

Plagiarism and Cheating Policy and Procedure

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Who this document applies to

This document applies to Training Aid Australia Pty Ltd (RTO 91411). In this document, "we", "us" and "the RTO" mean the entity that delivers and certifies your course — the issuing RTO is shown on the course page and on your enrolment confirmation.

Purpose

To uphold academic integrity at the RTO by clearly defining and addressing plagiarism, collusion, cheating, and misuse of generative AI tools, ensuring fair, consistent, and educative responses aligned with the 2025 Outcome Standards (1.4, 1.5 and 2.8).

Scope

Applies to all our students, trainers, assessors, and administrative staff across all training and assessment activities.

Responsibility

The Compliance Manager is responsible for implementing and managing this policy. Trainers and assessors are responsible for identifying and reporting potential breaches.

Definitions

- **Plagiarism:** Using another person's ideas, language, or work without proper attribution.
- **Collusion:** Unauthorised collaboration on assessable work.
- **Cheating:** Attempting to gain an unfair academic advantage, including by using prohibited materials or falsifying work.
- **Misuse of generative AI:** Submitting responses generated by AI (e.g., ChatGPT) as original work without permission or acknowledgement.

Policy statement

Academic misconduct undermines the credibility of qualifications. We promote originality, fairness, and accountability in student work. All learners are expected to uphold academic integrity.

Examples of academic misconduct

Plagiarism

- Copying without citation
- Reusing previous assignments without permission
- Failing to paraphrase or quote sources

Collusion

- Submitting group work as individual work without approval
- Sharing answers or jointly completing tasks not intended for collaboration

Cheating

- Using unauthorised notes or materials
- Impersonation or copying during assessments
- Tampering with results or submitting fraudulent documents

Misuse of generative AI

- Submitting content generated by AI as personal work
- Using AI to complete assessments unless specifically permitted

Procedure

Reporting

Suspected misconduct is reported to the Compliance Manager via trainers or staff.

Investigation

The Compliance Manager conducts a timely investigation, interviews relevant parties, and examines evidence. Students have the right to respond and to have a support person present.

Outcome notification

The outcome is provided in writing within 21 days.

Consequences

Consequences are based on severity and history, and may include:

- Formal counselling
- Resubmission or alternate assessment
- Written warning
- 'Not Yet Competent' result
- Recommendation for enrolment cancellation (repeat or severe offences)
- Withholding or revoking a qualification (in extreme or post-completion cases)

Appeals

Students may appeal any decision within 14 days through the Complaints and Appeals Policy and Procedures.

Recordkeeping

Records of allegations, investigations, communications, and outcomes are maintained in accordance with the Privacy Policy and Procedure and regulatory obligations.

Education and prevention

- Students receive academic integrity guidance at enrolment, during orientation, and in course materials.
- Trainers receive professional development on assessment authenticity, AI detection strategies, and fair response practices.

Contacts

- Training Aid Australia Pty Ltd: contact@trainingaid.com.au
- Phone: NSW 02 9357 6544 · Other states 03 9958 2900

Review and improvement

This policy is reviewed biennially or as required to ensure alignment with Outcome Standards, legislative changes, and organisational best practice.