

**Purpose:**

Skills Training Australia shall monitor the work of students to ensure academic honesty, and validity of its qualifications.

**Policy Outline:**

Students are expected to submit their own assessments work ensuring academic integrity -

- When students are required to complete assessment work, they must properly and fully acknowledge their sources.
- When students are required to undertake examinations, or written, oral or practical assessments, they must not obtain or attempt to obtain any improvement in evaluation of performance by any dishonest or deceptive means

Plagiarism and cheating of any kind will not be tolerated and such action constitutes academic dishonesty. Students submitting work where plagiarism and cheating is identified will be investigated and may instigate disciplinary procedures.

**Procedure:**

**Definitions**

<b>Plagiarism</b>	The act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source; this includes the use of material from any source, staff member, students or the internet, published and unpublished works
<b>Cheating</b>	Obtaining or attempting to obtain, any improvement in evaluation of performance by any dishonest or deceptive means. Cheating includes, but is not limited to: copying from another's test or examination; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions

- Upon receiving a report of suspected plagiarism or cheating, the Training Coordinator, or his/her delegate, must investigate the matter promptly and determine whether the allegations are correct
- The Training Coordinator/Lead Educator/Delegate will review the academic work that is in question and speak to the relevant Trainer/Assessor and student.
- The Training Coordinator/Lead Educator/Delegate will provide a first and final warning letter to the student with disciplinary procedures that can include:
  - Requirement to re-submit assessment work
  - Repeat training delivery of unit or units where the plagiarism or cheating has occurred. This will attract additional fees and charges.
  - Warning of expulsion/withdrawal from the training program

All persons have the right to make an appeal against a decision made in relation to Plagiarism and Collusion. Refer to Academic-Non Academic Grievance policy and procedure.

**Approval Authority:**

This Policy and Procedure is approved by Skills Training Australia Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

**Documents Referenced:**

- Academic-Non Academic Grievance policy and procedure
- TP102 Academic Dishonesty Warning