

90075 CSNSW Academy Academic Integrity Policy and Procedure

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1. Purpose

Corrective Services NSW (CSNSW) Academy is committed to protecting and maintaining the academic integrity of Nationally Recognised Training (NRT) and complying with the Vocational Education and Training (VET) Quality Framework and the Copyright Act 1968. The purpose of this policy and procedure is to inform CSNSW Academy learners and staff about academic integrity as well as outline how CSNSW Academy identifies, investigates and manages cases of academic misconduct.

2. Scope

This policy and procedure applies to all learners enrolled in NRT products as well as all CSNSW Academy staff involved in the process of identifying, investigating and managing academic misconduct.

3. Legislative Context

This policy and procedure ensures that CSNSW Academy meets the legislative and regulatory requirements of the following:

- Copyright Act 1968
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Privacy and Personal Information Protection Act 1998
- Standards for Registered Training Organisations (RTOs) 2015 or its successor.

4. Communication, Implementation and Monitoring

The development of this policy and procedure involved consultation with relevant stakeholders, ensuring consideration of organisational systems, improvements and impacts, RTO compliance, and the corrective services context.

This policy and procedure, and associated documents, are communicated and made accessible to CSNSW Academy learners through the following measures:

- email notifications
- publication on CSNSW Academy's website
- reference in the Learner Information Handbook
- provision prior to completion of the Online Enrolment Form.

This policy and procedure, and associated documents, are communicated and made accessible to CSNSW Academy staff in addition to above through the following measures:

- internal broadcasts
- staff meetings
- workshops (where applicable)
- upload into the Electronic Document Records Management System (EDRMS).

This policy and procedure will be reviewed three (3) years from the date of implementation, or earlier should a review be warranted.

This policy and procedure is also subject to ongoing revisions to reflect continued alignment with regulatory requirements and RTO operational improvements. Users of this document are responsible for ensuring that the most current version is being applied. The most current document version is available on EDRMS.

Adherence and collaboration to RTO policies and procedures is essential to the experience of learners. Where CSNSW Academy learners or staff have any questions or require assistance, they may contact Contact_BFCSA@correctiveservices.nsw.gov.au.

5. Definitions

- **Academic cheating** refers to any action by a learner that seeks to gain an unfair advantage while undertaking training and assessment.
- **Academic integrity** is the demonstration of acting with the values of honesty, trust, fairness, respect and responsibility while undertaking or delivering training and assessment.
- **Academic misconduct** refers to any breach of academic integrity including but not limited to plagiarism, collusion, academic cheating and unauthorised use of AI.
- **Appeal** means a dispute raised by a learner against a decision that has been made by CSNSW Academy in relation to NRT.
- **AQF certification documentation** refers to official documentation confirming that an AQF qualification or a VET statement of attainment has been issued by CSNSW Academy, another registered training organisation or any other entity authorised to do so.
- **Artificial Intelligence (AI)** is intelligent technology, programs and the use of advanced computing algorithms that can augment decision-making by identifying meaningful patterns in data.
- **Assessment** means the process by which CSNSW Academy, or a third party delivering services on its behalf, collects evidence for the purposes of determining whether a VET learner is competent to perform to the standard specified in the training product.
- **Australian Qualifications Framework (AQF)** means the national policy and framework for regulated qualifications in the Australian education and training system.
- **Chief Executive Officer (CEO)** means the Director, CSNSW Academy and Operational Training.

- **Collusion** is a type of academic misconduct that occurs when a learner submits an assessment task that has been completed with unauthorised collaboration with other persons.
- **Electronic Document Record Management System (EDRMS)** refers to the record management system used by CSNSW to upload, store and access electronic documents.
- **Nationally Recognised Training (NRT)** any program or training that leads to vocational qualifications and credentials recognised across Australia.
- **Plagiarism** refers to when a learner deliberately or unintentionally presents work as their own when it is the work of another person without correct referencing.
- **Reassessment** is the resubmission of assessment tasks in the event where a learners' original submission was graded as Not Yet Satisfactory (NYS).
- **Validation** means the review of the assessment system to ensure that:
 - assessment tools are consistent with the training product and the requirements set out in the Standards for RTOs 2015 or its successor, and
 - assessments and assessment judgements are producing consistent outcomes.

