

CHEATING AND PLAGIARISM POLICY AND PROCEDURE

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| Who is responsible | The director/senior trainer and assessor and training coordinator and students are responsible for ensuring that this process is followed. |
| When | Quality Assurance Schedule Submission of assessments |
| Policy | This procedure ensures that all instances of cheating and plagiarism are handled fairly, consistently, and in compliance with Asbestos & You's policies and regulatory requirements. It promotes academic integrity and maintains the credibility of assessments. This procedure applies to all students enrolled in courses and assessments conducted by Asbestos & You. |
| Definitions | Cheating – Any act of dishonesty to gain an unfair advantage in an assessment, including copying, using unauthorised materials, or having someone else complete an assessment. Plagiarism – Presenting another person's work, ideas, or research as one's own without proper acknowledgment. |
| Procedure | <p>1. Prevention and Awareness</p> <p>All students must be informed about cheating and plagiarism policies through the Student Handbook and in course materials.</p> <p>The Final Assessment Sign Off Sheet includes a student declaration confirming that work submitted is their own.</p> <p>Trainers/assessors can use various strategies, such as varied assessment tasks and plagiarism detection tools like "turn it in" to reduce the risk of misconduct, however as all assessments are conducted in front of the assessor there is little opportunity for cheating or plagiarising.</p> <p>2. Identification and Reporting</p> <p>If an assessor suspects cheating or plagiarism, they must collect evidence (e.g., identical responses, use of unauthorised materials, plagiarism detection reports).</p> <p>The assessor notifies the student of the concern and allows them to respond.</p> <p>If the issue is minor or unintentional (e.g., incorrect referencing), the assessor may provide feedback and request resubmission.</p> <p>If the issue appears deliberate, the assessor reports the incident to the director/senior trainer and the training coordinator for review.</p> <p>3. Investigation and Decision</p> <p>The director/senior trainer and the training coordinator reviews the evidence and meets with the student to discuss the allegations.</p> <p>The student has the right to present their case and provide explanations.</p> <p>Based on the findings, a decision is made regarding whether cheating or plagiarism has occurred.</p> <p>4. Consequences and Actions</p> <p>Depending on the severity of the misconduct, one or more of the following actions may be taken:</p> <ul style="list-style-type: none"> • First Offense (Minor Breach): The student is given a warning, provided with additional guidance on academic integrity, and required to resubmit the assessment. |

- First Offense (Major Breach) or Repeated Offense: The assessment is marked Not Yet Competent (NYC), and the student may need to complete a new assessment task. Additional training on academic integrity may be required.
- Serious or Repeated Breaches: The student may face disciplinary action, including suspension or cancellation of enrolment.

5. Appeals

If the student disagrees with the decision, they may lodge an appeal following Asbestos and You's Complaints and Appeals Policy.

6. Record Keeping

All incidents, investigations, and outcomes must be documented and stored in the student's file (soft copy) for compliance and auditing purposes.