

## Plagiarism Policy & Procedure

### Purpose

As required Under Clause 1.8 to 1.12 of SRTOs 2015, Insight Academy implements an assessment system that ensures that assessment (including recognition of prior learning):

- complies with the assessment requirements of the relevant training package or VET accredited course.
- is conducted in accordance with the Principles of Assessment and the Rules of Evidence contained in Table 1.8-1.

This policy outlines the steps Insight Academy will take to ensure adherence to the above and the process Insight Academy will follow to maintain the rules of evidence and will specifically address the third rule of evidence i.e., Authenticity.

**Table 1.8-2: Rules of evidence**

<b>Validity</b>	The assessor is assured that the learner has the skills, knowledge, and attributes as described in the module or unit of competency and associated assessment requirements.
<b>Sufficiency</b>	The assessor is assured that the quality, quantity, and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
<b>Authenticity</b>	The assessor is assured that the evidence presented for assessment is the learner's own work.
<b>Currency</b>	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

### Scope

This policy applies to all students enrolled at Insight Academy.

## Policy

Insight Academy is committed to ensuring a great learning experience for its students. It aims to provide a learning environment that fosters the qualities of independent learning and academic integrity. This policy seeks to encourage ethical conduct and to inform staff and students about Insight Academy standards of academic behaviour.

Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in assessment and must ensure that they do not plagiarize.

### What is plagiarism?

Plagiarism is the act of misrepresenting as one's original work the ideas, interpretations, words, or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words, or works may be found in print and/or electronic media.

### Academic integrity

One of the core functions of an RTO is to develop students' ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect the student's considerations of the task or workplace requirement.

Insight Academy acknowledges that to develop this ability, the student will study the work of others via issued textbooks, learning material or through their research. However, students in their learning must acknowledge, through appropriate referencing, earlier work from which they have drawn information from.

### Referencing

Referencing demonstrates that the student has read the issued material or has undertaken their research in other sources. Failure to reference appropriately is considered unethical academic behaviour and will result in a student's work not being accepted.

Students should understand that assignment and project work submitted for assessment must consist of the original effort. It is insufficient to simply copy work from other sources and submit it, even if those sources are appropriately acknowledged. Work submitted by a student must have an original component.

The following are examples of plagiarism where a student intentionally does not acknowledgement or reference an author or source:

- Direct copying of paragraphs, sentences, a single sentence, or significant parts of a sentence.
- Direct copying of paragraphs, sentences, a single sentence, or significant parts of a sentence with an end reference but without quotation marks around the copied text.
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these.
- Paraphrasing, summarizing or simply rearranging another person's words, ideas, etc., without reference or explanation.
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is.
- A 'cut and paste' of statements from multiple sources.
- Presenting as independent, work done in collaboration with others.
- Copying or adapting another student's original work into a submitted assessment item.
- Copying or adapting a student's work submitted in a previous essay or assessment.

The trainers & assessors at Insight Academy will provide information about referencing requirements or they may be provided in the assessment task information. There may be instances when a student unintentionally fails to cite sources or to do so adequately. Careless or inadequate referencing or failure to reference will be considered poor practice. Where careless referencing is identified, the student will be required to correct the error and resubmit an assignment.

## **Cheating**

Cheating is defined as “a form of deceit to gain an advantage for the cheat.” At Insight Academy, cheating is usually related to taking unauthorized material into assessments. Insight Academy trainers have a responsibility to explain expectations related to any assessment, what constitutes cheating, and to promote a climate of honesty in students.

## **Procedure**

### **Dealing with Plagiarism**

In the case of suspected plagiarism, the trainer/assessor will report the incident to the Academic Manager / Coordinator. The manager/ coordinator in consultation with the trainer/assessor, will determine if the plagiarism has resulted from poor academic practice or was intentional. This preliminary step may involve an informal interview with the student.

The Academic Manager/ Coordinator and trainer/assessor will:

- consider the extent of the plagiarism (noting that the more extensive the plagiarism, the more likely it was intentional).
- review the course profile and other information provided to students by the Trainer to determine if adequate information had been given.

- identify if the student has been previously warned of plagiarism.
- determine whether the student is new to adult vocational education and training (it would be expected that continuing students would be more likely to understand plagiarism and its consequences).

If the above factors have been considered and it has been determined that the plagiarism has arisen from poor academic practice, the student is to be requested to revise the work and resubmit it for the assessment.

If after consideration of the above factors it is determined that the plagiarism was intentional, the student's work is not to be accepted and the student is to be issued with an alternative assessment assignment to complete. The student is to be given a formal warning (in writing) explaining the seriousness of the incident and the consequences if the student is found to plagiarize again.

Students who commit plagiarism after being formally warned will have their course(s) cancelled for the reason of Academic Misconduct. Appeals against decisions regarding plagiarism will be managed as per Insight Academy Compliant and Appeals policy.

### **Management Action & Responsibility**

Operations Manager in consultation with the Academic Manager/ Coordinator is responsible for managing this Policy and its implementation.

Any suggested revisions to the policy in future will be approved by the CEO.