

Plagiarism

Version Information

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	<input type="checkbox"/> Guideline	<input type="checkbox"/> Checklist		Implementation date	23/04/2020
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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.

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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

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- 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 written assessments via the online learning portal where they are required to accept and agree to the submission declaration.

Appeals

Students may appeal against any disciplinary decision via the process outlined within the Complaints and Appeals policy.

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. Students are provided with information within the Student Guide about how to reference and cite from existing documentation, helping them understand their requirements for their own work.

Process

Step No	Overview	Tasks/Actions
STEP 1	Initial suspicion	<ul style="list-style-type: none"> • Trainer and Assessor suspects plagiarism within a student/s assessment piece. • Student's Lead Trainer is notified by email of suspected plagiarism. • Plagiarism register updated by the Lead Trainer to reflect suspected plagiarism by student/s.
STEP 2	Evidence collection	<ul style="list-style-type: none"> • If plagiarism is suspected of copying from another student - Trainer and Assessor copies both suspected pieces and highlights the similarities in both assessments and pieces of work. • Lead Trainer investigates any earlier instances of plagiarism. • If plagiarism is suspected of copying from a reference such as website, report, document, book – Lead Trainer is notified by Trainer and Assessor who identified the plagiarism from the source material/s.

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Step No	Overview	Tasks/Actions
STEP 3	Evidence	<ul style="list-style-type: none"> Lead Trainer has confirmed a case of plagiarism. Lead Trainer prepares a notification letter for the student/s dependant on the evidence i.e. Plagiarism notification letter to student about referencing, plagiarism notification letter to student regarding copying.
STEP 4	Student notified	<ul style="list-style-type: none"> Lead Trainer issues the notification letter to the student. Student and Lead Trainer have meeting to discuss the plagiarism outcome.
STEP 5	Review	<ul style="list-style-type: none"> Lead Trainer reviews (as a result of meeting with student/s) outcome. If copying from a website the student is given the opportunity to resubmit their work. If copying from another student, both students are to resubmit their work. If the student denies the plagiarism they have 14 days to respond with evidence outlining why their enrolment should not be cancelled.
STEP 6	Response from student	<ul style="list-style-type: none"> Lead Trainer reviews the evidence and come to a resolution for the student.
STEP 7	Outcome notification	<ul style="list-style-type: none"> Lead Trainer prepares outcome notification letter and responds to student within 21 days of receiving their evidence.
STEP 8	Recording of evidence	<ul style="list-style-type: none"> All evidence of meetings, outcomes is recorded by the Lead Trainer within the Plagiarism Register and the Student Management System and filed on student file.
STEP 9	Appeal and escalation	<ul style="list-style-type: none"> The student may chose to appeal the outcome of the plagiarism investigation via the appeals process within the Complaints and Appeals policy.