

# Plagiarism Policy

## Purpose

ANMF (Vic Branch) Education Centre is required by VET regulators and the Rules of Evidence to implement a comprehensive approach to address plagiarism within learner assessment activities. ANMF (Vic Branch) Education Centre is committed to upholding academic integrity by preventing plagiarism and ensuring that all assessments are the original work of learners. This policy outlines the guidelines and expectations for learners submitting assessments at ANMF (Vic Branch) Education Centre.

## Definitions

Cheating and collusion includes but is not limited to:

- collaboration in the preparation of assessment work
- submission of others' work
- use of Artificial Intelligence (AI) generators such as ChatGPT
- submission of work which has been stolen,
- purchased or borrowed
- use of unauthorised material including textbooks,
- notes or electronic devices during an examination
- submission of the same work completed across
- other similar units.

Plagiarism includes but is not limited to:

- word-for-word copying of sentences or whole paragraphs from one or more sources, or presenting substantial extracts from books, articles, internal reports, lecture notes, DVDs or the internet, without clearly indicating the origin of the material used
- using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work
- use of another person's ideas, work or research data without acknowledgement
- copying computer files without clearly indicating their origin
- using AI generators to complete assessments.

## Policy Statement

- i. ANMF (Vic Branch) Education Centre does not accept plagiarism, cheating or collusion under any circumstance and may use plagiarism detection software for all submitted assessments at its discretion.
- ii. Under Clause 1.8 of the Standards for RTOs 2015 the Rules of Evidence states all assessment work must be Authentic.

- iii. All learners are required to submit assessments that is their own original work to reflect their understanding of the subject matter.
- iv. Learners must ensure that all assessments submitted is their own original work, properly cited and referenced where necessary.
- v. There are no group or collaborative assessments in this course. In the event where group work is required, all assessment candidates must submit work in their own words and not one set of work that has been shared throughout the group.
- vi. Learners who have been identified as using AI generators will need to re-submit the assessment in their own words.
- vii. Learners will submit assessments through the designated online platform or in-person, as instructed by the Education Centre.
- viii. Learners will affirm their compliance with the plagiarism policy during the submission process.
- ix. Assessors will review assessments for any signs of plagiarism or unauthorised collaboration.
- x. An automatic 'Not Yet Satisfactory' assessment outcome will be applied to any assessment that has plagiarism and will be classed as an assessment submission. Please see the Assessment Policy.
- xi. Depending on the severity of the plagiarism, cheating or collusion, consequences may range from a warning to disciplinary actions. This will be decided by ANMF (Vic Branch) Education Centre. Please see the Course Withdrawal Policy.
- xii. Learners may have their certification delayed or revoked if plagiarism, cheating or collusion is identified during internal or external operations such as validations or audits.
- xiii. Learners have the right to appeal decisions related to plagiarism, cheating or collusion allegations.
- xiv. Learners are responsible for understanding and adhering to the Education Centre's Plagiarism Policy.

**Approved by**

Corinne op't Hoog  
**Education Manager**  
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