
ACADEMIC INTEGRITY POLICY

OVERVIEW

NCCS must ensure that the evidence presented for assessment is the learner's own work. Any student presenting evidence that is not authentic or belonging to the student being assessed may result in an incorrect judgement of the student's competency being made.

Where it is found that cheating, plagiarism, collusion or inappropriate use of generative AI has occurred, this will result in the student's assessment submission being invalidated and students will be investigated for academic misconduct.

COMPLIANCE

This process is required to ensure compliance with

- Clause 1.8 of the Standards for RTOs 2015.
- Standard 1.4 of the Outcome Standards for RTOs 2025

RESPONSIBILITY

NCCS Responsibilities

- NCCS Trainers and Assessors are responsible for
 - Identifying and reporting students found to be copying or plagiarising work, or 'cheating'.
 - Ensuring students are aware of the requirements regarding their assessments when working with others or independently
- The Student Services and Admissions Manager, RTO Manager and Academic Coordinator are responsible for
 - Providing information to students regarding their obligations and potential ramifications regarding academic integrity, legislation, and policy
 - Reviewing the matter and making decisions regarding disciplinary action imposed on the student/s.
 - Addressing breaches of academic misconduct promptly in line with this policy

Student Responsibilities

Students are expected to submit their original work for all assessments and must avoid plagiarism, cheating and dishonest behaviour. This includes:

- Copying someone else's work
- Copying someone's work and changing a few of the words
- Paying someone to do your work
- Using an idea from a text without proper referencing

All students must:

- Complete their own work for each assessment, unless it's a group task approved by the trainer
- Clearly acknowledge any sources used – this includes AI tools, websites, books, or input from others

- Avoid dishonest practices such as plagiarism, copying, working with others without permission (collusion), making up data, or getting someone else to do your work (contract cheating).
- Use AI tools responsibly and only in ways that follow the rules set out in this policy.

DEFINITION

NCCS has the following definitions for cheating, plagiarism, collusion and generative AI:

Cheating - this is the use of any means to gain an unfair advantage during the assessment process. Cheating may include paying others to complete assessments, copying a friend's answers, using or referring to pre-prepared written answers in a closed book assessment and referring to texts during closed book assessments amongst others.

Plagiarism - plagiarism is the submission of somebody else's work as if it was the student's own. This may include copying all or part of another person's thoughts or ideas and representing them as your own. If a student fails to identify the original source of some or all of the submission this also constitutes plagiarism. If a student copies another student's work and passes this off as their own, then this is also a form of plagiarism and cheating.

During assessment students will read about ideas and gather information from many sources. When students use these ideas in practice, they must identify who produced them and in what publications they were found. If students do not do this, they are plagiarising. If students are including other people's work in submissions e.g. passages from books or websites, then reference should be made to the source.

Collusion - This is the presentation by a student of an assignment as his or her own which is the result of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct or cheating. Both collusion and plagiarism can occur in group work.

Generative AI – Using AI-generated content without appropriate attribution or passing off such work as your own constitutes academic dishonesty and will be treated as a violation of our Academic Integrity policy

POLICY

Purpose

The purpose of this policy is to maintain high academic standards, promote honesty, and prevent academic misconduct within our College. We aim to create an environment where learners are encouraged to demonstrate their own skills and knowledge, uphold the principles of fairness, and maintain the integrity of qualifications awarded by the College

NCCS strictly adheres to the following principles of Academic Integrity:

Integrity and Honesty: Students are expected to submit original work, accurately represent their ideas, and acknowledge all sources used in their assessments or research.

Fair and Respectful Conduct: We strive to create a safe, inclusive, and supportive learning environment where all individuals are valued equally. Everyone at the College is entitled to be treated with fairness, dignity, and respect.

Respect for Intellectual Property: The unauthorised use of someone else's work — including text, images, designs, or content generated by others or through AI tools — is considered misconduct. Acts such as plagiarism, cheating, or using AI without proper permission or acknowledgment are not permitted.

Clarity and Communication: Trainers and staff will provide clear guidance on what is expected in academic tasks, including how to use external resources, reference materials, and technology (such as AI tools) appropriately.

Use of Artificial intelligence (AI) in assessment

We recognise that AI may be used by students at many different stages in their learning process, including preparing for assessments.

Acceptable Use of AI Tools

Students may use AI tools:

- To generate ideas or brainstorm topics
- For grammar and spell checking
- To summarise or explain complex concepts for self-paced learning and understanding
- For feedback on drafts e.g., rephrasing or writing support

Unacceptable Use of AI Tools

Students must not:

- Submit work that has been heavily influenced by AI's interpretation of concepts rather than reflecting your own understanding, thoughts, and analysis
- Use AI to complete assessments unless permitted by the trainer
- Misrepresent AI-generated content as original work

Identification of Copied or Plagiarised Work

Trainers must be mindful of copied or plagiarised work:

- There will be similarities in responses and some answers may even be the same based on the task being answered
- Students may refer other items of work for confirmation, but assessment tasks must be written separately and in their own words

Where a trainer has identified copied or plagiarised work, or otherwise believes the student to be cheating, the trainers should approach this topic with students privately and clarify requirements with students.

Any students suspected of unethical behaviour should also be reported to the Student Services and Admissions Manager, RTO Manager and/or Academic Coordinator for disciplinary procedures which may require the student to attend discipline meetings, submit their assessment again, and pay the re-assessment fee.

Any difficult students should be directed to speak with the Academic Coordinator or Management.

Antiplagiarism and AI Detection Tools

NCCS uses the Google Originality Report to check student's work for plagiarised or copied materials.

Students also have access to the Originality Report for transparency purposes.

Trainer must review the data on the Originality Report prior to making a judgement on the student's assessment task.

Trainers must also use AI Detection Tools, such as 'Grammarly AI Detection' to review any work they believe to contain AI generated content which is being used for Academic Cheating.

Disciplinary Action

Any students who have been found to be copying, plagiarising or cheating (including use of AI generated content) will be deemed 'Not Yet Competent' in the unit.

Students will need to reassess the unit and complete additional work. Students will also be charged the maximum reassessment fee of \$250 per unit.

Continued misbehaviour will result in an official warning notice being issued based on student behaviour which may lead to the student's suspension or reporting to Immigration.

ASSOCIATED DOCUMENTS AND FORMS

- *International Student Handbook*
- *Trainers Information Guide*
- *Training and Assessment Quality Assurance*

DOCUMENT CHANGES AND MODIFICATIONS

Date	Summary of changes	Approved by
27/07/2020	Policy extracted from Student Handbook and expanded	Samantha
01/09/2022	Document reviewed for currency	Samantha
13/01/2025	Document renamed to Academic Integrity Policy and updated to incorporate AI usage	Samantha