Academic Integrity Policy and Procedure

Quality Area 1: Training and Assessment
Standard: 1.4

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

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, by identifying and responding to plagiarism, collusion, and use of AI-generated content.

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 a RTO and protects the interests of students, employers, regulators, and the broader community.

The Standards for RTOs 2025 place a strong emphasis on the delivery of training and assessment that is valid, fair, and reliable, and on the issuing of qualifications that genuinely reflect a student's competence. An Academic Integrity Policy and Procedure supports this by ensuring that all work submitted by students is their own, that assessment practices are free from misconduct, and that breaches of integrity are appropriately addressed.

A clear policy supports fairness, consistency, and transparency in how allegations of misconduct are handled, promoting trust and accountability across the training environment. It also plays an important role in educating students about expectations, preventing misconduct before it occurs, and equipping staff with consistent procedures for detection and response.

Academic integrity is fundamental to the trustworthiness of training outcomes. This policy establishes a structured, auditable process to detect academic misconduct and protect the integrity of qualifications issued by GBC.

Policy Statement

GBC is committed to upholding the highest standards of academic integrity across all training and assessment activities. It ensures that all assessment submissions are the authentic and original work of the student, free from plagiarism, contract cheating, or the inappropriate use of artificial intelligence. To support this commitment, GBC has implemented robust integrity

assurance measures, including the use of plagiarism detection tools, AI-content analysis where appropriate, and routine validation of student work.

Students must also correctly reference all sources of information, ideas, data, or quotations used in their work. This includes content from books, articles, websites, and any external materials. Proper referencing not only demonstrates academic honesty but also strengthens the credibility of the student's work. Failure to reference appropriately may be considered plagiarism and a breach of academic integrity.

AI-assisted tools may be used to support learning, such as checking grammar, summarising concepts, or generating practice questions, provided they do not write or generate the student's assessment responses. Students must acknowledge any AI tool used. The use of AI to write or reward assessment answers is considered misconduct unless explicitly permitted.

Being found guilty of academic misconduct is a serious matter and may result in a range of consequences depending on the nature and severity of the breach. Consequences can include a warning, being required to resubmit an assessment, receiving a Not Yet Competent result, or in more serious cases, suspension or cancellation of enrolment. Repeated or deliberate breaches, such as contract cheating or falsifying declarations, may also result in formal disciplinary action in accordance with GBC's policies. All instances of misconduct are recorded and may impact the student's academic record and eligibility to complete their course.

Staff are provided with comprehensive guidance, training, and procedural support to promote ethical assessment practices, detect breaches of integrity, and respond to misconduct fairly and consistently. This policy reflects GBC's broader commitment to the quality and credibility of its qualifications, the integrity of its assessment systems, and its obligations under the Standards for RTOs 2025.

Scope

This policy applies to all students enrolled in nationally recognised training and all staff involved in training and assessment.

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.

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.

Legislative Requirements

Standard 1.4 – "The RTO implements practices that ensure assessment is conducted with integrity and that the results of assessment are reliable and valid." 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.

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 or TurnitIn. High-probability results trigger further scrutiny.

Step 4: Plagiarism Detection
Full assessments are scanned using a plagiarism checker (TurnItin). 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: File Retention and Evidence Pack
All files, check results, and communication records are saved to the student file for audit readiness.

Procedure Summary

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 TurnitIn	Same day as Step 2 or within 1 business day
4 Plagiarism detection	Assessor	TurnitIn 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

Policy Implementation

This policy is implemented through staff training, internal validation, and audit processes. Trainers and assessors are supported to use detection tools and record results appropriately.

Monitoring and Evaluation

The Compliance Officer/General Manager reviews academic integrity processes biannually or as issues arise. Updates to the policy are informed by sector best practice and emerging technology. Reviews will benchmark practice against national regulator ASQA, and trainers will undertake annual academic integrity refresher training.

Document Control

Document Title	**Academic Integrity Policy and Procedure**
Standard	Standard 1.4 - Standards for RTOs 2025
Version	1
Approval Date	2 April 2025
Approved By	Preeti Singh
Next Review Date	2 April 2026

Associated Documents

- Assessment Integrity Register
- Assessment Integrity Reference Guide for Assessors
- Internal Audit Schedule
- Orientation slides – How to use AI
- Student Guide: Academic Integrity And The Use Of Ai In Your Studies
- Student Guide - How to Reference
- Student Handbook