

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 will result in penalties being applied 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.

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imitating another person’s ideas, words, data, images, assessment work, or research—whether from a published or unpublished source—and presenting it as your own without proper acknowledgement.

Cheating includes, but is not limited to:

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.

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.

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.

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**AAMC Training Responsibilities**

AAMC Training will:

- Inform all students, trainers, assessors, and staff of their obligations under this policy.
- Provide guidance on correct referencing, academic integrity, and plagiarism avoidance.
- Implement plagiarism detection methods and maintain integrity controls.
- Apply penalties consistently where breaches are found.

Staff Responsibilities

Staff must:

- Maintain up-to-date knowledge of academic integrity requirements.
- Educate students on correct referencing and independent work expectations.
- Detect and report suspected plagiarism.
- Document and escalate suspected cases to the Compliance Manager.

Student Responsibilities

Students must:

- Read and comply with this policy and related referencing requirements.
- Acknowledge sources accurately.
- Avoid sharing their work in ways that may facilitate plagiarism.
- Complete all assessment work independently unless otherwise authorised.

4. Procedures

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.

2. Detection

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

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. Investigation

- a. The student will be informed in writing of the suspected breach and given the opportunity to respond.
- b. AAMC Training will assess evidence and determine the outcome.

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.

6. Appeals

- a. Students have 21 calendar days from notification of the decision to lodge a written appeal (see Appeals Policy).

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 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.

7. Legislative and Standards References

- Standards for RTOs 2025 – Clause 20, Standard 2.5
- National Vocational Education and Training Regulator Act 2011
- Copyright Act 1968 (Cth)
- Relevant WHS legislation (for procedural compliance in investigation settings)

VERSION CONTROL

| Version Control Table | | | |
|-----------------------|--------------------------|-------------|---------|
| Date | Summary of Modifications | Modified by | Version |
| 17 July 2025 | Version 1 produced | | 1.0 |
| 1 September 2025 | | | 2.0 |