

Plagiarism, Collusion And Cheating Policy and Procedure – PP038

1. Purpose

Plagiarism, collusion and cheating involve a person using or copying the words, ideas, or original intellectual content of others and passing it off as their own. The purpose of this policy is to advise iTFE students and Staff of the expectation of originality when submitting assessment work, developed as per the requirements of the Rules of Evidence – Authenticity. This policy details the process iTFE uses to investigate suspected plagiarism collusion and cheating and other forms of cheating, including penalties that may be applied where a student is determined to have engaged in plagiarism, collusion and cheating.

2. Types of Plagiarism and Cheating

Copying

The use of the **same or very similar** text, ideas, or assessment materials to the original text produced by another person, without appropriate acknowledgement of the source material or use of quotation marks and referencing.

Inappropriate Paraphrasing

Merely changing a few words and phrases of another person's text, whilst mostly retaining the original structure and/or progression of ideas of the original information without acknowledgment.

Collusion

Presenting work as independent work (the student own work) when it has been prepared and/or written in whole or in part through unauthorized collaboration with other person/s.

Contract

The practice of paying a third party to assist in the completion of assessments. This includes purchasing or offering payment for answers or assessments or accepting payment in return for an individual's own complete assessments.

Artificial Intelligence

Although not technically a form of plagiarism, Artificial Intelligence **(AI) Writing Tools**, when not being used to further student learning, can result in a form of cheating if a Writing Tools generates the work and a student represents it as their own work.

3. Policy Statement

iTFE and our Trainers, Assessors and Students each have a responsibility to ensure that the evidence

used in assessment is a reliable reflection of a student's level of competence. Plagiarism, collusion and cheating will not be tolerated by iTFE. This means zero tolerance, therefore 0% of a student's work that involves cheating in any form will not be accepted.

Where a student uses a small part of another source and correctly references it, a tolerance of 10% is applied. Refer to item 6 of the Procedure section.

Any case in which a student has been involved in plagiarism, collusion or cheating is considered to be academic misconduct and may carry a penalty. The following penalties may be imposed:

- Reprimand
- At an assessment level it will be deemed 'Not Yet Competent'.
- At a unit level it will be deemed 'Not Yet Competent'.
- Course suspension; or
- Termination of enrolment.

If a trainer has evidence, or is of the opinion, that a student has submitted assessment evidence that contains plagiarised material or has colluded or cheated they will immediately notify the National Training Manager.

4. Procedure

Where it is suspected that a student used any of the above types of plagiarism, collusion and/or cheating, the following process will be followed:

1. In consultation with the National Training Manager, the trainer will determine whether a student has used one or more of the types of cheating.
2. If it is deemed that cheating has occurred, the trainer will return the work to the student informing them that their work has been identified as cheating.
3. The trainer will provide the student with the opportunity to re-submit using their own work or respond with a reason stating why the work is not plagiarised, there was no collusion and/or cheating or the use generated by AI.
4. If the student claims the work is not plagiarised, there was no collusion and/or cheating or the use generated by AI and the assessor is still not satisfied, a second opinion can be sought.
5. If the second opinion confirms the original identified concerns, then the work may be re-submitted, however this will be recorded on the students' file, and their employer may be informed (as applicable), or the student may show cause to allow them to continue in training.
6. If the student continues to submit work that is suspected of plagiarism, collusion and/or cheating or the use generated by AI they may have their enrolment cancelled.

5. Referencing

How to reference something created by generative AI

Generative AI tools like ChatGPT cannot accurately cite their own sources. Any references they provide may be false or non-existent – students should always check the original source for any references that are generated. References should provide clear and accurate information for each source and should identify where they have been used in a student’s work.

Where a student has used generative AI to assist with an assignment, they must acknowledge this using the guide below as an acknowledgement:

“Whilst the writing is my own and I take responsibility for all errors. ChatGPT (or the platform you used) was used to create no more than 10% of my assessment work.”

- Reference example:
 - “ChatGPT, response to “The importance of critical thinking,” OpenAI, March 2, 2023”.

How to reference something sourced by internet searches, journals, articles, other documents prepared by other individuals

At iTFE we use the following referencing style.

“Whilst the writing is my own and I take responsibility for all errors; this section was used to create no more than 10% of my assessment work”.

EXAMPLE –

- Website Referencing:
 - Copy and paste the URL address of the website into your response and type the date viewed.
 - “<https://www.treloarroses.com.au/How-to-Grow-a-Rose> (01/01/2000)”
- For a book:
 - Type the Authors' surname and initial, year and the publication name.
 - “Rowling, JK 1999, *Harry Potter and The Prisoner of Azkaban*”.

Document Control

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Revision Record:

Date	Version	Revision description
20/07/2023	2023.01	Review of V2021.01, added iTFE tolerance percentage of referencing other sources of content, added reference to AI, added how to reference sources of content, added policy statement, updated iTFE logo
22/08/2024	2023.02	Minor formatting
27/11/2025	2023.03	Minor Formatting, updated the reference section