

REFERENCING AND AI USE GUIDE

How to research, reference sources, use AI responsibly and submit authentic work

1. Purpose

This Guide brings together Training Masters' requirements for academic integrity, referencing and responsible use of Artificial Intelligence (AI). It provides practical guidance for students and trainers on preparing authentic assessment work, acknowledging sources, completing the AI declaration and responding to concerns about assessment authenticity.

This Guide supports the Artificial Intelligence Use Policy and Procedure and the Plagiarism, Cheating and Academic Misconduct Policy and Procedure. Where there is any inconsistency, the relevant Policy and the assessment requirements will take precedence.

2. Academic Integrity and Authentic Work

Academic integrity means completing assessment honestly and submitting evidence that demonstrates your own knowledge, skills and understanding. You may research, discuss ideas and use approved learning support, but you must not present another person's or an AI tool's work as your own.

You must be able to explain and, where required, demonstrate all work included in your assessment submission.

3. Referencing Sources

3.1 Why Referencing Matters

Referencing identifies where information, ideas, quotations, data and other material came from. It gives credit to the original creator, supports your answers with reliable evidence and allows the reader to locate the source.

3.2 What Must Be Referenced?

Reference required	Reference normally not required
Direct quotations or copied wording	Your own original experience, observation or reflection
Ideas or information paraphrased or summarised in your own words	Common knowledge that is widely known and easily verified
Facts, statistics, data or claims that are not common knowledge	Your own assessment evidence, where it was created entirely by you
Books, articles, websites, videos, podcasts and legislation	Information supplied directly in the assessment question, unless instructed otherwise
Images, diagrams, tables, charts, templates and code	
Any permitted AI-generated or AI-assisted material included in a submission	

If you are unsure whether a source needs to be referenced, include a reference or ask your trainer/assessor.

3.3 Harvard Referencing at Training Masters

Training Masters uses Harvard referencing unless another style is specified. Harvard referencing has two connected parts: an in-text citation in the assessment response and a full entry in the reference list at the end.

Use	In-text citation example
Paraphrased idea	Effective communication supports productive workplace relationships (Smith 2021).
Author named in the sentence	Smith (2021) explains that clear communication can reduce workplace conflict.
Direct quotation	“Consultation supports better workplace decisions” (Smith 2021, p. 18).
Organisation as author	Workplace risks should be managed through consultation (Safe Work Australia 2024).
Training Masters resource	Customer service standards influence client satisfaction (Student Learning Guide, p. 15).
Website	Fair Work Commission, 2026

Include a reference list at the end of the assessment. Arrange sources alphabetically by author or organisation and ensure every in-text citation has a matching reference-list entry.

3.4 Common Reference-List Examples

Source type	Harvard-style example
Book	Smith, J 2021, Workplace communication skills, 2nd edn, Training Press, Sydney.
Government website	Fair Work Commission 2024, Managing workplace conflict, viewed 22 July 2026, < https://www.fwc.gov.au >.
Journal article	Brown, T & Ali, R 2023, “Leadership and staff engagement”, Journal of Management Practice, vol. 8, no. 2, pp. 15–27.
Legislation	Fair Work Act 2009 (Cth).
Training Masters resource	Training Masters 2026, Student Learning Guide: [unit code and title], Training Masters, Sydney.
Image, table or diagram	Safe Work Australia 2024, Risk management process [diagram], viewed 22 July 2026, <website address>.

4. Quoting, Paraphrasing and Summarising

Method	What to do
Direct quotation	Use the exact words inside quotation marks. Include the author, year and page number where available.

Method	What to do
Paraphrasing	Explain the source idea fully in your own wording and sentence structure. Changing a few words is not enough. Include a citation.
Summarising	Briefly state the main point of a larger source in your own words and include a citation.

Common knowledge is information that is widely known, undisputed and easily confirmed, such as “Canberra is the capital of Australia”. Specialist facts, statistics, legal requirements, theories and information that may change should be referenced.

5. AI Use in Learning and Assessment

5.1 College-AI Requirements

Training Masters provides College AI requirements allow students to use AI for the acceptable purposes listed below. AI must support learning and must not complete the assessment on the student’s behalf.

Every student must complete the AI declaration for every assessment submission, whether or not AI was used.

5.2 Acceptable AI Uses

Students may use AI without obtaining individual permission for:

- brainstorming and developing ideas;
- explaining difficult concepts in simpler language;
- identifying possible research topics or keywords;
- creating practice questions for personal study;
- planning the general structure of a response;
- checking basic spelling, punctuation and grammar without rewriting the response; and
- receiving general feedback that the student considers and applies independently.

The final assessment response must be developed and written by the student in their own words.

5.3 Prohibited and Unacceptable AI Uses

Students must not use AI to:

- generate, complete, translate, summarise or substantially rewrite assessment responses for submission as their own work;
- answer assessment questions, complete projects or produce required workplace evidence;
- use humanising, paraphrasing or translation tools to hide AI use or plagiarism;
- fabricate references, data, workplace documents, observations, logbooks, signatures, images or other evidence;
- use AI during a closed-book, supervised or restricted assessment;
- share assessment tasks, model answers, confidential College material or another person’s information with an AI tool; or
- make a false or incomplete AI declaration.

