



3.14 Student Discipline Policy – Purpose

This policy 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.

3.14.1 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 organisation 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This includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished.

Collusion

Unauthorised collaboration between students.

3.15 Policy

3.15.1 Student Integrity and Honesty

TVSA Pilot Training is committed to upholding standards of student integrity and honesty in regards to the assessment of their work and places value in the declarations of authenticity made by students.

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 utilised in the development of the 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 minimise the incidents of plagiarism and cheating and the allegations of such.

3.15.2 Unacceptable behaviour

From time to time, there may be incidents of student plagiarism, cheating and collusion which TVSA Pilot Training is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised training provided.

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



3.15.3 Student Discipline

TVSA Pilot Training provides all students with clear expectations on the standards of conduct that are expected of them during their participation in the course. The rights and responsibilities of students are prescribed in:

- The Student Code of Conduct; and
- Other policies and procedures as outlined in the Student Handbook.

TVSA Pilot Training provides information on the above in the Student Handbook and Course Outlines which are provided to students prior to or upon commencement of a course.

If any student breaches the requirements or expectations of them as a student, TVSA Pilot Training will be required to take disciplinary action with the student to rectify and/or manage the behaviour.

The decision to initiate disciplinary action will only be made subject to:

- Exploring other potential avenues for dealing with the matter and fully exhausting these.
- An investigation occurring to determine the facts.
- Consultation occurring between the Trainer/Assessor and the RTO General Manager

3.15.4 Avoiding and Detecting Cheating and Plagiarism

Upon the submission of all assessment tasks, students are required to sign an Assessment Cover Sheet that includes a declaration of the authenticity of the work.

TVSA Pilot Training will take the necessary steps to detect plagiarism and cheating which may include:

- Comparing answers between students where similarities are apparent.
- Incorporating practical demonstrations and verbal questioning into the assessments so that a student's work, skills and knowledge can be directly observed.
- Incorporating third party reports into the assessment process where possible so that workplace performance can be confirmed.
- 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) to support their allegation.

3.15.5 Responding to Incidents of Cheating and Plagiarism

A student found to have plagiarised, cheated or colluded will be given an opportunity to respond to the allegations.

Disciplinary action will include meetings with the student either by phone or in person to formulate an action plan for rectifying the issues. The student



will be given fair goals and timelines for rectifying the behaviour. Where the student fails to meet the requirements of the action plan or the behaviour continues, TVSA Pilot Training will decide on appropriate further measures to be taken.

In serious cases, a Disciplinary Panel will be convened and will include senior members of TVSA Pilot Training's management team. The purpose of the panel is to review the disciplinary process that has been followed; any evidence, meeting outcomes and allegations; to reach a decision about an appropriate course of action to be followed.

In all situations and circumstances, the student will be given due time and opportunity to respond to any concerns about their conduct or failure to meet the expectations set upon them. Students will be invited to bring a support person with them to a disciplinary meeting.

A record of the student's involvement in alleged plagiarism, cheating or collusion will be retained on the plagiarism register while still enrolled in any course and training and assessment staff will have access to this information when considering any subsequent allegations of misconduct.

Students have the right to make an appeal of any decision made under this policy and procedure according to the Complaints and Appeals Policy and Procedure.

3.15.6 Related Policies

- Training and Assessment Policy
- Student Code of Conduct
- Student Discipline Policy

3.15.7 Related Procedures, Forms and Documents

- Assessment Task Cover Sheet
- Student Discipline Procedure



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| Approved By | CEO |
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