

Policy No.30

Plagiarism

1. Policy Objective

The objective of the Plagiarism Policy and Procedure for St John Ambulance Western Australia Ltd (St John) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that St John RTO informs its course participants of plagiarism and the penalties involved to meet the Standards for Registered Training Organisations 2015.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- ▶ Standard 1.8.

2. Policy

1. St John RTO will have a written policy and procedure to address plagiarism.
2. St John RTO will consider plagiarism as the practice of taking someone else's work or ideas and passing them off as one's own.
3. Plagiarism will include materials from such as:
 - ▶ Printed materials, such as books and journals;
 - ▶ Software, such as computer programs;
 - ▶ Websites;
 - ▶ Data; and
 - ▶ Audio visual materials.
4. St John RTO will ensure that participants are informed and understand the forms of plagiarism.
5. St John RTO will inform its course participants of plagiarism and the penalties involved.
6. St John RTO will enforce penalties to participants that plagiarise others work by:
 - ▶ Cancellation of their enrolment; and
 - ▶ Loss of course fees.
7. This Policy and Procedure is to be read in conjunction with:
 - ▶ **St John RTO Policy and Procedure No. 15 Pre-enrolment and Enrolment.**
8. St John RTO Stakeholders may have written Workplace Instructions in place to supplement this Policy and Procedure.

Policy Administration		
Directorate:		Responsible Manager:
Community Services		Executive Manager Education Services
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	July 2017
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Version:	Decision Reference:	Synopsis:
1	Document Created	VET Reform and Standards for RTOs 2015
2	No changes to the document. Alignment to other Policies and Procedures only.	St John RTO Stakeholder Feedback provided on 30/6/2015
3	Updated spelling/formatting and included LMS	Introduction of St John LMS