



**Work and Care Centre**  
**Werk en Versorginsentrum**

# **ADMISSION CRITERIA AND PROCEDURES**

## **1. Age requirement**

Applicants are must be 18 years or older (adult status).

## **2. Disability status**

A recognised intellectual disability (as assessed/verified by an appropriate health professional) is required. The disability should impact the person's ability to access open labour market employment.

## **3. Functional ability**

Applicants should have the ability to perform at least one basic task or show potential to be trained in workshop activities (e.g., simple assembly, packaging, craft or vocational skills). This ensures they can participate meaningfully in the work environment.

## **4. Safety and security - Violence prevention and response**

### **Purpose**

The purpose of this policy is to ensure a safe, respectful, and supportive environment for all beneficiaries, staff, volunteers, and visitors. The workshop has zero tolerance for violence, while recognizing that some individuals may express distress through challenging behavior and require support rather than punishment.

### **Scope**

This policy applies to:

- All program participants
- All staff, supervisors, volunteers, and contractors
- All activities on workshop premises and during off-site programs or transport

### **Definition of violence**

Violence includes, but is not limited to:

- Physical assault (hitting, kicking, biting, pushing, throwing objects, injuring with a weapon)
- Verbal aggression (threats, intimidation, severe harassment)
- Sexual violence or inappropriate physical contact
- Damage to property intended to harm or intimidate others
- Self-harm that poses immediate risk to the individual or others
- Guiding Principles
  - Dignity and respect: All individuals are treated with respect at all times
  - Least restrictive response: Interventions prioritize de-escalation and safety
  - Trauma-informed care: Behavior is understood as communication
  - Duty of care: Staff act to protect everyone from harm
  - Rights-based approach: Participants' rights and autonomy are respected

## ADMISSION CRITERIA AND POLICIES AT AANHOU-WEN PROTECTIVE WORKSHOP FOR ADULTS WITH INTELLECTUAL DISABILITIES

### Program exclusion due to safety concerns

Participation in the workshop is conditional upon adherence to safety and behavior guidelines. If an individual engages in violent behavior that places themselves, other participants, or staff at risk, and if such behavior continues despite reasonable supports and interventions, the organization reserves the right to require the individual to leave the workshop on a temporary or permanent basis in order to maintain a safe environment.

### Immediate removal

In the event of a serious or imminent risk of harm, the organization may require an individual to leave the premises immediately, with appropriate supports arranged, while the incident is reviewed. This action is taken solely to ensure safety and does not constitute a disciplinary measure.

## 5. Social support / welfare status

It is recommended that applicants be in receipt of a disability grant or be linked with social services (indicating economic need and disability support status).

## 6. Screening and assessment

Admission usually involves screening to review the applicant's readiness, support needs and compatibility with the programme. Forms are completed and reviewed before acceptance.

## 7. Registration / documentation

You are required to submit official documents such as:

- ID or birth certificate
- Disability assessment or medical report
- Proof of disability grant (if applicable)
- Emergency contact and caregiver information

## 8. How the process usually works

- **Contact the workshop** - Call or visit Aanhou-Wen Work & Care Centre to enquire about availability and application dates.
- **Assessment meeting** - Meet for a screening.
- **Application form** - Complete forms and submit required documentation.
- **Committee review** - An admissions committee evaluates suitability.
- **Admission decision** - If accepted, the individual is enrolled and oriented into the workshop programme.

### Purpose of these criteria

Protective workshops are intended to provide a safe, structured, disability-friendly environment where adults with intellectual or other disabilities can:

- Develop work and life skills
- Participate in meaningful activity
- Engage socially and build confidence.

## ADMISSION CRITERIA AND POLICIES

### AT AANHOU-WEN PROTECTIVE WORKSHOP FOR ADULTS WITH INTELLECTUAL DISABILITIES

#### 9. Declaration

I, the undersigned, declare that:

- Particulars furnished in this application form are, to the best of my knowledge and belief, true and correct
- I am familiar with the conditions of admission and I adhere to them or any amendment or addition to them.

| Full Names and Surname |   |   |   |   |   |   |   |   | Signature |
|------------------------|---|---|---|---|---|---|---|---|-----------|
|                        |   |   |   |   |   |   |   |   |           |
| Date                   | d | d | m | m | y | y | y | y |           |