1. Policy Purpose

The purpose of this policy is to ensure a consistent, transparent, and fair approach to the prevention, detection, and management of plagiarism, academic cheating, and excessive collaboration at AAMC Training Group Pty Ltd ("AAMC Training").

Contravention of this policy is considered a breach of academic integrity and may result in disciplinary action, penalties, or revocation of results in accordance with this policy and the Standards for RTOs 2025.

This policy safeguards the integrity of qualifications issued by AAMC Training and upholds public confidence in the vocational education and training sector. It applies to all staff, trainers/assessors, contractors, and students engaged in any training or assessment with AAMC Training Group and supports the principles of honesty, fairness, trust, respect, and responsibility as outlined in AAMC Training's Code of Conduct."

2. Definition

Plagiarism means copying, using, or closely imitating another person's ideas, words, data, images, assessment work, or research—whether from a published or unpublished source—and presenting it as your own without proper acknowledgement.

Academic integrity means acting with honesty, trust, fairness, respect, and responsibility in learning, teaching, and assessment.

Cheating includes, but is not limited to:

2.1 Plagiarism

   a) Submitting someone else's assessment or parts of an assessment as your own.

   b) Submitting an author's work without proper referencing or acknowledgement.

   c) Copying from websites, AI tools, or course materials without correct attribution.

   d) Translating material from another language without acknowledgment.

   e) Re-using your own previously submitted work ("self-plagiarism") without permission.

   f) Generative AI or automated content creation tools (e.g. ChatGPT, Grammarly, or similar) may only be used when explicitly permitted and appropriately referenced."

2.2 Collusion / Excessive Collaboration

   a) Allowing another person to submit your work as their own.

   b) Sharing your assessments with other students directly or via tutoring websites, contract cheating services, or social media groups.

   c) If your shared work is later used by others to commit plagiarism, you will still be held accountable.

2.3 Contract Cheating

a) Paying or arranging for another person to complete all or part of an assessment.

b) Using "homework help" or ghostwriting services.

2.4 Impersonation and Misrepresentation

a) Arranging for another person to complete an assessment on your behalf.

b) Sitting an exam for another student.

c) Falsifying evidence, signatures, or dates.

3. Obligations and Responsibilities

3.1 AAMC Training (RTO) Responsibilities

AAMC Training will:

a) AAMC Training will include information about plagiarism and integrity expectations in all pre-enrolment materials, orientation communications, and learner handbooks

b) Inform all students, trainers, assessors, and staff of their obligations under this policy.

c) Provide guidance on correct referencing, academic integrity, and plagiarism avoidance.

d) Implement plagiarism detection methods and maintain integrity controls.

e) Apply penalties consistently where breaches are found.

3.2 Staff Responsibilities

Staff must:

a) Maintain up-to-date knowledge of academic integrity requirements.

b) Educate students on correct referencing and independent work expectations.

c) Detect and report suspected plagiarism. Assessors must verify authenticity of all assessment evidence and retain documented evidence of verification (e.g. verbal confirmation notes, declarations, or interview records).

d) Document and escalate suspected cases to the Compliance Manager.

3.3 Student Responsibilities

Students must:

a) Read and comply with this policy and related referencing requirements.

b) Acknowledge sources accurately.

c) Avoid sharing their work in ways that may facilitate plagiarism.

d) Complete all assessment work independently unless otherwise authorised.

e) Sign an authenticity declaration for each assessment submission.

4. Procedures

4.1 Prevention

a) Students are informed of plagiarism and academic integrity requirements before enrolment via the website and student handbook.

b) Upon enrolment, trainers/assessors provide further guidance on correct referencing.

4.2 Detection

Trainers/assessors will monitor for similarities and signs of plagiarism using plagiarism detection tools and manual review.

4.3 Reporting

a) Suspected cases must be reported in writing to the Compliance Manager.

b) The report must include evidence (e.g., similarity reports, source material, communication records).

4.4 Investigation

a) The student will be informed in writing of the suspected breach and given the opportunity to respond. Students will have access to support during the process, including the opportunity to provide evidence or mitigating circumstances.

b) AAMC Training will assess evidence and determine the outcome. All investigations will be handled confidentially and impartially by a staff member not directly involved in the delivery or assessment of the course.

4.5 Penalties

Penalties for confirmed breaches may include:

a) Formal warning.

b) Resubmission of work (resubmission fee of $147 may apply).

c) Academic counselling.

d) Suspension from training.

e) Permanent exclusion from AAMC Training.

f) Revocation of AQF qualifications or statements of attainment if issued based on fraudulent work.

All penalties will be proportionate to the severity and intent of the breach. Repeat or serious breaches may result in notification to ASQA or relevant licensing authorities if qualifications or Statements of Attainment are impacted.

4.6 Appeals

Students have 21 calendar days from notification of the decision to lodge a written appeal (see Appeals Policy). Appeals relating to plagiarism or academic misconduct will be handled in accordance with the AAMC Complaints and Appeals Policy, ensuring independence from the original decision-maker.

5. Records Management

All documentation relating to suspected or confirmed plagiarism is stored in the student's file in accordance with the **Records Management Policy**.

6. Monitoring and Continuous Improvement

The Managing Director of AAMC Training Group monitors all academic integrity breaches, identifies trends, and ensures that improvements to training, assessment, and policy are implemented where required. Trends in plagiarism or academic misconduct will be analysed quarterly and discussed at compliance meetings to inform staff development and preventive measures. Training on academic integrity and authenticity verification will form part of annual professional development for trainers and assessors.

7. Legislative and Standards References

- Standards for RTOs 2025 – Clause 20, Standard 2.5 & Standard 4 - Support for Learners

- National Vocational Education and Training Regulator Act 2011

- Copyright Act 1968 (Cth)

- Relevant Work Health and Safety legislation (for procedural and wellbeing support during investigations).

VERSION CONTROL

Version Control Table				
Date	**Summary of Modifications**	**Modified by**	**Version**	**Next Review Date**
1st July 2025	Version 1 produced in compliance with the 2025 Standards for RTOs – QA1 STD 1.2	Michelle Firth	1.0	1 July 2026