

## 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 Student 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 Students enrolled in training and assessment activities.
- Will not support or tolerate bribes offered by Students 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.

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

- Trainers are responsible for ensuring students 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 Students of appropriate use and acknowledgement of intellectual property and material relevant to their course, if applicable.
- Students can access this Plagiarism, Cheating and Collusion Policy on the Rexcel website.
- Rexcel Training will design assessment tasks that minimise the possibility for Students to plagiarise, cheat or collude with others.
- Trainers who suspect that plagiarism has occurred must produce evidence (through identifying the source) to support their allegation.
- The RTO Compliance Manager in consultation with the trainer must decide whether they believe that the plagiarism, cheating and/or collusion was likely to have been intentional or unintentional.
- A student found to have plagiarised, cheated or colluded will be provided with the opportunity to respond.
- If the student 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 student 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 Compliance Manager is reasonably satisfied that the plagiarism, cheating and/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 student's file.
- Students are responsible for:
  - Being familiar with this policy & procedure that is discussed at enrolment.
  - Acknowledging intellectual material used by them.
  - Submitting work that is their own.

- 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 student(s) involved. This may include:

- Disallowance of the assessment and a verbal warning being issued to the student. The student 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 student from the course.
- Disciplinary action imposed will consider the nature and the extent of the misconduct.
- A student's second offence is penalised more severely than their first offence.
- The RTO Compliance Manager may impose the penalty of permanent exclusion from Rexcel Training.
- Rexcel Training aims to ensure that students continue to have access to their course throughout this process. However, Rexcel Training reserves the right to exclude a student 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 Student excluded from attending classes.
- Students 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, students, 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 student 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 course should indicate how the referencing is to be done.