

Plagiarism Policy & Procedure

1. POLICY PURPOSE AND SCOPE:

The South Australian Learning Centre (SALC) is committed to maintaining academic standards that require the awarding of student grades where the student demonstrates that work submitted for assessment or their participation is in accordance with the guidelines set down for assessments.

Plagiarism means the inclusion of another person's work and representing it as your own or the act of copying and using another person's expressions or ideas, without due acknowledgement. Intentional plagiarism involves the deliberate act of presenting someone else's work/ideas as if you wrote it yourself. Unintentional plagiarism arises due to student confusion over how to reference and where to reference.

Any of the following acts constitutes plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged or referenced. This can include:

- failing to adequately reference the work of others; copying part or all of another person's work;
- submitting work that in part or in its entirety has been copied from written material or electronic material including the internet.
- Cheating means wilfully and deliberately using or gaining an unfair advantage over fellow students by flouting the rules and guidelines set down for assessments.

2. DEFINITIONS:

For the purpose of this procedure the following definitions apply:-

Word	Definitions
RTO	Registered Training Organisation
ASQA	Australian Skills Quality Authority
SALC	South Australian Learning Centre

3. PROCEDURE:

In many cases suspected cases of plagiarism may be the result of ignorance on behalf of the student being unfamiliar with proper referencing procedures when submitting work, this is referred to as unintentional plagiarism.

Teaching staff need to satisfy themselves that the student genuinely made an error. The student's work is not to be awarded a grade until after the case of alleged academic misconduct has been properly investigated and any appeal process has concluded.

Procedures for identifying Plagiarism:

The SALC has put into place and will use the following process to encounter the incidence of plagiarism:

- Routinely changing the assessments used throughout the course and have the changes reviewed by the Manager;

Plagiarism Policy & Procedure

- Ensure a tight control over the distribution of assessment materials by SALC staff;
- Checking the use of referencing in all submitted assessment tasks;
- Ensure assessments are conducted by the relevant and consistent academic assessors.
- Benchmark assessment materials against other RTOs.

Procedures to follow in cases of suspected plagiarism:

The penalties for academic misconduct can and will include some or all of the following:

- Disciplinary Procedures (see Code of Conduct and Discipline Policy)
- The awarding of a “not yet competent” grade for an assessment
- The awarding of a failing grade for a unit
- Suspension from the course
- Exclusion from the SALC

4. LEGISLATIVE REQUIREMENTS:

Includes, but is not limited to:

Standards for Registered Training Organisations 2015 – Standard 1 (Clauses 1.8-1.12) Conduct effective assessments – *table 1.8-2 Rules of evidence*

5. SUPPORTING DOCUMENTATION AND ADDITIONAL INFORMATION:

- Nil

6. ROLES AND RESPONSIBILITIES:

6.1 The Minda Board

Responsible for ensuring effective governance mechanisms are in place.

6.2 The Chief Executive Officer and Executive team

- Responsible for monitoring and ensuring adherence to this Policy and related procedures.
- Ensuring due diligence & take reasonable steps to ensure Minda is meeting its obligations.

6.3 Senior Managers and Managers

Responsible for ensuring adherence to this and the related policies, procedures and forms that support this Policy.

6.4 Employees, Contractors, Volunteers, and Students

Responsible for adherence to this and the related policies, procedures and forms that support this Policy.

Plagiarism Policy & Procedure

7. KEY PERFORMANCE INDICATORS (KPI), RECORDS, AUDIT AND REVIEW:

This Policy has been rated as a Moderate risk and is subject an internal audit process as per the Internal Audit Schedule and Validation Schedule 2015/2016.

This Policy is audited by:

- Engaging in regular moderation and validation of assessments by coordinators
- Audit via random sample of assessment at regular intervals during the year

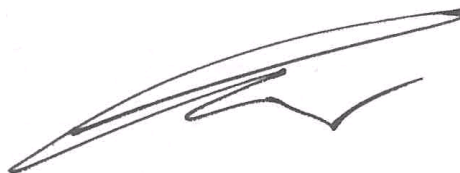
8. APPENDIX AND FLOWCHARTS:

Not applicable

9. POLICY & PROCEDURE APPROVAL:

Document Approved by:

Date: 6 / 03 / 2016



Cathy Miller
Chief Executive Officer