Plagiarism, Cheating and Collusion Policy and Associated Procedures

Purpose of the policy

This policy and associated procedures and associated outline AICC's approach to ensuring that plagiarism, cheating and collusion do not occur.

This policy and associated procedures meet the requirements of Clause1.5 of the National Vocational Education and Training Regulator (Outcome Standards for NVR RTOs) Instrument 2025.

Policy statements

Student integrity and honesty

AICC is committed to upholding standards of student integrity and honesty in regard to the assessment of their work and places value in the declarations of authenticity made by students.

Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilized in the development of the work.

Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources so as to minimize the incidents of plagiarism and cheating and the allegations of such.

Prior to commencing studies, students are provided with information about academic integrity, including information about expectations regarding AI and LLM usage as well as procedures for dealing with academic dishonesty and associated consequences, in AICC's Student Handbook and during orientation

Unacceptable behaviour

From time to time, there may be incidents of student plagiarism, cheating and collusion which AICC is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognized training provided.

It will not be realistic to completely stop the use of AI/LLM but rather the students should be informed that the use of AI/LLM is to support and not replace the writing or finding the answers. The students are also made aware that student plagiarism, cheating and collusion in any form are unacceptable and will be treated seriously by AICC.

Procedures

1 Check for plagiarism, cheating or collusion

1.1 Students are informed on Day 1 that AICC has a stringent policy to manage plagiarism, cheating or collusion which are outlined in the Code of Conduct in the International Student Handbook and during orientation. The students will be informed about what is considered acceptable usage. Upon the submission of all assessment tasks, students are required to sign an Assessment Cover Sheet that includes a declaration of the authenticity of the work. A student may wish to declare the use of AI/LLM and include a summary of what and how AI was used in the assessment. Students must make a complete declaration. Failure to do so, the assessment will not be assessed.

1.2 The Trainer and Assessor is the first of contact and holds the primary responsibility for monitoring, identifying and reporting any instances of plagiarism, cheating or collusion. The trainer and assessor are briefed during their induction and on a monthly basis as part of reiterating the importance of checking for plagiarism, cheating or collusion. AICC Management will take serious action (for example: resulting in termination of services) against the trainer and assessor if they are negligent in their assessment checks. Methods for detecting plagiarism, cheating and collusion include:

- identifying uncharacteristic usage of language by students
- detecting text and formatting that is typically generated by LLM
- answers that are not related to the actual content/intent of the assessment question; and
- identifying responses where sources are real, but they aren't relevant to the context.

1.3 AICC subscribes to the AI Grammarly Tool. The Academic Manager conducts a monthly random review of 10 assessments per qualification and documents in the Assessment Review Checklist.

To ensure ongoing quality assurance and uphold the integrity of the assessment process, AICC has also entered into an agreement with a third-party external consultant to conduct a random quarterly audit of 50 assessments per qualification. These independent audits help maintain high standards and prevent any form of academic misconduct.

1.4 Review the findings and consider whether there are sufficient grounds to indicate the student has plagiarized, cheated or colluded. If so, identify whether an assessment is valid, utilizing the following methods wherever applicable:

- Cross reference with the student's written work that has taken place in a face-to-face setting.
- Copy a portion of the assessment that has indicators of AI usage into a LLM and determine whether the responses match or are similar.
- Question the student orally in class about the assessment and determine whether they understand the question and answer in a similar fashion.
- Source evidence to support the allegation.

2 Respond to incidents

2.1 Provide the student found to have plagiarized, cheated or colluded with an opportunity to respond to the allegations. A formal written notice will be sent to the student within 48 hours of the alleged misconduct being identified.

2.2 Send a written letter to the student outlining the issues and invite the student to attend a formal disciplinary meeting. The student may bring a support person to this meeting.

During the meeting, the students must provide an explanation for their actions. If the explanation is not accepted as reasonable or satisfactory, the student will receive written notification that they must retake the entire unit of competency, including payment of the full unit cost. This may also result in delays to their course progression, if warranted.

If the explanation is accepted, advise the student in writing that they will be required to redo the assessment in full or as a gap assessment and of any associated charges. The reassessment fee will be communicated to the student and must be paid in full prior to undertaking the reassessment.

Any repeat offence of plagiarism, cheating, or collusion will result in immediate cancellation of the student's CoE (Confirmation of Enrolment) and termination of their enrolment, in accordance with the AICC's Code of Conduct and relevant regulatory requirements. Send a written letter to the student outlining the issues.

2.3 In the case of AI/LLM usage, explain to the student what appropriate use is and refer them to the Student Code of Conduct.

2.4 Trainer/Assessor and Academic Manager Accountability: The trainer and assessor or/and Academic Manager involved will be subject to review by the CEO/PEO for potential failure to detect academic misconduct. Depending on the outcome, this may lead to a formal warning or termination of employment for breach of professional responsibilities. Keep all records of the student's involvement in alleged plagiarism, cheating or collusion.

Document Control

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