Academic Integrity, Plagiarism & Collusion Policy and Procedure

A. Purpose

To uphold academic integrity at Job Training Institute Pty Ltd (JTI) by preventing, detecting, and managing plagiarism and collusion across all delivery modes. This policy aligns with ASQA 2025 Outcome Standards, Standards for RTOs 2015 (Clauses 1.8 & 8.5), the Australian Qualifications Framework (AQF), the ESOS Act 2000 and Regulations 2019, and the National Code 2018 (especially Standards 2, 6, 8, and 10).

B. Scope

Applies to all students (domestic and CRICOS), trainers/assessors, contractors, and staff involved in assessment activities across face-to-face, blended, virtual, workplace and self-paced delivery. The policy covers all assessment tasks, submissions, examinations, workplace evidence, third‑party reports and digital activities in Moodle or other systems.

C. Definitions

Plagiarism: Presenting another person's ideas, expressions, data or work (in whole or part) as one's own without proper acknowledgement.

Collusion: Unauthorised cooperation between students or with any other person for a fraudulent purpose to gain an unfair advantage in assessment.

Contract cheating: Outsourcing an assessment (in whole or part) to a third party (including friends, family, companies or AI tools where not expressly permitted).

Academic Integrity: Honest and responsible scholarship that acknowledges the work of others and produces original evidence of competence.

D. Principles

- Integrity: Students must submit their own work and acknowledge sources appropriately.
- Fairness: All alleged breaches are managed with procedural fairness and the right to be heard.
- Consistency: Decisions and penalties are applied consistently across courses and cohorts.
- Education first: JTI provides guidance, exemplars, referencing support, and feedback to prevent breaches.
- Compliance: Controls reflect the delivery mode and CRICOS requirements while maintaining the same competency standards.

E. Prohibited Conduct (Non‑exhaustive)

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- Submitting another person's work as one's own or re- using one's previous work (self- plagiarism) without permission.

- Copying or closely paraphrasing text, images, code, tables or data without proper citation.

- Sharing solutions or files with another student where not expressly authorised.

- Having another person complete any part of an assessment (including paid services).

- Falsifying workplace or third- party evidence, signatures, logs or hours.

- Using unauthorised aids during tests or online exams (e.g., hidden notes, unapproved software/devices).

- Using generative AI or translation tools where not expressly allowed by the assessment instructions.

F. Acceptable Collaboration

- Group work only as defined in the task instructions, with individual contribution clearly identified.

- Peer discussion that does not involve sharing written responses or solutions unless permitted.

- Seeking LLN or accessibility support and reasonable adjustment without altering the evidence requirements.

- Using permitted resources specified in the assessment brief.

G. Study Options and Integrity Controls (CRICOS- compliant)

This policy applies equally to all modes: face- to- face, blended (virtual + campus), workplace, and self- paced/online. For CRICOS students, JTI ensures a full- time study load (20 scheduled contact hours/week) and that online learning does not exceed one- third of the total course, with at least one face- to- face unit each compulsory study period. Integrity controls include:

- On- campus invigilated assessments for key competency tasks and practical demonstrations.

- Proctored online assessments (e.g., identity verification, supervised Zoom rooms, browser lockdown, recorded submissions) where appropriate.

- Mandatory assessment declaration on every submission in Moodle acknowledging originality and authorised assistance only.

- Targeted viva voce (oral questioning) or skills demonstrations to confirm authorship and authenticity.

- Use of similarity detection tools and versioned drafts where appropriate; trainers review results and context.

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- Identity checks for online submissions and workplace evidence (e.g., photo ID, signed third‑ party reports verified by the host).

H. Prevention and Student Support

- **During Orientation:** Students are introduced to JTI's plagiarism policy and the standards expected in assessment and study.
- **On Moodle:** Students must complete a plagiarism awareness quiz to confirm their understanding before submitting assessments. (No students are allowed to start their unit assessments without the successful completion of the quiz).
- **Within Assessments:** Trainers explain task expectations, collaboration rules, and permitted resources before assessment. Each assessment includes a declaration section where students acknowledge that their work is original and complies with JTI's plagiarism policy. The assessment outcome sheets show the trainers' acknowledgement of students's assessments are completely genuine and aligned with the policy.
- During judgement validation, the validator ensures the plagiarism check points.
- Early LLN screening and reasonable adjustment processes are available without lowering competency outcomes.
- Students can seek clarification before submitting work to avoid unintentional breaches.

- **Possible Outcomes**

Situation	Possible Outcome
First time or unintentional breach	Education and Resubmission
Moderate Breach	Task marked Not Yet Satisfactory, Resubmission Required
Serious or repeated breach	Task marked Not Yet Satisfactory; Give final warning
Deliberate cheating or falsifying evidence	Disciplinary action, suspension or cancellation of enrolment (PRISMS reporting applies for CRICOS students)

You have the right to appeal a decision under the Complaints and Appeals Policy.

I. Detection and Investigation Procedure

1. Screening: Similarity checks, assessor review, and/or authenticity interviews where concerns arise.

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2. Notification: Student is informed in writing of the concern, supplied with evidence (e.g., similarity report), and given an opportunity to respond.

3. Interview: Assessor/Trainer (and Compliance where required) meets the student; a support person may attend.

4. Decision: Based on evidence and student response, the authorised decision‑maker determines outcome and penalty (see Section J).

5. Record: Outcome, evidence, minutes and communication are recorded in the student file and the Academic Integrity Register.

6. Appeal: Students may appeal under the Complaints & Appeals Policy within 20 working days; enrolment is maintained during internal appeal.

J. Outcomes and Penalties (Applied with Proportionality)

- Educational response (minor/first breach – low impact): Written warning, academic integrity module, and resubmission of the affected task.

- Assessment penalty (moderate breach): Marked Not Yet Competent for the task, with opportunity to attempt an alternative task (fees may apply per policy).

- Unit outcome penalty (serious/repeat breach): Not Yet Competent for the unit; re‑enrolment required.

- Misconduct actions (severe or persistent breach; falsification/contract cheating): Suspension or cancellation in line with Misconduct/Code of Conduct and Defer/Suspend/Cancel policies; PRISMS processes apply for CRICOS where relevant.

K. Roles and Responsibilities

Role	Responsibilities
Students	Submit original work; follow collaboration rules; sign declarations; seek support; respond to notifications; comply with outcomes.
Trainers/Assessors	Explain requirements; detect and investigate concerns; apply controls; conduct viva; document decisions.
Placement/Workplace Supervisors	Verify third‑party evidence authenticity; report suspected falsification to JTI.
Compliance Manager	Oversight of investigations; ensure consistent decisions; report trends to Management.
CEO/GM	Approve suspensions/cancellations; ensure resources and training for integrity controls.

L. Recordkeeping

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• Assessment evidence retained for 6 months after the competency decision (ASQA guidance).

• Certification records retained for 30 years (Standards for RTOs 2015, Schedule 5).

• For overseas students, relevant records (progress, intervention, integrity outcomes impacting enrolment) retained for at least 2 years after enrolment ceases (ESOS Reg 3.20).

M. Related Documents

• Training & Assessment Policy
• Assessment Policy
• Complaints & Appeals Policy
• Student Code of Conduct / Misconduct Policy
• Work Placement Policy
• Privacy, Confidentiality & Recordkeeping Policy

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