



Educating for Excellence

Academic Integrity Policy and Procedure

This policy should be read with the Student Behaviour Policy and Procedures

1. Purpose

This policy ensures assessments are fair, credible, and genuinely reflect the student's individual effort.

To uphold academic integrity in all assessment processes and ensure compliance with Standard 1.4 of the Standards for RTOs 2025, and the National Code 2018 (for overseas Students) by identifying and responding to plagiarism, collusion, and use of AI-generated content.

2. Rationale

Academic integrity is the cornerstone of a high-quality vocational education and training (VET) system. It underpins the credibility and validity of the qualifications issued by the RTO and protects the interests of students, employers, regulators, and the broader community.

The **Standards for RTOs 2025** require that assessment is valid, fair, reliable, and authentic. A structured approach to academic integrity ensures that all work submitted by students is genuinely their own and that breaches are detected and addressed in a fair and consistent manner.

For **overseas students studying under a student visa**, the **ESOS Act 2000** and the **National Code 2018** require providers to deliver appropriate information, induction, and support services to promote understanding of academic expectations in the Australian education system.

A clear policy fosters fairness, consistency, and transparency, supports trust in assessment outcomes, and protects the integrity of qualifications issued by Australian Ideal College.

3. Policy Statement

Australian Ideal College (AIC) is committed to upholding the highest standards of academic integrity across all training and assessment activities for **domestic and overseas students**.

- All assessment submissions must be the authentic and original work of the student, free from plagiarism, contract cheating, collusion, or inappropriate use of artificial intelligence.
- Students must **reference all sources** of information, ideas, data, quotations, or content, including digital and print materials. Failure to reference appropriately may be deemed plagiarism.
- **AI tools** may be used to support learning (e.g., grammar-checking, summarising concepts, or generating practice questions) but **must not be used to write or re-write assessment answers**, unless expressly permitted by the assessment instructions. Students must acknowledge any AI tool used.
- Misconduct may result in outcomes ranging from a warning, a requirement to resubmit work, a Not Yet Competent result, or—where misconduct is deliberate or repeated—disciplinary action including suspension or cancellation of enrolment.
- Staff receive guidance, training, and procedural support to apply integrity checks consistently and fairly. Same as below

4. Scope

This policy applies to:

- All students enrolled in nationally recognised training, including overseas students on a student visa.

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Level 7 & 8, 75 King Street, Sydney NSW 2000 Australia | (+61 2) 9262 2968 | info@aic.edu.au | www.aic.edu.au



- All staff involved in training, assessment, and student support.

5. Definitions

Academic Misconduct: any action or behaviour by a student that seeks to gain an unfair academic advantage or that undermines the integrity of assessment or learning. This includes, but is not limited to, plagiarism, cheating, fabrication or falsification of information, collusion, and the unauthorised use of materials or assistance during assessments. Academic misconduct breaches the ethical standards of learning and assessment and may result in disciplinary action.

Artificial Intelligence (AI): computer systems or software capable of performing tasks that typically require human intelligence. This includes activities such as recognising patterns, understanding natural language, learning from data, and making decisions. In the context of education and training, AI may be used for content generation, automated feedback, adaptive learning, and virtual assistance. Responsible use of AI requires consideration of ethical standards, data accuracy, and academic integrity.

AI-generated content: Content created by artificial intelligence tools (e.g., ChatGPT)

Collusion: Unauthorised collaboration between students.

Plagiarism: Using another person's work without acknowledgement.

6. Responsibilities

Trainers and Assessors are responsible for implementing integrity checks.

Compliance Officer ensures ongoing effectiveness through monitoring and evaluation.

Students are responsible for submitting their own original work.

7. CRICOS-Specific Requirements

AIC will:

- Provide **clear, accessible information** about academic integrity at orientation and during enrolment, using plain English and culturally inclusive examples.
- Offer **targeted induction and ongoing support**, including sessions on referencing, paraphrasing, and academic writing conventions in Australia.
- Deliver **language, literacy, numeracy, and digital literacy support** recognising that misconduct may sometimes arise from lack of familiarity rather than intent.
- Ensure **transparent, fair, and supportive processes** for investigating misconduct, with access to interpreters or student support services as required.
- Inform students of their rights to **complaints and appeals processes** (internal and external) as required by Standard 10 of the National Code 2018.

