

Students must acknowledge the source of any information, ideas, or content obtained from external sources. Failure to acknowledge the work of others, including content generated using Artificial Intelligence (AI), may be considered plagiarism and a breach of academic integrity.

Students are to use either APA or Harvard referencing when completing assessments.

WHICH REFERENCING STYLE SHOULD I USE?

Designer Life uses both APA and Harvard referencing styles.

The style you should use depends on your course, and the assessment instructions provided.

APA Referencing

Use APA referencing for:

- Community Services
- Individual Support

Harvard Referencing

Use Harvard referencing for:

- Business
- Career Development
- Retail
- Hospitality
- Cleaning Operations

APA REFERENCING – EXAMPLES

When you use information, ideas, images or words from another source, you need to acknowledge the original source. APA referencing uses in-text citations throughout your work and a reference list at the end.

The examples below show how to reference some common source types.

Source type	In-text citation	Reference list
Book	(Smith, 2023)	Smith, J. (2023). <i>Introduction to community services</i> . Learning Press.
Government website	(Australian Government, 2025)	Australian Government. (2025). <i>NDIS quality and safeguards</i> . https://www.ndiscommission.gov.au
Website	(Beyond Blue, 2025)	Beyond Blue. (2025). <i>Supporting your mental health</i> . https://www.beyondblue.org.au/...
YouTube video	(Designer Life, 2025)	Designer Life. (2025, March 10). <i>Understanding person-centred support</i> [Video]. YouTube. https://www.youtube.com/...
PDF handout	(Australian Government Department of Health and Aged Care, 2025)	Australian Government Department of Health and Aged Care. (2025). <i>Supporting older Australians: A practical guide</i> [PDF]. https://www.health.gov.au/...
AI tool	(OpenAI, 2025)	OpenAI. (2025). <i>ChatGPT</i> [Large language model]. https://chatgpt.com/

Using information from a source

- When you paraphrase information in your own words, include the author's surname or organisation and the year:
Person-centred care focuses on the individual and their needs, preferences and choices (Smith, 2023).
- When you use a direct quote, include the page number where one is available:
"Person-centred care places the individual at the centre of decision-making" (Smith, 2023, p. 45).
- If permitted to use an AI tool such as ChatGPT as part of your learning, follow the guidance in the assessment instructions and the Designer Life Generative AI Policy.

HARVARD REFERENCING – EXAMPLES

When you use information, ideas, images or words from another source, you need to acknowledge the original source. Harvard referencing uses in-text citations throughout your work and a reference list at the end.

The examples below show how to reference some common source types.

Source type	In-text citation	Reference list
Book	(Smith 2023)	Smith, J 2023, <i>Introduction to community services</i> , Learning Press.
Government website	(Australian Government 2025)	Australian Government 2025, NDIS quality and safeguards, viewed 24 September 2026, https://www.ndiscommission.gov.au .
Website	(Beyond Blue 2025)	Beyond Blue 2025, <i>Supporting your mental health</i> , viewed 24 September 2026, https://www.beyondblue.org.au/...
YouTube video	(Designer Life 2025)	Designer Life 2025, <i>Understanding person-centred support</i> , YouTube, 10 March, viewed 24 September 2026, https://www.youtube.com/...
PDF handout	(Australian Government Department of Health and Aged Care 2025)	Australian Government Department of Health and Aged Care 2025, <i>Supporting older Australians: A practical guide</i> [PDF], viewed 24 September 2026, https://www.health.gov.au/...
AI tool	(OpenAI 2025)	OpenAI 2025, <i>ChatGPT</i> [large language model], viewed 24 September 2026, https://chatgpt.com/ .

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