other sources and submit it. Work submitted by a student must have an original component. The following are examples of plagiarism where a student intentionally does not acknowledgement or reference an author or 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;
- 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 assessment.

Alternatively, there will be instances when a student unintentionally fails to cite sources or to do so adequately.

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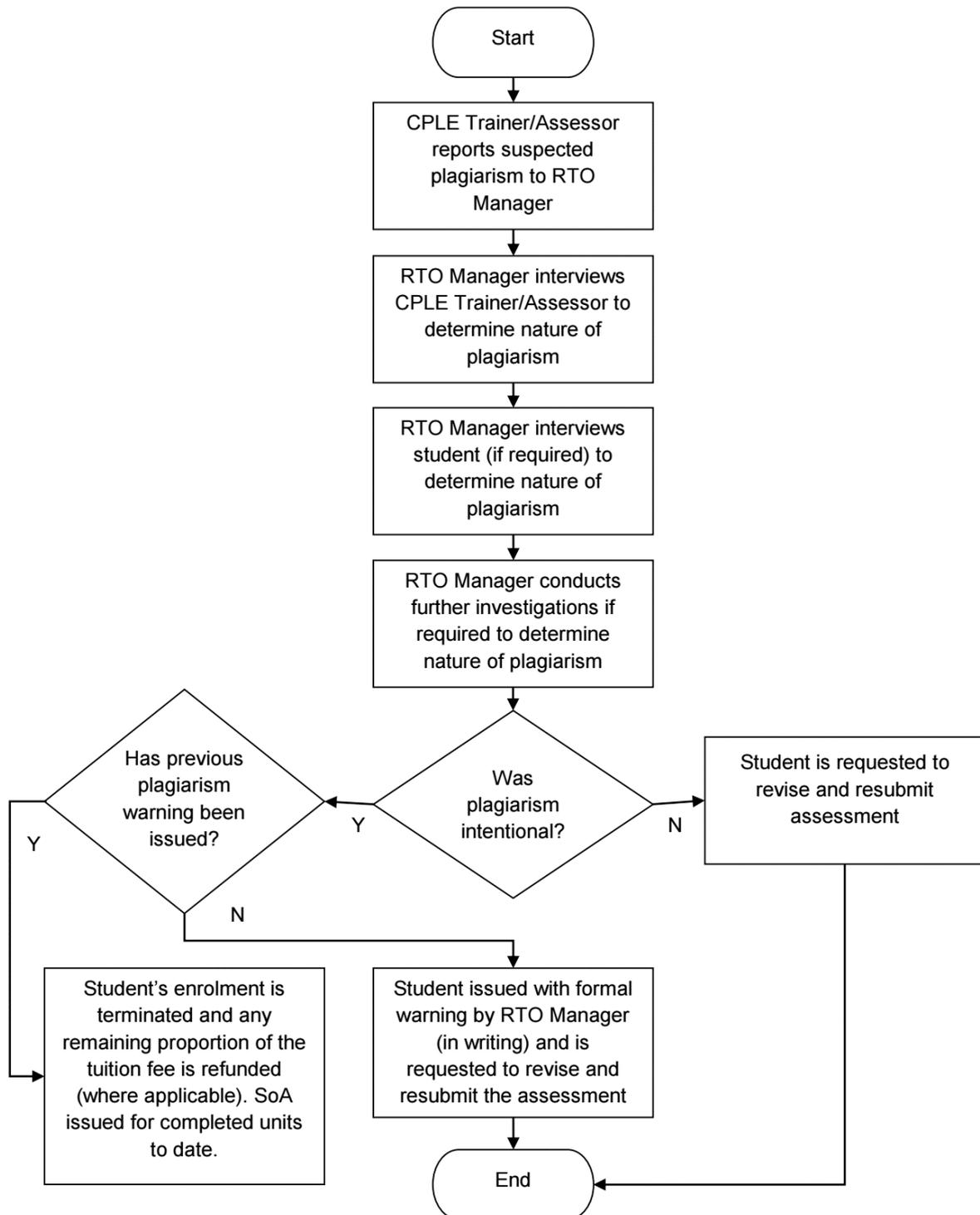
Careless or inadequate referencing or failure to reference when an assessment task requires it, will be considered poor practice. Where careless referencing is identified, the student will be required to correct the error and resubmit the assessment. When studying with CPLE, students are to be encouraged to apply the Harvard Referencing System when referencing sources however, other referencing formats such as APA or MLA will be accepted.

