



HIVE
HAMPTON INSTITUTE OF
VOCATIONAL EDUCATION

Learner Plagiarism, Cheating and Collusion Policy

Purpose

Through this policy, HIVE – Hampton Institute of Vocational Education (HIVE) ensures that mechanisms are in place to avoid learner plagiarism, cheating and collusion. This policy outlines the strategies in place to detect and respond to such incidents.

Definitions

Cheating	seeking to obtain an unfair advantage in the assessment of any piece of work.
Plagiarism	to take and use the ideas and/or expressions and/or wording of another person or organisation and passing them off as one's own by failing to provide appropriate acknowledgement. This includes material from any source such as staff, learners, texts, resources and the internet, whether published or unpublished.
Collusion	unauthorised collaboration between learners.

Policy

1. Learner Integrity and Honesty

- 1.1. HIVE is committed to upholding standards of learner integrity and honesty in regards to the assessment of their work and places value in the declarations of authenticity made by learners.
- 1.2. Learners are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.
- 1.3. Learners and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources so as to minimise the incidents of plagiarism and cheating and the allegations of such.

2. Unacceptable Behaviour

- 2.1. In case of incidents of learner plagiarism, cheating and collusion, HIVE is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised training and assessment provided.
- 2.2. Learner plagiarism, cheating and/or collusion in any form is unacceptable and will be treated seriously by HIVE.



3. **Avoiding and Detecting**

- 3.1. Upon the submission of any assessment task, learners are required to sign an Assessment Cover Sheet that includes a declaration of the authenticity of the work.
- 3.2. HIVE will take the necessary steps to detect plagiarism and cheating which may include:
 - 3.2.1. Comparison of the work with electronic reference materials, internet resources and the work of other learners;
 - 3.2.2. Electronic plagiarism detection software;
 - 3.2.3. Other methods deemed appropriate by the Trainer/Assessor.
- 3.3. All staff has an obligation to identify and investigate any possibility of plagiarism, cheating and/or collusion.
- 3.4. A staff member who suspects that plagiarism, cheating and/or collusion may have occurred should first source evidence (through identification of the source) to support their allegation.

4. **Responding to Incidents**

- 4.1. A learner that is found to have plagiarised, cheated and/or colluded will be given an opportunity to respond to the allegations.
- 4.2. Learners that are found to have plagiarised, cheated and/or colluded will be dealt with through the Learner Discipline Policy.
- 4.3. A record of the learner's involvement in alleged plagiarism, cheating or collusion will be retained on the learners' file and will be communicated to relevant staff while still enrolled in any course. Training and Assessment staff will have access to this information when considering any subsequent allegations of misconduct.

Office Use Only

Related Policies

Learner Code of Conduct

Learner Discipline Policy

Quality Training Policy

Assessment Policy