

Purpose

This procedure describes the processes whereby The Coaching Institute (TCI) detect, respond, controls and manages academic misconduct including cheating, plagiarism and collusion by students.

Scope

All students are expected to maintain the highest standards of personal and academic honesty and integrity in their work. All work submitted to our trainers and/or assessors must be original, and any violations of this policy may have serious consequences to students progress and/or completion.

Responsible parties

The CEO has delegated the Operations Manager as responsible for the management, control and issue of this policy. The Operations Manager will also respond to this academic misconduct incidents in conjunction with the Assessor.

Procedure

Academic misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so.

Definitions

Plagiarism - is defined as stealing and passing off the ideas and words of another as your own. This source may be written, oral or electronic, and includes copying/pasting from books, periodicals, journals, newspapers, the Internet and the retrieval of research papers from the Internet.

Cheating - is defined as submitting work done by someone else e.g. parent, friend, tutor as your own. It includes copying another student's work (with or without his/her knowledge) and handing it in as your own.

Collusion – unauthorised collaboration between students in attempting the assessments.

Some examples of breaches to policy

- You are breaching the policy when you do any of the following, even if unintentionally:
 - You hand in someone else's work (parent, friend, tutor) as your own.
 - You copy another student's work (with or without their knowledge) and hand it in as your own.
 - You produce assignments in conjunction with another person (e.g. student, tutor) which is supposed to be your own independent work.
 - You allow someone else to copy your work and hand it in.
 - You paraphrase material from another source without proper acknowledgement or citation.
 - You use plots, characters, theories, opinions, concepts, designs from other sources such as short stories, novels, TV shows, films etc and

present them as original work without properly attributing them to their authors.

You piece together different sections of the work of others into a new whole, i.e. cutting and pasting, especially off the Internet or CD-ROM, encyclopaedia etc. **Avoiding and detecting**

1. Upon the submission of all assessment tasks, students are required to sign an Assessment Cover Sheet that includes a declaration of the authenticity of the work.
2. The Coaching Institute will take the necessary steps to detect plagiarism and cheating which may include:
 - a) Comparison of the work with electronic reference materials, internet resources and the work of other students;
 - b) Comparison of work against various academic databases;
 - c) Other methods deemed appropriate by the trainer/assessor.
3. All staff have an obligation to identify and investigate any possibility of plagiarism, cheating or collusion.
4. A staff member who suspects that plagiarism, cheating or collusion may have occurred should first source evidence (through identification of the source) to support their allegation.

Responding to incidents and Consequences of academic misconduct

1. A student found to have plagiarised, cheated or colluded will be given an opportunity to respond to the allegations. The first time will be verbal warning and follow with resubmission of assessment.
2. Students found to have plagiarised, cheated or colluded will be dealt with through the Student Discipline Policy.
3. A record of the student's involvement in alleged plagiarism, cheating or collusion will be retained on the plagiarism register while still enrolled in any course and training and assessment staff will have access to this information when considering any subsequent allegations of misconduct.
4. If repeating action of this misconduct, on advice from TCI's trainers and/or assessors the Operations Manager reasonably believes, based upon evidence provided, that a student has been guilty of repetitive academic misconduct (plagiarism or cheating or collusion), then the student may be subjected to a range of penalties. Depending on the nature and extent of the misconduct, the following may be incurred.
- 5.
6. Removal from course (students will be required to pay all outstanding fees).
7. The Operations Managers determination of penalty is final.

Assessments and evidence submission

You must express all answers in your own words or refer to reference materials using the **Harvard Convention** (research on Google for more information). If you are found to have plagiarised or copied another's work, then your assessment submission will not be accepted.

Review

This document and the procedures resulting from the implementation of this policy will be reviewed annually as determined in the Risk Review Schedule.

<u>Legislation Name</u>	<u>Legislation No.</u>	<u>Description</u>
Standards for RTO 2015	Clause 1.8	The RTO implements an assessment system that ensures that assessment (including recognition of prior learning)
Standards for RTO 2015	Clause 1.12	The RTO offers recognition of prior learning to individual learners

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