

## PEMP 2107

## PLAGIARISM POLICY

**1.0 PURPOSE**

P-E Handley-Walker is committed to maintaining academic standards that require the awarding of learner (student) grades where the learner demonstrates that work submitted for assessment or their participation is in accordance with the guidelines set down for assessments.

**2.0 SCOPE**

This policy applies to all learners and staff involved in the assessment of tasks and all areas of operation in accordance with the policies described in section 4.6 of the [Management System Manual](#).

**3.0 REFERENCES**

[Management System Manual](#) section 4.6 Operational Policies  
[PEMP2106 Code of Conduct - Employees & Sub-Contractors](#)

**4.0 DEFINITIONS**

*Plagiarism* means the inclusion of another person's work and representing it as your own or the act of copying and using another person's expressions or ideas, without due acknowledgement. Intentional plagiarism involves the deliberate act of presenting someone else's work/ideas as if you wrote it yourself. *Unintentional plagiarism* arises due to learner confusion over how to reference and where to reference.

Any of the following acts constitutes plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged or referenced. This can include failing to adequately reference the work of others; copying part or all of another person's work; submitting work that in part or in its entirety has been copied from written material or electronic material including the internet.

Cheating means wilfully and deliberately using or gaining an unfair advantage over fellow learners by flouting the rules and guidelines set down for assessments. Some cases of suspected plagiarism may be *unintentional* (as defined above). A guide to writing assignments that includes referencing can be made available to learners upon request. P-E Handley-Walker staff need to satisfy themselves that the learner genuinely made an error.

The learner's work is not to be awarded an assessment decision until after the case of alleged academic misconduct has been properly investigated and any appeal process has concluded.

## 5.0 PROCEDURE

### 5.1 Identifying Plagiarism

P-E Handley-Walker has put into place and will use the following process to encounter the incidence of plagiarism;

- Routinely changing the assessments used throughout the course and have the changes reviewed by the Managing Director;
- Ensure a tight control over the distribution of assessment materials by P-E Handley-Walker staff;
- Checking the use of referencing in all submitted assessment tasks
- Ensure assessments are conducted by the allocated assessors.
- Benchmark assessment materials against other training organisations.

### 5.2 Procedures to follow in cases of suspected plagiarism:

The penalties for academic misconduct can and will include some or all of the following;

- Disciplinary Procedures (see [Code of Conduct - Employees & Sub-contractors](#), and [Code of Practice](#))
- The awarding of a “not yet competent” grade for an assessment
- The awarding of a failing grade for a unit
- Suspension from the course
- Exclusion from P-E Handley-Walker training

The staff member who suspects an instance of plagiarism will report the situation to the Managing Director who will determine if the case warrants more than a warning. If so, the learner will be informed in writing of the nature of the complaint and informed of the discipline policy and process.

Under all circumstances where the Managing Director finds that plagiarism has occurred, a [CAR form](#) will be added to the learner's file. The learner will be given the opportunity to add a comment to the record and will be asked to sign the form. A copy of the form will also be given to the learner.

## 6.0 DOCUMENTATION

[Code of Conduct - Employees & Sub-contractors](#)

[Code of Practice](#)

[CAR form](#)