

STUDENT PLAGIARISM, CHEATING AND COLLUSION POLICY AND PROCEDURE

Date of Implementation – 7 January 2026

Authorisation - Chief Executive Officer

Purpose

Rise Education and Training ensures that mechanisms are in place to avoid student plagiarism, cheating and collusion and outlines the strategies in place to detect and respond to such incidents.

Definitions

Cheating – seeking to obtain an unfair advantage in the assessment of any piece of work.

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 acknowledgement. This includes material from any source such as staff, students, texts, resources, internet and artificial intelligence (AI), whether published or unpublished.

Collusion – unauthorized collaboration between students.

Policy

Student integrity and honesty

Rise Education and Training is committed to upholding standards of student integrity and honesty in regard to the assessment of their work and places value in the declarations of authenticity made by the student. Aligning directly with the Rules of Evidence – authenticity, the evidence must be the student's own work and must be verified as genuine.

Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilized in the development of their work.

Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources so as to minimize the incidents of plagiarism and cheating and the allegations of such.

Unacceptable Behaviour

From time to time, there may be incidents of student plagiarism, charting and collusion which Rise Education and Training is required to act upon to uphold the value of assessment outcomes and the reputation of the nationally recognised training.

Student plagiarism, cheating and collusion in any form are unacceptable and will be treated seriously by Rise Education and Training.

Avoiding and Detecting

Upon the submission of all assessment tasks, students are required to sign a Student Assessment Declaration that includes a declaration of the authenticity of the assessment submission.

Rise Education and Training will take all necessary steps to detect plagiarism and cheating which may include:

- Monitoring students in classroom delivery
- Comparison of the work with electronic reference materials, online resources and the work of the students
- Electronic plagiarism detection software such as *Turnitin*.
- Comparison of work against various academic databases
- 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 – using Turnitin) to support their allegation.

Responding to Incidents

A student found to have plagiarised, cheated or colluded will be given an opportunity to respond to the allegation. A record of the student's misconduct and involvement in alleged plagiarism, cheating or collusion will be retained on the student's file while still enrolled in any course. The Trainer/Assessors will have access to this information when considering any subsequent allegations of misconduct. If Rise Education and Training determine a student has plagiarised, the student/s will be required to re submit the assessment.

Multiple Incidents of Plagiarism, Cheating or Collusion

If Rise Education and Training determine a student has conducted misconduct on more than one occasion, Rise Education and Training will decide whether the student can continue their enrolment or be withdrawn from the course due to the misconduct. Rise Education and Training will consider the students' misconduct on a case-by-case basis and afford the student a fair and reasonable investigation when determining the decision to withdraw.



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Publication

This policy is available through publication on the website, www.riseeducation.com.au and in summary within the Student Handbook.

Government Related Documents

Skills Assure Program Schedule 2 – School Based Apprenticeships and Traineeships (SATs)

Skills Assure Program Schedule 3 – Career Start

Skills Assure Program Schedule 4 – Career Boost

Skills Assure Program Schedule 5 – Continuing Students

Skills Assure Program Schedule 7 – Free Apprenticeships for Under 25s

Skills Assure Supplier Policy 2025-2028

Skills Assure Supplier Audit Evidence Requirements 2023-2025

Related Documents

SUPPORTING DOCUMENT Student Handbook

Associated Policies and Procedures

POLICY AND PROCEDURE Commitment to All Legislative and Regulatory Requirements

POLICY AND PROCEDURE Access and Equity

Responsible Officer

The responsible officer for the implementation and training for this Policy and Procedure is the Chief Executive Officer.

Document History and Version Control

| Version | Date Approved | Approved By | Brief Description |
|---------|-------------------|-------------|--|
| 1.0 | 19 September 2019 | CEO | New Policy |
| 2.0 | 19 September 2020 | CEO | Annual Review |
| 3.0 | 16 September 2023 | CEO | Annual Review |
| 4.0 | 7 January 2026 | CEO | Updated policy to include reference to AI detection software – Turnitin. Updated policy to include reference to Student Assessment Declaration. Updated policy to include VET Investment Clauses |