

# Werribee Community and Education Centre Inc Policy

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Policy name	<b>Plagiarism, Cheating and Collusion Policy</b>
Responsible person	Manager, VET Coordinator
Staff involved	VET teachers and trainers
Review dates	2012
Related documents	Access & Equity Policy, Complaints and Appeals Policy and Code of Ethics.

## DEFINITIONS

**Plagiarism:** To take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement. This includes material from any source, staff, students or the Internet – published and unpublished works.

**Cheating:** Seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment

**Collusion:** Unauthorised collaboration on assessable work with another person or persons.

**Source:** The source is the body of work used by the student to complete a task. The source should be acknowledged or referenced by the student. If a source needs to be referenced, the trainer of the particular course should indicate how the referencing is to be done.

## POLICY STATEMENT

1. Werribee Community and Education Centre is committed to upholding standards of educational integrity and honesty.
2. Plagiarism, cheating or collusion in any form is unacceptable and will be treated seriously by the centre.
3. Students will be advised at the beginning of their course about the plagiarism and cheating policy.
4. Students must adhere to the approved definitions of plagiarism, collusion and cheating.

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This document was accepted by the Committee of Management of the Werribee Community Centre Inc on the 22/03/2010 and supersedes all previous versions.

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5. Students and staff of the centre have a duty to ensure they gain the necessary understanding to minimise incidents of plagiarism and cheating.
6. A student found to have committed plagiarism, collusion or cheating will be provided with the opportunity to respond.
7. A staff member who suspects that plagiarism has occurred must produce evidence (through identifying the source) to support their allegation. The manager (or nominee) must decide whether or not they believe that plagiarism was likely to have been intentional or unintentional.
8. If the student is unable to provide a satisfactory explanation of the correspondence between the student's work and the sources identified by the staff member, the centre may infer that plagiarism was done with intention to cheat.
9. If the failure to acknowledge the ideas of others was not intentional, the only offence the student has committed is the misdemeanour of failing to reference a source correctly. In this case, especially if a first offence, the matter will most likely be resolved via a verbal warning only.
10. If the manager is reasonably satisfied that the plagiarism, cheating or collusion was, more likely than not, done with the intention to obtain an unfair advantage in assessment, the matter must be documented, in writing, and included on the student file.
11. Centre staff will actively take steps to detect plagiarism, collusion or cheating which may include the use of electronic or manual methods of detection.
12. A plagiarism register will be maintained, which will record warnings and the outcomes (if any) of an accusation of plagiarism.
13. If an act of plagiarism, cheating or collusion is found to be considered deliberate, then the Werribee Community Centre maintains the right to take disciplinary action against the student(s) involved.
14. Disciplinary action may include the disallowance of the assessment and a verbal warning being issued to the student. The student would also need to re-sit the assessment, preferably in a supervised arena.
15. If a subsequent occurrence of plagiarism, cheating or collusion is committed, the centre may issue a written warning and reserves the right to expel the student from the course.

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