MMCollege
HAIRDRESSING | BARBERING | FLORISTRY

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Policy Overview

This policy sets out MM College's position on academic integrity, plagiarism, and the use of Artificial Intelligence (AI) tools in assessment. It applies to all students, staff, and assessment activities across MM College's Hairdressing, Barbering, and Floristry programs. The policy is underpinned by the national and state legislative framework outlined below.

Legislative Rationale

This policy has been developed in accordance with the following legislation, standards, and frameworks:

National Standards & Legislation

National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 — effective 1 July 2025
National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 — effective 1 July 2025
National Vocational Education and Training Regulator Act 2011 (Cth)
Australian Skills Quality Authority Act 2011 (Cth)
Australian Qualifications Framework (AQF)
ASQA Credential Policy (
Privacy Act 1988 (Cth) and the Australian Privacy Principles
Disability Discrimination Act 1992 (Cth) and the Disability Standards for Education 2005

Victorian State Obligations

Standard VET Funding Contract 2026 — Skills First Program and its Guidelines (including the Guidelines About Fees, Eligibility Guidelines, Apprenticeship and Traineeship Guidelines and the Guide to Withdrawals), Department of Jobs, Skills, Industry and Regions (DJSIR), State of Victoria
Education and Training Reform Act 2006 (Vic)

Training Packages

SHB — Hairdressing and Barbering Training Package (current release)
SFL — Floristry Training Package (current release)

1. Purpose

This policy establishes clear expectations for all students enrolled with MM College regarding academic integrity, plagiarism, and the use of Artificial Intelligence (AI) tools in the completion of assessment tasks.

MM College is committed to maintaining the highest standards of vocational education and training across its Hairdressing, Barbering, and Floristry programs. The skills and knowledge assessed in these qualifications reflect real-world industry competency requirements. Assessments are designed to verify that each student has genuinely developed the required competencies — not that they can source answers from external tools or resources.

⚠ ZERO TOLERANCE NOTICE

MM College operates a strict zero tolerance policy on the use of Artificial Intelligence (AI) tools — including but not limited to ChatGPT, Google Gemini, Microsoft Copilot, and any similar technology — to generate, draft, or substantially assist in the completion of assessment responses. Any use of AI in assessments will be treated as a serious breach of academic integrity.

2. Scope

This policy applies to:

- All students currently enrolled in any qualification or short course offered by MM College
- All units of competency and assessment tasks, including written knowledge questions, case studies, research tasks, reflective journals, portfolios, and any other assessment instrument
- All modes of delivery, including face-to-face, online, blended, and workplace-based learning
- All staff involved in the delivery, assessment, and administration of training

3. Definitions

Term	Definition
Plagiarism	Submitting work that is not your own without proper acknowledgement. This includes but not limited to copying from other students or AI-generated content.
Artificial Intelligence (AI)	Software systems that generate human-like text, images, or other content in response to prompts. Examples include ChatGPT, Google Gemini, Microsoft Copilot, Grammarly generative AI features, and similar tools.
AI-Generated Content	Any text, answer, response, or content that has been created, drafted, or substantially rewritten by an AI tool, regardless of whether it has been edited by the student afterwards.
Collusion	Unauthorised collaboration with another person (student or otherwise) to produce assessment work that is presented as individual work.
Academic Integrity	The commitment to honest, ethical, and authentic academic and professional conduct in all assessment and training activities.
RTO	Registered Training Organisation. A training provider registered with the Australian Skills Quality Authority (ASQA) to deliver nationally recognised qualifications under the Australian Qualifications Framework (AQF).
Competency	A student's demonstrated ability to perform tasks and duties to the standard expected in the workplace as defined in the relevant Training Package.

4. Policy Statement

4.1 Zero Tolerance on AI Use in Assessments

Students must not use AI tools of any kind to answer, draft, complete, or substantially assist in the completion of any assessment task submitted to MM College. This applies regardless of whether the student has edited or modified the AI-generated content before submitting.

Submitting AI-generated content as your own work is considered academic misconduct and will be actioned under this policy.

Zero tolerance means that every suspected breach is taken seriously and followed up in line with section 7. It does not remove a student’s right to be treated fairly, to be heard, to receive support or to appeal.

Why This Matters for Your Industry

In Hairdressing, Barbering, and Floristry, your assessment results are evidence that you can perform safely and competently in a real salon or studio environment. If your answers are generated by AI, your trainer and assessor cannot accurately determine whether you are safe to work with clients. This puts you, your colleagues, and your future clients at risk.

4.2 Prohibited Conduct

The following actions are prohibited under this policy:

- Using AI tools (e.g. ChatGPT, Gemini, Copilot) to generate responses to knowledge questions
- Copying or paraphrasing AI-generated content and submitting it as your own work
- Using AI to rewrite or substantially rephrase another person's work before submission
- Copying answers from another student's assessment (with or without their permission)
- Using another person's completed assessment work as the basis for your own
- Submitting work that was completed by a tutor, friend, family member, or any other person on your behalf
- Fabricating or falsifying evidence of workplace tasks, client interactions, or practical outcomes, including false supervisor, employer or third-party verification of workplace evidence

4.3 Permitted Use of Technology

While AI use in assessments is strictly prohibited, students may use technology appropriately in the following ways:

- Using spell-check or basic grammar tools to review your own written work (not AI rewriting or generative features)
- Accessing the internet or digital resources to research and understand topics, provided answers are written independently in your own words
- Using translation tools to assist with English language comprehension (where approved by your trainer)
- Using assistive technology or other supports (for example speech-to-text, text-to-speech or screen readers) where agreed with your trainer as a reasonable adjustment
- Using MM College's student resources and course materials
- In some instances Theory questions may ask a student to research the internet or another industry books or periodicals, in these unique circumstance students may copy what they find to provide assessment answers. This is strictly limited to research questions, case studies or role play scenarios, and the source must be acknowledged.

