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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)

Privacy Act 1988 (Cth) and the Australian Privacy Principles

Victorian State Obligations

2026 Standard VET Funding Contract — Skills First Program (Version 1.1), Department of Jobs, Skills, Industry and Regions (DJSIR), State of Victoria

Education and Training Reform Act 2006 (Vic)

Victorian Registration and Qualifications Authority (VRQA) requirements

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 AI, 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.

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

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)
- 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 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.

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.

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:

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 and 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.

- Notification for student under 17 or school -based students, parents may be notified.
- Permanent record on student file via 'teacher note'.

(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. All appeals must be:

- Submitted in writing to the Principal/CEO within 10 business days of receiving the outcome notification (either verbally or in writing)
- Accompanied by relevant supporting evidence

The appeals process will be managed in accordance with MM College's Complaints and Appeals Policy.

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
- Reasonable adjustment to assessment conditions, where supported by documented evidence of need
- 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.

10. Roles and Responsibilities

10.1 Students

- Read, understand, and comply with this policy
- Complete all assessments honestly and independently
- Seek support from their trainer if they are struggling
- Report any concerns about other students' conduct to their trainer

10.2 Trainers and Assessors

- Communicate this policy to students at enrolment via the Pre-Enrolment Handbook
- Monitor submissions for potential breaches and take appropriate action
- Support students experiencing difficulties with assessment tasks
- Maintain confidentiality during any investigation process

10.3 RTO Management

- Maintain and review this policy annually
- Oversee the investigation and resolution of academic misconduct cases
- Maintain accurate records of all policy breaches and outcomes
- Ensure this policy is consistent with the Standards for Registered Training Organisations (RTOs) 2025