Procedures

1. In the case of suspected academic conduct, plagiarism, cheating and collusion, CPLE trainer/assessors will report the incident to the RTO Manager.

2. The RTO Manager, in consultation with the CPLE trainer/assessor will determine if the academic conduct, plagiarism, cheating and/or collusion has resulted from poor academic practice or was intentional. This preliminary step may involve an informal interview with the student.

3. The RTO Manager and CPLE trainer/assessor will:
    - Consider the extent of the plagiarism (noting that the more extensive the plagiarism, the more likely it was intentional);
    - Review assessment task information and instructions provided to students to determine if adequate information had been given;
    - Identify if the student has been previously warned of plagiarism and;
    - Determine whether the student is new to adult vocational education and training (it would be expected that continuing students would be more likely to understand plagiarism and its consequences).

4. If the above factors have been considered and it has been determined that the plagiarism has arisen from poor academic practice, the student will be requested to revise the work and resubmit it for the assessment.

5. If after consideration of the above factors it is determined that the plagiarism was intentional, the student's work will not be accepted. The student will be given a formal warning (in writing) by the RTO Manager explaining the seriousness of the incident and the consequences if the student is found to plagiarise again.

6. The student will be given the opportunity to revise the work and resubmit the assessment.

7. Students who commit plagiarism after being formally warned will be withdrawn from the qualification they are enrolled and issued with a refund of their tuition fees less all expenses incurred by CPLE up to the point of their withdrawal (where applicable). Certification policy and procedure will also be enacted to ensure that any completed units of competency up to the point of withdrawal are recognised and certified via a statement of attainment.

8. In the event the student feels they are being unfairly treated, they will have full rights to appeal the process in line with CPLE Complaints Handling and Appeals Policies and procedures. Such cases will be handled in line with these requirements until the matter is resolved and a final decision made.

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Start

CPLE Trainer/Assessor reports suspected plagiarism to RTO Manager

RTO Manager interviews CPLE Trainer/Assessor to determine nature of plagiarism

RTO Manager interviews student (if required) to determine nature of plagiarism

RTO Manager conducts further investigations if required to determine nature of plagiarism

Was plagiarism intentional?

Has previous plagiarism warning been issued?

Student is requested to revise and resubmit assessment

Y

N

Y

N

Student's enrolment is terminated and any remaining proportion of the tuition fee is refunded (where applicable). SoA issued for completed units to date.

Student issued with formal warning by RTO Manager (in writing) and is requested to revise and resubmit the assessment

End

Responsibilities

RTO Manager
- Investigate allegation of suspected academic misconduct.
- Decide on the consequences of a student's training and enrolment if academic misconduct is confirmed.

CPLE Trainer/Assessors:
- Inform students of this policy and procedures and CPLE's stance on academic misconduct.
- Educate students on methods to avoid plagiarism, cheating and collusion.
- Be vigilant when marking assessment to identify potential misconduct as outlined in this policy.
- Investigate suspected academic misconduct.
- Report suspected academic misconduct to the RTO Manager.

CPLE Students
- Being aware of this policy and following the outlined procedures.
- Understand this policy and procedure and seeking assistance if unsure.
- Take necessary actions to minimise plagiarism such as; writing assessment responses using their own words; referencing assessment responses.
- Avoid lending completed work to other students of CPLE for any reason.

Related Documents:

1. ORG-QMS-POL-001 Purpose, Mission and Values
2. RTO-PRG-POL-017 RTO Complaints Handling Policy and Procedure
3. RTO-PRG-POL-001 RTO Appeals Policy and Procedure

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References

1. ISO 9001:2015 Quality Management System
2. ISO 3100: 2018 Risk Management
3. Standards for Registered Training Organisations (2015)

Document Contact

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Review Specifications

OFFICE USE ONLY			
Written/reviewed by	**Authorised for release by**	**Version number**	**Signature of authorising person**
Carla Scalia	Carla Scalia	2	Text
VERISON HISTORY			
Version:	**Date of Effect:**	**Brief Summary of Change:**	
2	04.04.2022	Policy and procedures reviewed and updated	

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