

Plagiarism Policy and Procedure

Issue/ Amendment/ Compliance Status

Compliance Instrument/s	Version	Reference
Australian Skills Quality Authority (ASQA)	Clause 1.1 to 1.4, 2.2, 1.8 to 1/12	Chapter 4 (Training and Assessment)

Version	Description of Changes	Date of Change	Change Made By	Approving Authority
1.0	Original Policy Replaced due to Updated legal name from Julie Reid Management Pty Ltd to Personnel Group Training and Recruitment Pty Ltd and trading name from MP Training and Recruitment to Personnel Training, as well as updated General Manager to Operations Manager	March 2025	OM	OM

Plagiarism Policy and Procedure

Please note that Personnel Group Training and Recruitment Pty Ltd trading as Personnel Training is referred to as 'Personnel Training' for the purpose of this document.

Intent

This policy describes what Plagiarism is, how it is monitored and Personnel Training's commitment to creating an environment that focuses on honest and ethical learning.

Scope

This policy applies to trainers, assessors, administration officers, management staff and learners.

Purpose

This policy needs to be read in conjunction with Personnel Training's Assessment Policy and Procedure.

The Learner Handbook defines Plagiarism as:

Plagiarism is the act of copying and using another person's expressions or ideas, without acknowledging them. Intentional plagiarism involves the deliberate act of presenting someone else's work/ideas as if you wrote it yourself. Unintentional plagiarism arises due to Learner confusion over how and where to reference and confusion over the difference between copyright and common knowledge information.

Personnel Training ensures that:

- Learners are given a copy of the Learner Handbook before enrolment, that outlines what Plagiarism is as well as Personnel Training's expectations and the consequences.
- Plagiarism is discussed at the pre-training review prior to enrolment.
- Our trainers and assessors understand and check for plagiarism as part of their marking and moderation.
- At the learner induction meeting, learners will watch the video from the Learner Handbook.
- Learners will be provided with the Plagiarism Policy and Procedure

A learner must:

- Complete their Assessment with the commitment that they acknowledge the source or reference, including the:
 - Online resources
 - Textbooks
 - Journals
 - Websites
 - Handouts
- At induction agrees that they have read and understood the learner handbook, including the Plagiarism section prior to enrolment.
- Not allow others to copy their work
- Not hand in work that is not their own
- Discuss their LAG with the trainer and assessor if they require additional information so they understand what is being asked
- Ensure learner commencement and completion declarations are completed correctly regarding plagiarism.

Examples of Plagiarism

Plagiarism is unethical, is dishonest and includes:

- Direct copying of phrases, paragraphs, methods, sentences, images, a single sentence, or significant parts of a sentence, without acknowledgement of the source.
- Paraphrasing, summarising or simply rearranging another person's words, ideas, concepts etc without changing the basic structure and/or meaning of the text, without acknowledgement of the source.
- A 'cut and paste' of statements from multiple sources.
- Copying or adapting another learner's original work into a submitted assessment item.
- Hand in someone else work as your own.
- Allowing other learners to copy your work.
- Information writing by any AI (Artificial Intelligence) programs/software

Procedure if Plagiarism occurs.

Personnel Training needs to ensure that the assessments are being conducted with integrity and validity, including the rules of evidence and the principles of assessment.

The following steps apply regarding Plagiarism:

Step 1	Trainer and Assessor will check each Learning Assessment Guide (LAG) for Plagiarism	Trainer and Assessors will check against the learning resource and an online Plagiarism checker. This will occur during routine marking.
Step 2	<u>First</u> time that Plagiarism is found in the learner's work.	A comment will be placed on their Learning Assessment Guide (LAG) to ask the learner to place the information in their own words. A contact record will be developed to show what unit, which questions/activities and placed in the learner's file.
Step 3	<u>Second</u> time that Plagiarism is found in the learner's work.	A meeting will be held with the learner to discuss the plagiarism. This needs to be documented and signed by all parties on a Contact Record. The contact record MUST include a statement that indicated that plagiarising may lead to being withdrawn from the qualification. A copy to be given to the learner and a copy placed in the learners file. The part of the assessment that has been plagiarised MUST be rectified regardless of the unit's status. The 'Moderation Checklist' will be used by the trainer and assessor. Trainer and Assessor to check any completed and/or open units for Plagiarism.
Step 4	<u>Third</u> time that Plagiarism is found in the learner's work.	A formal letter will be sent to the Learner about the Plagiarism. The letter MUST include: <ul style="list-style-type: none"> • An explanation that plagiarism has been found. • A list of the questions that have been plagiarised that require rectification. • A statement that their position in the course may be in jeopardy. • A statement that questions will be checked for plagiarism for the remainder of their qualification. The plagiarised questions MUST be rectified regardless of the unit's status.

		The Trainer and Assessor will check every second question / activity for the remainder of the learner's qualification.
Step 5	<u>Fourth</u> time that Plagiarism is found in the learner's work	<p>A meeting will be held and the learner's position in the qualification is in jeopardy. The meeting needs to be documented and signed by all parties on a Contact Record. A copy to be given to the learner and a copy placed in the learners file. The plagiarised questions need to be rectified regardless of the unit's status.</p> <p>After the meeting a decision will be made regarding either: <u>Withdrawal from qualification</u> Follow the withdrawal procedure. Rectification needs to be completed. If learner refuses to rectify CA units, Personnel Training will follow the process for rescinding the units from VETtrak and USI register.</p> <p><u>Continue with qualification.</u> Learner to sign a 'Learner Agreement', including Plagiarism. The Trainer and Assessor will check every second question / activity for the remainder of the learner's qualification.</p>
Step 6	<u>Fifth</u> time that plagiarism is found in the learner's work	<p>If Plagiarism is identified the learner will be withdrawn from the qualification. An e-mail will be sent to the learner (and employer if appropriate) explaining that plagiarism had been found and that they have been withdrawn. Follow the withdrawal procedure.</p>