

POLICY & PROCEDURE

ACADEMIC INTEGRITY AND
PLAGIARISM

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1. Purpose

- 1.1 The purpose of this policy is to outline the position of Allens Training Pty Ltd RTO 90909 (hereinafter referred to as the RTO) on academic cheating and plagiarism, ensuring the integrity of assessments and maintaining compliance with regulatory standards. Academic integrity is fundamental to the mission of the RTO.
- 1.2 This policy underscores our commitment to preventing academic cheating and plagiarism among students enrolled in our programs. Students who obtain their qualifications through cheating, such as unauthorised collaboration, plagiarism, or use of contract cheating services, are not assured to have acquired the knowledge and skills required.

2. Scope

- 2.1 This policy outlines the expectations of the RTO, its trainers, assessors, employed staff, and any third-party providing services on behalf of the RTO. It also covers students of the RTO and third-party providers.
- 2.2 The scope of this policy sets forth the expectations for students enrolled in any course regarding the academic integrity of their assessments. It emphasises and promotes ethical academic conduct among students and staff. As such, this policy applies comprehensively to all students and staff involved in any aspect of training and assessment.

3. Policy Statement

- 3.1 The RTO is committed to ensuring a positive learning experience for its students. It aims to provide a learning environment that fosters the qualities of independent learning and academic integrity.
- 3.2 This policy seeks to encourage ethical conduct and inform staff, third party providers on behalf of the RTO and students about the standards of academic conduct and the steps to take if academic misconduct is identified.

- 3.3 All assessments conducted under the RTO must adhere strictly to the Standards for Registered Training Organisations (RTOs) and other applicable legislative requirements.
- 3.4 The Australian Skills Quality Authority (ASQA) will not tolerate behaviours that are complicit in enabling academic cheating or exploiting the vulnerabilities of student cohorts. ASQA will:
- Respond to intelligence and complaints identified in this area, including through monitoring and compliance activities; and
 - Exchange information and work closely with the Tertiary Education Quality and Standards Agency (TEQSA) and other agencies to disrupt the business of commercial academic cheating services; and
 - Encourage tip-off reports from the VET community and from students who may be being approached directly through individual email messages or via class groups set up in messaging apps or on social media platforms.

The RTO works collaboratively in support of the monitoring and compliance activities of the National VET Regulator to ensure the ethical integrity of services continue to be provided by the RTO.

- 3.5 The RTO will:
- Implement measures to prevent and detect academic cheating and plagiarism.
 - Educate stakeholders on the ethical conduct expected in assessments.
 - Ensure compliance with all relevant State and Federal regulations.
- 3.6 The RTO prohibits all forms of academic cheating and plagiarism, including but not limited to:
- Use of unauthorised materials during assessments.
 - Submission of work not one's own.
 - Submission of completed forms and course paperwork completed digitally, including a digital signature on the student declaration.
 - Use of technology, including AI, to cheat or plagiarise work and gain unfair advantage.
 - Contract cheating services.
- 3.7 The RTO prohibits academic cheating, plagiarism and other academic misconduct by a trainer and assessor delivering training and assessment services on behalf of the RTO, including but not limited to:
- Inappropriate assistance during assessment, coaching, providing students with answers, hints or any form of assistance that undermines the assessment purpose.
 - Falsifying assessment outcomes.
 - Assessing students without proper evidence.
 - Bias or discrimination in assessment.
 - Collusion with students.
 - Failure to maintain confidentiality.

- 3.8 Investigation and Response:
- All allegations of academic cheating will be investigated promptly and impartially.
 - Disciplinary actions, including but not limited to warnings, suspensions, or dismissals, will be applied as per the RTO's Student Code of Conduct Policy.

- 3.9 Support and Fairness:

Students accused of academic cheating will have the right to due process and fair treatment throughout the investigation and disciplinary proceedings. Further information is contained within the RTO's Appeals Policy.

3.10 Collaborative & Independent Learning:

Unless collaboration/group work is specified in the assessment criteria, students will undertake and complete assessment work independently. Study that requires group work expect legitimate collaborative learning to take place. Any specific collaborative arrangements will be specified in the assessment information available for the unit of study and must be disclosed when submitting courses for processing.

