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## Policy: Student Plagiarism, Cheating and Collusion with AI Transparency Statement

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### Overview

Builders Academy Australia (BAA) is committed to upholding academic integrity and ensuring the responsible use of Artificial Intelligence (AI) technologies in its educational processes. BAA ensures that mechanisms are in place to avoid student plagiarism, cheating, collusion, and the improper use of AI technologies.

BAA adheres to the Principles of Assessment and Rules of Evidence, where the evidence used to make a decision about competence must be valid, sufficient, authentic, and current, whether it is generated by human efforts or AI systems.

This Policy is intended to promote honesty in learning, assessment, and the responsible use of AI, as well as respect for the work of others. BAA requires that all students act honestly and ensure they do not involve themselves in cheating, colluding, committing acts of plagiarism, or misusing AI technologies.

### Definitions

**Cheating** - seeking to obtain an unfair advantage in the assessment of any piece of work, including the improper use of AI technologies to complete assignments.

**Plagiarism** – to take and use the ideas and/or expressions and/or wording of another person or organization and passing them off as one's own by failing to give appropriate acknowledgment. This includes material from any source such as staff, students, texts, resources, including BAA Learner Guides and the internet, whether published or unpublished. Plagiarism also extends to the use of AI-generated content without proper attribution.

**Collusion** – unauthorised collaboration between students, which may also involve the use of AI technologies for collaboration.

## Student Integrity and Honesty

BAA is committed to upholding standards of student integrity and honesty in regard to the assessment of their work, including the responsible use of AI technologies. Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced, including acknowledgments of all texts, resources, and AI-generated content utilised in the development of the work.

Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references, resources, and AI-generated content to minimize incidents of plagiarism, cheating, and the misuse of AI technologies.

## Unacceptable Behaviour

From time to time, there may be incidents of student plagiarism, cheating, collusion, or the improper use of AI technologies, which BAA is required to act upon to uphold the value of assessment outcomes and the reputation of the nationally recognized training provided.

Student plagiarism, cheating, collusion, and the improper use of AI technologies in any form are unacceptable and will be treated seriously by BAA.

BAA does not tolerate nor condone cheating of any kind, which includes, but is not limited to the following:

- Handing in someone else's work as your own (with or without that person's permission).
- Using any part of someone else's work without proper acknowledgment, including breaches of copyright.
- Submitting a completely duplicated assignment.
- Allowing someone else to hand in your work as their own.
- Copying sentences or paragraphs from one or more sources, present extracts from books, articles, conference papers, internal reports, computer software, websites, class notes, BAA Learner Guides, or recordings, without clearly indicating their origin, including AI-generated content.
- Having several people write one document and handing up multiple copies, all represented (implicitly or explicitly) as individual work.
- Misusing AI technologies to generate or complete assignments without proper disclosure.

If a student believes that their work has been plagiarised or copied, they must report the matter at once to the appropriate trainer/assessor or appropriate staff member.

## Student Discipline

BAA provides all students with clear expectations on the standards of conduct that are expected of them during their participation in the course, including the responsible use of AI technologies. The rights and responsibilities of students are prescribed in:

- The Student Code of Conduct; and
- Other policies and procedures as outlined in the Student Handbook.

If any student breaches these requirements or expectations, BAA will be required to take disciplinary action with the student to rectify and/or manage the behaviour.

The decision to initiate disciplinary action will only be made subject to:

- Exploring other potential avenues for dealing with the matter and fully exhausting these.
- An investigation occurring to determine the facts.
- Consultation occurring between the Trainer/Assessor and the Training Manager.

## Avoiding and Detecting Cheating and Plagiarism

### Learning Management System (LMS) Submission

When completing assessments via the Learning Management System (LMS) students are required to login using their unique login and password. Student are required to agree when clicking on the 'take assessment' button, that all work for assessment tasks submitted by them for each unit is their own, with no part of any assessment being copied / plagiarised from another person's work, except where authorised and listed / referenced.

All assessment tasks must be submitted with an assessment cover sheet, completed in full.

### Hard Copy Submission

When completing assessments in hard copy students are required to sign and date a 'Ready for assessment and own work declaration' agreeing that they will not submit work that has been copied from another person, written by another person and that they understand that seriousness of plagiarism.

BAA will take the necessary steps to detect plagiarism and cheating which may include:

- Comparing answers between students where similarities are apparent.
- Other methods deemed appropriate by the trainer/assessor.

All staff have an obligation to identify and investigate any possibility of plagiarism, cheating or collusion. A staff member who suspects that plagiarism, cheating or collusion may have occurred should first source evidence (through identification of the source) to support their allegation.

## Responding to Incidents of Cheating and Plagiarism

A student found to have plagiarised, cheated or colluded will be given an opportunity to respond to the allegations.

Disciplinary action will include meetings with the student either by phone or in person to formulate an action plan for rectifying the issues. The student will be given fair goals and timelines for rectifying the behaviour. Where the student fails to meet the requirements of the action plan or the behaviour continues, BAA will decide on appropriate further measures to be taken.

In serious cases, a Disciplinary Panel will be convened and will include senior members of BAA's Management Team. The purpose of the panel is to review the disciplinary process that has been followed; any evidence, meeting outcomes and allegations; to reach a decision about an appropriate course of action to be followed.

