

PARTICIPATION REQUIREMENTS BRIEF

Specify how people can use the learning

Use the approved internal process for individual needs. Keep medical or other sensitive personal details out of a general supplier brief. This is planning guidance, not accessibility certification or legal advice.

Participation task	What the buyer asks the provider	What must be confirmed
Prepare before the session	What advance materials and usable document formats will be available?	Format, delivery point, coordinating role and any lead time.
Hear, see and follow the session	How will captions, audio, visual content and platform or venue access support the group?	Relevant arrangements, responsibilities and any additional cost or dependency.
Use a practice activity	Can the learning goal be met through an appropriate alternative if the proposed activity is inaccessible?	How the alternative preserves the intended practice and feedback, not only attendance.
Contribute to discussion	What participation channels are available and how will instructions be provided?	How participants can ask questions and receive the information needed for the task.
Use materials after the event	Which usable files and continuing access are included?	Actual permissions, format, access duration and support boundary.

Group-level requirements approved for sharing, without personal diagnoses

Internal coordinating role and supplier response still needed

Unconfirmed arrangement and decision needed before purchase

Read alongside: [Participation-access questions](#) and [linked W3C guidance](#).

SUPPLIER SUBSTITUTION CHECKLIST

Recheck the work when the delivery person changes

Fictional situation: the person named to facilitate becomes unavailable. A replacement name alone does not establish equivalent experience, availability or preparation.

Check	Example clarification	Record
Actual responsibilities	Which preparation, facilitation, feedback and follow-up assignments change?	Confirmed / open: _____
Relevant experience	What substantiates the replacement's fit for the specific work? Use permitted evidence.	Evidence and limit: _____
Continuity	Who transfers the agreed brief, design decisions and open questions through approved channels?	Owner and due point: _____
Capacity and availability	Can the revised team still supply the promised individual feedback and reviews?	Sequence / staffing: _____
Commercial and approval consequences	What scope, dates or charges change, and who may approve them under the actual agreement?	Decision owner: _____
Information access	Which approved access is needed for the new contributor? Do not assume automatic permission.	Responsible internal owner: _____

Decision record

The authorized buyer records whether to accept the proposed arrangement, request another option, revise timing or use the agreement's applicable process. This sheet does not grant a veto, change contract rights or certify a practitioner. Keep a provisional answer marked provisional.

Read alongside: Named delivery roles and continuity questions.

TRAINING-TRANSFER WORKED CASE

Use the first attempt to choose the next support

Original fictional example. The purpose is to interpret practice evidence; no client outcome, effectiveness estimate or personnel finding is reported.

Before the learning event

A supervisor and manager choose an appropriate recurring handoff. The expected practice is to ask the receiving person to restate the next owner and acceptance condition. The manager confirms that the underlying standard is approved and protects time for a review. The provider agrees which practice aid and clarification support it will supply.

The first attempt

The supervisor uses the question. The receiving person identifies the next owner but describes a different acceptance condition. The supervisor records an approved summary of the mismatch and uses the established route for clarification. Completing the course or filling the handoff record does not settle the disputed standard.

The review

The manager and supervisor reconstruct what was asked and understood. They separate the learner's clear question from the operating disagreement it exposed. The authorized process owner must clarify the standard. The supervisor can then attempt the practice again in appropriate work. No attempt is required outside approved operating procedures.

Evidence available	Interpretation	Next responsibility
One suitable attempt and the receiving account	The question exposed a disagreement. This does not prove consistent transfer or a business effect.	Manager routes the boundary question to the authorized owner.
No comparable later attempt yet	The next application is unknown, not a failure or a success.	Manager checks an appropriate opportunity; provider clarifies method only within agreed scope.
Group reporting requested by HR	Report coverage and common barriers, without private coaching details.	HR preserves the stated learning purpose and separates self-report from observed work.

Read alongside: Follow-up agreement and evidence coverage.