6. Policy Statement

CSNSW Academy protects the academic integrity of the assessment process by effectively identifying and managing cases of academic misconduct. CSNSW Academy deals with suspected cases of academic misconduct fairly, consistently and transparently and retains records appropriately. The outcomes of academic misconduct cases are used to inform continuous improvements.

7. Responsibilities

7.1. Learners

Learners are responsible for:

- complying with CSNSW Academy's policies and procedures at all times
- demonstrating academic integrity at all times
- acknowledging that they have read and understood this policy and procedure upon commencement of training and/or assessment
- ensuring and declaring that each assessment submitted is their own, original work
- ensuring that all sources and information accessed to complete assessments are appropriately and correctly referenced.

7.2. Training Units

7.2.1. Trainers and Assessors

Trainers and assessors are responsible for:

- providing learners with sufficient information to assist in minimising the occurrences of academic misconduct including through sharing this policy and procedure

- ensuring that learners are provided sufficient information to assist in minimising occurrences of academic misconduct
- identifying academic misconduct during the assessment process
- initiating cases of academic misconduct by notifying the relevant Training Unit Manager
- assisting in the investigation of cases of academic misconduct
- providing learners with additional support where the outcome of an academic misconduct investigation requires re-assessment or other support
- developing training and assessment resources, including written, verbal, artistic and electronic materials, with correct referencing to set an example for learners.

7.2.2. Training Unit Managers

Training Unit Managers (TUMs), or their appointed delegates, are responsible for:

- leading the investigation of suspected cases of academic misconduct
- proposing outcomes for confirmed cases of academic misconduct and submitting to the CEO for approval
- documenting and retaining all records related to academic misconduct investigations and outcomes
- leading the development of training and assessment resources, including written, verbal, artistic and electronic materials, with correct referencing to set an example for learners.

7.3. Continuous Improvement and Compliance Unit

The Continuous Improvement and Compliance Unit (CICU) is responsible for:

- leading post-assessment validation activities and managing the validation schedule
- systemically reviewing outcomes of academic misconduct to identify continuous improvements.

The CICU is also responsible for conducting regular quality assurance activities to ensure compliance with legislative requirements and this policy and procedure. Quality assurance activities undertaken by the CICU are outlined in CSNSW Academy's Commitment to VET Compliance Policy and Procedure and include but are not limited to:

- conducting ad hoc checks
- undertaking scheduled internal audits
- reviewing compliance through undertaking an annual self-assessment.

The CICU is also responsible for the development, review and monitoring of this policy and procedure.

7.4. Chief Executive Officer, RTO

The Chief Executive Officer (CEO) is responsible for the management and execution of this policy and procedure. The CEO is also responsible for providing the written outcome for academic misconduct cases.

8. Procedure

To ensure fairness and consistency, CSNSW Academy adheres to a set procedure for academic misconduct cases as outlined below and in Annexure A.

8.1. Informing learners of academic integrity and preventing academic misconduct

CSNSW Academy informs and educates learners of academic integrity to mitigate and prevent cases of academic misconduct, through:

- publication of this policy and procedure on CSNSW Academy's website
- provision of information on academic integrity in the Learner Information Handbook
- provision of factsheets
- education and support by trainers and assessors upon commencement of training and/or assessment
- provision of additional support to assist learners with referencing.

CSNSW Academy staff also demonstrate academic integrity by modelling good practice while educating learners and creating resources.