In all situations and circumstances, the student will be given due time and opportunity to respond to any concerns about their conduct or failure to meet the expectations set upon them. Students will be invited to bring a support person with them to a disciplinary meeting.

On conclusion of the meeting the student/s are to be advised in writing of the outcome of the discussion, including how BAA will deal with the problem. This will be done in one of the following ways:

- If the suspicion proves to be unfounded, no further action is taken.
- For a minor or unintentional offence, the student will be required to undertake an alternative form of assessment to provide evidence of attaining the requirements of competence.

- If it is a serious or deliberate offence, the student will fail the assessment and be required to re-enrol in the unit/s at their own cost, if they wish to complete their qualification.

A record of the student's involvement in alleged plagiarism, cheating or collusion will be noted in the student's file on the student management system VETtrak. Staff will have access to this information when considering any subsequent allegations of misconduct.

Students have the right to make an appeal of any decision made under this policy and procedure according to the Grievances, Complaints and Appeals Policy which can be located on the BAA website using the following link: [Grievance, Complaints and Appeal Policy](#).

## AI Transparency Statement

### Introduction

BAA is committed to delivering high-quality, student-centred education that embraces innovation while upholding integrity, compliance, and care. As part of this commitment, BAA incorporates AI tools as study aids through its AI Wallet initiative, supporting students across various modes of learning.

This AI Transparency Statement outlines how AI is used within BAA's training and assessment environment and affirms alignment with the Australian Skills Quality Authority (ASQA) guidelines and the Standards for RTO's.

### 1. Purpose of AI Use

AI at BAA is used to support student understanding, confidence, and study effectiveness—not to replace teaching or assessment. The AI Wallet provides:

- Study support (e.g., topic summaries, concept explanations, knowledge-check prompts);
- Language assistance for students from culturally and linguistically diverse (CALD) backgrounds;
- Draft feedback on student-written responses;
- Tools for notetaking, revision and research.

AI is not used for assessment marking, competency judgments, or delivery of training content. These uses are guided by BAA's Next-Gen Student's AI Playbook and Next-Gen Trainer's AI Playbook, which offer prompt examples, use cases, and best practices aligned with vocational learning.

### 2. Student Awareness and Informed Use

All BAA students complete a mandatory AI induction as part of their orientation process. This includes:

- Introduction to the AI Wallet and its tools;
- Instructional use of the BAA Next-Gen Student's AI Playbook;
- Access to a video guide that explains responsible AI use;
- Clarification on the role of AI in assessments and academic integrity.

Students are reminded that the AI tools are optional, and they receive guidance via the LMS, during orientation, and within their initial trainer-led sessions.

### 3. Human Oversight and Responsibility

All training and assessment at BAA are delivered and assessed by qualified human Trainers and Assessors.

- Trainers and Assessors are fully responsible for all decisions related to competence;
- AI does not issue qualifications or make learning judgments;
- Trainers and Assessors are supported by BAA's Next-Gen Trainer's AI Playbook, which outlines ethical and effective AI use for lesson planning, engagement, and student support.

Human support is also embedded through Student Success Coaches, who provide ongoing, personalised support to students.

#### **4. Limitations and Academic Integrity**

Students are clearly informed of AI's boundaries, including:

- AI responses may contain errors or simplifications;
- AI should not be treated as the sole authority on any topic;
- Submitting AI-generated content as original work may breach this policy.

#### **5. Data Privacy and Technical Safeguards**

BAA ensures that all AI tools used in the AI Wallet:

- Comply with the Privacy Act 1988 (Cth) and Australian Privacy Principles (APPs);
- Are delivered via secure, third-party platforms that do not store or use student data for training AI models;
- Avoid the collection or sharing of personally identifiable information without explicit consent.

Students are advised not to input personal, health, or sensitive information into AI platforms.

#### **6. Equity and Ethical Use of AI**

BAA ensures AI is used ethically and inclusively:

- Equal access to AI Wallet tools is provided across all delivery modes;
- Trainers are trained to assist students with digital literacy needs;
- AI tools are reviewed for potential bias and exclusion.

The goal is to empower, not exclude, and ensure that AI serves all students equitably.

#### **7. Continuous Improvement and Feedback**

AI tool use is regularly reviewed based on feedback from students and staff. Improvements are made to:

- Enhance the AI Wallet's relevance and value;
- Support emerging needs identified in the field;
- Update the AI Playbooks and policy as AI technologies evolve.

BAA's policies are reviewed at least annually or earlier if material changes occur.

#### **8. Summary for Students (Plain Language Version Available)**

A simplified version of this statement is available in:

- Website
- The LMS
- Orientation/ Induction Sessions

This includes examples of good practice, safe use of AI, and tips from the AI Student Playbook.

#### **9. Contact for Questions or Concerns**

For further information or to provide feedback on AI use, contact:

Email: [enquiries@buildersacademy.com.au](mailto:enquiries@buildersacademy.com.au)

Phone: 1300 LEGEND (534 363)

Builders Academy Australia uses AI to enhance student learning—not replace it. All students complete an AI induction, are supported by tailored BAA AI Playbooks, and are guided by qualified Trainers and Assessors to ensure that every learning journey remains personal, ethical, and future-ready.