



Axial Training Assessment Integrity Policy

Assessment Integrity Policy

Axial Training and International College

Version: 1.0

Effective Date: 21 February 2024

Document Control ID: PO-GEN-31

RTO #: 2437

CRICOS Provider Code: 03452C

Purpose

Axial Training and International College is committed to fostering a culture of honesty, integrity, and responsibility, ensuring a fair and ethical academic and quality skills based educational environment. This policy aims to define and address instances of academic misconduct including but not limited to; plagiarism, cheating, collusion, impersonation, and other related misconduct, establishing a framework for prevention, detection, and action against such activities.

Definitions

1. **Academic Integrity:** The ethical code and moral principles that govern academic practices. It involves honesty, trust, fairness, respect, and responsibility in all academic work.
2. **Plagiarism:** The act of presenting someone else's work or ideas as your own without proper acknowledgment. This includes, but is not limited to, copying text, ideas, images, literal use of AI's and web content.
3. **Cheating:** Engaging in deceptive practices or breaking the rules to gain an unfair advantage in any academic work. This includes unauthorised access to exam materials, use of prohibited aids during exams, and submission of work not done independently without permission.
4. **Collusion:** Unauthorised collaboration with others in preparing academic work that is supposed to be completed independently. This differs from approved group work or collaboration as defined by the Trainer and Assessor.



Axial Training Assessment Integrity Policy

5. **Impersonation:** Falsely presenting oneself as another individual in an academic setting. This includes taking an exam on behalf of someone else or allowing someone else to take an exam on your behalf.
6. **Academic Misconduct:** Any action or attempted action that may result in creating an unfair academic advantage for oneself or others. This includes plagiarism, cheating, collusion, impersonation, and any other forms of dishonest practice in academic work.
7. **Turnitin:** A plagiarism detection software used to identify similarities between submitted assignments and existing works. This tool is utilised by Axial Training and International College to ensure the originality of students' work.
8. **Authenticity Declaration:** A statement signed by students upon submission of their work, confirming that the work is their own and acknowledging the sources used.
9. **Grade Penalty:** A consequence for academic misconduct that may involve lowering a grade for the assignment or course, depending on the severity of the offense.
10. **Risk Mitigation:** Strategies and actions taken by the institution to reduce the likelihood and impact of academic misconduct. This includes preventive measures, detection tools, and educational efforts.
11. **National Standards for RTOs 2015:** The regulatory framework that sets out the requirements that Australian Registered Training Organisations (RTOs) must meet to deliver vocational education and training.

Scope

This policy applies to all students (both domestic and international), faculty, staff, and contractors of Axial Training and International College, across all modes of study and at any location where educational activities are conducted. This Assessment Integrity Policy is a cornerstone of Axial Training and International College's commitment to maintaining the highest standards of honesty, trust, fairness, respect, and responsibility. It applies universally to all students, faculties, staff, and contractors associated with Axial Training and International College (hereinafter referred to as "the College"). This policy is enforceable across all modes of study offered by the College, including but not limited to, on-campus classes, blended learning environments, practical workshops, fieldwork, and any other educational activities facilitated or recognised by the College.



Axial Training Assessment Integrity Policy

Applicability and Responsibility

The responsibility for implementing this policy lies with the Director of Compliance together with the General Manager, in collaboration with senior management, faculty, and staff, ensuring a collective effort towards upholding academic integrity.

1. **Students:** This includes all individuals enrolled in any course or program offered by the College, whether pursuing education on a full-time, part-time, distance learning, or short-course basis. It encompasses both domestic and international students, regardless of their place of study or the mode of learning they are engaged in.
2. **Faculty and Staff:** All employees of the College, including but not limited to Teaching and Learning faculty, administrative staff, and support personnel, are expected to uphold and enforce the principles of academic integrity. This expectation covers the design, delivery, and assessment of educational content, as well as the provision of student support services and administrative duties.
3. **Contractors:** External individuals or entities engaged in any work or service for the College, including consultants, guest lecturers, and third-party service providers, must adhere to this policy while involved in college-related activities.
4. **Modes of Study:** The policy applies to all educational activities, assessments, and submissions conducted at the College or under any auspices or Third Party arrangements of the College. This includes traditional classroom settings, online platforms, hybrid models, workplace assessments, and any other learning or assessment environments sanctioned by the College.
5. **Locations:** While the College may operate across various campuses, workplaces, schools and environments, the principles of academic integrity outlined in this policy are binding regardless of the geographical location or virtual platform. This includes any external locations used for field trips, placements, or any College-endorsed educational activities.



Axial Training Assessment Integrity Policy

Expectations:

- **For Students:** Students are expected to engage in their studies honestly and ethically, submit original work for all assessments, properly acknowledge sources via referencing where applicable, and refrain from engaging in or facilitating academic misconduct.
- **For Faculty and Staff:** Faculty and staff are required to model high standards of academic integrity, provide clear guidance on the expectations for honest and ethical work, detect and address instances of academic misconduct, and support students in understanding and applying principles of academic integrity.
- **For Contractors and guest speakers:** Contractors and guest speakers, must conduct their activities in alignment with the College's academic integrity standards, ensuring that their contributions to the educational process, directly or indirectly, promote and uphold these principles.

By adhering to this policy, all members of the College community contribute to a culture of qualification integrity that enhances the value of the qualifications awarded by Axial Training and International College and prepares students for professional and personal success grounded in quality skillsets and ethical Teaching and Learning principles.

