

Exit and OffBoarding Procedure

Scope

This procedure applies to all Board Members, employees, contractors and volunteers with access to Atwea data, intellectual property, equipment and systems.

Purpose

The purpose of the procedure is to define the processes to be conducted to protect Atwea's assets, data and reputation within the defined scope of persons and property within this procedure.

Responsibilities

Employee:	Responsible for providing written notice of resignation in line with contractual and Enterprise Agreement requirements, completing required handover documentation and participating in an exit interview where requested and returning all organisational property prior to or on the final day of employment.
Supervisor:	Responsible for notifying the People and Culture (PaC) Team immediately upon receiving notice of resignation or when an exit decision is made, supporting handover planning and ensuring continuity of work and completing final performance, handover and access documentation as required.
PaC Team:	Responsible for coordinating the offboarding process and ensuring compliance with relevant legislation and industrial instruments, issuing written confirmation of cessation details, including final working day and notice arrangements, processing final pay and statutory entitlements and coordinating system access removal and asset recovery.
Finance Team:	Responsible for processing final pay.
Facilities Team:	Responsible for collecting keys.
Tech Hub Team:	Responsible for disabling system access and collecting equipment.

Step by Step

1. People and Culture team notifies Tech Hub Team and Payroll of impending departure date/time, if known in advance, or as soon as practical if departure is unplanned.
2. Notification of Exit
The employee submits a written notice of resignation to their Supervisor. The Supervisor notifies the PaC Team as soon as practicable.
3. Acknowledgement and Confirmation
PaC issues written confirmation outlining the final working day, notice period, handover expectations and final pay arrangements.

4. Handover Planning

The Supervisor works with the employee to document handover arrangements, including files, systems, student or client information and key contacts.

5. Tech Hub Team:

- a) Ensures team availability for the agreed date/time, to be able to perform the offboarding promptly.
It is critical that the offboarding is actioned in a timely way, to ensure the security of our systems.
- b) If the exiting staff member is not currently added to the Onboarding/Offboarding Monday board, add them as a new Item in "To be offboarded". If the exiting staff member has been added to the Onboarding/Offboarding Monday board, change **Status** to 'To be Off-Boarded' and the item will automatically move to group
- c) In the Item Updates, copy email address → go to email received confirming off-boarding and forward the email to Item Updates (removed your signature to reduce size).
- d) Take screenshot of departing staff member's Azure security groups for future reference. Save in [X:\Data and Systems\Offboarding info\Security Group records - historical reference](#).
- e) Decommissioning of accounts for departed staff member:
 - i. Request with Tech Hub the disabling of the Microsoft Account using this email template [X:\Data and Systems\DaS Email Templates\Offboarding - STAFF_NAME.oft](#):
 - a. **Disabling of Microsoft account**
 - b. **Force sign-out** from all devices
 - c. Removal from all **security groups (including removal from Adobe-Staff AD group** which removes the Adobe Creative Cloud license) and all **mailing lists**
 - d. Removal from **Global Address List**
 - e. **Out-of-Office Auto Reply**
 - f. Email the exiting staff member's Operational Leadership Team manager, or if more appropriate their Strategic Leadership Team manager (in the case that it's an OLT being offboarded), to confirm what they would like done for the mailbox, using template: [X:\Data and Systems\DaS Email Templates\Mailbox Offboarding Requirements.oft](#)

Adjust the email template as required, if you have put an auto-reply into place already reflect that in the email.

Once they have responded, pass their request on to Diamond IT for actioning if any actions were requested.
 - ii. *Remove employee from 'Head Office Chat' on Microsoft Teams, if they worked at Head Office*
 - iii. For Non-Training Staff remove access to **OnCourse**
 - iv. For Non-Training/Alesco VET Trainer Staff remove access to **Sentral Education**
 - v. For non-training/Alesco VET Trainer staff and SIS trainers remove access to **Monday.com**
 - vi. For non-training staff remove access to **EBOS (Schools Online)**
 - vii. For Trainer + Non-Training/Alesco VET Trainer staff remove access to **CANVAS**
 - viii. Deactivate staff from **Staff Directory** and **Lotus (Intranet – Elcom)**
 - ix. Remove Admins from **Apple School Manager**
 - x. Remove any Finance teams exiting Atwea from **Sage**
 - xi. Remove access to **WEEL**

- xii. *For Non-Training staff* (this step is to be completed by Corporate Services Manager or Tech Hub Team Leader) – government portals can be accessed outside of work premises via myGovID, so access to these needs to be immediately deactivated in RAM upon the staff member leaving
 - xiii. Remove the user access to **PRODA** in its entirety
6. PaC ensures return to IT assets to Tech Hub team and return of keys, alarm codes and any other Assets to Facilities team.
 7. Exit Interview
Where appropriate, PaC offers the employee an exit interview to gather feedback and identify organisational improvement opportunities.
 8. Final Pay Processing
Payroll processes final pay, including outstanding wages, accrued leave and any other entitlements, in accordance with legislative requirements.
 9. Records Management
PaC ensures all offboarding documentation is saved to the employee's personnel file and that records are retained in line with legislative and organisational requirements.
 10. PaC Team removes access to Independent Schools and VELG Member Portal
 11. Update Employment Hero with personal email for post employment notices and communication

Related policy, documents, forms, and legislation

IT Offboarding Checklist / Procedure

Review

This procedure review period is every two years or when legislative changes mean a change to procedure (whichever is shorter)

Document Owner	People and Culture Manager		
Approval Authority	Chief Executive Officer		
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