

# Plagiarism

## Version Information

<b>Document Title</b>	Plagiarism Policy				
<b>Document Type</b>	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Procedure	<input type="checkbox"/> Process / Workflow	<input type="checkbox"/> Guideline	<input type="checkbox"/> Checklist
<b>Version</b>	1.3	<b>Implementation date</b>	17/10/2017	<b>Review date</b>	4/02/2019
<b>Policy Author / Editor</b>	Nate James		<b>Policy Approver</b>	Paul Goudie	
Ensure you are using the most current version of this document. You can find it within the Controlled Files library on SharePoint.					
Warning – This document is uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.					

## Purpose

Assessments are considered an important part of the Vocational Education and Training process and a vital part of student's development in obtaining a National Recognised qualification. All work undertaken by a student is to be their own work. Goodstart Institute of Early Learning will ensure every student and staff member are aware of the Plagiarism Policy and Process to eliminate cheating and plagiarism throughout a student's learning journey.

## Scope

Goodstart Institute of Early Learning provides an environment for students to ensure the authenticity of their work. Plagiarism is a serious issue and students must ensure that all information they work with is acknowledged appropriately.

## Policy

Students undertaking training must ensure the authenticity of their work. In all written work submitted for assessment they must acknowledge the sources of their material appropriately. As a general rule, wherever work is submitted that is not a student's own original work, it must be acknowledged. A well-constructed written assessment task – report, essay etc. - should refer to and build on the work of others, supporting and strengthening their work and advancing knowledge. Quoted passages should have their source referenced within the text (author, date and page number). A list of references should be provided at the end of the work (where appropriate) to acknowledge the resources used in the completion of the task.

## Definition

Plagiarism means to closely imitate or take and use the language, thoughts, ideas, or expressions of another person and pass it as their own without authorisation or acknowledgement of the original author. This includes but is not limited to work published or not published, printed materials, information on the internet, recordings, photos, social media, TV, radio and work from other students.

## Intentional Plagiarism

Is a deliberate act of plagiarism and may include the intention to deceive.

# Plagiarism

## Our commitment

Goodstart Institute of Early Learning is committed to operating within the following principles:

- We will treat all students facing allegations of misconduct fairly and equitably and with due consideration of their privacy regardless of gender, race, ethnicity, age, disability or background consistent with equal opportunity and the principles of natural justice and procedural fairness
- Any student who is the subject of an allegation of misconduct is entitled to be regarded as not having committed the act of alleged misconduct until they admit to the misconduct; or a fair and proper investigation leads to the determination that they committed the act of misconduct
- Knowledge that a student has acted in a particular way in the past will not be assumed to be evidence that they have acted in the same manner again. Such knowledge may be evidence that a student is aware that such action constitutes misconduct, and may be relevant to any penalty imposed
- Where any work (or part of work) submitted for assessment by two or more students is deemed by an assessor to be the same or substantially the same, we will consider this to be evidence of misconduct by those students.

## Misconduct

Misconduct is defined as any action(s) or behaviour likely to result in an unfair academic advantage, whether by unfairly advantaging a student or disadvantaging another.

Acts of misconduct include, but are not limited to:

- Refusing to observe the instructions of an assessor during the assessment process
- Sharing or publishing assignment materials
- Candidate substitution
- Plagiarism.

## Responsibilities

Goodstart Institute of Early Learning will:

- Develop and maintain knowledge of the Legislation around plagiarism
- Comply with legislation relating to plagiarism
- Provide information to students regarding their obligations and potential ramifications in relation to plagiarism
- Be conscientious in the detection of plagiarism
- Ensure students have information regarding obligations and requirements relating to plagiarism and referencing.

Trainer and Assessors (Lead Trainers) will:

- Compare students work against samples/ assessments
- Look for inconsistency in writing styles/ language used

# Plagiarism

- Ensure that students understand the plagiarism policy and requirements.

Students will:

- Read and comply with information and obligations relating to plagiarism legislation and policy
- Apply suitable referencing according to the student handbook
- Acknowledge work that has been sourced from others
- Submit all assessments with the "Assessment Coversheet" with the signed student declaration, alternatively if the student is submitting their assessment via the online learning portal they will be required to accept and agree to the submission declaration.