8.2. Understanding types of academic misconduct

8.2.1. Plagiarism

All assessments must be the learner's original work. Any failure to correctly reference the work of others, whether it is in-full or partially, is plagiarism. There are various types of plagiarism. Examples include but are not limited to:

- paraphrasing from a source without correct referencing
- following the structure of another person's argument or layout
- submitting an assessment task that is partially or wholly another person's work
- directly copying ideas, texts, concepts, design, data, artwork, images or sound from a source without correct referencing
- allowing another person to copy an assessment task
- aiding another learner to plagiarise
- submitting an assessment task that is a partially or wholly generated with Artificial Intelligence.

To avoid plagiarism, learners are required to correctly reference all information used in an assessment submission where it has been obtained from another source. Sources include but are not limited to:

- textbooks
- journal articles
- web pages
- news articles
- social media
- work or information created by others including CSNSW staff and learners.

All CSNSW Academy learners and staff are to reference using American Psychological Association (APA) 7th Edition Referencing; examples and further guidance of the APA Referencing are provided in Annexure B and in the factsheets listed under Section 9.

8.2.2. Collusion

All assessments submitted must be the learner's independent work and may not be the product of collusion with one or more persons who may or may not be another CSNSW Academy learner. Examples of collusion include but are not limited to:

- working with others to complete an individual assessment task
- allowing others to partially or wholly copy an assessment task or take credit for it
- co-writing or sharing information that will be used in assessable work
- editing another person's or allowing another person to edit an assessment task.

Working collaboratively with other learners when instructed and authorised to do so for the purposes of a group assessment is not considered collusion.

8.2.3. Unauthorised use of Artificial Intelligence

CSNSW Academy's learners may only use Artificial Intelligence (AI), through the approved platform Microsoft Copilot, to:

- assist the initial research process
- assist in developing understanding of content
- provide feedback on work
- recommend further evaluation and research.

Where AI is used, it must be correctly referenced using APA 7th Edition Referencing.

CSNSW Academy prohibits the use of AI when it is used:

- to generate responses for assessment tasks
- without appropriate and correct referencing
- through unauthorised platforms and tools including but not limited to ChatGPT and DeepSeek.

Unauthorised, inappropriate or unacknowledged use of AI platforms is academic misconduct.

8.2.4. Academic cheating

All learners must display academic integrity by completing and submitting independent work without cheating. Examples of academic cheating include but are not limited to:

- using unauthorised tools or resources to gain an advantage
- use of contract or commercial cheating services
- using ghost writing services
- submission of falsified or fraudulent documents as assessment evidence
- tampering with assessment tools, submissions or results.
- unauthorised use of AI.

8.3. Identifying academic misconduct

CSNSW Academy may identify suspected cases of academic misconduct through various mechanisms including but not limited to:

- review of references cited in the assessment submission
- use of online search and reference tools and software
- professional consideration of previous works submitted by a learner
- comparison of assessment submissions by learners
- post-assessment validation
- reports from other learners and/or CSNSW Academy staff.

Where a CSNSW Academy learner and/or staff member suspects that academic misconduct has occurred, they must report this in writing, to the relevant TUM with details and supporting evidence.

8.4. Notifying learners of suspected academic misconduct

Where academic misconduct is suspected, the relevant TUM, or their appointed delegate, notifies the learner and provides them with the opportunity to present their side and any relevant evidence within seven (7) calendar days. Learners must provide a response in writing. Where a response is not provided by the learner, the TUM or their appointed delegate follows up with the learner. If no response is received, the investigation will continue regardless.

8.5. Investigating academic misconduct

Upon receipt of information from the learner, the relevant TUM, or their appointed delegate, investigates to determine if academic misconduct has occurred. Suspected misconduct is investigated fairly,

consistently and transparently and all persons involved are provided with an opportunity to be heard. The investigation may include but is not limited to:

- a review of the assessment evidence
- an interview with the learner
- an interview with other CSNSW Academy learners and/or staff.

Details of the investigation, findings and recommendations are recorded in the Academic Misconduct Investigation Report.

8.6. Determining outcomes of academic misconduct

Where the investigation process confirms that academic misconduct has occurred, the relevant TUM, or their appointed delegate, submits the completed Academic Misconduct Investigation Report and provides it to the Manager, CICU and the CEO. The CEO must approve the course of action to be undertaken and sends a written outcome directly to the learner. Confirmed cases of academic misconduct may lead to one or more of the outcomes outlined below.

