

Plagiarism and Cheating Policy & Procedure

1. Purpose

Plagiarism and cheating involves a person using or copying the words, ideas, or original intellectual content of others and passing it off as their own. The purpose of this policy is to advise iTFE students and Staff of the expectation of originality when submitting assessment work, developed as per the requirements of the Rules of Evidence – Authenticity. This policy details the process iTFE use to investigate suspected plagiarism and other forms of cheating, including penalties that may be applied where a student is determined to have engaged in plagiarism.

2. Types of Plagiarism and Cheating

Copying	The use of the same or very similar text, ideas, or assessment materials to the original text produced by another person, without appropriate acknowledgement of the source material or use of quotation marks.
Inappropriate Paraphrasing	Merely changing a few words and phrases of another person's text, whilst mostly retaining the original structure and/or progression of ideas of the original information without acknowledgment.
Collusion	Presenting work as independent work when it has been prepared and/or written in whole or in part through unauthorized collaboration with other person/s.
Contract	The practice of paying a third party to assist in the completion of assessments. This includes purchasing or offering payment for answers or assessments, or accepting payment in return for an individual's own completed assessments.
Artificial Intelligence Writing Tools	Although not technically a form of plagiarism, Artificial Intelligence (AI) Writing Tools, when not being used to further student learning, can result in a form of cheating if a computer generates the work and a student represents it as their own work.

3. Policy Statement

iTFE and our Trainers, Assessors and Students each have a responsibility to ensure that the evidence used in assessment is a reliable reflection of a student's level of competence. Plagiarism, collusion and cheating will not be tolerated by iTFE. This means zero tolerance, therefore 0% of a student's work that involves cheating in any form will not be accepted.

Where a student uses a small part of another source and correctly references it, a tolerance of 10% is applied. Refer to item 6 of the Procedure section.

Any case in which a student has been involved in plagiarism, collusion or cheating is considered to be academic misconduct and may carry a penalty. The following penalties may be imposed:

- reprimand
- failure of the piece of assessment
- failure of the unit

- course suspension; or
- termination of enrolment.

If a trainer has evidence, or is of the opinion, that a student has submitted assessment evidence that contains plagiarised material or has colluded or cheated they will immediately notify the Training Manager.

4. Procedure

Where it is suspected that a student used any of the above types of cheating, the following process will be followed:

1. In consultation with the Training Manager, the trainer will determine whether a student has used one or more of the types of cheating
2. If it is deemed that cheating has occurred, the trainer will return the work back to the student informing them that their work has been identified as cheating
3. The trainer will provide the student the opportunity to re-submit using their own work, or respond with a reason stating why the work is not plagiarised or generated by IA
4. If the student claims the work is not plagiarised or generated by IA and the marker is still not satisfied, a second opinion can be sought.
5. If the second opinion confirms plagiarism then the work may be re-submitted, however this will be recorded on the students file and their employer may be informed or the student shows cause to allow them to continue in training.
6. If the student continues to submit work that is suspected of plagiarism they may be excluded from the course.
7. Referencing

How to reference something created by generative AI

Generative AI tools like ChatGPT cannot accurately cite their own sources. Any references they provide may be false or non-existent – students should always check the original source for any references that are generated. References should provide clear and accurate information for each source and should identify where they have been used in a student's work.

Where a student has used generative AI to assist with an assignment, they must acknowledge this using the guide below as an acknowledgement:

“Whilst the writing is my own and I take responsibility for all errors, ChatGPT (example) was used to create no more than 10% of my assessment work. Reference: (EXAMPLE): Initial text provided using ChatGPT. (2023, February 14). Prompt: [enter the search prompt used – e.g.] “What procedures should be taken to avoid the mis-use of generative A.I. in education”.

iTFE reference - (based on <https://guides.library.uq.edu.au/referencing/chatgpt-and-generative-ai-tools>)

How to reference something sourced by internet searches, journals, articles, other documents prepared by other individuals

At iTFE we use the following referencing style.

“Whilst the writing is my own and I take responsibility for all errors, this section was used to create no more than 10% of my assessment work EXAMPLE - Website Referencing: Copy and paste the URL address of the website into your response and type the date viewed. For a book: type the Authors' surname and initial, year and the publication name e.g: Rowling, JK 1999, Harry Potter And The Prisoner Of Azkaban.

Document Control

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Policy Owner:	Chief Executive Officer	Approver Name & Role:	Craig McGrath, CEO
Evidence of Approval:	email	Electronic Record:	I:\iTFE\ITFE Quality Framework\Policies, Forms, Checklists - Staff access
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Revision Record:

Date	Version	Revision description
20/07/2023	2023.01	Review of V2021.01, added iTFE tolerance percentage of referencing other sources of content, added reference to AI, added how to reference sources of content, added policy statement, updated iTFE logo