PIONEER COLLEGE
RTO: 45763 CRICOS: 03956A

Plagiarism

Policy and Associated Procedures

July 2026

Pioneer Education Institute Pty Ltd t/a Pioneer College

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1. Purpose and Scope

1.1 This policy and associated procedures outline Pioneer College (Hereafter, referred to as 'Pioneer')'s approach to ensuring that plagiarism, cheating and collusion do not occur.

1.1.1 This policy and associated procedures outline Pioneer's detection methods on the usage of Artificial Intelligence (AI) and Large Language Models (LLMs) in student assessment.

1.1.2 This policy and associated procedures assists in ensuring the requirements of Standard 1.5 of the Outcome Standards for RTOs are met.

2. Related Documents

Student Handbook
Training and Assessment Policy and Associated Procedures
Teaching and Assessment Policy and Associated Procedures
Complaints and Appeals Policy and Associated Procedures
Continuous Improvement Register

3. Related Legislation

3.1 *Education Services for Overseas Students (ESOS) Act 2000*, specifically the *National Code 2018*

3.2 *National Vocational Education and Training Regulator (NVR) Act 2011*, specifically the *2025 Standards for Registered Training Organisations (RTOs)*

This policy and associated procedures will contribute to Pioneer complying with other requirements such as included in the:

- *ELICOS Standards 2018*
- *Australian Qualifications Framework (AQF)*

4. Definitions

Plagiarism	Presenting work as an original, that is not one's own, without proper acknowledgement of the source.
Academic Misconduct	Any behaviour that breaches academic integrity in an attempt to gain unfair academic advantage.
Assessment Integrity	The principle that all assessment submitted are honest, fair and in accordance with the Standards for RTOs.
Cheating	An attempt to gain academic advantage through using unauthorised materials or devices, or through receiving unauthorised assistance during assessment.

Collusion	Collaboration with another person to produce or submit work that is not solely the student's own.

5. Policy Statements

5.1 Student Integrity and Honesty

5.1.1 Pioneer is committed to upholding standards of student integrity and honesty in regard to the assessment of their work and places value in the declarations of authenticity made by students.

5.1.2 Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.

5.1.3 Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources so as to minimise the incidents of plagiarism and cheating and the allegations of such.

5.1.4 Prior to commencing studies, students are provided with information about academic integrity, including information about expectations regarding AI and LLM usage as well as procedures for dealing with academic dishonesty and associated consequences, in Pioneer's Student Handbook and during orientation.

5.2 Unacceptable Behaviour

5.2.1 From time to time, there may be incidents of student plagiarism, cheating and collusion which Pioneer is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised training provided.

5.2.2 Usage of AI/LLM created work is not acceptable in any submission made as part of an official assessment at Pioneer. The use of such tools as aids for the purpose of brainstorming and idea generation are acceptable, but any use of them to generate answers to assessment questions directly is not allowed.

5.2.3 Student plagiarism, cheating and collusion in any form are unacceptable and will be treated seriously by Pioneer.

6. Procedures

6.1 Check for Plagiarism, Cheating or Collusion

6.1.1 Inform students of Pioneer's plagiarism, cheating or collusion expectations which are outlined in the Code of Conduct in the Student Handbook prior to enrolment and during orientation.

6.1.2 Inform students about what is considered acceptable usage.

6.1.3 Upon the submission of all assessment tasks, students are required to sign an Assessment Cover Sheet that includes a declaration of the authenticity of the work. A student may wish to declare use of AI/ LLM and include a summary of what and how AI was used in the assessment.

