

# PLAGIARISM & CHEATING POLICY

## Master Builders Association of Victoria

### 1. Purpose

Master Builders Association of Victoria has developed this policy in accordance with Clauses 5.1-5.3 of the Standards for Registered Training Organisations 2015. This policy aims to outline Master Builders Association of Victoria; the RTO's (hereinafter called "Master Builders") roles and responsibilities for the management of student cheating and plagiarism.

### 2. Scope

All Master Builders students and staff.

### 3. Definitions

**Plagiarism:** Plagiarism occurs when an individual attempts to pass someone else's work off as their own i.e. Using someone's ideas, opinions, or theories in an assignment or essay, using pieces of information, such as graphs, statistics, drawings, that are not common knowledge.

**Cheating:** Cheating occurs when an individual copies someone else's work - sharing or copying an assessment, test or assignment, or doing someone else's assessment, test or assignment.

### 4. Policy Statement

This policy sets out the processes for reporting, recording, adjudicating and penalising incidents of student plagiarism and cheating.

### 5. Policy Principles

- a. At Pre-Training Review students are provided with information about plagiarism and cheating, and its consequences. They are directed to the Student Handbook or this policy via the Master Builders website.

IS YOUR BUILDER A MASTER BUILDER?



- b. The Director – Master Builders Training Institute (MBTI) is responsible to ensure that plagiarism and cheating practices are dealt with and assigns responsibilities to appropriate staff.
- c. If a trainer identifies a suspect case of plagiarism and cheating, the Director – MBTI or the Programs Manager is consulted for a second opinion.
- d. If plagiarism or cheating is evident, the student is provided the chance to defend their actions at a meeting with trainer/assessor and Director – MBTI.
- e. Director – MBTI refers students who have plagiarised to the Learning Support Consultants for support and instruction.
- f. Director – MBTI decides the outcome of cheating based on case by case evidence.

## 5.1 Outcome

In most cases plagiarism occurs without intent to deceive. With adequate training and support, this should not recur.

The consequences of this misconduct can include, but is not limited to:

- a) Informal notice by a teacher, trainer, assessor or other staff member of the need to comply with the required standards of behaviour;
- b) Re-assessment or re-submission of assessment activities;
- c) Formal meeting with Master Builders Management to discuss the misconduct;
- d) Formal written warning;
- e) Request to the student to provide a show cause as to why they should be allowed to continue in the course;
- f) Suspension for the course for a period up to 7 days (Serious Misconduct);
- g) If a second episode of plagiarism occurs after an initial warning, cancellation of course enrolment will ensue.

Cheating is a different situation and is usually 'cut and dry' with no defence. The consequences cheating may include:

- a) repeating the entire unit,
- b) suspension from course and/or
- c) cancellation of course enrolment.

Students who have been identified plagiarising or cheating have the ability to access the complaints and appeals process.

## 6. Person(s) Responsible

The Director – Master Builders Training Institute (MBTI) is responsible for communicating and actioning this policy. The Director – Master Builders Training Institute (MBTI) decides the consequences of proven acts of plagiarising or cheating.

## 7. Associated Documents

- Code of Practice
- Complaints, Concerns and Appeal
- VQF Quality Management System
- Student Handbook (Behaviour Standards)
- Assessment Policy

# Plagiarism and Cheating Policy

**Policy developed by:** Director Master Builders Training Institute and Compliance Coordinator

**Refer to:** Standard 2 – Clause 2.1-2.2 and Standard 6, Clause 6.1-6.6, Standards for RTOs 2015

**Approved by:** Corrie Williams, Director Master Builders Training Institute  
Saeed Mirbagher, Executive Director Commercial and Corporate

**Policy endorsed by:** Rebecca Casson, Chief Executive Officer

Version Control	Date Released	Approved by	Amendment	Next Review Date
V1.0	Aug 2013	Viviana Hood, Manager - Training		
V2.0	Jan 2014	Julie-Anne Sheppard, Manager - Training Viviana Hood, General Manager - Commercial Services		
20150224 (v3.0)	24 Feb 2015	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Services	Policy developed to meet Standards for RTO 2015	Sep 2016
V4.0	13 Sep 2016	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Formatting adjusted to reflect standard template for policies. Minor grammatical changes. Changes to Manager of Training title. Rearranged content	Sep 2017
V5.0	3 Jan 2018	Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations	Formatting adjusted to reflect the new Master Builders template with the new logo	Dec 2018
V6.0	25/7/19	Corrie Williams, Executive Manager – Master Builders Training Institute (MBTI) Viviana Hood, Chief Operating Officer	Managerial titles updated from: Head of Training to <b>Executive Manager – Master Builders Training Institute (MBTI)</b>  General Manager - Commercial Operations to <b>Chief Operating Officer</b>	Dec 2020
V6.1	30 Mar. 2021	Corrie Williams, Director Master Builders Training Institute	Managerial titles updated and spell check.	Feb. 2022

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		Saeed Mirbagher, Executive Director Commercial and Corporate		
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