Klarstig

Adult Learning Centre - External Support Work Brief

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Define a bounded support task and the information an external helper needs on arrival. Setting: Adult Learning Centre.

Contact and reference

Name or team reference *
Alex Rivera

Reply email, if needed
alex.rivera@example.com

Date of record *
November 14, 2026

External Support Work Brief

Support task and local coordinator *
(Short answer - not filled in for this example)

Scope, deliverables and excluded work *
Covers the weekend youth program at the main hall from 1 to 14 November, including set-up and clean-up.

Arrival instructions and resources provided *
(Free-text answer - not filled in for this example)

Completion evidence and handover expectations
Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

Adult Learning Centre

Learning session and classroom reference *
REF-2026-0147

Teaching pack, exercise set or shared device involved *
(Short answer - not filled in for this example)

Reading format, room setup or facilitator coordination needs
(Free-text answer - not filled in for this example)

Ownership and follow-up

Team or role responsible for the next action
Program coordinator

Target follow-up date

November 14, 2026

Current state of this record *

Open for review

Next action and completion evidence

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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