6.1.4 Check students have completed declaration and if incomplete, request students to sign prior to marking assessment.

6.2 Detection of Plagiarism, Cheating and Collusion

6.2.1 Conduct initial checks using tools designed to detect plagiarism, cheating and collusion. Methods for detecting plagiarism, cheating and collusion include:

6.2.1.1 Identifying uncharacteristic usage of language by students.

6.2.1.2 Detecting text and formatting that is typically generated by LLM.

6.2.1.3 Answers that are not related to the actual content/intent of the assessment question.

6.2.1.4 Identifying responses where sources are real, but they aren't relevant to the context.

6.2.2 Use an AI detection tool such as Zero GPT (https://www.zerogpt.com/) or Grammarly.

6.2.3 Review findings and consider whether there are sufficient grounds to indicate the student has plagiarised, cheated or colluded. If so, identify whether an assessment is valid, utilising the following methods wherever applicable:

6.2.3.1 Cross reference with the student's written work that has taken place in a face to face setting.

6.2.3.2 Copy a portion of the assessment that has indicators of AI usage into a LLM and determine whether the responses match or are similar.

6.2.3.3 Question the student orally in class about the assessment and determine whether they understand the question and answer in a similar fashion.

6.2.4 Source evidence to support the allegation.

6.3 Respond to Incidents

6.3.1 Provide the student found to have plagiarised, cheated or colluded with an opportunity to respond to the allegations.

6.3.2 Send a written communication to the student outlining the issues.

6.3.3 In the case of AI/LLM usage, explain to the student what appropriate use is and refer them to the Student Code of Conduct.

6.3.4 Advise the student in writing that they will be required to redo the assessment in full or as a gap assessment and of any associated charges and that in the event of any further instances their enrolment may be cancelled.

6.3.5 Keep all records of the student's involvement in alleged plagiarism, cheating or collusion.

7. Policy Review

7.1 Policy review is undertaken by the CEO with input from relevant staff.

7.2 Policy reviews are identified by an annual review cycle, or through audit and continuous improvement activities. An earlier review may occur if legislative or regulatory changes occur, or if a significant incident or near miss occurs.

7.3 The CEO actions the changes and updates the policies and associated procedures manual accordingly.

7.4 The CEO communicates amendments to policies and associated procedures to all relevant staff via email and/ or staff meetings.

7.5 Changes will be recorded in the updated version control and Document History.

8. Responsibilities

8.1 The CEO/ PEO is responsible for, but not limited to:

8.1.1 Enforcing disciplinary action arising from confirmed plagiarism cases.

8.1.2 Ensuring adequate resourcing is in place to support academic honesty.

8.2 The Academic Manager/ Trainer Co-ordinator is responsible for, but not limited to:

8.2.1 Managing plagiarism, cheating and collusion.

8.2.2 Overseeing the overall implementation of the Plagiarism Policy and Associated Procedures across all training products and delivery modes.

8.2.3 Ensuring Trainers and Assessors are trained in detecting, managing and reporting plagiarism.

8.2.4 Maintaining confidentiality when dealing with academic misconduct cases.

8.3 Trainers and Assessors are responsible for, but not limited to:

8.3.1 Identifying plagiarism, cheating and collusion.

8.3.2 Educating students about academic integrity requirements and assessment expectations.

8.3.3 Taking reasonable steps to verify the authenticity of students work.

8.4 The Compliance Team are responsible for, but not limited to:

8.4.1 Providing internal oversight to ensure all plagiarism cases are handled consistently.

8.4.2 Ensuring relevant documentation is securely archived.

8.5 The Student Support Supervisor is responsible for, but not limited to:

8.5.1 Acting as a liaison between students and staff when support intervention is needed.

8.5.2 Monitoring visa-related obligations in cases where plagiarism affects course progress.

Any complaints or breaches in relation to this document should be reported to the Chief Executive Officer in person or by email to: ceo@pioneercollege.edu.au

Document History:

Version No.	Issue date	Nature of Amendment	Approved By
1.0	1 Jul 2025	*As per implementation of the Revised 2025 Standards for RTOs, all related documentation is reset to version 1.0 to reflect alignment with the updated regulatory framework.* Creation of Document.	CEO
1.1	28 Aug 2025	Document edited and contextualised.	CEO
1.2	08 Dec 2025	Added definitions and reviewed responsibilities sections.	CEO
1.3	16 Jul 2026	Review made. Minor updates to cover page and formatting. Additional items to responsibilities section.	CEO

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