

PLAGIARISM & CHEATING POLICY

Master Builders Association of Victoria

1. Purpose

Master Builders Association of Victoria has developed this policy in accordance with Clauses 5.1-5.3 of the Standards for Registered Training Organisations 2015. This policy aims to outline Master Builders Association of Victoria; the RTO's (hereinafter called "Master Builders") roles and responsibilities for the management of student cheating and plagiarism.

2. Scope

All Master Builders students and staff.

3. Definitions

Plagiarism: Plagiarism occurs when an individual attempts to pass someone else's work off as their own i.e. Using someone's ideas, opinions, or theories in an assignment or essay, using pieces of information, such as graphs, statistics, drawings, that are not common knowledge.

Cheating: Cheating occurs when an individual copies someone else's work - sharing or copying an assessment, test or assignment, or doing someone else's assessment, test or assignment.

4. Policy Statement

This policy sets out the processes for reporting, recording, adjudicating and penalising incidents of student plagiarism and cheating.

5. Policy Principles

- a. At Pre-Training Review students are provided with information about plagiarism and cheating, and its consequences. They are directed to the Student Handbook or this policy via the Master Builders website.

- b. The Executive Manager – Master Builders Training Institute (MBTI) is responsible to ensure that plagiarism and cheating practices are dealt with and assigns responsibilities to appropriate staff.
- c. If a trainer identifies a suspect case of plagiarism and cheating, the Executive Manager – MBTI or the Programs Manager is consulted for a second opinion.
- d. If plagiarism or cheating is evident, the student is provided the chance to defend their actions at a meeting with trainer/assessor and Executive Manager – MBTI.
- e. Executive Manager – MBTI refers students who have plagiarised to the Learning Support Consultants for support and instruction.
- f. Executive Manager – MBTI decides the outcome of cheating based on case by case evidence.

5.1 Outcome

In most cases plagiarism occurs without intent to deceive. With adequate training and support, this should not recur.

The consequences of this misconduct can include, but is not limited to:

- a) Informal notice by a teacher, trainer, assessor or other staff member of the need to comply with the required standards of behaviour;
- b) Re-assessment or re-submission of assessment activities;
- c) Formal meeting with Master Builders Management to discuss the misconduct;
- d) Formal written warning;
- e) Request to the student to provide a show cause as to why they should be allowed to continue in the course;
- f) Suspension for the course for a period up to 7 days (Serious Misconduct);
- g) If a second episode of plagiarism occurs after an initial warning, cancellation of course enrolment will ensue.

Cheating is a different situation and is usually 'cut and dry' with no defense. The consequences cheating may include:

- a) repeating the entire unit,
- b) suspension from course and/or
- c) cancellation of course enrolment.

Students who have been identified plagiarising or cheating have the ability to access the complaints and appeals process.

6. Person(s) Responsible

The Executive Manager – Master Builders Training Institute (MBTI) is responsible for communicating and actioning this policy. The Executive Manager – Master Builders Training Institute (MBTI) decides the consequences of proven acts of plagiarising or cheating.

7. Associated Documents

- Code of Practice
- Complaints, Concerns and Appeal
- VQF Quality Management System
- Student Handbook (Behaviour Standards)
- Assessment Policy

Plagiarism and Cheating Policy

Policy developed by: Head of Training and Compliance Coordinator

Refer to: Standard 2 – Clause 2.1-2.2 and Standard 6, Clause 6.1-6.6, Standards for RTOs 2015

Approved by: Corrie Williams, Head of Training
Viviana Hood, General Manager - Commercial Operations

Policy endorsed by: Radley De Silva, Chief Executive Officer

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