

TSA Academic Misconduct Policy and Procedure

1. Policy statement

Training Services Australia is committed to fostering a culture of academic integrity in all training and assessment activities. We uphold the highest standards of honesty, fairness, and accountability in training and assessment. Academic misconduct – including plagiarism, cheating, and collusion – is a serious violation of these principles, undermining the learning process and devaluing qualifications. Instances of academic misconduct will be addressed through established disciplinary procedures to uphold the integrity of our training and assessment standards.

2. Purpose

This document outlines the expectations of academic integrity for all students at Training Services Australia and establishes procedures for identifying, managing, and responding to academic misconduct.

The policy has been implemented to prevent incidents of academic misconduct from occurring at TSA wherever possible.

3. Scope

This document applies to all students, trainers, assessors, and staff involved in training and assessment activities at Training Services Australia. It specifically applies to all forms of formal assessment, including written, practical, and online assessments.

4. Definitions

Academic misconduct – Seeking to obtain academic advantage by dishonest or unfair means, or knowingly assisting another student to do so. Academic misconduct includes, but is not limited to **plagiarism, collusion** and **cheating**.

Plagiarism – Presenting another person's work, ideas, or research as one's own without proper acknowledgment. This includes:

- submitting evidence copied from another person.
- presenting the work of another individual or group as the student's own work.
- cases where a person completes all or part of an assessment on behalf of a student.

- assembling parts from various works and submitting this as evidence which is purported to be the student's own creation.
- submitting documents developed by others in the student's workplace / organisation and claiming that they are the student's own work.

Collusion – Submitting an assignment or other piece of assessable work which was written in conjunction with another student and without the prior permission of the TSA trainer. It can also occur through assisting others in plagiarism activities.

Unintentional collusion can arise from group activities; study groups; and group-based assessments where students are unsure about the boundary between what the TSA trainer / assessor considers acceptable group work and collusion.

Cheating – All practices described in the aforementioned definitions are forms of cheating. Cheating can also occur if a student has:

- tampered or attempted to tamper with assessment items, results or academic records.
- submitted work that has been stolen, purchased or borrowed.
- fabricated assessment evidence.

5. Responsibilities

5.1 TSA students

TSA students are responsible for:

- understanding this policy and procedure and seeking assistance if unsure.
- taking necessary actions to uphold academic integrity.

5.2 TSA trainers and assessors

TSA trainers and assessors are responsible for:

- informing students of this policy and procedure, and TSA's commitment to academic integrity.
- educating students on methods to avoid plagiarism, cheating and collusion. This can occur at any stage of the course but most particularly during the post course assessment briefing.
- being vigilant.
- reporting suspected breaches of this policy to the TSA Quality Manager or the TSA Operations Manager.

5.3 TSA Quality Manager

The TSA Quality Manager is responsible for:

- updating this document and making it available and accessible to students, trainers and assessors.
- ensuring that TSA personnel adhere to this policy when investigating and actioning matters of academic misconduct.
- coordinating an investigation where there is an allegation of academic misconduct.
- deciding on TSA's response in cases where academic misconduct is confirmed.

6. Procedural response

TSA recognises that each situation of alleged academic misconduct must be analysed with impartiality and that all pertinent facts, including the intent behind the behaviour, are explored before determining an appropriate response.

The procedural steps that can take place when there is a belief that academic misconduct may have occurred include, but are not limited to:

- 6.1 Where a TSA trainer / assessor believes that plagiarism, cheating or collusion may have occurred, they will refer the matter to the TSA Quality Manager or the TSA Operations Manager and provide specific information related to their concerns.
- 6.2 A review of the student's assessment evidence will be completed, and the areas of concern noted.
- 6.3 Contact will be made with the student, and / or the employer paying for the student's enrolment, to discuss the matter and explore any pertinent mitigating factors and / or gather relevant information.
- 6.4 After considering any information and explanation provided, the TSA Quality Manager, in consultation with TSA Management and the TSA trainer / assessor, will determine whether TSA's academic misconduct policy has been breached, and if so, the severity of the breach.
- 6.5 Where a breach is deemed to have occurred, the TSA Quality Manager will decide the consequences of the breach, taking into account the severity of the breach and the degree to which the misconduct was considered to be intentional or unintentional. The consequences could include but are not limited to one or more of the following:
 - a reprimand or warning
 - verbal assessment of relevant sections of the assessment
 - resubmission of part or all of the assessment

- additional alternate assessment questions
- withholding results
- a 'Not Competent' assessment decision being awarded for the relevant unit(s)
- additional charges for time spent by TSA investigating and dealing with the matter
- termination of the student's enrolment.

6.6 The consequences will be conveyed to the student and / or their employer in writing and will be recorded on the student's record.

6.7 The student will be made aware of TSA's Appeals process and their right to appeal the decision made.

If a student's enrolment is terminated due to a breach of this policy, then the student (or the employer who has paid for their enrolment) will not be eligible for a refund for the cost of the training and assessment.

7. Review and continuous improvement

This policy and procedure will be reviewed from time to time, and in situations where an academic integrity issue is raised that falls outside the scope of this document.

TSA personnel, especially those with responsibilities relating assessment of students, are encouraged to submit any concerns about, and suggestions for improving this Policy and Procedure to the TSA Quality Manager

8. Statutory and regulatory compliance

This document reflects the following legislation, regulations, standards, and / or guidelines:

- Standards for NVR Registered Training Organisations (RTO's) 2025
- National Vocational Education and Training Regulator Act 2011