AI and Academic Misconduct Policy

Purpose

This policy addresses the use of Artificial Intelligence (AI) tools and academic misconduct by students enrolled at ICETS. The purpose is to support learning, ensure academic integrity, and maintain compliance with national vocational education and training (VET) standards.

Academic misconduct deprives the student out of genuine learning and personal growth. When students misrepresent AI-generated work as their own, or plagiarise content, they bypass the critical thinking, research, and problem-solving skills that academic tasks are designed to develop. This not only undermines the education experience, but it can also diminish confidence and the ability to perform in real-world situations where integrity and competence are essential. Academic misconduct leaves gaps in knowledge and skills and devalues qualifications.

Learning is not just about passing assessments—it's about building the knowledge and capabilities needed to succeed.

Scope

This policy applies to current, former, and prospective students of Investigation Compliance & Enforcement Training Systems (ICETS). It also outlines ICETS' staff roles and responsibilities.

Overview

ICETS is committed to upholding high standards of academic integrity in all training and assessment activities. Students are expected to complete all assessments honestly, ethically, and independently unless collaboration is expressly allowed. Academic misconduct, including plagiarism, cheating, misrepresentation, or the misuse of AI tools, is taken seriously.

Definitions

Academic Misconduct: includes, but is not limited to:

- plagiarism or helping another learner to plagiarise;
- cheating in any form;
- collusion or unauthorised collaboration;
- bringing unauthorised materials or devices into an assessment;
- submitting previously assessed work for another unit or module;
- falsifying or fabricating data, documents, or records;
- failing to acknowledge the sources of information or ideas when referencing is required;
- tampering with assessments, results, or academic records; and
- sharing details of workplace or practical assessments with others who have not yet completed the task.

Artificial intelligence (AI): refers to the ability of systems or computers that perform tasks typically requiring human intelligence. AI is used in many products and services, from search engines to smartphone assistance. Generative AI can understand instructions and produce or deliver meaningful content. It uses the data it was trained on to generate new data that has similar characteristics.

Plagiarism: is when a student pretends to have written, created or developed work that has originated from another source. It can include but is not limited to:

- copying someone else's work in part or in whole, and presenting it as their own, and/or

- using material directly from books, journals, the internet, or any other offline/online resources, without appropriate acknowledgement of the authors and/or source, and/or
- building on the ideas or words of another person without appropriate acknowledgement, and/or
- using ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement.

Use of AI

Academic Misconduct: includes, but is not limited to:

ICETS recognises that Artificial Intelligence (AI) technologies are becoming increasingly relevant in both education and the workplace. Any use of AI technologies must be done responsibly and ethically and may enhance learning and digital competence. While AI can provide valuable support, its use must align with the principles of academic integrity:

- **Honesty** - Being truthful about a student's work, acknowledging sources correctly, and avoiding cheating, plagiarism, or misrepresentation.
- **Trust** - Building mutual confidence between students, educators, and institutions through reliable and consistent behaviour.
- **Fairness** - Ensuring equal opportunities, unbiased assessment, and transparent expectations in academic work.
- **Respect** - Acknowledging the contributions and perspectives of others, including peers, educators, and scholars, and following institutional rules.
- **Responsibility** - Taking ownership of academic performance and behaviour, including reporting breaches and maintaining academic standards.

Students are not permitted to submit AI-generated content as their own original work for assessment purposes.

Any use of AI must be transparent, appropriate to the learning outcomes, and must not replace the student's own understanding or skill development. If

students use an AI tool to assist with any part of an assessment, they **must acknowledge** the tool's use by stating what tool was used and how it was used

Academic Misconduct

Academic misconduct is a serious breach of the expectations and standards at ICETS and will not be tolerated under any circumstances. All students are required to complete their assessments honestly, independently, and in accordance with the instructions provided.

Any student found to have engaged in academic misconduct will face breach of policy action. Students are expected to maintain the highest level of integrity and professionalism at all times.

Roles and Responsibilities

Students

Students are responsible for maintaining academic integrity submitting original assessment work, and properly acknowledging any additional sources, research or tools used in completing assessment work.

If ICETS suspects the use of AI-generated work or academic misconduct, the student has the right to be informed of the allegation and its particulars and have a right to respond.

Trainer and Assessor Roles and Responsibilities

Trainers and assessors at ICETS are responsible for ensuring the integrity and authenticity of student assessment. They have the authority to determine whether the use of AI tools is appropriate for a particular assessment task and may explicitly prohibit their use where it may compromise the learning outcomes or assessment requirements.

Trainers and assessors may also request that students explain, clarify, or justify the content they submit to confirm it reflects their own knowledge and

competency. Where academic misconduct is suspected, the trainer or assessor will gather information to substantiate the suspicion.

Chief Operating Officer (COO) Roles and Responsibilities

The COO must decide whether they believe that the academic misconduct was likely to have been intentional or unintentional.

A student determined to have committed an academic misconduct will be provided with the opportunity to respond.

If the Student is unable to provide a satisfactory explanation of the correspondence between the learner's work and the suspicions identified or fails to respond within 5 business days, ICETS may infer a breach of this policy and the Student Code of Conduct.

If the RTO COO is reasonably satisfied that the academic misconduct was, more likely than not, done with the intention to obtain an unfair advantage in assessment, the matter must be documented, in writing, and included in the students file and a course of breach of policy action determined.

Breach of Policy Detection

Students of ICETS should be aware ICETS use plagiarism or AI-detection tools to verify originality of assessment submissions.

Breach of Policy Action

A breach of this policy may result in but not limited to:

- Assessment re-submission or failure.
- Formal warning in writing
- Cancellation of enrolment and removed from the course without a refund.

Support

Students unsure about using AI tools should speak with their trainer/assessor or contact the ICETS team.

Acknowledgement

All students are required to acknowledge they have read this policy upon enrolment.

Version History

Version	Date	Author	Summary of Changes
1.0	04/06/2025	COO	Created