


Aged & Community Services Association of NSW & ACT Plagiarism		LC 100LD  <small>Aged & Community Services Association of NSW & ACT Incorporated ABN: 13 737 853</small>
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Authorised By: Learning & Development Manager	Issued To: Learning Centre Staff Trainers & Assessors	

1. Overview

To ensure an equitable and fair learning environment for all participants, when completing the given assignments (written assessments) in ACS courses.

The *Copyright Act 1968* (Cth) sets out several categories of material that are eligible for copyright protection. One of these categories is “literary works”. Materials protected by copyright as literary works include novels, poems, song lyrics, reports, articles in newspapers and magazines and compilations (such as tables of statistics, catalogues and directories). *An introduction to copyright in Australia*.

<http://www.copyright.org.au/information/specialinterest/writing.htm>

The Copyright Act provides that it is fair to copy up to 10% or one chapter of a literary, dramatic or musical work published in an edition of more than 10 pages, and up to one article from a periodical, or more than one if they relate to the same subject matter. When a literary or dramatic work is in electronic form (e.g. on the internet) 10% of the number of words may be copied.


2. Policy

The ACS Learning Centre will ensure that all assignments assessed / marked by the qualified trainer are consistent with the National Assessment Principles and in accordance with all assessment requirements set out in the relevant Training Package, accredited course and the ACS scope of registration.

ACS will take the appropriate action to address any incidences of plagiarism identified in participant assignments.

3. Procedure

- 3.1 For VETAB accredited courses that ACS (as a RTO) provides to its members and their staff, ACS is required to assess assignments for the relevant Units of Competency, on an individual basis.
- 3.2 The use of information from journals and publication must be references and acknowledge the source.
- 3.3 ACS policy (LC03LD) in regards to all written assessments is to attach the ACS Cover Sheet (form number FLC02 or substitute), after signing and dating it.
- 3.4 Assessments must be submitted, individually, with evidence of original research, study and own work (& research + study).
- 3.5 Participants in accredited courses are informed of this process during orientation and they are provided with a Participant Handbook which covers plagiarism.

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Participants sign an orientation checklist to indicate that they understand and that they have been informed of the consequences of plagiarism.

- 3.6 ACS does not discourage participants from getting together to study and/or support one another.
- 3.7 In the event of a participant deemed by the trainer/assessor, during the marking of the assignment, to have identical work to another participant (s), the following steps will be taken by ACS:
- a) The assignment with the trainers'/assessors' comments outlining/listing the areas of plagiarism/copying identical work will be sent back to the involved participants.
 - b) A letter from ACS's Registered Training Coordinator or Learning and Development Manager will also be attached, after an investigative process is carried out (of the work submitted by the involved participants) and agrees/ concurs with the findings of the trainer/assessor.
 - c) This letter will describe who the involved participant/s was deemed to have plagiarised from.
 - d) It will also give the participant/s an opportunity to re-submit the assignment in their own individual style, with an extension period and a new hand-in date.
 - e) An extension on the next assignment will also be considered, so that this problem is not an obstacle to their future work.
- 3.8 If participants deem this as unfair, ACS would require the student to support their appeal, by:
- a) Obtaining a letter from their Supervisor/Manager/CEO endorsing/stating that the research, study and work submitted as part of the said assignment was that staff member's own work.
and/or
 - b) proving that the research, study and work on the assignment was the student's own work, and not that of the other participant/s implicated.