

# Academic Integrity Policy

## PURPOSE

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This policy ensures all students understand and uphold the expectations of academic integrity when participating in training and assessment with Keystone Training Group RTOs. It establishes a clear framework for promoting fairness, accountability, and personal responsibility in how students engage with assessment tasks and learning activities.

This policy aims to:

- Promote a culture of integrity, fairness, and accountability across all delivery modes and training context
- Ensure students understand acceptable and unacceptable academic conduct
- Maintain the authenticity and validity of assessment evidence submitted for competency determination
- Support compliance with the [National Vocational Education and Training Regulator \(Outcome Standards for NVR Registered Training Organisations\) Instrument 2025](#), including Outcome Standard 1.4.

## SCOPE

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This policy applies to all students and staff involved in delivering, supporting, or managing training and assessment activities.

This policy should be read in conjunction with the **Artificial Intelligence Usage Policy** and **Academic Misconduct Procedure**.

## POLICY STATEMENT

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Keystone is committed to upholding academic integrity as a core value of its training and assessment practices.

All students are expected to demonstrate academic honesty by:

- Completing and submitting their own work under the conditions specified for each assessment
- Acknowledging all sources of information, ideas, and tools used in developing assessment responses, including AI-generated content
- Using support tools and learning technologies ethically and in accordance with assessment requirements
- Asking for clarification when unsure about permitted conduct or tool usage
- Acting with honesty and accountability in all aspects of their learning.

# POLICY

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## Academic Integrity Principles

Academic integrity is the commitment to ethical, honest, and responsible conduct in all educational activities. Students and staff must act fairly and respectfully when developing, presenting, and assessing knowledge, skills, and evidence.

Academic integrity ensures that:

- Students demonstrate their own competence through authentic assessment
- Trainers and assessors uphold standards of evidence and fairness
- The RTO maintains the validity of qualifications and public trust in its outcomes.

All students are expected to uphold the following principles:

- **Honesty:** Presenting original work, being truthful about sources, and acknowledging assistance.
- **Fairness:** Following clear, consistent, and unbiased processes in assessment and conduct.
- **Responsibility:** Taking ownership of learning, understanding expectations, and seeking help if unsure.
- **Respect:** Treating others and their work with dignity and courtesy.
- **Trust:** Building confidence in the reliability and accuracy of assessment outcomes.
- **Courage:** Acting with integrity, even when it may be easier to breach expectations.

## Academic Honesty Standards

Students must:

- Submit only their own work and ensure all sources, including AI assistance, are referenced
- Use learning support tools ethically and in accordance with assessment instructions
- Ask for clarification if uncertain about what constitutes acceptable use
- Understand that failure to declare AI or copied content may constitute academic misconduct.

Trainers and Assessors must:

- Educate students about integrity expectations and ethical use of tools, including AI
- Design assessments that promote authentic student responses
- Verify the authenticity of evidence and report suspected misconduct through the **Academic Misconduct Procedure**.

## Academic Integrity Support

Academic integrity is promoted through proactive education and communication, including:

- Orientation and induction sessions for students
- Clear instructions in assessment tasks and submission declarations
- Ongoing trainer discussions about ethical practice and referencing
- Integration of academic integrity topics in staff professional development.

Academic integrity is a shared responsibility. Students are encouraged to seek help early and often.

## Academic Misconduct

Academic misconduct refers to conduct that breaches the principles of academic integrity. This may include, but is not limited to:

- **Plagiarism:** Using another's work, ideas, or text (including AI-generated content) without attribution.
- **Collusion:** Working with others on an individual assessment or sharing answers.
- **Contract cheating:** Submitting work completed by someone else or paid services.
- **Falsification:** Altering or fabricating evidence, results, records, or documents.
- **Impersonation:** Having someone else attend or complete assessments on a student's behalf.
- **Tampering:** Modifying previously submitted work or interfering with another student's submission.

All alleged cases are investigated according to the **Academic Misconduct Procedure** to ensure procedural fairness and consistent outcomes.

## Quality Management

This policy forms part of our **Quality Management System (QMS)**. It is reviewed annually in accordance with the **Internal Audit Procedure** and is supported by ongoing quality assurance activities. Additional reviews may occur based on risk, feedback, or regulatory change.

Records related to this policy must be maintained as per the **Records Management Policy**. Documents must be version-controlled, stored in approved systems, and retained for audit, compliance, and quality assurance purposes.

Non-compliances, risks, issues and improvements are recorded and addressed in line with the **Continuous Improvement Policy**. Staff must submit a **Continuous Improvement (CI) Request** to raise concerns or suggest improvements.

