

 Wingate Avenue Community Centre	Title:	
	Plagiarism and Cheating Policy	
	Version: 1.0	Approved: Committee of Management Date: August 2014
Administered by: Manager	Next Review: Date: February 2016	

Background

Wingate Avenue Community Center has a Plagiarism and Cheating Policy to ensure that students do not gain unfair advantage by plagiarising or cheating at any time during their learning and assessment while being a student at WACC. The policy will clearly describe the steps to be taken when plagiarism or cheating are suspected or identified.

Wingate Avenue Community Centre takes responsibility for informing students about what constitutes plagiarism and cheating in assessment and will establish practices that recognise and counter plagiarism and cheating in order to quality assure training and assessment.

Definitions

Plagiarism – Is to take someone's words or ideas or other materials and present them as your own

Cheating – Is to seek to obtain an unfair advantage in an assessment or test

Referencing - is a method of acknowledging the sources of information and ideas used in an assignment

Policy

The plagiarism and cheating policy quality assures teaching, learning and assessment at Wingate Avenue Community Centre.

The Education Manager and teaching staff are responsible for ensuring that the Plagiarism and Cheating Policy is known within the centre and that there exist appropriate processes to implement the policy. The Centre will ensure that adequate professional development activities and induction programs for teaching staff include advice on recognising and addressing plagiarism and cheating. The Centre will provide guidelines and advice on referencing and citing information in assessment tasks.

Students of Wingate Avenue Community Centre must avoid plagiarism by clearly referencing the use of words, ideas or other materials of other people. Students must not present work done in collusion with another person or persons as solely their own work. Students must not engage in any situation whereby the student knowingly attempts, or assists another student to attempt, to gain an unfair advantage by cheating during an assessment or test.

If cheating or plagiarism is suspected or identified, appropriate disciplinary procedures will be followed.

Relevant Legislation

Victorian Equal Opportunity Act 1995

Information Privacy Act 2000

Adopted by Committee of Management on (date) 18 August 2014

Signed by Chairperson: Renee Hancock

