

Policy Academic Integrity

Policy Statement

Royal Life Saving Society Western Australia (RLSSWA) is committed to maintaining the integrity of the assessment process and ensuring that all vocational education and training (VET) students complete the knowledge-based assessment questions and practical assessment tasks, effectively demonstrating their understanding and application of the required knowledge and skill.

Definitions

- Academic integrity –honesty, trust, and fairness during the learning and assessment process
- Academic misconduct - any dishonest or unethical actions which violate academic integrity within an educational setting.
- Plagiarism - the practice of taking someone else's work or ideas and passing them off as one's own.
- Collusion – two or more students working closely together or collaborating on assessment task/s.
- Impersonation – one individual completing an assignment on behalf of another, or pretending to be another student during a practical assessment task.
- Authenticity – the requirement that all work submitted by a student must be their own work, thoughts, ideas and insights.
- Artificial intelligence (AI) – the use of machine learning algorithms, natural language processing, and other advanced computational techniques to complete various tasks.

Scope

This policy applies to all RLSSWA students enrolled in qualifications, skill sets and nationally recognised units of competency. It includes but is not limited to the following assessment activities:

- Answers to multiple choice assessment questions
- Answers to open ended assessment questions
- Practical assessment tasks
- Completion of logs, plans and other documents
- Submission of workplace evidence

Learning vs Assessment

RLSSWA recognises the value of student interaction and consultation during the training process. Engagement between students promotes learning and reinforces the value of collaboratively working in a team environment in the workplace. Each student is then required to demonstrate their own individual comprehension of course content in their submitted assessment evidence as part of the assessment requirements for their course.

Academic Integrity

The integrity of the assessment process is compromised when students engage in the following practices:

- Submitting work which is exceeding similar to the work of another student.
- Presenting the work of another individual as their own (this could include but is not limited to copying and pasting from the learner guides, reference material or the internet)
- Uploading workplace documents, records and logs which were completed by another individual.
- Colluding with another individual in generating answers to assessment questions
- Using AI-generated content without proper contextualisation and application

Plagiarism and Collusion

RLSSWA ensures that all VET students are aware of the importance of submitting original and authentic answers to the assessment questions. This ensures that RLSSWA assessors are able to reach an assessment judgment based solely on the knowledge, understanding and industry application of each individual student.

RLSSWA assessors are responsible for identifying and detecting instances of plagiarism and collusion and determining the appropriate response if they have concerns about the authenticity of assessment evidence. Management of plagiarism and collusion could include:

- Request for a resubmission, explaining the importance of authentic assessment evidence.
- Collection of verbal evidence via a phone conversation or a Teams meeting (*the competency conversation*)
- A workplace visit, to confirm understanding and application.
- Referral to the RTO management for further investigation and consideration

RLSSWA will investigate serious instances of plagiarism and academic misconduct on a case-by-case basis. Consequences for significant breaches of plagiarism could include:

- Opportunity to resubmit the entire assessment.
- Requirement to complete additional assessment questions and tasks to confirm competency.
- Option to complete the assessment under the supervision of an assessor.
- Termination of the enrolment in extreme instances

Authenticity Measures

RLSSWA assessors implement the following authenticity measures in upholding academic integrity during the assessment process:

- Conducting an id check (photo identification) for each student prior to the assessment of practical tasks
- Educating students on the need to complete all assessment requirements on an individual basis.
- Confirming during the practical assessment tasks that students understand the underlying knowledge.
- Asking students to debrief the practical tasks providing insight into the why behind the what.
- Conferring with a colleague for a second opinion if concerns are noted.

RLSSWA conducts a systematic cycle in validating assessment evidence. Each validation team reviews random assessment samples in accordance with the Rules of Evidence.

Artificial Intelligence (AI)

RLSSWA recognises AI as a valuable learning resource which effectively promotes independent and interactive learning and self-sufficiency. AI is a prevalent tool in the workplace, boosts student's use of technology in the workplace and is increasing becoming common industry practice.

Students, if electing to use AI as a partner in the learning process, must use the tool responsibly. Following their research and confirmation of content, it is imperative that students then answer every assessment question **in their own words** and **illustrate their understanding** of the content with the practical application contextualised to their workplace.

Associated documents

- Assessment Guidelines for Students

Version Control			
Policy created	August 2024	Version Number	2.0
Review Date	August 2026	Authorisation	Jacqui Byala RTO Compliance Coordinator