

Plagiarism Policy and Procedure

Document Name	Assessment Policy		
Approved by	PEO	Date	20/11/19
Responsible Officer	Director of Studies		
This policy is used by	ECA College and APIC Foundation (RTO Code 45012; CRICOS Provider Code 02644C) Australasian College of Care Leadership and Management (RTO Code 40829, CRICOS Provider Code 03637E) ECA Graduate Institute (RTO Code 91423)		
Related Documents	Student Handbook Assessment Policy and Procedure		
References and Legislation	Standards for Registered Training Organisations (RTOs) 2015 The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) National Vocational Education and Training Regulator Act 2011		
Version	Change description	Approved	Effective Date
V19.0	Policy created	PEO	20/11/19

1. Purpose

The purpose of this policy is to provide ECA Group students and ECA Group staff clear information about ECA Group's position on plagiarism and the College's process for investigating allegations of plagiarism, contract cheating or collusion. This includes the range of penalties that may be applied where allegations are proven. ECA Group is committed to equitable and accountable assessment practices and justifiable quality outcomes.

The Plagiarism Policy and Procedure encompasses plagiarism, collusion and contract cheating.

2. Scope

This policy applies to international and domestic student (potential or actual) who are enrolled in Education Centre of Australia Pty Ltd (ECA Group) educational institutions including ECA Graduate Institute (EGI), ECA College (ECAC) and Australasian College of Care Leadership and Management (ACCLM).

3. Definitions

Item	Definition
Assessment	The process of collecting evidence and making judgements on whether competency has been achieved to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a Training Package or by the learning outcomes of a VET accredited course.
Competency	The consistent application of knowledge and skills to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Contract cheating	Contract cheating is a form of academic dishonesty in which students pay a third party to complete course/assessment work and submit this as their own work. Contract cheating involves but is not limited to: <ul style="list-style-type: none"> • purchase an assignment from an online source; • pay someone to write a test or exam; • obtain assistance from someone else beyond mere editing to writing an assignment or solving of the problem; • participate in an unauthorized discussion group or sharing answers to an assignment on file sharing sites or even social media sites; or • post or purchase answers to an exam, assignment, problem or any other assessed work.
Collusion	When two or more people work together, without express permission, on a piece of work that is submitted as the work of an individual. Individual assessment work should be entirely the work of the student submitting that work.
Plagiarism	The use of intellectual material, ideas, words and material, produced by another person without proper acknowledgement. By not acknowledging the author, it appears that you are attempting to present the ideas, words and/or material as your own. Plagiarism can be unintentional or intentional and is distinguished from incomplete attempts to acknowledge the words, works or ideas of another author or source.
Standards for Registered Training Organisations (RTOs) 2015	Set of national standards which are used to regulate the vocational education and training sector within Australia.
Training Package	A set of nationally endorsed standards and qualifications for recognising and assessing people's skills in a specific industry, industry sector or enterprise. They are developed by national Industry Skills Councils (ISCs).
Student	An individual person who is formally enrolled to study at an ECA College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned a Unique Student Identifier (USI)
Training Package Assessment Guidelines -	Are contained within each Training Package and are designed to ensure that assessment is consistent with the Standards for Registered Training Organisations (RTOs) 2015.
Suspension	Temporary cancellation of a student's enrolment in a unit of competency or qualification.
Continuous Improvement	Ongoing process to systematically review and improve learning and assessment methods.

4. Policy

- 4.1. Plagiarism, collusion and contract cheating are forms of academic misconduct and are severe breaches of the student code of conduct and the Plagiarism Policy and are taken very seriously by the College. Engaging in plagiarism, collusion or contract cheating may result in suspension or cancellation of your enrolment with ECA Group Colleges.
- 4.2. Plagiarism can be accidental / unintentional, and this most often occurs when people do not understand what plagiarism is. Deliberate plagiarism is much more serious and occurs when a person fails to acknowledge sources although they understand the implications of choosing not to do so. For this reason, the College seeks to educate students about plagiarism and to support new students to understand their responsibilities so as to ensure that they do not accidentally or deliberately plagiarise the work of others.

