

CHEATING AND PLAGIARISM

POLICY

New Futures Training is committed to ensuring that integrity and honesty is maintained throughout all areas of training and assessment. Any form of cheating or plagiarism is not accepted in any of our courses. Students will be advised of our cheating and plagiarism Policy upon enrolment, during class and in the student handbook. They must not cheat in assessment and must ensure that they do not plagiarise.

PURPOSE

The purpose of this Policy is to ensure that New Futures Training encourages ethical conduct and to inform employees and students about New Futures Training standards of academic behaviour. We expect students to submit work that is entirely their own. Students are required to sign a declaration on the cover sheet of each submitted assessment task to confirm that the work is entirely their own effort.

PRACTICE

PLAGIARISM

Plagiarism involves using work or ideas of other persons without giving credit to that person. Any of the following acts constitutes plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged:

- Copying out part(s) of any document or audio-visual material (including computer based material);
- Using or extracting another person's concepts, experimental results, or conclusions;
- Summarising another person's work.

Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work. Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources so as to minimise the incidents of plagiarism and cheating and the allegations of such.

New Futures Training will take the necessary steps to detect plagiarism and cheating which may include:

- Comparing answers between students where similarities are apparent.
- Other methods deemed appropriate by the trainer/assessor.

CHEATING

- Cheating involves the submission of another person's work as one's own. For example, in an assessment where there was collaborative preparatory work,

submitting substantially the same final version of any material as another participant.

- If a trainer believes that a student has plagiarised or cheated any part of an assessment, they will report their findings to the RTO General Manager who will determine whether the act of plagiarism and/or cheating was intentional or unintentional.
- If the RTO General Manager determines that the cause was unintentional, then the trainer will contact the student to arrange a mutually convenient time to meet and discuss the assessment and clarify the concepts of plagiarism and cheating. The student will receive a verbal warning.
- If the RTO General Manager concludes that the act of plagiarism and/or cheating was intentional and agrees that the case warrants more than a verbal warning, then the following steps will take place:
 - The student will be informed by writing regarding the nature of the academic misconduct and will be given the opportunity to respond in writing
 - If the student's response indicates that there is a case of plagiarism and/or cheating, then the student will be informed in writing of the following steps:
 1. The student will be asked to re-complete and re-submit the assessment.
 2. If the second submission is still found to contain plagiarism or evidence of cheating, then the student will be withdrawn from the training program immediately.
- If the RTO General Manager determines that the cause was unintentional, then the trainer will contact the student to arrange a mutually convenient time to meet and discuss the assessment and clarify the concepts of plagiarism and cheating. The student will receive a verbal warning. If the student is not satisfied with the final decision, then they may access the complaints and appeals process as outlined in the Student Handbook and follow the steps accordingly.

RELEVANT STANDARDS AND LEGISLATIONS:

- ✓ AQTF Standard 2
- ✓ Skills First VET Funding Contract

RELATED DOCUMENTS:

- ✓ Student Handbook
- ✓ Assessment Books