If you are unsure whether a specific tool or resource is permitted for use in an assessment, ask your trainer before submitting.

5. Academic Integrity Requirements

All assessment submissions must reflect your own genuine understanding, knowledge, and skills. Students are expected to:

- Complete all assessments independently, unless the task specifically requires group work or research
- Write responses in their own words, drawing on course learning and personal experience

- Submit original work for each unit of competency
- Declare that submitted work is their own by signing the Student Declaration on each assessment cover sheet

5.1 Student Declaration

By submitting an assessment, students confirm that:

- The work submitted is their own and has not been completed by another person or AI tool
- They have not knowingly allowed another student to copy their work
- They understand this policy and the consequences of breaching it

> **ℹ Your Signature Matters**
> The Student Declaration on your assessment cover sheet is a formal acknowledgement of this policy. Signing and submitting work that breaches this policy may be treated as fraud and could have consequences beyond MM College.

6. Detection of Plagiarism and AI Use

MM College uses a range of methods to identify potential breaches of this policy, including but not limited to:

- Trainer review of submission patterns, writing style, and inconsistencies
- Verbal questioning to verify student understanding of submitted responses
- Comparison with student performance in practical and face-to-face assessment activities

Where a trainer or assessor has reasonable grounds to believe a submission may not represent a student's own work, they may require the student to attend a supplementary verbal or practical assessment to verify competency. This supports the assessor to be assured that the evidence is the original and genuine work of the student before an assessment judgement is made.

7. Consequences of Breaching This Policy

Breaches of this policy are treated seriously and may result in the following consequences, depending on the severity and frequency of the breach:

Procedural fairness applies at every step. Where a trainer or assessor has a concern, the trainer or assessor will inform the Principal/CEO and set out the concern to the student in writing. The student will be given a reasonable opportunity to respond, and the matter will be decided by a person who does not have a conflict of interest. Written reasons for the decision will be provided to the student.

Where authenticity cannot be established, the assessment will not be recorded as competent. For a minor or unintentional breach, the student will be asked to complete an alternative form of assessment, such as a short oral assessment, to ensure competency. For a serious breach, the student will be assessed as Not Yet Competent for the unit (referred to in the Pre-Enrolment Handbook as Not Competent, NC) and will be offered reassessment. Whether any fee applies to reassessment is at the discretion of the CEO/Principal, after careful consideration of the student's circumstances, in line with the Statement of Fees and Skills First requirements.

This policy does not by itself end a student's enrolment. Any decision to withdraw or exclude a student is made in line with the Withdrawal Policy (1.9) and Skills First requirements.

Offence Level	Consequences
First Offence	• MM College will arrange an informal discussion to be held between trainer and student. We ensure that students have reasonable ability to explain their circumstances in a non threatening environment. Trainers will use this opportunity to stress the importance of submitting their own work and how that will support their learning, competency and development of skills.
Second Offence	• Student will have informal discussion escalated to the Principal/CEO. This will be a serious meeting to establish circumstances which have led to this breach. Within this setting the Principal/CEO will enquire to what ends student support could be provided to ensure further breaches are not committed.
Third Offence / Severe Breach	• Assessments may be required to be resubmitted with high scrutiny. • For students under 17 or school-based students, parents/guardians may be notified. • Permanent record on student file via 'teacher note', held confidentially in line with the Privacy Policy (3.8). (Note: these steps may be implemented at the discretion of the Principal/CEO and based on a student's unique circumstances) MM College's objective is to support learner engagement through encouraging consistent communication with staff and student support where necessary.

⚠ Important Note on Resubmission

Where a student is required to resubmit an assessment as a result of a policy breach, the resubmission must be completed independently and without AI assistance.

8. Appeals and Review

Students who believe a finding of academic misconduct has been made unfairly have the right to appeal the decision. Appeals are managed under the Complaints, Appeals and Grievances Policy (2.3) and:

- Students are encouraged to first discuss the matter informally with their trainer or assessor (Stage 1). A written appeal can then be lodged with the Principal/CEO by letter or using the Complaints, Appeals and Grievances Form (Appendix 1.12), as soon as practicable after receiving the outcome notification
- Supported by any relevant evidence the student wishes to provide (staff will assist students who ask for help to lodge an appeal)

Appeals are decided by the CEO/Principal and two trainer/assessors who were not involved in the original decision, and the student is advised in writing of the outcome and the reasons within five (5) business days. If more time is required, the student will be informed in writing with the reasons for the delay. If the student remains dissatisfied, they may request an external review by an independent party (ITECA) at no or low cost to them. The outcome of every appeal is documented and records are kept for five years.

9. Student Support

MM College recognises that some students may struggle with written assessments for a range of reasons, including English as an additional language, learning disabilities, or limited study skills. We strongly encourage students to seek support before resorting to prohibited practices.

Support available to students includes:

- One-on-one support with your trainer or assessor on particular questions or practical elements of their study
- Support to build digital literacy, study skills and confidence in using technology appropriately
- Reasonable adjustment to assessment conditions, where a need has been identified, including through disclosure at enrolment or a discussion with your trainer or assessor
- Referral to external support services as appropriate

Ask for Help — Not AI

If you are struggling with an assessment, speak to your trainer. We are here to support you to develop genuine skills and knowledge that will serve you throughout your career. There is no shame in asking for help — but there are serious consequences for academic misconduct.