8. Legislative and Regulatory Requirements

This policy supports AIC's compliance with:

- Standards 1.4, 1.5, 2.3, 3.1 of the Standards for RTOs 2025
- National Code 2018 Standards 6, 8, 10
- ESOS Act 2000

Standard 1.4 – “The assessment system ensures assessment is conducted in a way that is fair and appropriate and enables accurate assessment judgement of VET student competency..” This includes ensuring the authenticity of student work and identifying instances of plagiarism, collusion, or use of artificial intelligence tools that may compromise the validity of the assessment outcome.



This policy supports compliance with Standard 1.4 of the Standards for RTOs 2025, and also aligns with requirements under Standards 1.5, 2.3, and 3.1 where academic integrity is supported through validation, student communication, and staff competency.

9. Procedure

Step 1: Submission of Assessment

Students must submit assessments in an editable digital format (e.g., Microsoft Word or PDF), including a signed declaration of originality. Handwritten work must be transcribed or provided digitally on request.

Step 2: Initial Review by Assessor

Assessors conduct a preliminary review of submissions for inconsistencies in writing style, tone, and structure. Sections of concern are flagged.

Step 3: AI Detection

Flagged content is checked using AI detection tools such as Scribbr or ZeroGPT. High-probability results trigger further scrutiny.

Step 4: Plagiarism Detection

Full assessments are scanned using a plagiarism checker (e.g., PlagiarismDetector.net). Assessor evaluates citation accuracy and nature of matches.

Step 5: Recording of Integrity Checks

Results from AI and plagiarism checks are recorded in the Assessment Integrity Register with details including student name, unit, date, tool, and action taken.

Step 6: Student Notification and Resolution

Suspected misconduct results in student notification and the opportunity to respond. Resubmission may be required. Fairness and natural justice principles are upheld.

Step 7: Record Keeping

File Retention and Evidence Pack

- Records of academic misconduct investigations and outcomes are retained in the student file for at least 2 years after the student ceases enrolment.
- AIC maintains evidence of academic integrity training provided to overseas students during orientation or induction.
- AIC ensures all procedures and decisions for handling breaches are documented, consistent, and auditable

Procedure Summary Table

Step / Action	Responsible	Tools / Forms	Timeframe
1. Assessment submitted in editable digital format with declaration	Student	Assessment Declaration Form	At time of assessment submission
2. Review for style and consistency	Assessor	N/A	Within 2 business days of submission
3. AI content detection	Assessor	Scribbr, ZeroGPT, or similar	Same day as Step 2 or within 1 business day

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4. Plagiarism detection	Assessor	PlagiarismDetector.net or similar	Same day as Step 3 or within 1 business day
5. Log integrity check results	Assessor	Assessment Integrity Register	Immediately after Steps 3 & 4
6. Notify student, allow response	Assessor/ Compliance Officer	Email Record, Appeal Form (if required)	Within 1 business day of detection
7. Save all evidence	Assessor	Student File Checklist	Immediately after Step 6

10. Policy Implementation

- Staff training on academic integrity requirements and the use of detection tools.
- Induction/orientation sessions for all students, with additional support for overseas students.
- Integration with internal validation and audit processes.

11. Monitoring and Evaluation

- The Director of VET and Compliance & Academic Manager review academic integrity processes biannually or as required.
- Benchmarking against ASQA expectations and sector best practice.
- Annual refresher training on academic integrity for all trainers and assessors.

See the Monitoring and Evaluation Policy and Procedure

Document Control

Document Title	Academic Integrity Policy and Procedure		
Approved By	CEO		
Date Approved	17/09/2025		
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Version #	Changes	Approval By	Approval Date
1.0	Initial version	CEO	18/07/2014
2.0	AI Use info added	CEO	17/09/2025