



# Policy

## Plagiarism Policy and Procedure

### Purpose

The purpose of this policy is to ensure a systematic approach to the treatment of plagiarism at The College of Public Employment (C.O.P.E.). C.O.P.E. has an expectation that all participants produce their own independent work and comply with standard agreements for authorship (Copyright). In addition, all forms of intellectual material must be used appropriately and with full acknowledgment to authors. Contravention of this policy will result in participants being penalised.

### Communication of the Plagiarism Policy

The C.O.P.E. Plagiarism Policy and Procedure is addressed as part of the new staff induction process and available to all staff via the C.O.P.E. Document Management System (Dropbox shared file system) and the C.O.P.E. website. Participants are informed of the C.O.P.E. Plagiarism Policy and Procedure during their enrolment process. Plagiarism is also referred to in the Participant Information Handbook and a full copy can be accessed via the C.O.P.E. website.

### Definition

Plagiarism means to closely imitate or take and use the language, thoughts, ideas, or expressions of another person and pass it as their own without authorisation or acknowledgement of the original author. This includes but is not limited to work published or not published, printed material, information on the internet, recordings, photos, social media, TV, radio and work from other participants.

### Intentional Plagiarism

- Is a deliberate act of plagiarism and may include the intention to deceive.
- Collusion: Is the act of a participant presenting work, which is the outcome of directly working with others, as his or her own.
- 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.
- Enabling Plagiarism: is permitting another participant to copy your work thereby contributing to plagiarism.

### Unintentional Plagiarism



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- This is plagiarism associated with a lack of understanding or knowledge that plagiarism had occurred, or a lack of skill in referencing / acknowledging others' work. This may include accidentally or inadvertently using other's work without acknowledgement.
- Cooperative Learning: Is the informal process of participants interacting to enhance their learning outcomes and is instigated and encouraged by the trainer.
- Group work: Is the authorised collaboration of participants to produce either a common assessable work or an individually assessed piece of work as part of a larger project which is instigated by the trainer. A claim by a participant
  - that they did not know about or understand the rules of plagiarism;
- . Will not be regarded as an acceptable excuse.

### Obligations and Responsibilities

All training staff and participants are responsible for the implementation of this policy.

#### C.O P.E.:

- Develop and maintain knowledge of the legislation and policy concerning plagiarism.
- Comply with the legislation and policy relating to plagiarism.
- Provide information to participants regarding their obligations and potential ramifications in relation plagiarism legislation and policy.
- Be conscientious in the detection of plagiarism.
- Ensure that participants have information regarding obligations and requirements relating to plagiarism and copyright.

#### Trainer:

- Responsible for ensuring authenticity of participant's assessments.
- Compare participant's work against other samples / assessments.
- Look for inconsistency in writing styles / language used within a document.
- Ensure that participants understand the difference between cooperative learning, group work, collusion and enabling plagiarism.
- Undertake 'spot checks' of participant's work, by using online checking methods such as Viper / Plagiarism Checker.



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### Participant:

- To read, understand and comply with information and obligations relating to plagiarism legislation and policy.
- Apply suitable referencing.
- Appropriately acknowledge work that has been sourced from others. • Submit all assessments with the C.O P.E. "Assessment Coversheet" with the signed plagiarism declaration.
- Take reasonable steps to avoid work being reproduced by other participants.
- Will not plagiarise or share their assessment answers with other participants.

### Procedure:

The responsibility for the development and implementation of this policy at C.O P.E. lies with the General Manager. All staff must ensure that they remain diligent and monitor all participants work for plagiarism and report any concerns of potential plagiarism.

1. Prior to enrolling participants are advised of their obligation to comply with copyright requirements in the participant information handbook.
2. At their induction into any qualification or unit of competence participants are provided with further information regarding their obligations regarding plagiarism and the requirements for appropriate judging.
3. A trainer/assessor, who has reasonable grounds to believe that plagiarism has occurred, must report the matter to the General Manager.
4. Where there are grounds to believe that plagiarism has occurred, the trainer/assessor must:
  - Advise the participant that further investigation would be undertaken and once a decision made an appropriate disciplinary action would be determined. During this investigation the participant suspected of plagiarising, colluding or cheating must be given a fair hearing and the opportunity to provide evidence of authorship.
5. If plagiarism, collusion or cheating is proven during the investigation the trainer/assessor, in conjunction with the General Manager, will determine the penalty, taking into account the penalty schedule listed below.
6. The participant must be notified of the outcome in writing and a record of this must also be included in the participants file.
7. Participants providing other participants with answers or copies of their assessment may be resulted as Not Yet Competent (NYC) and may be required to resubmit their assessment.



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8. Participants have the right to appeal against the application and/or the outcomes of the above procedures. Refer to C.O P.E. Complaints and Appeals Policy and Procedure.

Ethos behind the imposition of penalties for plagiarism, collusion & cheating

1. All participants will be given an opportunity to explain the occurrence.
2. Participants who unintentionally engage in plagiarism, collusion or cheating must be given appropriate counselling and guidance so that they do not repeat the offence.
3. Any cheating or plagiarism will incur a penalty ranging from a reprimand and warning, in writing, through to dismissal from the C.O P.E. training program.



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## Penalty Schedule

First instance of plagiarism, collusion or cheating	<ul style="list-style-type: none"><li>• Reprimand and warning in writing.</li><li>• Participant must provide a written explanation about reason for the occurrence of cheating, collusion or plagiarism to the General Manager.</li><li>• Assessment must be re done and re submitted.</li><li>• Copy of Letter of reprimand recorded on Participant's File.</li></ul>
Second instance of plagiarism, collusion or cheating	<ul style="list-style-type: none"><li>• Written warning indicating another occurrence will result in dismissal from the C.O.P.E.training program.</li><li>• Participant must provide a written explanation about reason for the occurrence of cheating, collusion or plagiarism to the General Manager.</li><li>• A "not yet competent" result will be recorded, and the participant will undertake further training and assessment. Associated costs will be the responsibility of the participant.</li><li>• Statement of action taken recorded on Participant's File.</li></ul>
T Third instance of plagiarism, collusion or cheating	<ul style="list-style-type: none"><li>• Dismissal with no refund, where fees have been paid.</li><li>• A "not competent" result recorded.</li><li>• Statement of Attainment issued for other units of competency achieved.</li><li>• Statement of action taken recorded on Participant's File.</li><li>• Participant reminded of their right to appeal.</li></ul>

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