PP42 – Academic Integrity and Plagiarism Policy

1. Purpose

The purpose of this policy is to uphold academic integrity within the RTO by ensuring all assessments submitted by students are their own work and are free from plagiarism, unauthorised AI use, or collusion. This policy outlines how the RTO monitors, detects, and responds to breaches of academic integrity.

2. Scope

This policy applies to all VET students, trainers and assessors, academic staff, and administrative personnel involved in training and assessment.

3. Definitions

Term	Description
Academic Integrity	Honest and responsible scholarship.
Plagiarism	Presenting someone else's work or ideas as your own without proper attribution.
Collusion	Unauthorised collaboration with another person in preparing work.
AI Misuse	Use of artificial intelligence tools (e.g., ChatGPT, Jasper, etc.) to generate content without disclosure or validation.
Academic Misconduct	Any behaviour that undermines the integrity of academic assessment.

4. Policy Statement

- The RTO is committed to ensuring that all assessment work submitted by students is authentic and meets the requirements of the training package.
- Trainers and assessors are required to apply reasonable methods to confirm the authenticity of a student's work, including verbal questioning and validation techniques.
- Any suspected or confirmed academic misconduct will be managed fairly, consistently, and in line with natural justice principles.

5. Methods of Detection and Verification

- **Hard Copy Assessments:** Trainers may select random paragraphs and use online search engines or plagiarism and AI detection tools (e.g., Copyleaks, GPTZero) to check authenticity.
- **LMS Submissions:** Submissions via the LMS are checked using integrated detection software such as Turnitin or Grammarly.

- **Verbal Validation:** During practical assessments or where doubts arise, the trainer must ask verbal questions to confirm understanding.
- **Collusion Check:** Where multiple students submit very similar work, collusion is investigated.

6. First and Repeat Offences

- **First Offence:** Student will be informed, provided support and education, and must re-submit or re-do the assessment.
- **Repeat Offence:** The student may be required to repeat the entire unit and will receive a formal written warning. Repeated misconduct may result in suspension or cancellation of enrolment.

7. Student and Staff Responsibilities

- **Students must:**
  - Submit original work.
  - Avoid using generative AI unless permitted and declared.
  - Acknowledge all sources.
- **Assessors must:**
  - Validate authenticity using available tools and questioning.
  - Keep records of detection activities and outcomes.

8. Recording and Reporting

- All misconduct cases are documented using the Academic Misconduct Record Form.
- Records are filed in the student's academic record.
- Serious or repeat misconduct is recorded in the Academic Misconduct Register.

9. Step-by-Step Procedure

Step	Action	Responsible Person
1	Educate students on academic misconduct and AI misuse at time of orientation.	Trainer / Support Officer
2	Train staff during induction on using plagiarism/AI tools.	Compliance Manager
3	Review assessment submissions (hard copy or E-copy or LMS).	Trainer
4	Conduct plagiarism or AI checks using tools.	Trainer
5	If doubt exists, ask verbal questions during role play or practical.	Trainer
6	Complete Academic Misconduct Form if misconduct suspected.	Trainer

Step	Action	Responsible Person
7	Hold meeting with student for first offence and allow reassessment.	Trainer / Support Officer
8	Require unit repeat for repeat offences.	Compliance Manager / CEO
9	Record in register and notify student in writing.	Admin Officer
10	Add pattern findings to CI Register for future improvements.	Compliance Manager

10. Related Documents

- Academic Misconduct Record Form
- Academic Misconduct Register
- Student Handbook
- Trainer/Assessor Induction Checklist
- Continuous Improvement Register

11. Flow chart