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## Policy: Student Plagiarism, Cheating and Collusion

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### Overview

City-Wide Building and Training Services (CWBT S) is committed to upholding academic integrity and ensuring the responsible use of artificial intelligence (AI) technologies in its educational processes. CWBT S ensures that mechanisms are in place to avoid student plagiarism, cheating, collusion, and the improper use of AI technologies.

CWBT S adheres to the Principles of Assessment and Rules of Evidence, where the evidence used to make a decision about competence must be valid, sufficient, authentic, and current, whether it is generated by human efforts or AI systems.

This Policy is intended to promote honesty in learning, assessment, and the responsible use of AI, as well as respect for the work of others. CWBT S requires that all students act honestly and ensure they do not involve themselves in cheating, colluding, committing acts of plagiarism, or misusing AI technologies.

### Definitions

*Cheating* - seeking to obtain an unfair advantage in the assessment of any piece of work, including the improper use of AI technologies to complete assignments.

*Plagiarism* – to take and use the ideas and/or expressions and/or wording of another person or organization and passing them off as one's own by failing to give appropriate acknowledgment. This includes material from any source such as staff, students, texts, resources, including CWBT S learner guides and the internet, whether published or unpublished. Plagiarism also extends to the use of AI-generated content without proper attribution.

*Collusion* – unauthorised collaboration between students, which may also involve the use of AI technologies for collaboration.

### Student Integrity and Honesty

CWBT S is committed to upholding standards of student integrity and honesty in regard to the assessment of their work, including the responsible use of AI technologies. Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced, including acknowledgments of all texts, resources, and AI-generated content utilised in the development of the work.

Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references, resources, and AI-generated content to minimize incidents of plagiarism, cheating, and the misuse of AI technologies.

## Unacceptable Behaviour

From time to time, there may be incidents of student plagiarism, cheating, collusion, or the improper use of AI technologies, which CWBTS is required to act upon to uphold the value of assessment outcomes and the reputation of the nationally recognized training provided.

Student plagiarism, cheating, collusion, and the improper use of AI technologies in any form are unacceptable and will be treated seriously by CWBTS.

CWBTS does not tolerate nor condone cheating of any kind, which includes, but is not limited to the following:

- Handing in someone else's work as your own (with or without that person's permission).
- Using any part of someone else's work without proper acknowledgment, including breaches of copyright.
- Submitting a completely duplicated assignment.
- Allowing someone else to hand in your work as their own.
- Copying sentences or paragraphs from one or more sources, present extracts from books, articles, conference papers, internal reports, computer software, websites, class notes, CWBTS learner guides, or recordings, without clearly indicating their origin, including AI-generated content.
- Having several people write one document and handing up multiple copies, all represented (implicitly or explicitly) as individual work.
- Misusing AI technologies to generate or complete assignments without proper disclosure.

If a student believes that their work has been plagiarised or copied, they must report the matter at once to the appropriate trainer/assessor or appropriate staff member.

## Student Discipline

CWBTS provides all students with clear expectations on the standards of conduct that are expected of them during their participation in the course, including the responsible use of AI technologies. The rights and responsibilities of students are prescribed in:

- The Student Code of Conduct; and
- Other policies and procedures as outlined in the Student Handbook.

If any student breaches these requirements or expectations, CWBTS will be required to take disciplinary action with the student to rectify and/or manage the behaviour.

The decision to initiate disciplinary action will only be made subject to:

- Exploring other potential avenues for dealing with the matter and fully exhausting these.
- An investigation occurring to determine the facts.
- Consultation occurring between the Trainer/Assessor and the Training Manager.

## Avoiding and Detecting Cheating and Plagiarism

### Learner Management System (LMS) Submission

When completing assessments via the Learning Management System (LMS) students are required to login using their unique login and password. Student are required to agree when clicking on the 'take assessment' button, that all work for assessment tasks submitted by them for each unit is their own, with no part of any assessment being copied / plagiarised from another person's work, except where authorised and listed / referenced.

All assessment tasks must be submitted with an assessment cover sheet, completed in full.

### Hard Copy Submission

When completing assessments in hard copy students are required to sign and date a 'Ready for assessment and own work declaration' agreeing that they will not submit work that has been copied from another person, written by another person and that they understand that seriousness of plagiarism.

CWBTS will take the necessary steps to detect plagiarism and cheating which may include:

- Comparing answers between students where similarities are apparent.
- Other methods deemed appropriate by the trainer/assessor.

All staff have an obligation to identify and investigate any possibility of plagiarism, cheating or collusion. A staff member who suspects that plagiarism, cheating or collusion may have occurred should first source evidence (through identification of the source) to support their allegation.

## Responding to Incidents of Cheating and Plagiarism

A student found to have plagiarised, cheated or colluded will be given an opportunity to respond to the allegations.

Disciplinary action will include meetings with the student either by phone or in person to formulate an action plan for rectifying the issues. The student will be given fair goals and timelines for rectifying the behaviour. Where the student fails to meet the requirements of the action plan or the behaviour continues, CWBTS will decide on appropriate further measures to be taken.

In serious cases, a Disciplinary Panel will be convened and will include senior members of CWBTS's Management Team. The purpose of the panel is to review the disciplinary process that has been followed; any evidence, meeting outcomes and allegations; to reach a decision about an appropriate course of action to be followed.

In all situations and circumstances, the student will be given due time and opportunity to respond to any concerns about their conduct or failure to meet the expectations set upon them. Students will be invited to bring a support person with them to a disciplinary meeting.

On conclusion of the meeting the student/s are to be advised in writing of the outcome of the discussion, including how CWBTS will deal with the problem. This will be done in one of the following ways:

- If the suspicion proves to be unfounded, no further action is taken.
- For a minor or unintentional offence, the student will be required to undertake an alternative form of assessment to provide evidence of attaining the requirements of competence.
- If it is a serious or deliberate offence, the student will fail the assessment and be required to re-enroll in the unit/s at their own cost, if they wish to complete their qualification.



A record of the student's involvement in alleged plagiarism, cheating or collusion will be noted in the student's file on the student management system VETtrak. Staff will have access to this information when considering any subsequent allegations of misconduct.

Students have the right to make an appeal of any decision made under this policy and procedure according to the Grievances, Complaints and Appeals Policy which can be located on the CWBTS website using the following link: [Grievance, Complaints and Appeal Policy](#).