Plagiarism
Policy and Procedure

CSNSW Academy | RTO 90075

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1   Purpose

The purpose of this policy and procedure is to inform CSNSW Academy learners and staff about plagiarism and provide guidance to minimise occurrences. It outlines learner and staff responsibilities in maintaining the integrity of assessments and explains processes for investigating and managing cases of plagiarism.

This document supports the Standards for Registered Training Organisations (RTOs) 2015 – Clause 1.1 to 1.4, 1.8 to 1.12, 2.2 and the CSNSW Academy operational requirements.

2   Scope

This policy and procedure relates to assessments submitted by CSNSW Academy learners. This can include but is not limited to:

- In the classroom.
- In the workplace.
- At home; and
- Online.

3   Definitions

Collusion	Occurs when two (2) or more learners submit their own individual assessments that are a result of unauthorised collaboration. This is a form of plagiarism.
Plagiarism	Plagiarism is when a person deliberately or unintentionally presents work as their own when it is, in fact, the work of another person. It is a direct quote, paraphrase or idea that has not been properly credited to the original author. This also includes a person's own work that has previously been assessed.
Day(s)	Refers to calendar day(s).

4   Policy Statement

CSNSW Academy is committed to the integrity of the assessment process in accordance with the Standards for Registered Training Organisations (RTOs) 2015. All assessments submitted by learners are checked for authenticity, and occurrences of plagiarism are investigated and managed accordingly.

4.1   Responsibility

All CSNSW Academy staff are to ensure that learners are provided sufficient information to assist in minimising occurrences of plagiarism.

It is the responsibility of staff delivering Nationally Recognised Training and Assessment on behalf of CSNSW Academy to ensure that learners are made aware of this policy and procedure.

Learners are required to acknowledge that they have been informed about the *CSNSW Academy Plagiarism Policy and Procedure* on commencement of training.

All training and assessment resources developed by CSNSW Academy, including written, verbal, artistic and electronic material, must set an example by fully accrediting the work of others.

Learners are to be aware of their responsibility to ensure that all assessments submitted are their own work and, if required, the work of others is appropriately referenced.

Assessments are to be systematically reviewed by CSNSW Academy staff to ensure that incidences of plagiarism are identified and managed.

5   Legislative Context

National Vocational Education and Training Regulator Act, 2011
Standards for Registered Training Organisations (RTOs) 2015
Copyright Act 1968 (Copyright Agency – Statutory Education Licence)

6   Changes and Updates

All policies and procedures are subject to ongoing revision to reflect systems and operational improvements.

Documentation posted on the CSNSW Academy website is considered the current version. It is the responsibility of the user of this document to ensure that the most current version is being applied

7   Monitoring and Evaluation

This policy and procedure will be reviewed three (3) years from the date of implementation, or earlier should a review be warranted.

8   Procedure

8.1 Introduction

All learner assessments must be of original work. If the author copies someone else's work (in-full or in-part) or if they allow someone else to copy their work, without the appropriate acknowledgement, this is considered plagiarism. There are various levels of plagiarism ranging from inadequate or misleading referencing to fraudulent intention(s) to mislead.

The procedures in this document provide examples of referencing to ensure that the work of others is appropriately acknowledged.

Other forms or methods of referencing may be discussed with the CSNSW Academy staff member or assessor who has been identified as the contact for that assessment.

9   When is referencing required?

Referencing is required whenever the work of others has been adopted from another source, including but not limited to:

- Textbooks, Journals, Websites; and/or
- Work created by other staff members or colleagues (such as podcasts, newspaper, social media, chat, and AI applications)

9.1 Examples of Plagiarism

Plagiarism occurs when a learner has failed to reference the work of others. The following are examples of plagiarism if the author of the content is not referenced appropriately:

- Directly copying a sentence or paragraph.
- Copying an idea, concept, text, design, artwork, computer data, web text/design, image, sound.
- Paraphrasing another person's work.
- Following the structure of another person's argument or layout.
- Incorporating sections of another person's work in a different order.
- Submitting an assignment as independent work that is the product of collusion with others.
- Submitting an assignment as your own work which is all and/or part of another learner's original work.
- Allowing another person to copy and/or take credit for an assessment that you have completed; and
- Aiding another learner/s to plagiarise.

9.2 Examples of referencing

- **In-Text Referencing**: Example: (Smith & Bruce, 2018, pp. 25-26)
- **Journal Article:** Example: Ruxton, C. (2016). Tea: Hydration and other health benefits. Primary Health Care, 26(8), 34-42. https://doi.org/10.7748/phc.2016.e1162
- **Book:** Example: Arnott, G. D. (2017). The disability support worker (2nd ed.). Cengage Learning.

For more information on referencing, please refer to the link of the source below.

Source: APA 7th Referencing: Getting Started in APA 7th
https://libraryguides.vu.edu.au/apa-referencing/7gettingstarted

9.3 Reporting plagiarism

Should a CSNSW Academy learner and/or staff member suspect a case of plagiarism, they must report this in writing, to the relevant Training Unit Manager with supporting evidence.

CSNSW Academy staff members are expected to maintain high standards and integrity by providing examples of good practice and educating learners to ensure that the risk of plagiarism is minimised.

Reasonable steps should be taken to ensure the integrity of the assessment process through effective monitoring. This can include but is not limited to:

- Google search.
- Checking cited references.
- Professional consideration of previous work reviewed, including comparison when required with work of other learners; and
- Systematic assessment validation.

