

Academic Integrity Policy

1. Purpose

The Australian Institute of Commerce and Technology is committed to ensure academic integrity and providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, The Australian Institute of Commerce and Technology is required to ensure academic integrity is practised by all students and academic staff.

2. Policy Statement

The Australian Institute of Commerce and Technology is committed to ensuring that current and prospective clients are provided with all relevant training and assessment information regarding the RTO, training and assessment products and its services, so that they may make informed decision about undertaking training and assessment.

The Australian Institute of Commerce and Technology provides clear information regarding:

- Courses offered; including services, course content and vocational outcomes, as per The Australian Institute of Commerce and Technology scope of registration;
- Fees and charges, including payment terms, refund policy and exemptions (where applicable);
- Provision for language, literacy and numeracy assistance;
- Academic integrity;
- Client support;
- Flexible learning and assessment options;
- Appeals and complaints processes;
- Recognition of prior learning and credit transfer arrangements;
- Arrangements with third parties;
- Funding and subsidy arrangements (as applicable);
- Industry licences or regulated outcomes (relevant to course offerings);
- Certification; and
- Course resource requirements (additional or supplied).

3. Definitions

3.1 The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

Educational and support services may include, but are not limited to:

- a) pre-enrolment materials;
- b) study support and study skills programs;
- c) language, literacy and numeracy (LLN) programs or referrals to these programs;
- d) equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity;
- e) learning resource centres;

- f) mediation services or referrals to these services;
- g) flexible scheduling and delivery of training and assessment;
- h) counseling services or referrals to these services;
- i) information and communications technology (ICT) support;
- j) learning materials in alternative formats, for example, in large print;
- k) learning and assessment programs contextualized to the workplace; and
- l) any other services that the RTO considers necessary to support learners to achieve competency.

Mode of delivery means the method adopted to deliver training and assessment, including online, distance, or blended methods.

Scope of registration means the training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to:

- a) both provide training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; or
- b) provide assessment resulting in the issuance of AQF certification documentation by the RTO.

4. Policy Principles

4.1 Underpinning Principles

- a) The Australian Institute of Commerce and Technology is committed to ensuring that current and prospective clients are provided with all relevant training and assessment information regarding the RTO, training and assessment products and its services, so that they may make informed decision about undertaking training and assessment.
- b) AICT's staff and students have a shared responsibility to ensure all students gain the necessary understanding to prevent incidents of plagiarism and cheating.
- c) It is recommended that students also use a plagiarism detection program to scan their assessments prior to submission and use the approved referencing style of APA for all AICT assessments.

The following scale has been adopted across AICT in cases of plagiarism:

Scale	Submission Action
Minor	Student submission stands and progresses to Trainer/Assessor for marking. The Trainer contacts student and offered support in best practice.
Moderate	Student submission stands but Trainer/Assessor informs student that questions/areas of concern are to rewritten and resubmitted. The Trainer contacts student and offered support in best practice.

Major	Student submission rejected by Trainer/Assessor. Trainer/Assessor saves submission locally in RTO Drive as evidence and deletes original submission. The Trainer contacts student to resubmit assessment and informs the Training Manager.
Continued Major	Student submission rejected by Trainer/Assessor. Trainer/Assessor saves submission locally in RTO Drive as evidence and deletes original submission. The Trainer contacts Training Manager to discuss situation. AICT reserves the right to cancel the student's course after the third repeated submission.

- d) If plagiarism is confirmed for a student and it is determined that the action is moderate or major, the faculty Trainer/Assessor may decide to scrutinize the submissions for this student more regularly than outlined above.
- e) Other areas of suspected cheating such as during assessment conditions or assisting a cheating process are very subjective and circumstantial and will be addressed on an individual basis using a process similar to the above. Any decisions in regards to plagiarism and cheating made by the The Trainer will be final.
- f) Due to the sensitivity of this issue, The Australian Institute of Commerce and Technology will endeavour to decide within five (5) working days of the incident being detected.

4.2 Client information includes:

- a) Information provided to clients and prospective clients will include, but is not limited to:
 - i. RTO code;
 - ii. Course outcomes and pathways;
 - iii. Full code, title and currency of training product, as published in the national register;
 - iv. Estimated duration of the course;
 - v. Expected course location;
 - vi. Training and assessment arrangement, including modes of delivery available;
 - vii. Enrolment and selection processes;
 - viii. Name and contact details for third party providers;
 - ix. Work placement arrangements (as relevant);
 - x. The Australian Institute of Commerce and Technology obligations to the client, including quality assurance;
 - xi. Certification;
 - xii. Fees and charges, including deposits, payment options and obligations (specifically under VET FEE-Help or other government subsidy and financial support arrangements [as applicable]);
 - xiii. Refund policy and processes;
 - xiv. Provision for language, literacy and numeracy assistance and support;
 - xv. Educational and support services;
 - xvi. Legislative and occupational licensing requirements (as relevant);
 - xvii. Flexible learning and assessment options;
 - xviii. Appeals and complaints procedures;
 - xix. Recognition of prior learning and Credit transfer;
 - xx. Participant responsibilities and expected standards of behaviour;

- xxi. Third party provider obligations and assurances;
- xxii. Materials and resources to be provided by the client.

5. The Australian Institute of Commerce and Technology Responsibilities

The Director The Australian Institute of Commerce and Technology is responsible for ensuring compliance with this policy.

6. Legislation

Legislation applicable to this policy includes (See Legislation compliance Policy) :

- Competition and Consumer Act 2010
- Fair Trading Legislation and Regulations
- Trade Practices Legislation and Regulations

7. Access & Equity

The Australian Institute of Commerce and Technology Access & Equity Policy applies. (See Access & Equity Policy)

8. Records Management

All documentation regarding the provision of client information are maintained in accordance with Records Management Policy. (See Records Management Policy)

9. Monitoring and Improvement

All provision of client information practices are monitored by the Director The Australian Institute of Commerce and Technology and areas for improvement identified and acted upon. (See Continuous Improvement Policy)