

PN 1.4.004 Plagiarism policy and Procedure

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Plagiarism policy	June 2025/V2.0	CEO and/or nominee	Ensure compliance with the Revised Standards for Registered Training Organisations (RTOs) 2025

Policy scope

The Plagiarism Policy applies to all students enrolled with the organisation, and to all staff who are involved in assessment of work submitted by student.

It also includes external personnel conducting assessments on the organisation's behalf as part of partnership agreements.

Policy purpose

The Plagiarism Policy aims to enhance fair and ethical practice for those engaging in participant assessment or discipline activities and alerts staff and student to their responsibilities in relation to plagiarism.

Standard 1.4: The assessment system ensures assessment is conducted in a way that is fair and appropriate and enables accurate assessment judgement of VET student competency

b. assessors make individual assessment judgements that are justified based on the following rules of evidence:

iii. authenticity – the assessor is assured that a VET student's assessment evidence is the original and genuine work of that VET student

Policy statement

The Policy seeks to ensure that the organisation can meet its obligations as a Registered Training Organisation (RTO) and to reassure student and other stakeholders that assessments of participant's work are not affected by plagiarism.

Legislative/statutory requirements

- Revised Standards for Registered Training Organisations (RTOs) 2025

Policy

WTS is committed to quality training and assessment and will not tolerate plagiarism in any circumstances. Plagiarism is the act of using someone else's work or ideas as if they were your own without giving proper credit to the source.

If materials from published authors is used to support submitted assessment work, learners must cite and reference the works correctly. If students/trainees are unsure on how to do this, the Trainer/Assessor should provide assistance. Please note that information on the internet is not necessarily true and is not free from copyright.

Plagiarism can take several forms. Deliberate plagiarism is where the person intentionally copy directly from someone else's work without acknowledging the source and present it as their own. This can occur as a 'word for word' copy or can also be in the form of paraphrasing i.e. putting someone else's ideas into their own words. Reproducing graphics or diagrams in a document without acknowledging the source is also plagiarism

Accidental plagiarism occurs when a person misunderstands the rules of referencing i.e. acknowledging the source.

All WTS students are informed of Plagiarism during the Orientation session. This includes access to the Plagiarism Policy and Procedure.

All WTS students have access to Plagiarism workshop (on-line) as a student support strategy.

As there are varying degrees of plagiarism and cheating, each suspected case will be adjudicated individually.

All students are to sign their assessments stating the work submitted is their own.

Procedure

- Where an Assessor suspects that plagiarism has occurred, the Assessor is to bring the matter to the attention of the RTO Manager and a Compliance Officer
 - The following process will take place once plagiarism has been suspected and/or identified.
 - The Trainer/Assessor to discuss the matter with the learner/s and gather their explanation.
 - Trainer/Assessor to report discussion from learner/s conversation back to RTO Manager and a Compliance Officer
 - RTO Manager and a Compliance Officer to review on a case-by-case basis to determine the severity of the issue and appropriate remediation. Considerations include:
 - Severity of case, a risk of non-compliance with the Standards (1.4) and impacts on the assessment outcome
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- Learner taking ownership of the plagiarism case and admitting they have done the wrongdoing

- If the matter is deemed as a 'low' severity the student will be counselled and given the opportunity to make corrections to the submitted work
- The learner/s will be given supplementary assessment tasks to ensure the validity of the assessment outcome
- The learner will need to attend the Plagiarism workshop (on-line) as a student support measure to avoid plagiarism in the future
- If the matter is deemed to be a 'high' severity the RTO Manager may make a decision to revoke the Assessment result and implement one of the following: re-enrolment into the UOC, or dismiss the student from further participation in the training and assessment
- Once remediation has been determined, Trainer/Assessor to communicate this with the Learner/s and Official letter outlining outcome will be emailed to student.

Associated documents

- Assessment policy and procedure
- Copyright policy
- Code of conduct policy
- Complaints and appeals policy
- Complaints and appeals procedure
- Complaints and appeals form
- Student Handbook

Measure of policy effectiveness

The effectiveness of this Policy will be determined by the:

- number of plagiarism instances reported
 - number of appeals against claims of plagiarism
 - number of possible plagiarisms found in internal and external audits
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Induction

Refer to organisational and induction processes to confirm specific induction requirements related to this Policy.

Definitions/acronyms

Plagiarism - “the stealing or passing off as one's own (the idea or words of another); use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source”

(Webster's Third New International Dictionary of the English Language, Unabridged, p. 1728).
