



Plagiarism, Collusion and Cheating Policy

For the purposes of this policy, the following definitions also apply:

Academic dishonesty - any deliberate attempt to fabricate, falsify, or otherwise alter assessment outcomes, electronic records, or any other material that is relevant to a learner's participation in any course or assessment activity. This can include any person seeking to gain for themselves or any other person any academic advantage through the unauthorised possession, use or distribution of Career Development and Training' resources, assessment materials or intellectual property.

Collusion – Two or more people working together in a deceitful way in an effort to circumvent a formal assessment process or an unauthorised collaboration in the development of a submission for assessment which was required to be the work of an individual. Collusion can occur between learners or between a learner and a trainer/assessor and can include learners sharing their work with each other.

Workplace Documentation

All documents used as evidence to the RTO for assessments that are documents from a company/organisation must be issued with a signed/letterhead from a manager of the business- giving permission that work documents can be used to support assessment tasks. Additionally, the documents should be part of the work activity that you, as a student, completed or assisted in developing.

Scope

The scope of this policy outlines (without limiting) Career Development and Training' (CDT) expectations of learners enrolled in any course in respect to academic integrity of their assessments and encourages ethical academic conduct.

There is a shared responsibility between learners and trainers/assessors in maintaining academic integrity. As such, this policy applies to all learners and staff. It is relevant to all aspects of a learner's training and assessment with Career Development and Training.

Policy

This Policy should be read in conjunction with Student Code of Conduct

CDT is committed to ensuring a positive learning experience for its learners. It aims to provide a learning environment that fosters the qualities of independent learning and academic integrity.

This policy seeks to encourage ethical conduct and to inform staff, contractors and learners about the CDT standards of academic conduct and the steps to take if academic misconduct is identified.

Any attempt or conspiracy to commit academic misconduct is classified under this policy, regardless of the 'success' of the attempt or conspiracy.

This Academic Conduct Policy covers the following points:

- Encouragement of ethical academic conduct
- Investigation

This policy and supporting documentation adheres to compliance with the Standards for RTOs 2015.



Encouragement of ethical academic conduct

- CDT encourages learners to develop the ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect their individual considerations of the given task or workplace requirement.
- CDT acknowledges that to develop critical reasoning, learners will study the work of others through issued textbooks, learning material or through their own research.
- It is important that learners in their learning acknowledge, through appropriate referencing, any work from which they draw information.

Standards of Academic Conduct

CDT informs staff and learners about its standards of academic conduct through the Student Code of Conduct in the Student Handbook.

Academic Misconduct

- Plagiarism
 - Learners have a responsibility to appropriately cite all reference sources and not plagiarise or copy other learners' assessments.
- CDT will not condone plagiarism by any learners for personal advantage.
 - Where a Trainer and/or Assessor believe that plagiarism has occurred, such a belief may be acted upon based on tangible evidence of plagiarism. This may be readily evident or may require further investigation. No assumption of plagiarism may be acted upon without clear and documented evidence of the intellectual property plagiarised and how it is manifested in a learner's work.
- CDT uses Turnitin plagiarism software with its LMS.

Cheating/colluding

Where a Trainer and/or Assessor or other CDT staff member believe cheating or colluding has occurred, such a belief may be acted upon based on tangible evidence of such behaviour. This may be readily evident or may require further investigation. No assumption of cheating or colluding may be acted upon without clear and documented evidence and how it has manifested in the learner's work.

Investigation

Where a Trainer and/or Assessor or other person suspects a learner has engaged in Academic Misconduct they will report the incident to the CEO, with supporting evidence related to the allegation.

The CEO (or their delegate) will conduct an initial investigation to determine whether there is a prima facie case and there is supporting evidence for the allegation. In doing so, the CEO will give regard to:

- The intention or non-intention of the Academic Misconduct
- The extent of the Academic Misconduct
 - Whether the learner has been previously warned of Academic Misconduct; and
- Whether there are any other factors relating to the learner or course that should be considered in assessing the allegations.

Academic Misconduct constitutes a breach of the Student Code of Conduct and as such the provisions in Student Code of Conduct Procedure will apply.



Outcome

In accordance with Student Code of Conduct, if the CEO believes there is prima facia support for the allegation, they will inform Compliance Manager. The CEO will determine the appropriate course of action, including informing the learner of the allegation in writing and providing any evidence pertaining to the alleged misconduct.

Academic misconduct involving a staff member or contractor, if proved, may result in termination of enrolment, in accordance with the termination clauses provided. Any instance of fraud may be reported to external authorities.

Quality and Continuous Improvement

This procedure is subject to systematic review, evaluation and improvement, including annual review and ongoing feedback from stakeholders.