



Plagiarism Policy

1. Purpose

This policy ensures that assessment evidence provided by learners is authentic and their own original work. It supports the integrity of assessment practices at ALACC and aligns with the Standards for RTOs 2025, particularly in relation to Standard 1—ensuring training and assessment is delivered to the highest quality.

2. Scope

This policy applies to all learners enrolled in nationally recognised training at ALACC and covers all forms of assessment, including written assignments, projects, examinations, and practical assessments.

3. Policy Principles

a. Definition of Plagiarism

Plagiarism is the act of submitting another person's work, ideas, or expressions as one's own without proper acknowledgment. This includes copying, paraphrasing, or using material from the internet, published books, journals, or other students without citation.

Examples of plagiarism include:

- Paraphrasing a source without referencing
- Copying parts or all of another student's work
- Using phrases or sentences verbatim without quotation marks and citation
- Submitting group work as individual work without permission

b. Collusion

Collusion occurs when two or more learners collaborate in the preparation or production of an assessment task without authorisation, and one or more learners submit the work as their own.



While peer discussion is encouraged, unless explicitly permitted by the trainer, all assessments must be completed individually. Learners must seek written permission from their trainer for any collaborative work.

c. Cheating

Cheating includes any attempt to gain an unfair advantage in assessments. This includes but is not limited to:

- Submitting someone else's work
- Using unauthorised materials during assessment
- Copying during exams
- Impersonating another learner or allowing someone to impersonate you

Assisting another learner to cheat is also considered academic misconduct.

4. Prevention and Detection

To uphold academic integrity:

- Students are informed about this policy during orientation and in the Student Handbook.
- A declaration form is signed by learners confirming all work submitted is their own.
- Trainers are trained to identify signs of plagiarism or collusion.
- ALACC may use plagiarism detection tools such as Turnitin or other equivalent software.
- Plagiarism checks are done randomly or when suspicion arises, including comparing submissions across learners and units.

Indicators of possible plagiarism include:

- Language or style inconsistency within a submission
- Identical or highly similar work submitted by multiple learners
- External content used without referencing



5. Response to Academic Misconduct

Suspected cases will be investigated by the CEO/Director of Studies in collaboration with relevant trainers/assessors. The learner will be given an opportunity to respond and provide evidence. Outcomes may include:

- Re-submission opportunity
- Marking the assessment Not Yet Competent
- Formal warning
- Temporary suspension or cancellation of enrolment for repeated or serious breaches

All cases will be documented in the student's record. Where cheating is confirmed, the matter will be treated in line with the Misconduct Policy and the Complaints and Appeals Policy will be available to learners.

6. Record Keeping

Evidence of suspected plagiarism, investigation notes, outcomes, and correspondence with the learner will be securely stored in the learner's file in accordance with the Records Management Policy.

7. Non-Compliance

Any breach of this policy must be reported to the Director of Studies and addressed under the Complaints and Appeals Procedure if necessary. ALACC will investigate any suspected case even if no formal complaint is made.

8. Document Control



Policy:	Plagiarism Policy
Policy owner:	CEO / Director of Studies
Reviewed by:	Compliance Team
Approval authority:	Dr Janet Lawrence, D.Ed., FACN CEO/Director of Studies
Last Review date:	April 2025
Version:	2025.1
Next review:	April 2027
Summary of changes:	The revised policy aligns with the 2025 RTO Standards by clearly defining plagiarism, collusion, and cheating, and outlining fair and transparent procedures for prevention, detection, and response. It strengthens the focus on authenticity of learner work, formal investigation processes, and includes support for learners through access to the Complaints and Appeals Policy.