

Plagiarism (or Cheating) Procedure (TAA311)

Compliance Focus

Standards for Registered Training Organisations (RTO) 2025, Outcome Standards 1.4 (b) (iii)
 The Code of Ethics for the South Australian Public Sector

Note: a student is an employee who is engaged in training. All departmental values, behaviours and conduct expectations still apply to these persons. Plagiarism and cheating is considered employee misconduct and will be handled accordingly.

1. Potential cheating or plagiarism student identified by staff
2. If the staff member is the Compliance Manager (CM) or the Training Manager (TM), they speak to the student to ascertain how plagiarism occurred and whether there are grounds for believing it was intentional.
 - a. If the staff member is not CM or TM, they will provide TM with original assessment & a statement as to why he/she believes it was plagiarised
3. TM must decide whether there was intention to obtain unfair advantage.
 - Were the students given information on how to acknowledge the work of others?
 - Has the student signed the assessment cover sheet?
 - Has the student already received feedback on similar assessments?
 - Is this the first time this situation has occurred?

The TM may

- Consult with the Compliance Manager
 - Enter event into the Plagiarism Register
4. TM makes a judgement on severity and intention
 - a. Intentional:
 - Is the student already on PTSAT Plagiarism Register?
 - If yes, TM refers student to CM together with the original piece of assessment. A disciplinary hearing is conducted:
 - TM is informed of outcome
 - If charge of cheating or plagiarism is not upheld, student's work must be assessed
 - If charge of cheating is upheld, appropriate penalty/penalties must be applied
 - Complete all appropriate documentation
 - Student may appeal on procedural ground if the charge is not upheld
 - If no:
 - TM disallows assessment
 - TM gives appropriate letter
 - TM enters details in the Plagiarism Register
 - Does the student appeal?

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- No – End of matter
- Yes – Disciplinary hearing

b. Unintentional but substantial

- TM arranges counselling/support appointment
- At the meeting complete appropriate documents,
- Appropriate document to be kept in student's file
- Plagiarism Register updated
- End of matter

c. Unintentional and minor

- TM gives feedback to student
- Applies an appropriate penalty & completes appropriate documents

