RTO 1.03.844 PLAGIARISM

This policy is applicable to: All IRT Academy Students, IRT Academy employees and Third Parties acting on behalf of IRT Academy.

DISCLAIMER

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DOCUMENT CONTROL

Policy Number: 1.03.844	**Policy Owner:** General Manager IRT Academy	**Version:** 4.0
Contact position: General Manager IRT Academy	**Approved for circulation:** Group Leadership Team	**TRIM classification reference:** EDOC2015/02270
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Procedure Manual reference: Plagiarism	**Compliance/Accreditation/ Standards reference:** Standards for RTOs 2015 Standard 2	

REVISION RECORD

Date	Version	Revision description
Oct 12	1.0	IRT Academy major review of all policies and procedures against Standards for Standards for Continuing Registration NVR Registered Training Organisations 2011 - Essential. Previous Policy to be superseded.
May 13	2.0	Reworded use of reference lists to apply to assessments where research is a component. Deleted reference to Learning and Development Coordinator and replaced with Operations Coordinator.
May 14	3.0	Changes to wording of Referencing.
Jan 15	3.1	Updated to align to Standards for RTOs 2015.
Feb 15	4.0	Approved by GLT

1. TITLE

RTO 1.03.844 Plagiarism

2. POLICY STATEMENT

IRT Academy is committed to ensuring a great learning experience for its students. It aims to provide a learning environment that fosters the qualities of independent learning and academic integrity.

This policy seeks to encourage ethical conduct and to inform staff and students about the IRT Academy standards of academic behaviour. Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in assessment and must ensure that they do not plagiarise.

3. PURPOSE

To meet the requirements of:

- National Vocational Education and Training Regulator Act 2011; and

- Standards for Registered Training Organisations 2015.

4. SCOPE

The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.

5. OBJECTIVE

The purpose of this policy is to ensure that IRT Academy encourages ethical conduct and to inform employees and students about the IRT Academy standards of academic behaviour.

6. POLICY DETAILS

6.1 What is plagiarism?

Plagiarism is the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media [1].

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1 Merriam-Webster Online Dictionary

6.2 Academic integrity

One of the core functions of IRT Academy is to develop student's ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect the student's considerations of the task or workplace requirement.

IRT Academy acknowledges that to develop this ability, the student will study the work of others via issued textbooks, learning material or through their own research

Students should understand that assignment and project work submitted for assessment must consist of original effort. It is insufficient to simply copy work from other sources and submit it, even if those sources are appropriately acknowledged. Work submitted by a student must have an original component.

The following are examples of plagiarism where a student intentionally does not acknowledgement or reference an author or source:

- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence;

- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence with an end reference but without quotation marks around the copied text;

- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these;

- Paraphrasing, summarising or simply rearranging another person's words, ideas, etc., without reference or explanation.

- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is;

- A 'cut and paste' of statements from multiple sources;

- Presenting as independent, work done in collaboration with others;

- Copying or adapting another student's original work into a submitted assessment item.

- Copying or adapting a student's own work submitted in a previous essay or assessment.

- Alternatively, there will be instances when a student unintentionally fails to cite sources or to do so adequately.

Careless or inadequate referencing or failure to reference will be considered poor practice. Where careless referencing is identified, the student will be required to correct the error and resubmit an assignment.

6.3 How to reference

At IRT Academy, students are to be encouraged to apply the Harvard Referencing System in-text citation. This approach requires three pieces of information about a source within the text of the students work.

6.4 Reference List

Where research is a component of assessment tasks a List of References must be included. This should include all the books, journal articles and other sources of information you have used to research your assignment. The reference list should be laid out alphabetically and the title of the source should be italicised.

6.5 Common Knowledge

In every field, there is a body of knowledge and material that has become part of the public domain and which can be drawn on without specific acknowledgment. Common knowledge includes facts that are generally known, such as common facts of history, commonsense information, accepted folklore and aphorisms that have been adopted as part of common English language.

6.6 Cheating

Cheating is defined as "a form of deceit with a view to gaining an advantage for the cheat." At IRT Academy, cheating is usually related to taking unauthorised material into assessments. IRT Academy Trainers have a responsibility to explain clearly expectations related to any assessment, what constitutes cheating, and to promote a climate of honesty in students.

7. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Specific roles and responsibilities of employees and management are outlined in Section 6 of this policy.

Specific roles and responsibilities of areas/departments/functions are outlined in the table below.

Role	Responsibility
Policy Owner - General Manager IRT Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor - Operations Coordinator	Ensure day to day implementation and compliance with policy.
Policy Implementation - Trainer/Assessor, Student Administration Officer, Administration Coordinator	Implement procedure as per IRT Academy Procedure Manual

8. EDUCATION AND STAFF DEVELOPMENT

This is a Standard Policy.

Education and Staff development relevant to this policy will occur via:

- Via IRT Academy On-Boarding procedure
- Via IRT Academy quarterly meetings
- This is a standard policy – specific education is not required, employees are expected to be familiar with this policy.

9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- Operations Coordinator
- General Manager IRT Academy

The policy will be reviewed every 3 years by the General Manager IRT Academy. Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy
- New business activities impacting on this policy
- Changes to internal controls relating to this policy
- Changes to legislative and/or regulatory requirements

10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
RTO	Registered Training Organisation

11. ASSOCIATED PROCEDURES AND FORMS

Name and number of document
IRT Academy Procedure Manual
Student Handbook

12. REFERENCES - COMPLIANCE AND BEST PRACTICE

Legislative references
National Vocational Education and Training Regulator Act 2011
Best Practice references
Standards for Registered Training Organisations 2015 Standard 2 Standard 5. Each learner is properly informed and protected.

Compliance Plan reference: Not applicable

13. LINKS TO OTHER POLICIES

2.12 Disciplinary Action