Any AI use outside the acceptable uses listed in this Guide is prohibited unless the assessment is specifically designed to assess the use of AI and provides additional written instructions.

5.4 AI-Generated Content in Student Submissions

AI-generated or AI-rewritten content must not be submitted as the student’s own work. Where an assessment is specifically designed to assess AI use, the student must follow the written instructions,

identify the AI-generated content, retain relevant prompts and outputs, verify all information and remain able to explain and demonstrate the work.

Using AI does not reduce the assessment requirements. If the evidence is not valid, sufficient, authentic and current, the assessor cannot make a competent assessment decision.

5.5 Student AI Declaration and Referencing

The following declaration must be completed for every assessment submission:

“I declare that this submission is my own work. I have/have not used Artificial Intelligence tools in preparing this assessment. Where AI was used, I have identified the tool and explained how it assisted me. I confirm that AI did not generate, complete or substantially rewrite my assessment responses. I understand that undeclared or unauthorised AI use may be treated as academic misconduct.”

Where AI was used, record the tool, date, purpose and part of the work affected. If permitted AI-generated material is included in an assessment specifically designed to assess AI use, acknowledge it using the required referencing style.

Example: OpenAI 2026, ChatGPT [Large language model], viewed 22 July 2026, <<https://chatgpt.com>>.

5.6 Privacy and Accuracy

Do not enter names, student numbers, USIs, contact details, results, visa details, medical or welfare information, workplace records, assessment answers, model answers or other confidential material into public or unapproved AI tools. Use generic labels only where the remaining information cannot identify a person.

AI can produce incorrect, outdated, biased or invented information and references. Students must verify important claims against reliable sources such as legislation, government websites, Training Masters learning materials, textbooks and recognised industry bodies.

5.7 Detection and Authentication of AI Use

Training Masters may use approved similarity-checking or AI-detection tools as screening indicators. Results are not proof of misconduct and will not be used alone to make a finding.

Where there is a reasonable concern, the trainer/assessor may review drafts, document history, references and previous work; ask oral questions; request a practical demonstration; or arrange a supervised task. The student will have an opportunity to explain the work before a decision is made.

6. Plagiarism, Cheating and Other Academic Misconduct

Term	Example
Plagiarism	Copying, closely paraphrasing or using another person's or an AI tool's work without appropriate acknowledgement.
Cheating	Using unauthorised notes, assistance, devices or AI, or having another person complete the work.
Collusion	Working with another student on an individual task and submitting substantially the same work.
Contract cheating	Paying, asking or arranging for another person or service to complete assessment work.
Fabrication	Inventing references, workplace evidence, observations, data, signatures or assessment records.

Permitted group discussion does not allow students to submit identical individual responses. Each student must produce and be able to explain their own work unless a shared group product is specifically required.

7. Student Responsibilities

Students are responsible for:

- submitting authentic work and acknowledging all sources;
- following the College-wide referencing, collaboration and AI requirements;
- completing the AI declaration for every assessment submission;
- using reliable sources and checking information before submission;
- protecting personal, confidential and assessment information;
- keeping drafts, notes, sources, prompts and version history where requested;
- not sharing completed assessment answers with other students; and
- being able to explain and demonstrate everything submitted.

8. Trainer/Assessor Responsibilities

Trainers and assessors are responsible for:

- explaining the College-wide academic integrity, referencing, collaboration and AI requirements;
- ensuring students complete the AI declaration for every submission;
- providing practical examples and reasonable learning support;
- using approved College tools and protecting student information;
- verifying assessment authenticity and independently making assessment decisions;
- treating AI-detection results as indicators only;
- giving students an opportunity to respond to concerns; and
- following the College's assessment, academic misconduct and complaints and appeals procedures.

9. If Academic Misconduct or AI Misuse Is Suspected

Step	What happens
1	The trainer/assessor identifies and records the concern.
2	Further authentication is completed; a similarity or AI-detection score alone is not sufficient.
3	The student receives details of the concern and an opportunity to explain.
4	The evidence and student response are reviewed before a finding is made.
5	The student is advised of the outcome, reasons, required action and appeal rights.

Depending on the circumstances, the outcome may include academic support, correction, resubmission, reassessment, a Not Yet Competent outcome, a formal warning or action under the Student Code of Conduct. Outcomes will be proportionate and students may access the Complaints and Appeals process.

10. Quick Check Before Submission

Check	Student confirmation
Authenticity	The submission demonstrates my own knowledge and skills.

Check	Student confirmation
Sources	I referenced quotations, paraphrased ideas, facts, images and other external material.
Citations	Every in-text citation has a matching full reference and vice versa.
Paraphrasing	I used my own wording and sentence structure, not just changed a few words.
AI declaration	I completed the declaration and accurately explained any AI assistance.
Privacy	I did not upload personal, confidential or restricted material.
Evidence retained	I can provide drafts, sources, prompts or version history if requested.
Ready to explain	I understand and can demonstrate everything submitted.

11. Support and Related Documents

Students should contact their trainer/assessor or Student Services if they need help with referencing, research, English language support, AI use or assessment requirements. This Guide should be read with the Artificial Intelligence Use Policy and Procedure; Plagiarism and Academic Misconduct Policy and Procedure; Assessment Policy and Procedure; Student Code of Conduct; Complaints and Appeals Policy and Procedure; Assessment Cover Sheet; and Student Handbook.