

AVOIDING PLAGIARISM WITH TRAINING SYNERGIES

P022-Plagiarism Policy V3.0

Purpose

Training Synergies have a zero-tolerance approach to cheating and plagiarism. Training Synergies' strict policy against plagiarism and cheating means that the integrity of our courses and qualifications issued is upheld. It is essential to our reputation that plagiarism and cheating is dealt with promptly and in accordance with this policy.

Policy

Definitions

Cheating: means to seek to obtain an unfair advantage in an examination or written, oral or practical work required to be submitted or completed for assessment in a course or unit of study.

Plagiarism: means to take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement, including the use of material from any source, staff, students or the Internet, published and unpublished works.

Responsibility

The Training Manager is responsible for the control and implementation of this policy.

Guidelines

Students

Training Synergies requires that all students act honestly and ensure they do not cheat or commit acts of plagiarism. Students are expected to submit their own work for projects/assignments. If students are required to undertake research for their class work or assessments, they must properly and fully acknowledge their sources. Plagiarism and cheating of any kind will not be tolerated by Training Synergies and such action constitutes misbehaviour. It may result in the cancellation of a student's enrolment.

Staff

Cheating: means to seek to obtain an unfair advantage in an examination or written, oral or practical work required to be submitted or completed for assessment in a course or unit of study and includes the resubmission of work that has already been assessed in another unit.

Reporting requirements

All staff and Students must report any suspected instances of plagiarism or cheating by a participant to the relevant trainer or manager.

The report must be made in writing (email is suitable) and given to the relevant trainer or manager within 7 days of the alleged plagiarism or cheating taking place; and be accompanied by any supporting evidence.

Procedure

Investigation

Upon receiving a report of suspected plagiarism or cheating, the Training Manager must investigate the matter promptly and determine whether the allegations are correct.

This investigation must include an interview with the student/staff member and in the case of allegations of plagiarism, a review of the alleged copied material and participant's class work must be undertaken. The staff member or student has the right to have a support person present during any interview and to make submissions.

Outcome of Investigation

The Training Manager will advise in writing the outcome of their investigation within 21 days of receiving the report of alleged cheating or plagiarism.

Consequences of plagiarism or cheating

Student Consequences:

The Training Manager will check if another student has committed plagiarism or cheated and whether this is the first instance of plagiarism or cheating committed by the student. The Training Manager will either:

- a) Send a written warning letter to the student advising them that their enrolment may be cancelled if they are found, in the future, to have committed another act of plagiarism or cheating at Training Synergies.
- b) Meet with the student and counsel them not to engage in any further cheating or plagiarism
- c) Require the student to re-sit an alternative form of assessment under the supervision of a trainer or employer to confirm their competence (re-sit fees will apply);
- d) Apply a Not Yet Competent grade to the unit of competency

If the Training Manager determines that the student is more than likely to have committed plagiarism or cheated and this is the second instance of plagiarism or cheating committed by the participant during their enrolment with Training Synergies, they will:

- a) Recommend that the student's enrolment be cancelled for misbehaviour or;
- b) Send a letter to the student advising them that their enrolment has been recommended for cancellation. The letter will advise the participant that they have 14 days in which to appeal the outcome of the investigation (as per the Complaints Policy and Procedure)

The Training Manager will submit a withdrawal request to the Administration team for the participant's enrolment if the participant fails to lodge an appeal within the 14 day time period, withdraws from an appeal or the outcome of the appeal process results in a decision in support of the Training Manager. The Training Manager has the discretion not to cancel the student's enrolment. This discretion may be applied in a number of different circumstances, including (but without limitation) where the student can prove that there were compassionate or compelling circumstances which contributed to their dishonest actions. Students should note

that a decision not to cancel their enrolment is discretionary only and will not always be exercised even where there are compassionate or compelling circumstances.

Staff Consequences:

If a staff member is found to have committed an act of plagiarism or cheating, they will be subject to disciplinary action and will be suspended from work while a thorough investigation is undertaken by the Training Manager. The staff member will then be required to meet with the Training Manager and the human resource department where the outcome will be discussed.

Possible outcomes include:

- a. Verbal warning
- b. Written warning
- c. Termination of employment

Record Keeping

Full and proper written records of the following must be kept on the staff member or student's file:

- a) The initial report of the alleged cheating or plagiarism
- b) The steps taken in the investigation;
- c) Copies of any correspondence sent to/or from the student/staff member;
- d) Records of any meetings with the student/staff member, including counselling;
- e) Outcome of any appeal by the student/staff member; and
- f) If a student's enrolment is cancelled, written verification of the cancellation must be provided to the student

Student Appeal

Students have the right to appeal any decision made by a Training Synergies staff member under this policy. Students must lodge their appeal within 14 days of the decision being made. For further details please refer to the Assessment Appeals Policy and Form