

Policy & Procedure 5 – Academic Misconduct

Relates to standards:	1.8, Table 1.8-1 and 1.8-2, 6.1, 6.2, 6.5 Standards for Registered Training Organisations (RTOs) 2015 1.3, 2.8, 2.9 ACT Standards for Delivery of Training – Skills Canberra
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Referenced documents:	Policy & Procedure 4 – Assessment Policy & Procedure 11 – Competency & Qualification Assessment Decisions Policy & Procedure 12 – Complaints & Appeals
Monitor and review:	In accordance with: Policy & Procedure 18 – Quality Management
Responsibility:	Ben Murphy – as Proprietor / Chief Executive
Questions/queries:	administration@gets.edu.au (+61) 02 6262 0077

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1. Policy Objective

To ensure learners are made aware of the consequences of engaging in actions that lead to unfairly advancing their assessment progress.

3. Definitions

Academic misconduct

Any actions taken by a learner or learners that unfairly advances their or another learner's progress in a subject. This may include cheating, plagiarism and/or copyright violations and may result in disciplinary actions.

Cheating

Actions that give rise or attempt to give rise, to an unfair or dishonest advantage in an assessment event, or unfairly or dishonestly disadvantage other learners in an assessment event.

Plagiarism

The use of ideas, words or work of another person, without acknowledging the sources of the ideas, words or work.

Copyright

Copyright provides the owner of an original intellectual work, with a number of legal rights. Intellectual property include designs, written works, music, circuit layouts, trade secrets and others. Use of intellectual property without the copyright owner's permission is a violation of their rights.

Disciplinary action

Actions taken against learners by us, in response to Academic misconduct.

3. Policy

Learners

Learners have a responsibility to:

- Complete all assessment tasks honestly and without using any form of cheating, plagiarism, collusion or copyright violation.
- Not use any devices for personal reasons during examinations (eg: phones etc.).

Trainers and assessors

Trainers and assessors have a responsibility to:

- Ensure assessments are conducted in accordance with Policy & Procedure 4 – Assessment.
- Ensure that this policy is implemented where applicable.

Employers

Employers are notified of Academic misconduct and consulted in regards to the severity of the disciplinary action.

Phone use

Any use of a mobile phone or similar device during an examination is considered academic misconduct.

Notes taken into an assessment

Any taking of notes of any form into an assessment is considered academic misconduct.

Directions/warnings on assessments

Each assessment item includes the following directions/warning:

Directions

- 1 *Mark answers by circling only one letter in each row. Multiple marks will score zero.*
- 2 *Mobile phones must not be used during this assessment.*
- 3 *Any form of cheating will result in a failure in this assessment.*
- 4 *Pass mark is 70% (or 100% for practical assessments)*

Competency and qualification assessment decisions

In accordance with: Policy & Procedure 11 – Competency & Qualification Assessment Decisions.

Assessments or reassessment

Assessments including resits if available to be conducted in accordance with Policy & Procedure 4 – Assessment.

4. Procedures

Induction

This policy is covered in depth during the learners induction. The trainer conducting the induction has the responsibility to explain clearly to the learner what is considered to be academic misconduct and the consequences of academic misconduct.

Procedures for dealing with a suspected or witnessed incident of academic misconduct

1. If academic misconduct is suspected or witnessed, the learner must be allowed to complete the assessment event.
2. The assessor will notify us of the alleged or witnessed academic misconduct and document the occurrences.
3. The learner will be notified by us in person that academic misconduct has been suspected or witnessed.
4. The employer (where applicable) will be notified by us in person that academic misconduct has been suspected or witnessed.
5. Cases of academic misconduct involving more than one learner will be treated on an individual basis.
6. All staff must treat matters that are the subject of disciplinary action as confidential.
7. Where academic misconduct is confirmed, disciplinary action will be administered by us. A written notification will be issued to the learner and his/her employer.
8. The penalty may be;
 - For a substantiated minor academic misconduct:
 - A Not Yet Satisfactory (NYS) mark recorded against the assessment item. Through consultation with the employer the learner will be required to pursue further study and to resit an equivalent assessment at a higher pass mark.
 - For a substantiated serious academic misconduct:
 - A Not Yet Competent (NYC) mark recorded against the Competency. Through consultation with the employer the learner will be required to repeat all training and assessment activities for the unit of Competency. This may eventuate in the learner having to change 'tech' day and falling six months behind.
 - For a substantiated security or integrity of assessment materials breach:
 - Suspension from the technical college for a period of up to twelve months.
 - Suspension from the technical college.

9. Learners have the right to:
 - Assistance from our trainers and assessors for academic tutoring during or after an investigation (excluding suspension).
 - An Appeal process if they disagree with the our judgement or penalty recommendation in accordance with: Policy & Procedure 12 – Complaints & Appeals.

5. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V3	26/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release version number consistent with total P&P version release