## Appeals

Students may appeal against any disciplinary decision. This appeal must be submitted in writing to:

National Manager  
PO BOX 12089 George Street  
Brisbane QLD 4003

Or via email to [goodstart@goodstart.edu.au](mailto:goodstart@goodstart.edu.au)

## Procedure

All staff within Goodstart Institute of Early learning are to remain diligent and monitor all students work for potential or concerns on plagiarism.

1. Prior to commencement students are advised of their obligations to comply with the plagiarism policy
2. At induction students will be provided with information on how to reference and cite from existing documentation, helping them understand their requirements for their own work

## Process

Step No	Overview	Tasks/Actions
<b>STEP 1</b>	<b>Initial suspicion</b>	<ul style="list-style-type: none"> <li>• Trainer and Assessor (Lead trainer) suspect plagiarism within a student/s assessment piece</li> <li>• Assessor suspects plagiarism within student/s assessment piece</li> <li>• Students trainer and assessor is notified by email of suspected plagiarism</li> <li>• Plagiarism register updated to reflect plagiarism by student/s</li> </ul>

# Plagiarism

Step No	Overview	Tasks/Actions
<b>STEP 2</b>	<b>Evidence collection</b>	<ul style="list-style-type: none"> <li>• If plagiarism of <b>copying from another student</b> - Trainer and Assessor copies both suspected pieces and highlights the similarities in both assessments and pieces of work.</li> <li>• Trainer and Assessor investigates any earlier instances of plagiarism</li> <li>• If plagiarism of <b>copying from a reference</b> such as website, report, document, book – Trainer and assessor is notified by assessors who use a plagiarism finder</li> </ul>
<b>STEP 3</b>	<b>Evidence</b>	<ul style="list-style-type: none"> <li>• Trainer and Assessor (Lead trainer) has confirmed a case of plagiarism</li> <li>• A notification letter is prepared for the student/s dependant on the evidence i.e. Plagiarism notification letter to student about referencing, plagiarism notification letter to student regarding copying</li> </ul>
<b>STEP 4</b>	<b>Student notified</b>	<ul style="list-style-type: none"> <li>• Trainer and Assessor delivers the Notification letter to the student with the Centre Director present</li> <li>• Student and trainer and assessor have meeting to discuss the plagiarism outcome</li> </ul>
<b>STEP 5</b>	<b>Review</b>	<ul style="list-style-type: none"> <li>• Trainer and Assessor reviews (as a result of meeting with student/s) outcome</li> <li>• If copying from a website the student is given the opportunity to resubmit their work</li> <li>• If copying from another student a letter both students are to resubmit their work</li> <li>• If the student denies the plagiarism they have 14 days to respond with evidence outlining why their enrolment should not be cancelled</li> </ul>
<b>STEP 6</b>	<b>Response from student</b>	<ul style="list-style-type: none"> <li>• Trainer and Assessor (Lead trainer) reviews the evidence and come to a resolution for the student</li> </ul>

# Plagiarism

Step No	Overview	Tasks/Actions
<b>STEP 7</b>	<b>Outcome notification</b>	<ul style="list-style-type: none"> <li>Trainer and Assessor (Lead trainer) prepares outcome notification letter and responds to student within 21 days of receiving the initial evidence</li> </ul>
<b>STEP 8</b>	<b>Recording of evidence</b>	<ul style="list-style-type: none"> <li>All evidence of meetings, outcomes is recorded within appropriate records and systems and filed on student file in shared drive.</li> </ul>
<b>STEP 9</b>	<b>Appeal and escalation</b>	<ul style="list-style-type: none"> <li>The student is able to appeal the disciplinary decision by submitting an email to <a href="mailto:goodstart@goodstart.edu.au">goodstart@goodstart.edu.au</a> or by writing to:  Student Services Manager  PO BOX 12089 George Street Brisbane 4003</li> </ul> <p>If at any time there is a concern from the student about the plagiarism, they wish to speak to a manger, or a complaint it is to be escalated to the Student Services Manager</p>
<b>STEP 10</b>	<b>Review</b>	<ul style="list-style-type: none"> <li>The appeal is reviewed by the Student Services Manager, National Manager and the student contacted in relation to any appeal decisions.</li> </ul>
<b>STEP 11</b>	<b>Recording of evidence</b>	<ul style="list-style-type: none"> <li>All evidence of appeal and outcome is recorded within appropriate records and systems and filed on student file in shared drive.</li> </ul>