

Cheating and Plagiarism Procedure

Cheating and plagiarism is unacceptable at SEDA Group and students are made aware of this through the Course Information Brochure, which they are given prior to enrolment. The Cheating and Plagiarism Procedure is also on the SEDA Group website.

Trainers/Assessors are informed about SEDA Group's cheating and plagiarism procedures through the Trainer and Assessor Guide and staff induction. Trainers/Assessors will actively monitor students for cheating and plagiarism.

Where assessors suspect students have cheated or plagiarised answers they will:

- Check for plagiarism using free plagiarism software located at <http://www.dustball.com/cs/plagiarism.checker/>.
- Arrange an interview with the student to discuss the incident and determine if it was intentional. The student will be given an opportunity to explain.

Consequences for cheating and plagiarism are the same and will result in;

1. In the first instance the student will be given a verbal warning. The trainer/assessor will report situation to the RTO Administration Coordinator to record in VETtrak (The student will be required to re-do another equivalent assessment task)
2. In a subsequent incident the student will be given a final written warning outlining the details which will be signed by the RTO Manager, trainer/assessor and the student. This will be kept on student file. (The student will be required to re-do another equivalent assessment task).
3. Any further infringements will result in the students being withdrawn from SEDA Group. A letter will be given to the student explaining the situation and will be kept on student file.