

Onboarding and Induction Policy

Scope

This policy applies to all persons commencing employment or undertaking duties with Atwea, including those engaged on a **full-time, part-time, casual, fixed-term, temporary, or relief basis**, as well as **volunteers**, contractors (where relevant to their onboarding requirements), and any other personnel required to complete an induction prior to commencing work and apply across all Atwea workplaces, campuses, and work environments, including **in-person, offsite, and online/remote work settings**.

Purpose

Onboarding and induction ensures individuals understand the organisation's expectations, culture, and ways of working, and have the knowledge and resources required to perform their role safely and effectively from commencement.

The onboarding and induction process:

- promotes a positive introduction to Atwea's culture, values, and professional standards;
- ensures compliance with relevant legislation, organisational policies, and mandatory training requirements;
- supports workplace health and safety by ensuring all personnel understand risk management, safe working practices, and reporting pathways;
- clarifies role responsibilities, performance expectations, supervision arrangements, and key contacts;
- enables access to the required systems, tools, resources, and workplace information to perform duties effectively; and
- supports early engagement, confidence, and retention by providing clear guidance, check-ins, and opportunities to ask questions during the initial employment period.

Definitions

Working With Children Check:	The process conducted by the NSW Office of the Children's Guardian to verify that the person being assessed is suitable for working in a workplace where children are present
Police Record Check:	The process conducted by NSW Police in conjunction with the Australian Federal Police to confirm any previous offences that may have been committed by the applicant. It is the decision of Atwea as to whether the offer of employment is made based on the details contained within the Police Record Check.
Medical Assessment:	The process conducted by a registered medical practitioner using an endorsed set of criteria to assess the medical suitability of the applicant to the role being offered.
Qualification Verification:	The process whereby the applicants qualifications as specified in the application are verified as being true. This can also include trade qualifications or drivers licences.

Pre-employment Checks:	These include (but are not limited to) Working With Children Check, Police Record Check, Medical Assessment and Qualification Verification. Specific roles may require additional checks to be conducted.
Onboarding:	The process applied to new employees (including volunteers) to ensure suitability and compliance with regulatory requirements associated with their role and the preparation of the new employee for commencement with Atwea. This includes the conduct of pre-employment checks and will normally be conducted prior to the commencement of duties.
Induction:	The formalised process for new employees upon commencement with Atwea that includes workplace orientation, workplace health and safety training / routines, use of information technology, operational and information security, confidentiality, privacy of personal information and Atwea's Code of Conduct.
Senior Leader Checks:	This will include in addition to WWCC and Police Check, consistent with NES and ASQA requirements, Fit and Proper Person Declaration and any required governance training as a prerequisite for admission to the role

Policy

All persons employed (full time, part time, fixed term or casual) or in a voluntary capacity with Atwea will undergo a defined onboarding and induction process prior to the commencement of duties.

Related documents, forms, and legislation

PC-PO-001 Recruitment and Selection Policy

PC-PR-001 Recruitment and Selection Procedure

PC-FO-013a Onboarding Checklist

PC-FO-013b Induction Checklist

WS-FO-13c WHS Induction Checklist

Application for Working With Children Check [New Application - NSW Working with Children Check](#)

Application for Police Record Check [Police Check](#)

Qualification Verification eTAMS and USI Transcript

Review

This policy review period is every two(2) years.

Policy Owner	People and Culture Manager		
Approval Authority	Chief Executive Officer		
Date of Endorsement	2/4/2026	Next Review Date	2/4/2028