

Policy and Procedure No. 30

Plagiarism

1. Policy Objective

The objective of the Plagiarism Policy and Procedure for St John Ambulance Western Australia Ltd (St John WA) 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. This Policy and Procedure version is effective as of May 2022.
2. For the purposes of this Policy and Procedure “St John RTO Stakeholders” refers to the First Aid Training Services Administration team, the Customer Experience team, the Marketing Programs team and other relevant departments in St John Ambulance.
3. St John RTO Stakeholders will inform their staff of the requirements of this RTO Policy and Procedure.
4. St John RTO Stakeholders will adhere to this Policy and Procedure at all times.
5. 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.
6. Plagiarism includes materials such as:
 - ▶ Printed materials such as books and journals
 - ▶ Software such as computer programs
 - ▶ Websites
 - ▶ Data
 - ▶ Audio visual materials.
7. St John RTO will ensure that participants are informed and understand the forms of plagiarism.
8. St John RTO will inform its course participants of plagiarism and the penalties involved.
9. St John RTO will enforce the following penalties to participants that plagiarise others’ work:
 - ▶ Cancellation of their enrolment and
 - ▶ Loss of course fees.

10. St John RTO Stakeholders will:
 - ▶ **Conduct** compliance activities as detailed in the annual RTO Compliance Calendar
 - ▶ **Store** evidence of their ongoing compliance
 - ▶ **Provide** evidence of their compliance for the purposes of internal, external audits and on request.
11. This Policy and Procedure is to be read in conjunction with:
 - ▶ St John RTO Policy and Procedure No. 15 Pre-enrolment and Enrolment.
12. St John RTO Stakeholders may have written Workplace Instructions in place to supplement this Policy and Procedure.

Policy Administration		
Directorate:		Responsible Manager:
Communications & Brand		Head of First Aid Quality
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	May 2023
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Document Location	G:\04. RTO Compliance\2021-22\RTO Policies and Procedures	
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
4	Annual review by RTO Stakeholders	<ol style="list-style-type: none"> 1. New format 2. Section 5 reduced 3. Section 6 added 4. Effective as of 1.11.2017
5	Review and update	Updated to reflect current practices and processes