



AMA SKILLS TRAINING

PLAGIARISM AND CHEATING Policy & Procedure

Objective

To clearly define the terms Plagiarism and Cheating and provide training to staff and students to ensure these practices are understood and identified before they occur and dealt with appropriately if they do occur.

Definitions

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

Cheating is copying someone else's work - sharing or copying an assessment, test or assignment, or doing someone else's assessment, test or assignment.

Referencing is when you reproduce information from a source such as a website or reference book. Insert quote marks on the section and acknowledge the site or book that was sourced. This must not exceed 20% of your work for the unit that you are submitting.

Consequences

The consequences of being caught plagiarising or cheating may include: repeating the entire unit, suspension from course and possible cancellation of course.

Responsibility and Procedure

The Chief Executive Officer (CEO) is responsible to ensure plagiarism and cheating practices are dealt with and will assign responsibilities to appropriate staff.

The training and assessing staff are the 'people at the coal face' and as such are the first line of defense against this behavior – they will be involved in the induction session with new students and explain the terms plagiarism and/or cheating. If they identify a suspect case of plagiarism and/or cheating they are to firstly notify the Training Manager for a second opinion. The student will be provided the chance to defend their actions at a meeting with Trainer/Assessor and Training Manager.

The Training Manager will be involved in counselling with students who have been identified as either plagiarising or cheating. A formal decision will then be made.

Plagiarism and Cheating Policy	Pol PPP	Modified 21/10/2020
Version 3.1	Page 1 of 1	Review 20/10/2022