9.4 Investigating and managing cases of plagiarism

In cases of suspected plagiarism, the relevant CSNSW Academy Training Unit Manager will undertake an investigation to determine if this has occurred. Aspects of the investigation may include but is not limited to:

- The review of assessment evidence.
- Contact with the learner outlining reasons and grounds for investigation.
- Consultation with learner around cases of suspected plagiarism
- Learner being provided with the opportunity to explain and clarify in writing; and
- Learner offered additional support through employee assistance program – if required.

If the evidence confirms that a learner has plagiarised (including, if there has been collusion between learners), the Training Unit Manager will document the review findings and make the appropriate recommendations as outlined in **Section 9.6**.

Details of the investigation review, findings and recommendation are to be included within the Plagiarism Investigation Report **(Annexure A)** and provided to the Director, CSNSW Academy and Operational Training, who will confirm and approve the appropriate course of action.

9.5 Action taken if plagiarism is found to have occurred

If plagiarism has occurred, recommendation confirmed and approved by the Director, CSNSW Academy and Operational Training, action taken may include but is not limited to:

- Professional development learning moment to support an approach of best practice going forward.
- Direct line supervisor will be notified to include a fair, unbiassed and supported process; and
- Implementation of the support plan in the Plagiarism Investigation Report **(Annexure A)**.

9.5.1 Remedial action

If the breach is found to be accidental (example: some instances where referencing has been omitted unintentionally), the work may be returned for re-submission once amended.

9.5.2 Assessment deemed Not Yet Competent

Any evidence and/or work that is deemed to breach this policy will be excluded from the assessment process and the relevant assessor will be advised to not include this work when reaching his or her assessment decision.

If the remaining evidence associated with the assessment process is not sufficient to determine competency, the assessment outcome will be deemed to be 'Not Yet Competent' (NYC).

The learner will have an opportunity to be re-assessed in accordance with the CSNSW Academy Assessment Policy and Procedure.

9.5.3   Referral to Professional Standards Branch

Recurring instances of plagiarism may be considered as misconduct and referred to the Professional Standards Investigations for further action.

9.6   Advice to Learner

The learner will be formally advised of the outcome in writing by the Director, CSNSW Academy and Operational Training (or appointed delegate) within fourteen (14) days of initial contact. The Plagiarism Review Outcome template **(Annexure B)** is to be used in this instance.

9.7   Quality Assurance

All templates referred to in this policy and procedure can be accessed via EDRMS Container No. 09/5229.

Details of all cases of suspected plagiarism are to be documented in the Plagiarism Register, EDRMS No. D21/0455144.

The Continuous Improvement and Compliance Unit will systematically monitor and review all plagiarism activities and cases of suspected plagiarism. The outcomes of these reviews will support the continuous improvement of CSNSW Academy and if required will be further considered at the CSNSW Academy Managers' Meetings to safeguard quality assurance moving forward.

10   Associated Documents

DOCUMENT	REFERENCE
Plagiarism Investigation Report Template	D21/0978729
Plagiarism Review Outcome Template	D21/0978732
CSNSW Academy Plagiarism Register	D21/0455144
CSNSW Academy Learner Rights and Responsibilities	bfcsa.nsw.gov.au
CSNSW Academy Assessment Policy and Procedure	bfcsa.nsw.gov.au
CSNSW Academy Assessment Validation Policy and Procedure	bfcsa.nsw.gov.au
DCJ Code of Ethical Conduct	intranet.dcj.nsw.gov.au
Standards for Registered Training Organisations (RTOs) 2015	asqa.gov.au

11   Document Information

Title:	CSNSW Academy Plagiarism Policy and Procedure
Maintained By	Continuous Improvement and Compliance Unit
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12   Document History

Version	Date	Reason for Amendment
V2.4	19 AUG 2021	Review and update. Inclusion of Plagiarism Register and Report templates.
V3	12 MAY 2023	Update to align with implementation of new operating models in support of the strategic priorities of as part of the Towards 2030 Strategic Plan at the CSNSW Academy.

-End of Document-

Annexure A

Plagiarism Investigation Report

Learner Name:	
Work Location:	
Assessment Details:	
Assessment Date:	
Reviewing Manger:	

Background supporting investigation

Evidence reviewed (Example: learner assessment, relevant correspondence, and plagiarism register)

Details of Contact/Consultation conducted

Outcome Findings

Recommendation Based on Findings (as per Plagiarism Policy and Procedure – Section 9.4)
☐ Remedial action *(ONLY for minor / unintentional breaches / PD support plan followed by reassessment)* ☐ Assessment deemed Not Yet Competent ☐ Referral to Professional Standards Branch

Recommended: **Manager, Training Unit**	**Approved:** **Director, CSNSW Academy and Operational Training**

Annexure B

Plagiarism Review Outcome

Learner:

Work Location:

Assessment Details:

Date of Assessment:

Reviewing Manager:

Review Findings:

Recommended Action to be taken:

In review of the above findings the following recommendations have been made and action to be undertaken as detailed below:

- This breach has been considered as minor and unintentional.
  Action Required: Assessment submission is to be amended and resubmitted.

- A significant breach of the CSNSW Academy Plagiarism Policy and Procedure has been confirmed.
  Action Required: The assessment submission as outlined in this document will be excluded. Advice on progression will be provided by your assessor.

- This is a recurrence of a previous breach or breaches.
  Action Required: This matter will be referred to the Professional Standards Investigations for further review.

Regards

Director, CSNSW Academy and Operational Training

<Date>

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