

1. Policy Objective

The objective of the Student Misconduct Policy and Procedure for Royal Life Saving Society Western Australia (RLSSWA), Registered Training organisation (RTO) No. 0854 is to ensure that the RTO's Student Misconduct policy meets the standards for RTO's 2015, Training Package, RTO and Vocational Education and Training (VET) requirements.

This Policy and Procedure supports the Standards for RTO's 2015:

- Standard 1.8

2. Policy

This policy and its related procedures have been developed to ensure that Nationally Recognised Training (NRT) and accredited courses on RLSSWA scope of registration are delivered and assessed in accordance with the VET Quality Framework and are designed, developed and executed to the highest possible standards so as to benefit all participants. RLSSWA shall ensure that the delivery and assessment of NRT, including Student Misconduct, complies with all aspects of the VET Quality Framework.

An additional aim is to set clear expectations and standards for the conduct of students while participating in RLSSWA training courses and set consequences for breaches of the standards for student conduct.

3. Definition

Plagiarism - is the "wrongful appropriation" and "purloining and publication" of another author's "language, thoughts, ideas or expressions," and the representation of them as one's own original work.

Collusion - is an agreement or cooperation in order to cheat or deceive for a fraudulent purpose. Collusion can apply to Learners (past or present) who intentionally cooperate to gain an unfair advantage towards the achievement of a qualification, statement of attainment or credit towards these. Collusion also refers to the following practices which are not considered allowable;

- unauthorised and unacknowledged joint effort in an assessment.
- unauthorised and unacknowledged copying of material prepared by another person for use in an assessment.
- unauthorised and unacknowledged assistance from another person.

4. Referencing

If a learner is required to undertake any online research, he or she must provide the website link as evidence of their research. If the learner is sourcing information from external sources (e.g. textbooks, journals, article, newspaper) he or she must reference the literature.

All submitted work must meet the criteria of authenticity, which means that the work submitted is in the learner's own words.

Academic Misconduct

Where academic misconduct is proven, the following penalties may apply:

- a formal caution or reprimand to be recorded on the Learners' record with RLSSWA;
- the annulment or disallowance of results in a particular assessment;
- a requirement to undertake further or supplementary assessments with the associated costs borne by the Learner, and
- the exclusion of the Learner from RLSSWA programs either permanently or for a period of time.
- If considered an act of grave misconduct, refer the case to the General Manager, Operations to deal with. The General Manager, Operations may cancel the enrolment of any participant.

Example of misconduct may include but are not limited to:

- taking unauthorised materials into an assessment
- impersonation in assessments
- permitting another student to copy answers in an assessment
- exchanging notes between candidates in an assessment
- improperly obtaining prior knowledge of an assessment paper and using that knowledge in the assessment
- removing an assessment paper from an examination room when it is specified that the paper is not to be retained by the student
- conduct which unduly disrupts or interferes with a class
- conduct detrimental to The Royal Life Saving Society property, such as stealing, destroying or deliberately damaging equipment
- using The Royal Life Saving Society computing or communications facilities in a manner which is illegal or which will be detrimental to the rights and properties of others
- acting so as to cause candidates, staff or other persons within The Royal Life Saving Society to fear for their personal safety
- bullying or harassment

5. Procedure

Natural Justice in the application of The Student Misconduct Policy

The Royal Life Saving Society will apply the principles of natural justice when dealing with any allocation in relationship to student behaviour. This will include;

- the person who is the subject of concern must know all the allegations in relation to their behaviour
- they must have a full opportunity to put their case
- all parties to the complaint must have the right to be heard
- all relevant submissions and evidence must be considered
- the decision-maker must be fair and just

The process for dealing with misconduct is as follows:

Level 1 – Initial complaint

The staff member involved will inform the relevant Training Manager in writing who will contact all persons involved and will request they detail their complaint in writing. The relevant Training

Department Manager will investigate the complaint. A written reply regarding the outcome will be provided within 10 working days.

If the complaint is of a harassment or serious nature the relevant Training Manager will immediately report the complaint to the General Manger, Operations.

If the customer is still not satisfied the complaint will progress to the level 2.

Level 2 – Meeting with Manager, Staff Member and Customer

Should the customer still not be satisfied, a meeting with the relevant Training Department Manager, staff member and customer is arranged to attempt to resolve the issue.

Level 3 – Resolution by Executive Officer

Should the matter still remain unresolved the customer is advised that the General Manager of Operations will be notified by the Training Department Manager and provided with all the information to progress the investigation to its final conclusion.