8.6.1. Additional support

Where the academic misconduct is determined to be minor and unintentional, learners may be provided with additional support. Additional support may include but is not limited to:

- further guidance with referencing
- provision of Language, Literacy, Numeracy and Digital (LLND) Skills support
- referral to wellbeing support services.

8.6.2. Resubmission

Where the academic misconduct is determined to be minor and unintentional, learners may be provided an opportunity to amend and resubmit the assessment(s).

8.6.3. Assessment grade of 'Not Yet Satisfactory'

Where the academic misconduct is confirmed to be significant, the learner's assessment is assessed as 'Not Yet Satisfactory (NYS)'. The learner may have an opportunity to be reassessed in accordance with CSNSW Academy's Quality Training and Assessment Policy and Procedure. Where resubmission opportunities are not available, the learner may be deemed 'Not Yet Competent (NYC)' for the relevant unit(s) of competency and be required to repeat training and assessment. For learners who are not employed by CSNSW, repeating training and assessment as a result of academic misconduct may incur additional fees.

8.6.4. Cancellation of enrolment

A learner's enrolment with CSNSW Academy may be cancelled where the academic misconduct is confirmed to be significant and recurring.

8.6.5. Revocation of AQF certification documentation

Where academic misconduct is confirmed after the AQF certification documentation has been issued, the AQF certification documentation may be revoked.

8.6.6. Referral to Professional Standards & Investigations

Where the academic misconduct is significant and recurring, and the learner is employed by CSNSW, their conduct may be referred to Professional Standards & Investigations for further action.

8.7. Notifying learners of outcomes

Where academic misconduct is confirmed, learners will be formally advised of the outcome in writing by the CEO, or their appointed delegate, within fourteen (14) calendar days of the initial notification of suspected academic misconduct. The Academic Misconduct Review Outcome Template is to be used. Where the learner is employed by CSNSW Academy, their supervisor or manager is also to be notified. The Manager, CICU, is also to be consulted.

8.8. Resolving disputes

CSNSW Academy provides learners with the option to:

- submit complaints against trainers, assessors, and any other staff member
- submit an appeal against any decision made by CSNSW Academy in relation to cases of academic misconduct within seven (7) calendar days of receipt of the written outcome.

All complaints and appeals are managed in accordance with CSNSW Academy's Complaints and Appeals Policy and Procedure.

8.9. Retaining records

CSNSW Academy records details of academic misconduct cases on CSNSW Academy's Academic Misconduct Register. CSNSW Academy also retains records related to cases of suspected and confirmed academic misconduct in EDRMS. The EDRMS container is only to be accessible by the relevant TUM, the Manager, CICU, and the CEO.

Learners are responsible for retaining a copy of their own assessment submissions and any further documentation provided as part of the investigative process for academic misconduct.

8.10. Ensuring quality

The CICU systemically monitors and reviews cases of academic misconduct to support the continuous improvement of CSNSW Academy. Where a case of academic misconduct is identified, it is also considered at the next scheduled CSNSW Academy's Manager's Meeting to ensure a quality process is maintained. During this meeting the Management Team considers any potential continuous improvement actions.

8.11. Protecting Privacy

Information provided by learners to CSNSW Academy as part of any academic misconduct investigation will be used for the purposes of general administration, enrolment, and communication. Information provided will be maintained in strict accordance with the thirteen (13) Australian Privacy Principles, the Privacy and Personal Information Protection Act 1998 and the Department of Communities and Justice Privacy Policy.

8.12. Complying with Copyright Requirements

CSNSW Academy complies with the Copyright Act 1968. For the purpose of research or study, CSNSW Academy staff are limited to copying up to 10% or one chapter of a book or copying one article from any one issue. Copying in this instance means either photocopying or downloading the chapter or article to use as a learning resource.

