

Plagiarism, Cheating and Collusion Policy & Procedure

1. Purpose

The purpose of this policy is to ensure the **integrity of assessment** at Skill Hire by providing a framework to prevent, identify, and manage academic misconduct. Skill Hire recognises that open dialogue is vital for learning, but all students must clearly **acknowledge when they have incorporated the work of others** to ensure that evidence of competency is authentic.

2. Compliance

This procedure is aligned with:

- **2025 Standards for RTOs:** Focus 1.4(b)(iii) (Rules of Evidence: Authenticity), ensuring that assessment evidence is the **original and genuine work of the VET student**.
- **National Vocational Education and Training Regulator Act 2011:** Data provision and student record requirements.
- **Skill Hire Student Code of Conduct:** Behavioural expectations regarding academic honesty.

3. Scope

This policy applies to all students enrolled in any course on Skill Hire's scope of registration, as well as all trainers, assessors, and third parties involved in recruitment or assessment on behalf of the **organisation**.

4. Definitions

- **Plagiarism:** The practice of claiming or implying original authorship of someone else's written or creative work without adequate **acknowledgement**.
- **Cheating:** The act of attempting to circumvent assessment practices in an unethical or illegal manner, including the use of unauthorised materials or assistance.
- **Collusion:** The presentation of work is the result of **unauthorised collaboration** with another person.
- **Generative AI Misconduct:** The unauthorised use of AI tools (e.g., ChatGPT) to produce or complete assessment tasks without explicit permission and **transparent disclosure**.

5. Policy Principles

Skill Hire is committed to upholding high academic standards by:

- Implementing **preventative actions** to detect and respond to potential cheating.
- Promoting a sense of pride in original work and highlighting the risks of outsourcing assessment to third parties.
- Utilising **plagiarism-checking software** and direct questioning to confirm the authenticity of student work.
- Supporting students through **clear communication** of referencing guidelines, such as the Harvard Referencing style.

6. Procedure

Identification of Misconduct: Assessors must be assured that the evidence presented "belongs" to the student. If an assessor has doubts about **authenticity**, they must use detection tools or conduct a competency conversation to verify the student's knowledge.

Response Tiers:

Tier	Classification	Action/Consequence
Tier 1	First Warning (Unintentional Plagiarism)	Remedial advice provided; student is required to correct and resubmit the work before it can be marked.
Tier 2	Final & Formal Warning (Serious Misconduct)	Formal written warning issued; the incident is recorded on the student's file, and the student may receive a "Not Competent" outcome for the unit.
Tier 3	Serious Academic Misconduct (Intent to Defraud)	Panel review involving the CEO; penalties may include annulled grades, suspension, or cancellation of enrolment.

Use of Generative AI: Generative AI may only be used when **explicitly permitted** for specific tasks. Students must transparently acknowledge the extent of AI assistance. Fabricating evidence or work-based examples using AI is strictly prohibited.

Appeals: Students have the right to challenge a decision regarding academic misconduct through the **Complaints and Appeals Policy & Procedure**.

7. Monitoring and Improvement

All instances of substantiated misconduct are recorded in the **Appeals and Disciplinary Register**. Skill Hire systematically **analyses these outcomes** to identify trends and root causes, informing updates to assessment tools and training strategies within the **Continuous Improvement Register**.

Schedule of Approvals and Amendments

This document is owned by Compliance Manager

Status Initial document / Amendment	Actioned By	Date of Review	Scheduled Review
General annual review, minor changes to wording only	Lauren Hollows	05/01/2021	01/01/2022
Updated information on services used to check for plagiarism	Lauren Hollows	05/03/2021	01/01/2022
Minor updates	Krystal Robinson	14/10/2021	01/10/2022
Minor updates	Ronel Derman	27/11/2022	01/11/2023
Remove Harvard Reference Guide content. Update Logo	Ronel Derman	18/09/2023	18/09/2024
Update to SRTO 2025	Ronel Derman	15/07/2025	07/2026