## RESPONSIBILITIES

<b>Chief Executive Officer (CEO)</b>	<ul style="list-style-type: none"> <li>• Endorse this policy and ensure it aligns with strategic and regulatory obligations across all Keystone RTOs.</li> <li>• Support a culture of academic integrity through leadership and resource allocation.</li> </ul>
<b>Quality and Compliance Manager</b>	<ul style="list-style-type: none"> <li>• Ensure this policy aligns with the Standards for RTOs 2025, in particular Standard 1.4.</li> <li>• Lead compliance audits and internal reviews related to academic integrity.</li> <li>• Provide training and advice to staff and stakeholders on academic integrity obligations.</li> <li>• Conduct an annual review and update of the policy in line with legislative and regulatory changes.</li> </ul>
<b>Training Manager</b>	<ul style="list-style-type: none"> <li>• Oversee the implementation of this policy across all training teams and delivery modes.</li> <li>• Ensure staff are aware of their responsibilities and that academic integrity expectations are consistently reinforced.</li> <li>• Manage the escalation and resolution of academic integrity concerns in line with established procedures.</li> </ul>
<b>Trainers and Assessors</b>	<ul style="list-style-type: none"> <li>• Promote and explain academic integrity expectations to students at course commencement and throughout training and assessment.</li> <li>• Design assessment tasks that support authentic student responses and discourage misconduct.</li> <li>• Identify and report suspected breaches of academic integrity and support students to understand acceptable conduct.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Act honestly and responsibly in all academic activities.</li> <li>• Submit original work and acknowledge all sources, including any AI assistance.</li> <li>• Seek clarification where unsure about academic integrity requirements or assessment conditions.</li> </ul>

## DEFINITIONS

<b>Academic Integrity</b>	The commitment to honest, fair, and responsible conduct in educational activities, including the completion of assessments, submission of original work, and acknowledgment of sources.
<b>Academic Misconduct</b>	Behaviour that breaches the principles of academic integrity, including plagiarism, cheating, use of unauthorised assistance (such as AI tools where not permitted), falsification of records, or misrepresentation of one's work.
<b>Artificial Intelligence (AI)</b>	The simulation of human intelligence by computer systems and software, capable of performing tasks such as problem-solving, content generation, decision-making, and language processing. Examples include generative tools like ChatGPT, Grammarly, and AI-assisted writing or coding tools.
<b>Assessment Authenticity</b>	The requirement that assessment evidence must be the student's own work, demonstrating their skills and knowledge. RTOs must verify authenticity through direct evidence, observation, or supplementary validation (e.g. questioning).
<b>Generative AI</b>	A subset of AI technologies that generate new content (e.g. text, images, code, audio) based on prompts or existing data. In an RTO context, this includes tools that may assist students or staff in creating assessment responses, feedback, or training materials.
<b>Plagiarism</b>	Presenting another person's work, ideas, or generated content (including from AI tools) as one's own without proper acknowledgment. This includes copying, paraphrasing, or reusing AI-generated text without attribution where required.
<b>Referencing</b>	The practice of acknowledging the original sources of information, ideas, words, or data used in a piece of academic work, by clearly and consistently documenting them using an accepted referencing style.
<b>Registered Training Organisation (RTO)</b>	A training provider registered by a state or national regulatory body, authorised to deliver and assess nationally recognised training in Vocational Education and Training (VET).
<b>Student</b>	Person receiving training and/or assessment services provided by an RTO, or by a third-party on their behalf, and includes learners, participants, candidates and trainees.

Refer to the **Glossary** for a list of all terms and definitions.

## RELATED DOCUMENTS

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### Internal

<b>Policies</b>	<p>Access and Equity Policy</p> <p>Appeals Policy</p> <p>Artificial Intelligence Usage Policy</p> <p>Assessment System Policy</p>
<b>Procedures</b>	<p>Academic Misconduct Procedure</p> <p>Appeals Procedure</p> <p>Assessment Procedure</p>
<b>Guides</b>	<p>AI Integration and Compliance Guidelines</p> <p>Student Handbook</p> <p>Trainer and Assessor Guide</p>
<b>Forms and Templates</b>	<p>Training and Assessment Strategy (TAS)</p>
<b>Systems</b>	<p>Canvas LMS</p> <p>Quality Management System (QMS)</p> <p>Student Management System (SMS)</p>

### External

<b>Legislation and Regulatory Instruments</b>	<p><a href="#">National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (1.4a, 1.4b)</a></p> <p><a href="#">National Vocational Education and Training Regulator Act 2011</a></p> <p><a href="#">Privacy Act 1988</a></p> <p><a href="#">Australian Privacy Principles</a></p> <p><a href="#">Competition and Consumer Act 2010</a></p> <p><a href="#">Copyright Act 1968</a></p>
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