

PLAGIARISM, CHEATING & COLLUSION POLICY

This policy establishes a framework for the definition of and processes for preventing and dealing with instances of plagiarism, cheating and collusion.

The purpose is to develop learner awareness of plagiarism, cheating and collusion and list the steps Rexcel Training undertakes in dealing with such instances.

Policy Statement

Rexcel Training is committed to ensuring ethical, fair and legitimate assessment processes and that all certificates and statement of attainments issued by Rexcel Training are based on legitimate evidence.

Rexcel Training:

- Will not support or be lenient on cheating, plagiarism or collusion from any learners enrolled in training and assessment activities;
- Will not support or tolerate bribes offered by learners in exchange for qualifications, nor will Rexcel Training support or be lenient towards any staff that offer special incentive or bribes to students for undertaking training and or assessment activities with Rexcel Training;

Learners will be advised at the beginning of their course (induction/orientation/ enrolment interview) about the Plagiarism, Cheating and Collusion Policy; detailing:

- Trainers and Assessors are responsible for ensuring learners are aware of this policy and its implications. This includes outlining clear expectations around when it is suitable to collaborate on work and when it is not. It also includes informing learners of appropriate use and acknowledgement of intellectual property and material relevant to their course, if applicable;
- Assessors will design assessment tasks that minimise the possibility for learners to plagiarise, cheat or collude with others;
- Trainers and Assessors who suspect that plagiarism has occurred must produce evidence (through identifying the source) to support their allegation;
- The RTO Manager in consultation with the Administration and Compliance Officer must decide whether or not they believe that plagiarism, cheating and/or collusion was likely to have been intentional or unintentional;
- A learner found to have plagiarised, cheated or colluded will be provided with the opportunity to respond;
- If the Learner is unable to provide a satisfactory explanation of the correspondence between the learner's work and the sources identified by the staff member, Rexcel Training may infer that the work was plagiarised with the intention to cheat;
- If the failure to acknowledge the ideas of others was not intentional, the only offence the Learner has committed is the misdemeanour of failing to reference a source correctly. In this case, especially if it is a first offence, the matter will most likely be resolved via a verbal warning only;
- If the RTO Manager is reasonably satisfied that the plagiarism, cheating or collusion was, more likely than not, done with the intention to obtain an unfair advantage in assessment, the matter must be documented, in writing, and included in the Learners file.
- Learners are responsible for:
 - being familiar with this policy & procedure that is received at enrolment;
 - acknowledging intellectual material used by them;
 - submitting work that is their own, and;
 - Taking all reasonable steps to ensure that their work cannot be accessed by others.

Disciplinary Action

If an act of plagiarism, cheating or collusion is found to be considered deliberate, then Rexcel Training maintains the right to take disciplinary action against the Learner(s) involved. This may include:

- Disallowance of the assessment and a verbal warning being issued to the Learner. The learner would also need to re-do the assessment, preferably in a supervised arena.
- If a subsequent occurrence of plagiarism, cheating or collusion is committed, Rexcel Training may issue a written warning and reserves the right to withdraw the Learner from the course;
- Disciplinary action imposed will take into account the nature and the extent of the misconduct;
- A learner's second offence is penalised more severely than their first offence;
- The RTO Manager may impose the penalty of permanent exclusion from Rexcel Training;
- Rexcel Training aims to ensure that learners continue to have access to their course throughout this process. However, Rexcel Training reserves the right to exclude a learner from attending classes during this period i.e. for investigative purposes;
- In all cases, Rexcel Training will approach the process with the best interests of all parties and will endeavour to provide course materials and/or assessments to any learner excluded from attending classes;
- Learners can access Rexcel Training's Complaints, Grievances and Appeals Policy and Procedures at any time if they feel unfair practice has occurred..

Definitions

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

Plagiarism means to take and use another person's ideas and/or manner of expressing the ideas and to pass the ideas off as one's own by failing to give appropriate acknowledgement. This includes material from any source, staff, learners or the internet (published and un-published works).

Cheating means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment

Collusion means unauthorised collaboration on assessable work with another person or persons.

Source means the body of work used by the learner to complete a task. The source should be acknowledged or referenced by the learner. If a source needs to be referenced, the trainer of the particular course should indicate how the referencing is to be done.