- 4.3. All assessments submitted by students must fulfil the expectations as set out in the assessment question and assessment instructions. This means you must complete the assessment using the guidelines set out for content, word limit, layout, and time limit.
- 4.4. Written assessment items must also be of an acceptable standard in terms of legibility and tidiness. Assessment items which do not meet these requirements may not be deemed 'Satisfactory'.
- 4.5. ECA Group students must follow the ECA Group Student Guide to Harvard Referencing style found on the college website <https://www.ecacollege.edu.au/policies-and-forms/> this guide includes examples and basic explanations for the most common types of citations used by students.
- 4.6. Information, ideas etc. quoted or paraphrased from another source, must be acknowledged appropriately following the ECA Group Student Guide to Harvard Referencing Style with "quotation marks" around the relevant words / sentences or ideas and cited at the end of the document.
- 4.7. Sources of information, ideas etc. must be provided in alphabetical order by author's surname (including author's full name, name of document/book/internet etc. and year and place of publishing) or may be included in brackets in the text.
- 4.8. Students who assist others to have access to their assignment material will be deemed as equally guilty of plagiarism. This is viewed very seriously and the ECA College Academic Manager will investigate the matter to ensure that this does not continue. If this continues, then a decision will be made whether your enrolment in the course will be terminated. If enrolment is terminated in this manner, you will not be eligible for a refund for the cost of the training.

5. Allegation investigation

- 5.1. Students are required to submit assessment items online through text recognition software which evaluates the amount of text that is not original. The trainer/assessor will advise the student of the result. Where it is found that the student has plagiarised the work of others the trainer/assessor will inform the student and the student will have an opportunity to address the issue in the first instance with the trainer/assessor. If the trainer/assessor is satisfied that there was no intentional act of plagiarism by the student, then the student will be afforded 1 resubmission opportunity to correct this. See the Assessment policy and procedure for reassessment requirements. If the student does not correct the breach of the Plagiarism Policy in their reassessment attempt, then the matter will be investigated further.
- 5.2. If a breach of the Plagiarism Policy has been identified by the trainer/assessor, the matter will be referred to the Academic Manager or the General Manager to investigate the situation further. Evidence will be collected to substantiate the allegation.
- 5.3. An investigation of the breach of the Plagiarism Policy may involve the Academic Manager or the General Manager to conduct interview(s) with the individuals involved.

6. Penalties

- 6.1. If allegations of plagiarism, collusion or contract cheating have been substantiated and depending upon the severity of the breach of the Plagiarism Policy the General Manager will determine the consequences of the breach.
- 6.2. The consequences of breaching the student code of conduct may include, but are not limited to:
 - Suspension of enrolment
 - Cancellation of enrolment
 - Report to relevant educational authorities
 - Referral to police for further action.
- 6.3. Students will be informed of the outcome of the allegation investigation and resulting penalty in writing detailing the allegation, findings and what the student is required to do.
- 6.4. If a student feels they have been unfairly treated through the allegation investigation, then the student can submit an appeal through the complaints and appeals form. See the Complaints and Appeals policy and procedure on the RTO website.

7. Termination of enrolment

- 7.1. If enrolment is terminated due to a breach of the Plagiarism Policy, you will not be eligible for a refund for the cost of the training.

8. Review and Continuous Improvement

The ECA Group is committed to ongoing monitoring and improvement of its policies and procedures, and to this end has an integrated strategy including:

- The ECA Group Management Team conducting reviews of specific elements of the Plagiarism Policy and Procedure when a possible problem to be addressed is raised that has not been factored into the existing policy and/or procedure. This will then be referred to the ECA Group General Manager, Quality Assurance updates the policy and seeks approval from the PEO.
- Staff at the College with responsibilities relating to the managing of Assessment are encouraged to submit any concerns about, and suggestions for making improvements to the Policy and Procedure to the appropriate Manager in the college who is responsible for ensuring that appropriate responses are reported to the ECA Group for development.