

Purpose

The purpose of this policy is to ensure WBS detects and reacts appropriately to all / any forms of plagiarism and cheating it uncovers while a student is enrolled.

Definitions:

Plagiarism:

Is the act of presenting another persons' work as your own, and failing to acknowledging that the thought, ideas or writings are of another person. Plagiarism is a form of cheating.

Specifically it occurs when:

- other people's work and/or ideas are paraphrased and presented without a reference;
- other participants' work is copied or partly copied;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page;
- direct copy and pasting from articles or work from the internet which are paraphrased and presented without a reference;

Cheating:

To act dishonestly or unfairly in connection to an assessment conducted by the RTO. To cheat (whether successful or not) is deliberately making an attempt to deceive WBS into acknowledging work which is not the participants own work.

Scope

The policy and procedure has been designed to support the Standards for NVR Registered Training Organisations 2015 including, but not limited to:

Standard 5 Clause 5.2 e – Learners obligations

Government funded contracts:

- New South Wales - Smart and Skilled Contract
- Victoria – VET Funding Contract 2018 – 2019

Responsibility

- The General Manager is responsible for implementation of this policy and procedure.
- The National Operations and Administration Manager is responsible for maintaining this policy and procedure.
- Trainers and assessors are responsible for monitoring students and applying this policy.
- Administration are responsible for reporting instances identified relating to academic misconduct.

Policy

1. It is the intention of WBS to manage plagiarism appropriately for the protection of our reputation and the standards of current and future students.
2. Staff and contractors of WBS, when uncovering any incidence of academic misconduct by students will ensure appropriate action is taken.
3. WBS will take action if academic misconduct is identified.
4. Confirmation of academic misconduct and may result in the student being suspended or withdrawn from the training program.
5. Other forms of academic misconduct include, but are not limited to:
 - a. consistently failing to meet assessment timeframes,
 - b. failing to follow instructions by a trainer, assessor mentor or staff members of WBS,
 - c. infringement of others rights of privacy or intellectual property,
 - d. impersonating others through online systems and
 - e. or organising for others to impersonate themselves.
6. The National Operations and Administration Manager will investigate any claims of academic misconduct with the responsible trainer and assessor.
7. Monitoring of student submissions will be undertaken regularly through sampling processes.
8. Students who do not agree with an outcome of an investigation may access the Complaints and Appeals Policy and Procedure.

Procedure

Actions to prevent plagiarism

1. Students are made aware of the Plagiarism and Cheating Policy and Procedure through the student induction process, the Participant Information Handbook and is available from the website.
2. Trainers and Assessors are to regularly reinforce the consequences of plagiarism and cheating and should provide clear guidance to the students that identify the assessment conditions.
3. All students declare they will not commit an act during their traineeship which can be considered an act of academic misconduct for the duration of the traineeship.

Monitoring and Identification of plagiarism and/or cheating

4. Administration are required to undertake checks of students work for any plagiarised content or cheating that has occurred. This will be achieved through a sampling process monthly, one unit per month) on a risk based approach. See cheating sampling schedule
5. The RTO has determined that 10% of student work will be sampled for cheating and plagiarism for a period of two months. These are identified through the online learning system.

Such forms of identifying plagiarism and cheating may include but are not limited to tasks such as:

- Researching quotes and references listed in the body of work
- Conducting a general internet search on the topic of the assessment
- Checking the students work against the online encyclopaedia 'Wikipedia'
- Using various plagiarism websites (such as 'dustball' and 'article checker')
- Cross referencing the work with other students' assessments for the same unit.

Actions taken if plagiarism or cheating is identified

6. Where possible plagiarism or cheating is identified through the sampling process. Administration will notify the Trainer and Assessor who will put the matter to the student. The trainer / assessor is required to clearly identify the passages or content which are alleged to be plagiarised and their source.
7. Where cheating is suspected the matter must be reported directly to the National Operations and Administration Manager. Any Trainer and Assessor or administrator who suspects they have detected plagiarism or another form of cheating, must produce evidence (through identifying the source) to support their allegation.

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8. This evidence is to be taken to the National Operations and Administration Manager and a written report of the matter is to be provided. To decide if the occurrence was intentional or unintentional, the National Operations and Administration Manager, along with the Trainer/Assessor will give the student(s) an opportunity to respond by scheduling a meeting to discuss the particulars of the plagiarism or cheating matter.
9. The student is informed of the penalties that may be applied if plagiarism and/or cheating is to have occurred.
10. If plagiarism and/ or cheating were deemed to have had occurred by the National Operations and Administration Manager and the Trainer / Assessor then the following may occur:
 - the student may be counselled on plagiarism / cheating
 - the student may be suspended from undertaking their course for period of time
 - the student may be permanently removed from undertaking the course and their enrolment cancelled.
11. The National Operations and Administration Manager is to use their discretion in imposing a sanction for any confirmed cheating or plagiarism act.
12. The Student is to receive written notification of the decision within 10 days of the National Operations and Administration Manager being made aware of the suspected plagiarism/ cheating matter.
13. If the student does not agree with the decision, then they are able to access the Complaints and Appeals Policy and Procedure to have the matter reviewed. This is to be submitted within 10 working days of the decision.

Related documents:

- Complaints and appeals policy
- Complaints and appeals form
- Academic misconduct sampling register
- Participant handbook