Policy Statement

Axial Training and International College upholds academic integrity as a core value, strictly prohibiting academic misconduct. The institution provides clear guidelines and educational resources to prevent misconduct, ensuring that all members are aware of their responsibilities and the consequences of policy violations. At Axial Training and International College, we recognise the importance of maintaining the highest standards of academic integrity as fundamental to the pursuit of educational excellence and the advancement of knowledge. Academic integrity is at the heart of our educational ethos, guiding the behaviour of all students, faculty, staff, and contractors associated with our institution. Our commitment to academic integrity encompasses a proactive approach, incorporating clear guidelines, preventive measures, and educational resources aimed at fostering an environment of honesty, trust, fairness, respect, and responsibility.



Axial Training Assessment Integrity Policy

To ensure that all members of the Axial Training and International College community are fully informed about their responsibilities and the expectations placed upon them, we provide:

1. **Orientation and Induction Sessions:** At the beginning of their association with the College, all students, faculty, staff, and contractors are required to participate in orientation or induction sessions that include comprehensive training on Teaching and Learning best practice, academic integrity, plagiarism, cheating, collusion, and related misconduct. These sessions are designed to clarify the boundaries of acceptable academic practice and the consequences of policy violations.
2. **Educational Resources:** A range of resources, including manuals, guidelines, and online modules, is made available to all community members. These materials cover topics such as proper citation practices, how to distinguish between collaboration and collusion, and strategies to avoid unintentional plagiarism.
3. **Clear Guidelines on Academic Misconduct:** The policy delineates clear definitions and examples of what constitutes academic misconduct, including cheating, plagiarism, collusion, and other forms of dishonesty. It outlines the procedures for reporting and investigating suspected incidents, ensuring that all cases are handled with fairness and due process.
4. **Preventive Measures:** The College employs various tools and strategies to prevent academic misconduct. These include the use of plagiarism detection software, secure assessment protocols, and the promotion of assessment designs that minimise opportunities for dishonesty.
5. **Learning Enhancement and Support:** Recognising that some incidents of academic misconduct may stem from a lack of understanding or from academic pressures, Axial Training and International College provides support and Learning Enhancement services to help students develop effective study skills, manage stress, effectively learn alternative methods of learning and gain support from teaching staff to provide reasonable adjustment where necessary.
6. **Transparent Procedures for Handling Violations:** In cases of alleged academic misconduct, the College follows transparent and equitable procedures to investigate and address the incidents. These procedures ensure that accused individuals have the opportunity to respond to allegations and that any penalties or corrective actions are commensurate with the severity of the breach.



Axial Training Assessment Integrity Policy

Procedures:

Education and Prevention

Axial Training and International College places a strong emphasis on the education and prevention of academic misconduct.

This proactive approach includes:

- **Regular Training Sessions:** Scheduled training sessions for all members of the Axial community, emphasising the importance of academic integrity, understanding what constitutes misconduct, and the development of skills to avoid it. These sessions are tailored to different groups within the institution, including students, faculty, staff, and contractors.
- **Access to Resources:** Provision of comprehensive resources, such as guides on citation and referencing, tutorials on avoiding plagiarism, and advice on academic writing. These resources are accessible throughout the educational year, aiming to provide ongoing support and reinforcement of academic integrity principles.

Detection and Monitoring

To maintain the integrity of academic work, Axial Training and International College employs several strategies:

- **Plagiarism Detection Software:** The institution uses Turnitin, a leading plagiarism detection tool, to review assignments, projects, case studies, and other written works for originality.
- **Secure Assessment Methods:** Implementation of secure and varied assessment methods that reduce the opportunities for misconduct. This includes but not limited to, invigilating, timed assessments, and personalised assignment topics.
- **Vigilant Monitoring:** Regular audits of assessment tasks and materials, coupled with sample cross-marking processes, to ensure the validity and integrity of student submissions occurs quarterly.

Investigation and Reporting

In the event of suspected academic misconduct:

- **Confidential Investigation:** A thorough and fair investigation process, maintaining confidentiality for all parties involved. This process involves gathering evidence,



Axial Training Assessment Integrity Policy

interviewing relevant individuals, and providing the alleged with an opportunity to respond.

- **Transparent Reporting:** Allegations and findings are documented and reported in accordance with college policies, ensuring that all cases are handled consistently and transparently.
- **Penalties:** Penalties for academic misconduct at Axial Training and International College are designed to be corrective rather than punitive, with the severity of the penalty matching the gravity of the misconduct:
 - **Warnings:** For minor infractions, a formal warning may be issued with resubmission required
 - **Grade Penalties:** Diploma level qualifications may incur grade penalties and mandatory resubmission of work.
 - **Failure of the Unit:** For serious or repeated offenses, students may “fail” the unit or assessment, requiring payment to re-enrol and resit the unit content and the assessment

Risk Mitigation

The institution's Quality, Audit, and Compliance departments, in collaboration with the General Manager, play a critical role in identifying and managing risks associated with academic misconduct:

- **Risk Assessment:** Regular reviews and assessments of potential risks related to academic integrity.
- **Strategy Development:** Development and implementation of strategies to mitigate identified risks, with recommendations made to senior management and the leadership team.

Related Policies and Resources

Supporting policies and resources include:

- **Student Handbook:** A comprehensive guide to institutional policies, including academic integrity.
- **Trainer and Assessor Guidelines:** Specific guidelines to assist educators in upholding and promoting academic integrity.
- **Code of Conduct for Students:** Outlines expected behaviours and the consequences of misconduct.



Axial Training Assessment Integrity Policy

- **Complaints and Appeals Policy and Procedure:** Ensures that students have a voice and a clear process for raising concerns.

Compliance

This policy is in full alignment with the National Standards for RTOs 2015 and other relevant statutory and regulatory requirements, ensuring that Axial Training and International College maintains the highest standards of academic integrity and regulatory compliance.