9. Associated Documents

This policy and procedure should be read in conjunction with the following associated documents.

Document	Reference
CSNSW Academy Academic Misconduct Investigation Report Template	D21/0978729
CSNSW Academy Academic Misconduct Register	D21/0455144
CSNSW Academy Academic Misconduct Review Outcome Template	D21/0978732
CSNSW Academy AQF Certification Policy and Procedure	D11/545305
CSNSW Academy Complaints and Appeals Policy and Procedure	CSNSW Website
CSNSW Academy Costing Policy and Procedure	D11/481944
CSNSW Academy Enrolments Procedure and References	D18/1004929
CSNSW Academy Industry Engagement Policy and Procedure	D21/1346309
CSNSW Academy Learner Information Handbook	CSNSW Website
CSNSW Academy Learner Rights and Responsibilities	CSNSW Website
CSNSW Academy Quality Training and Assessment Policy and Procedure	CSNSW Website
CSNSW Academy Rates of Charge Policy	CSNSW Website
CSNSW Academy Recognition Policy and Procedure	CSNSW Website
CSNSW Academy Records Management Policy and Procedure	D12/445920
CSNSW Academy Referencing AI Factsheet	CSNSW Website
CSNSW Academy Referencing Correctly with APA 7 th Edition Factsheet	CSNSW Website
CSNSW Academy Transitions Policy and Procedure	D09/251725
CSNSW Academy Using AI Factsheet	CSNSW Website
Department of Communities and Justice Code of Ethical Conduct	DCJ Intranet
Department of Communities and Justice Conflict of Interest Policy	DCJ Intranet
Department of Communities and Justice Privacy Policy	DCJ Intranet

10. Document Information

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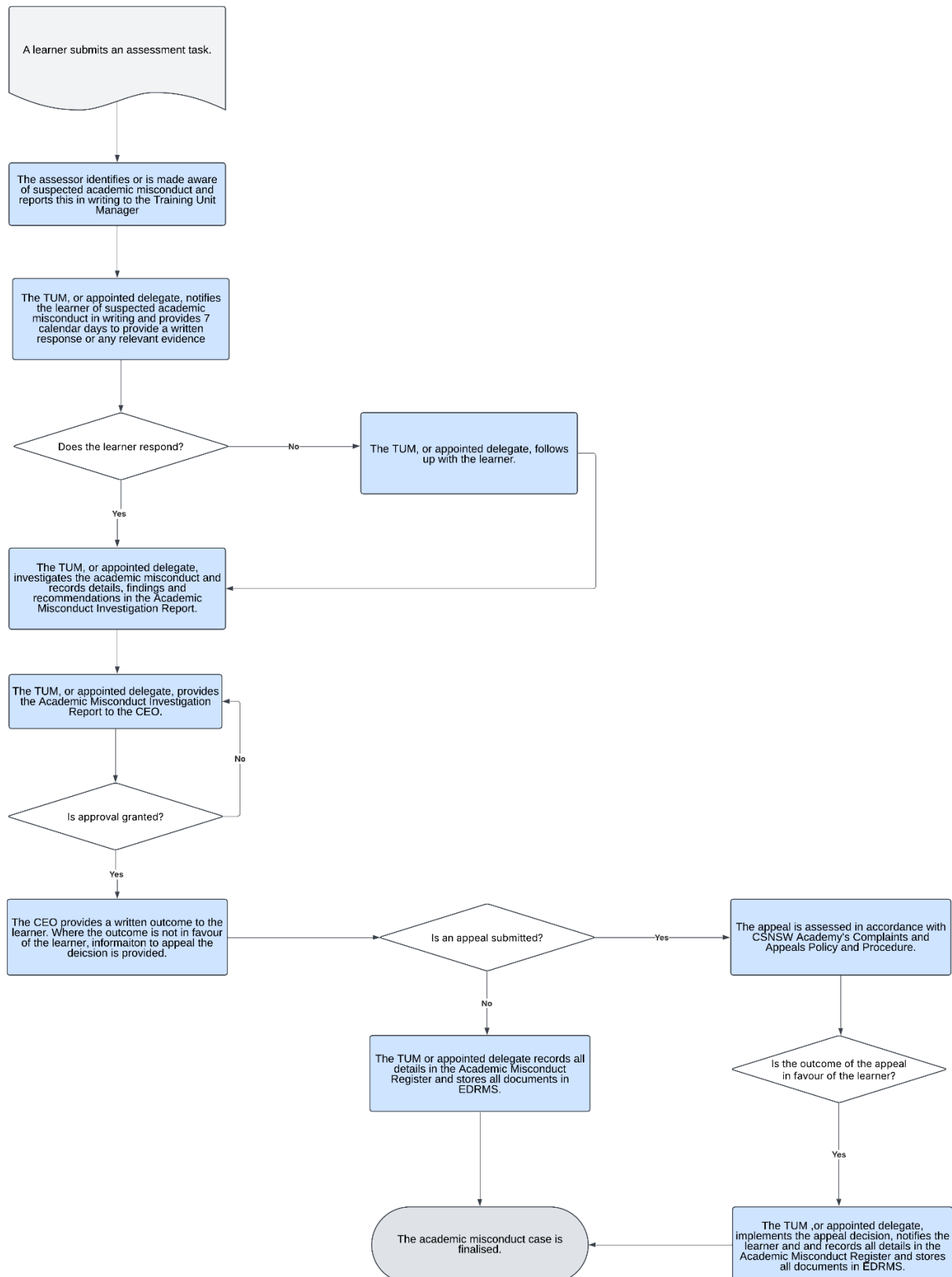
11. Document History

