



**Mission Statement
&
Equal Opportunities Policy**

*Dove Workshop
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Mission Statement/Aims

The DOVE Workshop is a community education and training centre in the voluntary sector based at Banwen Community Centre. It was established during the Miners Strike 1984 - 85 by a group of women from the Miners Support Group in the Dulais Valley. The ultimate aim of the group was to set up a co-operative. To support this initiative a skill centre was established in order to give women confidence and the opportunity to realise their potential to enable them to seek further education or training, higher education, to compete effectively in the labour market and to value their personal development.

The DOVE Workshop works within a collaborative partnership with the Department of Adult Continuing Education (DACE) at the University of Wales, Swansea, Neath Port Talbot College, Neath Port Talbot Lifelong Learning Services and the Workers Education Association (WEA) in order to meet the needs of adults in a community that has been affected by social and economic change. Through the creation of education and training opportunities for the non traditional student this partnership attempts to play its part in community development alongside groups and agencies such as Neath Port Talbot County Borough Council, Onllwyn Community Council, Dulais Valley Partnership, Cwmdulais Uchaf Communities First Partnership and other local community groups.

Alongside this provision the Workshop has successfully established a Social Enterprise which has improved the day nursery, provides a healthy eating café, offers office service to the community and provides in-house training and women only training.

Guidance, Counselling and Welfare

The guidance and counselling provision is delivered within an holistic approach to learning and work. This provision is embedded within all course provision at the Community Centre. The guidance offered to participants seeks to remove obstacles and barriers impending women and men's evaluation and at the same time raises the value of inter personal relationships.

Staff at the Workshop are trained in guidance educational skills and offer this service at all levels, such as at the first enquiry, during the duration of the course and progressing from the course. The provision also extends to monitoring student's progress in employment, within further or higher education courses and in respect of their personal development. The result of this strategy is

disseminated and reported back to the Workshop as valuable information aimed at establishing a strategic policy.

Staff Development

It is the policy of the DOVE Workshop that all staff, paid and voluntary are encouraged to seek further education and training that relates to their own professional and personal development. The overall cost to this provision is supported by the Workshop if and when appropriate.

To support the financial, technical and professional development of the Workshop it is deemed essential that all staff attend seminars and conferences in order to improve and empower their needs as employees, tutors and students. Staff are expected to disseminate such information to their colleagues.

Internal Quality Assurance and Procedures

The issue of quality assurance is conducted through consultation with the Workshop's partners by means of the Neath Learning Partnership, the Steering Group and the Course Development Group. Issues relating to the needs of the community and the local labour market and in particular how the course provision relates to these needs are addressed within a consultative and democratic environment.

Equal Opportunities Policy

- The DOVE Workshop is fully committed to promoting Equal Opportunities for all. The Workshop recognises the diversity of experience and circumstances among all sections of society and acknowledges that equality of opportunity should facilitate the full participation of people in their community.

- The Workshop is committed to opposing any force in society that seeks to foster divisions based on gender, race, ethnicity, sexuality, parental/marital status, physical or mental disability. The Workshop opposes all forms of unlawful or unfair direct or indirect discrimination.

- The Workshop believes in facilitating the full and equal participation of all in training and employment. This policy recognises and celebrates diversity and aims to transform education, training and work practices.

- The Workshop provides childcare services in a fully equipped registered day nursery. A local Community Transport scheme offers affordable transport that is accessible for those with disabilities. The Community Centre itself is physically accessible and ensures that the appropriate learning aids are made available to its disabled users.

2 November 2006