

1.0 Purpose

The purpose of this policy is to minimise the number of instances of learner academic misconduct of plagiarism, cheating, and/or collusion during studies at Sonic HealthPlus. The policy will do this by clearly defining academic misconduct, including plagiarism, cheating and collusion and providing information of the consequences of founded plagiarism, cheating, and/or collusion by learners.

The procedure given in this document outlines the steps to be taken if a Sonic HealthPlus staff member suspect's plagiarism, cheating, or collusion has occurred.

2.0 Scope

This policy and procedure is for Sonic HealthPlus, Registered Training Organisation (RTO Code 51535), and includes:

- All VET learners
- All VET trainer and assessors
- All training products in SPH scope of registration as per www.training.gov.au.

This policy and procedure excludes learners in non-accredited courses delivered by Sonic HealthPlus.

3.0 Responsibilities

Learner's roles and responsibilities include:

- Being aware of this policy and following the outlined procedure
- Understanding this policy and procedure and seeking assistance if unsure
- Take necessary actions to minimise plagiarism such as; writing assessment responses using their own words; referencing assessment responses.

Trainer and assessor roles of responsibilities include:

- Informing learners of this policy and procedures and Sonic HealthPlus' stance on academic misconduct
- Educate learners on methods to avoid plagiarism, cheating and collusion
- Be vigilant
- Investigate suspected academic misconduct
- Report suspected academic misconduct

The RTO Coordinator roles and responsibilities include:

- Investigate allegation of suspected academic misconduct
- Decide on the consequences of a learners training and enrolment if academic misconduct is confirmed.

4.0 Definitions

Academic Misconduct	<p>Means seeking to obtain academic advantage by dishonest or unfair means, or knowingly assisting another learner is doing so. Academic misconduct may include, but is not limited to:</p> <ul style="list-style-type: none"> • Plagiarism or assisting another learner to commit plagiarism • Cheating • Collusion • Taking unauthorised information, materials or aids into an assessment activity • Submitting assessment responses that have already been assessed for another Unit of Competency/module • Falsifying or fabricating information or data • Failing to give accurate acknowledgement to others works (referencing) when instructed • Tampering or attempting to tamper with assessment items, results or academic records • Discussing practical workplace assessments already undertaken with another learner, prior to them undertaking the same assessment activity.
Assessor	Is a person who assesses a learners competence in accordance with Standards for Registered Training Organisations (RTO's) 2015; Clauses 1.13 to 1.16
Cheating	Is copying; sharing or doing someone else's assessment work such as assessment answers, essays and tests
Collusion	Occurs when a learner uses another learner's work without adequately crediting the other learner's work whether the other learner has given consent or not to use the work or not. Unintentional collusion can arise from group activities; study groups; and group-based assessments where learners are unsure about the boundary between what the Trainer and Assessor considers acceptable group work and collusion
Learner	Student/Learner/Participant is an individual who is formally enrolled to study at Sonic HealthPlus. The individual person is the person who appears on the RTOs documents such as enrolment and admission document, and who is assigned an individual student number
Plagiarism	Is when an individual tries to pass someone else's work off as their own. I.e. using someone's ideas, opinions, or theories in an assignment or essay, and/or using pieces of information, such as graphs, statistics, drawings, that are not common knowledge as cited in: - avoiding plagiarism
RTO	Registered Training Organisation
Trainer	Is a persons who provides training in accordance with Standards for Registered Training Organisations (RTO's) 2015; Clause 1.13, 1.14 and 1.16

5.0 Legislative Context

This policy and procedure reflects the following legislations, regulations, standards, and/or guidelines:

- Standards for Registered Training Organisations (RTO's) 2015; Standard 2.
- National Vocational Education and Training Regulator Act 2011.

6.0 Policy Statement

Sonic Health Plus values empowerment and growth and expects its' RTO staff and learners to accept responsibility for their own actions and work performance. Therefore academic misconduct of plagiarism, cheating or collusion, in any form, will not be tolerated.

Minimise Instances of Plagiarism, Cheating and Collusion

The RTO will foster a culture of responsibility for ones' own actions and work performance in learners by:

- Providing learners with formal opportunities to learn about plagiarism, cheating and collusion
- Ensure learners during assessment processes are provided with direction and feedback regarding academic misconduct matters
- Avoid group assessment when possible
- Ensure that staff adhere to this policy when investigating and actioning matters if academic misconduct of plagiarism, cheating, and/or collusion.

Learners are expected to:

- Make use of information provided by the RTO to educate themselves about how to avoid plagiarism, cheating, and collusion
- Attempt assessment activities independently unless the assessment activity requires group work
- Reference assessment materials when instructed by the assessment activity
- Avoid placing themselves in situations that could be construed as academic misconduct.

Allegations of academic misconduct will be taken seriously by Sonic HealthPlus. Each allegation will be investigated by Sonic HealthPlus staff and will be classified as unintentional or intentional. Accused learners will be given an opportunity to respond to the allegation of unintentional or intentional misconduct. If the allegation of misconduct is founded consequences will apply.

Consequences

Intentional plagiarism, cheating, and/or collusion is deliberate, intended acts of academic misconduct by a learner during their studies. The consequences of intentional misconduct may include, but are not limited to:

- Re-enrolment and repeating studies of the relevant Unit of Competency/Module

- Course cancellation by RTO with no refund of fees
- Suspension of learner enrolment into any course offered by the RTO for two years.

The RTO Coordinate, in consultation with the relevant trainer and assessor will determine the consequences of intentional plagiarism, cheating, and collusion.

7.0 Procedure

Trainer and Assessors who suspect academic misconduct are to:

1. Investigate their suspicions
2. And if their suspicions are confirmed record the details (including documented evidence) in the student's file, under 'comments' in the Student Management System
3. Inform the RTO Coordinator of the allegation of academic misconduct.

The RTO Coordinator once informed is to:

4. Review the academic misconduct allegation and evidence collected
5. If the RTO Coordinator agrees with the allegation, the Training and Assessor is to contact the learner.

The learner will then:

6. Have the opportunity to defend the allegations to the Trainer and Assessor and RTO Coordinator

The RTO Coordinator in consultation with the trainer and assessor will determine if plagiarism, cheating, and/or collusion has occurred and whether it was intentional or unintentional.

If the allegations are upheld, and the learner is found to have plagiarised, cheated, or partaken in collusion:

7. The RTO Coordinator, in consultation with the Trainer and Assessor, will determine the consequences of the academic misconduct behaviour
8. The RTO Coordinator will inform, in writing the learner of the academic misconduct and the consequences of this misconduct on their training and enrolment
9. The RTO Coordinator will store the notification to the learner in their student file in the Learning Management System
10. The Trainer and Assessor will implement the consequences as outlined in the notification.

If a learner is does not agree with the outcome they access and use the RTOs' complaints and appeals arrangements.

8.0 Related Documents

Nil