



1. PURPOSE

The purpose of this procedure is to outline Broadspectrum Training Services' (BTS) approach to providing a fair and equitable process when determining academic misconduct. BTS maintains a zero-tolerance approach to academic misconduct. BTS has an obligation to maintain the integrity of courses and qualifications for all students and their industry employers.

2. SCOPE

This process applies to:

- ▶ All BTS employees responsible for delivering or managing training and assessment.
- ▶ All enrolled students.

3. DEFINITIONS

Academic Misconduct Any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student. Examples may include cheating, collusion, plagiarism.

Cheating Deceitful or dishonest conduct in relation to the submission of assessments (classroom, online, email, handwritten, typed, etc.). For example, copying work from another person, purchasing course notes/assessments, payment to others for the completion of assessments.

Collusion Unauthorised collaboration between students to assist each other to complete an assessment, and submit the assessment as their own work. For example, two students agree to split up assessment questions and share answers to reduce the amount of work they must complete.

Plagiarism Using the ideas or expressions of others without acknowledging them and passing them off as one's own. For example, direct copy and paste of text from a webpage into a written assessment without paraphrasing to show you understand the concept and acknowledging the source.

Evidence Evidence of academic misconduct may include but not be limited to:

- ▶ Knowledge of student purchase of assessment from a friend, colleague or online site
- ▶ similar/same assessment submission to other current or past students
- ▶ signature/authentication method anomalies in student's work
- ▶ copying and pasting information direct from sources
- ▶ direct observation of students discussing answers during assessment
- ▶ communications that suggest misconduct may have occurred.

4. PROCEDURE

Students must submit their own unique work for assessment tasks unless explicitly specified that an assessment requires a group response in the course requirements.

Where students are required to conduct research for assessment tasks, they must ensure that they write their response in their own words to demonstrate they have interpreted and understood the concept. All sources of research should be acknowledged appropriately.

BTS will not tolerate academic misconduct of any kind and will investigate each allegation. If academic misconduct is determined to have occurred, action may include the student receiving a 'not yet competent' result, a suspension or cancellation of enrolment.

Investigation and decision making in regards to academic misconduct will be conducted fairly, equitably and consistently to ensure the integrity of training for all students.

4.1 Identification of Academic Misconduct

Where a BTS employee or other person has reason to believe that a student has engaged in academic misconduct, they must provide information and any evidence in writing to the Training Delivery Manager (TDM), and seek their advice on how to proceed.

4.2 Investigation

The TDM is responsible for conducting an investigation into the suspected incident of academic misconduct. This includes:

- ▶ Undertaking the necessary enquiries to establish the facts, probability and extent of misconduct.
- ▶ Collecting and documenting evidence to substantiate the allegation.
- ▶ Interviewing relevant parties, maintaining the privacy and confidentiality of all individuals and information, including the student alleged to have engaged in academic misconduct.

The TDM will determine if the allegation is:

- ▶ *Minor (unintentional) academic misconduct*, counsel/coach the student appropriately, and ensure assessments are marked according to set criteria (marking guides).
- ▶ *Major (intentional) academic misconduct*, further action required as set out in 4.2.1 - 4.2.2

4.2.1. Interview

If the allegation is *major academic misconduct*, the TDM must inform the student in writing (email and/or formal letter) within seven (7) days of allegation being made, that:

- ▶ An allegation of academic misconduct has been made against them and an investigation is occurring.
- ▶ Invited to prepare a written submission to explain any facts or information about the matter.
- ▶ Invited to attend an interview with the TDM and the Trainer (face-to-face/Skype/Teams/Telephone) to discuss the misconduct.
- ▶ They have the right to have a support person present during the interview.
- ▶ They must respond to this invitation within seven (7) days of receipt and that failure to do so will mean that a determination about the allegation will be made in their absence.



- ▶ Where the student has indicated that they are unable to attend, they are encouraged to prepare a written submission outlining any information and evidence that substantiates their position.

During the interview, the Training Delivery Manager must:

- ▶ Outline the purpose of the interview and the allegation of misconduct.
- ▶ Invite the student to respond to the allegation and present any relevant information.
- ▶ Maintain comprehensive, accurate and fair records of the investigation and interview.
- ▶ Explain to the student that all evidence will be reviewed, and an investigation outcome will be formally communicated in writing.

The Training Delivery Manager will inform the student's employer (where appropriate) of the investigation if they have sponsored the student's enrolment.

4.2.2. Outcome of Investigation

Where the Training Delivery Manager finds that the allegation of academic misconduct is not substantiated, no penalty will be imposed and all relevant parties will be notified of the outcome in writing.

Where the investigation findings are substantiated, the Training Delivery Manager will decide on the appropriate course of action, which may include:

- ▶ Enrolment cancellation without refund
- ▶ Not yet competent result for the competency/qualification
- ▶ Resubmission of part or all of the assessment work
- ▶ The TDM will determine and advise the student of the fee applicable for any enrolment extension or resubmission to cover the costs of additional administration and trainer workload.

The Training Delivery Manager will advise the student in writing of the outcomes of their investigation, preferably within 21 days of receiving the initial notice of academic misconduct allegation.

The Training Delivery Manager has the discretion to allow the student's enrolment to continue with conditions where the student can demonstrate significant compassionate or compelling circumstances.

Students have the right to appeal any decision made by Broadspectrum Training Services staff members.

5. REFERENCE DOCUMENTATION

TMC-2000-TT-0106	Training Complaints and Appeals Policy
TMP-2000-TT-0005	Assessment Procedure
TMP-2000-TT-0006	Academic Progress Procedure
TMP-2000-TT-2301	Feedback, Complaints and Appeals Procedure