Student Academic Integrity and Misconduct Policy

Purpose

This policy provides guidance for trainers/assessors and students to assist in the prevention of, and identification of, cheating and plagiarism as well managing it in a consistent and equitable manner.

Scope

This policy applies to all students and trainers of Nexa Training Pty Ltd.

Policy

Cheating is an attempt to benefit from another person's work in order to achieve an outcome, for which the student has not produced the required work. Plagiarism is taking another person's work/idea and representing it as the student's own. This may result from deliberate and intentional copying of information.

Plagiarism may also be accidental and arise from a lack of knowledge or awareness. Sources which can be used for plagiarism include social media, books, magazines, TV, radio, newspapers, internet sites, photos, recordings, etc.

Cheating and plagiarism in any form is unacceptable and will be treated as an extremely serious matter. We have a duty to ensure that all participants in training courses understand what constitutes cheating and plagiarism, and to minimise the opportunity for this to happen Trainers/assessors must take reasonable steps to ensure all participants who submit work are aware of the training policy and procedures to avoid cheating and plagiarism.

If a participant is found to have breached the cheating and plagiarism policy, they will be provided with an opportunity to respond. They also may be asked to resubmit their work. Depending on the severity of the breach the participant may receive an automatic fail for that task/unit/course as relevant, and may also be requested to leave the course.

Detecting Cheating and Plagiarism

Trainers and assessors should monitor students work, checking for potential plagiarism and should check participant's work against sample assessments and look for inconsistency in the students writing styles, fonts or if wording appears familiar. Additionally, they can undertake 'spot checks' of participant's work to identify cheating or plagiarism present.

Assessors also need to ensure that references to resources used by the student in the production of their work are made as per the instructions provided to the student. Students should follow best practice, and utilise the prescribed referencing style if using material from another source.

If students have concerns with work they will be submitting, a course of action that can be taken is to refer to online plagiarism detectors.

Cheating or plagiarising weakens Nexa Training's academic integrity and preventative measures should be implemented wherever possible.

Related Policies

Relevant Legislation

- Australian Qualification Training Framework
- National Vocational Education and Training Regulator Act 2015
- Standards for NVR Registered Training Organisations Vocational Education and Training Act (2015)
- Vocational Education, Training and Employment Act 2000