



**CANBERRA VALLEY  
INSTITUTE**



# **CANBERRA VALLEY INSTITUTE**

**Document: Plagiarism Policy and Procedure**

*(Aligned to RTO Standards 2025)*

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**Plagiarism Policy and Procedure**

LUMINOUS EDUCATION PTY. LTD. T/As Canberra Valley Institute | RTO Code: 41498 | CRICOS Code: 03937D

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## 1. Overview

This policy guarantees that the Canberra Valley Institute (CVI) provides training and assessment outcomes that are current, relevant, and aligned with industry standards, while ensuring CVI actively and effectively manages its scope of registration.

### Training Package Transition

Canberra Valley Institute (CVI) recognizes its responsibility to stay current with all updates to training packages and to implement suitable transition arrangements for existing students and those enrolled during any transition period.

This responsibility is upheld by compliance with the Standards for RTOs—especially Standards 1, 3, and 4. It also aligns with the ESOS Act 2000 and the National Code 2018 for CRICOS students. These frameworks require RTOs to manage their scope of registration by transitioning from outdated training packages within 12 months of their publication on the national register and to ensure that only currently endorsed training packages and accredited courses are delivered.

## 2. Scope

Canberra Valley Institute is dedicated to promoting ethical academic conduct and ensuring that both staff and students understand the Institute's expectations regarding academic behavior. Students are responsible for maintaining the highest standards of academic integrity in all assessments and must not participate in cheating or plagiarism.

Students must understand that all assignments and project work submitted for assessment have to be their own original effort. Simply copying material from other sources and submitting it as their own, even if those sources are acknowledged, is not acceptable. All work submitted must include a genuine original contribution from the student.

The following are examples of plagiarism where a student deliberately fails to acknowledge or reference the original author or source:

- Copying text directly, including paragraphs, sentences, or substantial portions of sentences.
- Copying text with a reference listed but without the use of quotation marks to indicate copied material.
- Reproducing ideas, concepts, research findings, computer code, data tables, designs,

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images, audio, or written content, or any combination of these, without acknowledgment.

- Paraphrasing, summarizing, or rearranging someone else's words or ideas without proper citation.
- Presenting ideas or interpretations as one's own without identifying the original source.
- Combining content from multiple sources using a "cut and paste" approach.
- Submitting collaborative work as if it were completed independently.
- Copying or modifying another student's original work for assessment submission.
- Reusing or adapting work previously submitted by a student for another assessment.

There may also be times when a student unintentionally fails to cite sources or does so improperly. In such cases, careless or poor referencing practices will be considered minor academic misconduct. When inadequate referencing is found, the student will need to revise the work and resubmit the assessment.

### 3. Definitions

For this policy document, Canberra Valley Institute (CVI) has identified the necessity to define the following expressions:

Plagiarism involves presenting someone else's ideas, interpretations, words, or creative works as your own original work. This includes both published and unpublished materials, such as documents, designs, music, audio, images, photographs, computer programs, and ideas developed through teamwork. These materials may come from print or electronic media.

**Academic Integrity:** A key role of Canberra Valley Institute (CVI) is to support students' development of critical thinking by encouraging independent analysis and decision-making in assessment tasks that mirror academic or workplace standards.

Canberra Valley Institute recognizes that, in developing these skills, students will engage with others' work through prescribed textbooks, learning resources, and independent research. Students are therefore required to properly acknowledge all sources used by applying correct referencing practices.

Referencing provides proof that a student has reviewed prescribed materials or conducted research using external sources. Failing to reference sources properly is considered a breach of academic integrity and may cause the assessment submission to be rejected.

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### 3.1 How to Reference

At Canberra Valley Institute, students are encouraged to use the Harvard Referencing System when applying in-text citations. This method requires the inclusion of three key elements within the body of the student's work:

- the author's surname or surnames
- the year the source was published
- the relevant page number(s)

#### **Examples**

*In-text citations may be included at the end of a sentence, placed in brackets before the punctuation, for example:*

*Effective communication is essential for successful workplace collaboration (Brown 2018, p. 74).*

*Alternatively, the author's surname may be incorporated into the sentence, with the year of publication and page number provided in brackets, for example:*

*According to Brown (2018, p. 74), effective communication plays a critical role in workplace collaboration.*

### 3.2 Reference List

A Reference List must be provided at the conclusion of a student's assessment submission. This list should contain full details of all books, journal articles, and other information sources consulted during the research process. References must be presented in alphabetical order, with the title of each source shown in italics.

Each reference entry is required to include the following information:

- the author's name or names
- the year the work was published
- the title of the publication
- the edition number (where applicable)
- the name of the publisher
- the place of publication

#### **Examples**

*Brown, A, 2018, Effective Workplace Communication, Melbourne, Pearson Education Australia.*  
*Common Knowledge*

*Within every field, there is information that is widely accepted and considered part of the public domain. This kind of information, known as common knowledge, can be used without formal citation. Common knowledge includes facts that are widely recognized, accepted historical information, everyday observations, and common sayings or expressions that are part of standard*

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*American English usage.*

*For example, it is not necessary to provide a reference for:*

- *The fact that Canberra is the capital city of Australia (a widely known historical and geographical fact).*
- *The understanding that regular sleep is essential for human health (general common-sense knowledge)*

### 3.3 Cheating

Cheating is defined as engaging in dishonest behavior to gain an unfair advantage. At Canberra Valley Institute (CVI), cheating most often involves using unauthorized materials during assessments. Trainers at Canberra Valley Institute are responsible for clearly explaining assessment requirements, defining what actions constitute cheating, and promoting a culture of honesty and integrity among students.

### 3.4 Dealing with Plagiarism

When plagiarism is suspected, the trainer or assessor will report the issue to the CEO. The CEO, in collaboration with the trainer or assessor, will decide whether the incident was due to inadequate academic practice or a deliberate act. This initial assessment may include an informal discussion with the students.

In making this determination, the CEO and trainer/assessor will:

- Evaluate the extent and seriousness of plagiarism, recognizing that more widespread plagiarism is more likely to suggest intentional misconduct;
- Review the course information and guidance provided by the trainer to confirm whether students were adequately informed about plagiarism requirements.
- Consider whether the student has previously received warnings relating to plagiarism.
- Determine whether the student is new to vocational education and training, recognizing that continuing students are expected to have a greater understanding of plagiarism and its implications.

If, after considering these factors, the plagiarism is found to have resulted from poor academic practice, the student will be required to amend the work and resubmit it for assessment.

If the review finds that plagiarism was intentional, the assessment submission will be rejected, and the student will need to complete an alternative assessment task. Additionally, the Academic Manager (AM) will issue a formal written warning that explains the seriousness of the breach and the consequences of any future incident. Students who commit plagiarism

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after receiving a formal warning will be withdrawn from their enrolled program due to academic misconduct. Any appeals related to plagiarism decisions will be processed following Canberra Valley Institute's Complaints and Appeals Policy.

#### **4. Responsible person**

- Chief Executive Officer
- Trainer and Assessor
- Student

#### **5. Review of Policy**

Canberra Valley Institute (CVI) will review the *Plagiarism Policy and Procedure* annually or as needs basis (whichever occurs first).