3.11 Detection of Plagiarism:

Staff may become aware of potential instances of plagiarism by means including but not limited to:

- comparisons with other students' work and by comparison with published or non-published work;
- 100% digitally completed assessments, student declarations and forms;
- comparisons with work submitted by students in other courses delivered by a particular trainer and assessor.

3.12 Responsibilities on Receipt of Plagiarism Allegation:

On receipt of an allegation of plagiarism, it is the responsibility of the General Manager Regulatory Compliance to review any evidence of plagiarism including any past incidence of plagiarism or academic dishonesty that may be on the student record or associated with the trainer and assessor. The General Manager Regulatory Compliance will then discuss the matter with the trainer and assessor involved and decide as to whether it is an instance of negligent or dishonest plagiarism.

3.13 Records of Academic Dishonesty and Plagiarism:

Records of alleged plagiarism or academic dishonesty will be maintained on the student's record. The record must include any warnings, communications and the outcomes (if any) of an allegation of plagiarism or academic dishonesty including any documentary evidence.

Use of AI

3.14 AI tools are commonly used for work and study. The RTO does not prohibit use of AI tools for learning but provides the rules in this Policy to ensure that you appropriately learn the skills knowledge needed for your courses and that you undertake assessment fairly and with integrity.

3.15 AI tools include generative AI tools such as ChatGPT, Google Bard and Microsoft Bing AI.

3.16 While these content-generating tools may offer attractive opportunities to streamline your work and increase efficiency, they come with risks and should be used only in accordance with this Policy.

3.17 AI tools are not always accurate. Students should not rely upon information provided by AI tools as correct information for your studies or when working after you have completed your studies.

For example, information provided by AI tools may be out-of-date, may not apply in the State in which you are studying your course, or may simply be incorrect. Sometimes, AI tools completely fabricate incorrect information.

3.18 Students should not input confidential or personal information into AI tools, as AI tools may use this information for their learning and may disclose such information to others. This includes confidential or personal information of you or of others.

3.19 When doing assessment, the following rules apply unless otherwise specified in writing as part of the assessment:

- You may use AI tools to proof-read and check your answers.
- You may use AI tools when researching answers, noting that AI tools may provide inaccurate information. But you must not copy the output of AI tools into any part of your assessment submissions.

- You must not use AI tools to write answers or complete reports / case studies requirements or parts of assessment questions and or reports / case study that you submit.
- You must not input any part of the RTO course materials or the RTO assessment parts/tools or questions into AI tools.
- You must not buy or obtain AI prompts to assist you undertake your assessment.
- If you are uncertain how you can use AI for assessment, ask a member of the RTO Compliance Team or your Trainer.
- Where appropriate, you should acknowledge and reference your use of AI in your assessment.
- It is your responsibility to assess the validity and applicability of any AI output that is submitted; you bear the final responsibility.
- Violations of these rules will be considered academic misconduct.

4. Procedures

- 4.1 The RTO aims to promote, monitor and investigate suspected cases of academic cheating or plagiarism. All cases are reported immediately to the General Manager Regulatory Compliance and investigations will be conducted promptly and impartially, following established procedures to determine the validity of allegations.

