

Academic Misconduct & Disciplinary Policy and Procedure

Policy

The purpose of this policy is to ensure a systematic approach to the treatment of plagiarism and inappropriate behaviour from students enrolled in training and assessment with CELA [Community Early Learning Australia], RTO [Registered Training Organisation]. Contravention of this policy will result in students being penalised.

Plagiarism means taking and using the ideas of another person and passing them as their own. This includes but is not limited to work published or not published, printed material, information on the internet, recordings, and work of other students.

Collusion is when two or more submitted assessments are identical in their entirety or partially identical.

Trainers, assessors and other employee's obligations and responsibilities:

- ▶ Develop and maintain knowledge of the legislation and policy concerning plagiarism
- ▶ Comply with the legislation and policy relating to plagiarism and demonstrate compliance through own actions
- ▶ Provide information to students regarding their obligations and potential ramifications in relation plagiarism legislation and policy
- ▶ Be diligent in the detection of plagiarism
- ▶ Ensure that students have information regarding obligations and requirements relating to plagiarism and referencing
- ▶ Ensure students are aware of the requirements to their own assessments, working independently of other students
- ▶ Whenever possible, allocate the same assessor to mark assessments submitted from the same cohort or organisation.

Academic Misconduct & Disciplinary Policy and Procedure

Student obligations and responsibilities:

- ▶ To read, understand and comply with information and obligations relating to plagiarism legislation and policy
- ▶ Apply suitable referencing
- ▶ Appropriately acknowledge work that has been sourced from others
- ▶ Take reasonable steps to avoid work being reproduced by other students

Scope of Policy

CELA, RTO Employees and students.

Procedure

All employees must ensure that they remain diligent and monitor all students' work for plagiarism and report any concerns of potential plagiarism and collusion.

Following enrolment into any qualification or unit of competency students are provided with further information regarding their obligations regarding plagiarism and the requirements for appropriate referencing and behaviour.

A trainer/assessor, who has reasonable grounds to believe that plagiarism has occurred, must report the matter to the Manager, RTO.

Where there are grounds to believe that plagiarism has occurred, the trainer/assessor must:

- ▶ Advise the student that further investigation will be undertaken and once a decision made an appropriate disciplinary action will be determined. During this investigation, the student will be given an opportunity to respond.
- ▶ Notify the Manager, RTO, in writing that the assessment is not being accepted and steps taken to establish if plagiarism has occurred. A record of this must also be included in the student's file on Wisenet (Student Management System).
- ▶ Whenever possible, assessors will be allocated to mark assessments from the same cohorts or customised groups, to monitor for plagiarism and collusion of assessments.

For plagiarism and academic misconduct, discipline may include:

- ▶ A reprimand and caution (warning)
- ▶ An appropriate period of suspension
- ▶ Exclusion of re-enrolment and receiving results.

Where there are grounds to believe that collusion has occurred, the trainer/assessor must:

- ▶ Advise the student in writing that the collusion of assessments has been found.
- ▶ Notify the student in writing that the assessment will not be accepted, and the student has been given one (1) opportunity to resubmit the assessment (their own work), within 1 week.

Academic Misconduct & Disciplinary Policy and Procedure

Related Policies & Procedures

- ▶ Student Completion Policy and Procedure

- ▶ Notify the Manager, RTO, in writing that the assessment has not been accepted and steps are taken to establish if collusion has occurred. A record of this must also be included in the student's file on Wisenet (Student Management System).
- ▶ Whenever possible, assessors will be allocated to mark assessments from the same cohorts or customised groups, to monitor for plagiarism and collusion of assessments.

For collusion and academic misconduct, discipline may include:

- ▶ A reprimand and caution (warning)
- ▶ An appropriate period of suspension The student might have their enrolment cancelled without a refund for the fees paid.
- ▶ If feedback has already been given to student regarding the assessment tasks, before collusion has been found, the assessor has the right to revoke the feedback and ask the student who has been found guilty of collusion to resubmit the assessment.
- ▶ If the Statement of Attainment (SoA) has already been issued and the student has already been given feedback of their competency, before collusion has been found, CELA has the right to revoke the SoA and will advise the student to resubmit the assessment, if the enrolment has not expired (12 months). If the enrolment of that cohort has already expired; the student will need to enrol and pay full fees and complete training and assessment again.
- ▶ Exclusion of re-enrolment and receiving results if collusion or inappropriate behaviour persists.

Assessments that have been shown to be in breach of this policy will not be accepted.

The student will be advised of their right to appeal in writing within 21 days of the work being disallowed. Students may choose to appeal for several reasons including but not limited to the student's belief:

- ▶ the penalty is excessive on the facts
- ▶ new evidence of a substantive nature is now available

There are degrees of disciplinary action taken depending upon the severity of the breach. Penalties that may be imposed for misconduct are:

- ▶ A reprimand and caution (warning)
- ▶ An appropriate period of suspension
- ▶ Exclusion of re-enrolment and receiving results
- ▶ Submit a new assessment
- ▶ Academic counselling
- ▶ Certificate (SoA) may be revoked