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

Artificial Intelligence (AI) tools, such as ChatGPT and Microsoft Copilot, can be valuable **learning and workplace tools** when used appropriately. Using AI is not automatically considered cheating or plagiarism.

AI may be used to support your learning by helping you research topics, explore ideas, improve your understanding, or identify useful sources of information. While AI can be a helpful starting point, it is not always accurate or complete. You should not rely solely on AI-generated information, and you

are expected to review information from multiple reliable sources to confirm its accuracy and relevance.

You are responsible for ensuring that any work submitted for assessment is your own and accurately reflects your knowledge and skills. Assessments must contain sufficient evidence for an assessor to determine that you have met the requirements of the unit of competency.

If you use content generated by an AI tool in your assessment, you must acknowledge and reference the content. AI-generated material should be treated in the same way as information taken from a book, article, website, or other source. **Only minimal AI generated content may be submitted in your response to assessment questions/tasks, referencing requirements are outlined in Section 5 of the Plagiarism, Collusion and Cheating Policy and Procedure (PP038).**

iTFE may use AI detection software and other review methods to identify assessment submissions that require further investigation. A detection result alone does not prove inappropriate use of AI and will not, by itself, be considered evidence of cheating, plagiarism, or lack of competency. Where concerns arise, iTFE may discuss the assessment with you and/or ask you to provide additional evidence of your knowledge and skills so that a fair and informed assessment decision can be made.

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 is correctly referenced, a **tolerance of 10% is applied**.

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 by 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:

Student Declaration: "I used (Name of the AI tool) to assist with brainstorming and drafting sections of this assessment. The final submission reflects my own understanding and has been reviewed and edited by me. No more than 10% of the response to this assessment task/question was generated by (name of the AI tool)".

- *Reference example:*
    - *"(name of AI tool), 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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Policy Owner:	Chief Executive Officer	**Approver Name & Role:**	Craig McGrath, CEO
Evidence of Approval:	email	**Electronic Record:**	I:\iTFE\ITFE Quality Framework\Policies & Procedures, Forms, Checklists PDF versions\2. Policies - on Monday.com for review\Plagiarism and Cheating Policy and Procedure - PP038.docx
Version No:	V2023.04	**Review Due To**:	Expanded the section on the use of AI
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Department: Compliance and Governance	**RTO Outcome Standards 2025: STD 4 - Governance Section/s - 4.3 STD 4 – Learner Support 2.2**		

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
21/10/2026	2023.03	Expanded the section on the use of AI