Version	Date	Reason for Amendment
2.4	19 August 2021	Review and update. Inclusion of Plagiarism Register and Report templates.

3.0	12 May 2023	Update to align with implementation of new operating models in support of the strategic priorities of as part of the Towards 2030 Strategic Plan at CSNSW Academy.
4.0	25 May 2025	Update to broaden scope to all types of academic misconduct and to reflect changes in legislation and regulatory requirements and as part of continuous improvement processes

Annexure A

Academic Misconduct Procedure



Annexure B

APA Referencing Guidance and Examples

General Guidance

- For every in-text reference in an assessment task, there must be a corresponding reference in the Reference List.
- A Reference List must be provided at the end of the assessment task. The Reference List must start on a new page at the end of the document and list all references alphabetically. For each reference, learners must:
 - include author initials after surnames
 - include a comma between all authors and a '&' between the last two authors
 - include the Digital Object Identifier (DOI) where available for digital journals and books.
- When directly quoting from a source, quotation marks must be used, and a page number must be provided, or paragraph number must be used.
- In-text references only require the authors' last name and the year of publication.

Examples of In-Text Referencing

One author	<ul style="list-style-type: none">• Corrective Services NSW delivers services and programs (Kim, 2025).• Kim (2025) outlines that Corrective Services NSW delivers services and programs.
Two authors	<ul style="list-style-type: none">• Corrective Services NSW delivers services and programs (Kim & Lee, 2025).• Kim and Lee (2025) outline that Corrective Services NSW delivers services and programs.
Multiple authors	<ul style="list-style-type: none">• Corrective Services NSW delivers services and programs (Kim et al., 2025).• Kim et al. (2025) outline that Corrective Services NSW delivers services and programs.
Multiple sources	<ul style="list-style-type: none">• Corrective Services NSW delivers services and programs (Dong 2022; Kim 2025; Paulson 2021).

Examples of References in Reference List

Book	Kim, L. S. (2025). <i>Corrective Services Delivery</i> (2nd ed.). Oxford University Press.
Journal Article	Kim, L. S., Lee, J. C., & Paulson, M. (2018). <i>Corrective Services Delivery. Journal of Corrective Services</i> , 71(6), 49–50. https://doi.org/10.1108/15165

Further guidance can be accessed from the American Psychological Association's [Website](#).

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