Ensuring Academic Integrity		
Ref.	Steps	Responsibility
1.	<p>Promotion of Academic Integrity</p> <ul style="list-style-type: none"> • Provide education and training to students and staff on the principles of academic integrity and the importance of ethical conduct in education and research • It is expected that all trainers and assessors delivering training on behalf of the RTO will adhere to the academic integrity principles when delivering learning and conducting assessment • This will be achieved through internal training sessions, online resources, Student Handbook, Allens Training Forum Posts, Policies and Procedures and other educational materials 	<p>General Manager Regulatory Compliance</p> <p>All staff</p> <p>Trainers and Assessors</p> <p>Third parties delivering training and assessment on behalf of the RTO</p>
2.	<p>Communication with Students</p> <ul style="list-style-type: none"> • Communicate clear guidelines and expectations for academic conduct to students through assessment instructions • Students will be expected to demonstrate honesty, fairness and respect in all aspects of their academic work 	<p>Third parties delivering training and assessment on behalf of the RTO</p> <p>Trainers and Assessors</p> <p>Students</p>
3.	<p>Monitoring by trainers and assessors and course processing staff</p> <ul style="list-style-type: none"> • Trainers and assessors will monitor academic integrity by ensuring that assessment tasks and procedures are fair and transparent, and that students are provided with clear guidance on how to complete their work in accordance with the academic integrity principles. This may include the use of plagiarism detection software to identify instances of academic misconduct where applicable • Staff responsible for the processing of submitted courses will monitor academic integrity by ensuring that course paperwork has been completed correctly and accurately in accordance with the academic integrity principles. Academic integrity and plagiarism concerns detected in course paperwork submitted for finalisation will be flagged for further investigation by the compliance team and returned to the trainer and assessor until resolved 	<p>Trainers and Assessors</p> <p>Course processing team</p> <p>General Manager Regulator Compliance/Compliance team</p> <p>Third parties delivering training and assessment on behalf of the RTO</p>

4.	Ensuring fairness of assessment <ul style="list-style-type: none"> Allens Training product development team will ensure fairness of assessment by providing clear guidance to students in all online and hardcopy assessment tools on how to complete their work in accordance with academic integrity principles Assessment tasks and procedures will be designed to be fair and transparent Trainers and Assessors delivering assessment will ensure fairness of assessment by providing support and guidance to students on how to complete their work in accordance with academic integrity principles 	Product development team Trainers and Assessors Third parties delivering training assessment on behalf of the RTO
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Investigating suspected breaches of academic integrity		
Ref.	Steps	Responsibility
1.	Identification of suspected breach <ul style="list-style-type: none"> Suspected breaches of academic integrity may be identified by trainers and assessors or other members of the RTO or third parties delivering training and assessment on behalf of the RTO This may include instances of plagiarism, collusion, falsification of data, cheating or any other behaviour that contravenes academic integrity principles. 	RTO staff Trainers and Assessors Third parties delivering training and assessment on behalf of the RTO
2.	Notification to the student <ul style="list-style-type: none"> The student suspected of breaching academic integrity will be notified in writing of the allegation and the nature of the suspected breach. The student will be given the opportunity to respond to the allegations and to present any evidence in their defence. 	Trainers and Assessors Third parties delivering training and assessment on behalf of the RTO General Manager Regulatory Compliance/Compliance team
3.	Investigation <ul style="list-style-type: none"> A formal investigation will be conducted in accordance with the principles of natural justice and procedural fairness. The investigation may include interviews with relevant parties, review of assessment and other relevant records, and use of plagiarism detection software where appropriate. 	Trainers and Assessors Third parties delivering training and assessment on behalf of the RTO General Manager Regulatory Compliance/Compliance team
4.	Determination of outcome <ul style="list-style-type: none"> Once the investigation is complete, the outcome will be determined. This may include a finding that the individual has not breached academic integrity, or a finding that the individual has breached academic integrity. Notification will be provided in writing with the outcome and rectification or disciplinary actions where applicable. 	General Manager Regulatory Compliance/Compliance team
5.	Appeal <ul style="list-style-type: none"> The individual may appeal the outcome. The appeals process will be conducted in accordance with the RTOs Appeals Policy 	General Manager Regulatory Compliance/Compliance team

6.	<p>Record keeping</p> <ul style="list-style-type: none"> • The RTO will maintain records of all investigations and outcomes related to breaches of academic integrity. • This information will be used to inform future education and training initiatives and to identify any trends or patterns in academic misconduct. 	<p>Trainers and Assessors</p> <p>Third parties delivering training and assessment on behalf of the RTO</p> <p>General Manager Regulatory Compliance/Compliance team</p>
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5. Responsibilities

5.1 The General Manager Regulatory Compliance is responsible for:

- Oversight of the implementation and enforcement of this policy.
- Providing guidance to support Partners and Trainers on ethical assessment practices.
- Monitoring compliance with this policy through regular audits and assessments.
- Conducting annual reviews to assess effectiveness and relevance to current regulatory standards.

Compliance, monitoring and review

5.2 The General Manager Regulatory Compliance will monitor compliance with this policy through regular audits and assessments.

5.3 Annual reviews of this policy will be conducted to assess its effectiveness and relevance to current regulatory standards.

Reporting

Any breaches or suspected breaches of this policy should be reported to compliance@allenstraining.com.au or by submitting a support request through Training Desk.

Records management

All records related to academic cheating and plagiarism cases will be managed securely in Training Desk and in accordance with privacy laws and regulatory requirements.

6. Definitions

Terms and definitions

Academic Dishonesty means seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another student to do so. Academic dishonesty includes, but is not restricted to:

- a) The act of plagiarism or assisting another student to commit plagiarism;
- b) The act of cheating (e.g. copying the work of another student or not abiding by the rules of examination);
- c) The act of collusion;
- d) Allowing one's work to be copied, utilised as a resource/ guide or appropriated in some other form by another student;
- e) Submitting, as a new work, an assessment piece that has been previously submitted and assessed for another subject/unit of study or award;
- f) Fabricating or falsifying information or data;
- g) Failing to give accurate acknowledgement to other collaborators' contributions to an assessment piece;

- h) Tampering or attempting to tamper with assessment items, grades or class records;
- i) Discussing practical assessments already undertaken with another student, prior to them undertaking the same assessment.

Collaboration is the legitimate joint work by two or more students in the completion of a project, such as an assignment. In certain circumstances, trainers and assessors may permit collaboration on all or part of an assessment piece for the purpose of facilitating peer learning and inquiry.

Plagiarism is the intentional or unintentional copying or presentation of any part of another person's ideas, words or work without acknowledgement for the purpose of presenting the other person's work as one's own work. It is a subset of academic dishonesty and a form of misconduct:

- a) Negligent Plagiarism means innocently or carelessly presenting another person's work as one's own without appropriate acknowledgement of the source. It may be due to failure to follow appropriate referencing practices and is often a result of a student's fear of paraphrasing or ignorance of policies and procedures;
- b) Dishonest Plagiarism means knowingly presenting another person's work as one's own work without appropriate acknowledgement of the source. It may include instances where substantial portions of work have been copied from the work of another or from other sources including the internet and in a manner that cannot be explained as negligent plagiarism (this includes if the student already has an instance of negligent plagiarism on their record). It may also include instances where a student has engaged another person to produce the work and has claimed it as their own.

Academic Cheating: The act of dishonestly obtaining or attempting to obtain credit for academic work through deceitful or fraudulent means. This includes, but is not limited to, unauthorised collaboration, using unauthorised materials during assessments, and using technology, such as AI, to gain an unfair advantage.

Contract Cheating Services: The use of third-party services or individuals to complete assessments or academic work on behalf of a student, either for payment or other incentives. This includes purchasing or commissioning essays, assignments, or other academic materials that are then submitted as one's own work.

7. Related Legislation & Documents

[Standards for NVR Registered Training Organisations \(RTOs\) 2025](#)

[National Vocational Education and Training Regulator Act 2011](#)

[Australian Qualifications Framework](#)

[The Copyright Act 1968](#)

[Commonwealth Disability Discrimination Act 1992](#)

[Commonwealth Disability Standards for Education 2005](#)

[Privacy Act 1988](#)

[Equal Opportunity Act 2010](#)

8. Feedback

8.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

9. Approval and Review Details

Approval Authority			Next Review Date
CEO			July of each year
Version	Effective Date	Author(s)	Description
Draft	18.07.2024	Denyelle O'Brien	Initial draft for review and approval by Senior Management
V1.0	19.08.24	Ferne Robinson	Review to include reference to AI, Trainer and Assessor misconduct and
V1.1	16.06.2024	Terri Carr	Notes: Update reference to 2025 Standards Policy mapped to standards and approved by the CEO for implementation.