

A Remote Supervision Diary is required to be completed by all Practical Legal Training (PLT) students who have completed any work experience remotely from supervisor.

A pro-forma Remote Supervision Diary can be downloaded from: [https://www.collaw.edu.au/-/media/col/au\\_files/downloads-and-forms/practical-legal-training-programs/work-experience-component/work-experience-remote-supervision-diary-oct20.pdf](https://www.collaw.edu.au/-/media/col/au_files/downloads-and-forms/practical-legal-training-programs/work-experience-component/work-experience-remote-supervision-diary-oct20.pdf)

### Why do I need to complete the Remote Supervision Diary?

In order to satisfy the guidelines of admitting authorities across Australia, PLT students who work remotely from their supervisor must maintain a daily record of their interactions with their supervisor. This record must be signed by the student and the supervisor. The Remote Supervision Diary satisfies these requirements.

### When am I required to complete an entry in the Remote Supervision Diary?

Your location	Supervisors location	Remote Working Diary Required
Office	Office	No
Office	Remote	Yes
Remote	Office	Yes
Remote	Remote	Yes

### Do I need to complete the Remote Supervision Diary as well as the other work experience forms?

Yes. If you have worked remotely from your supervisor for any day during your work experience, you are required to complete a Remote Supervision Diary entry for that day. The Remote Supervision Diary must be submitted in addition to the Work Experience Approval Form, Work Experience Declaration Form and Work Experience Journal.

### When should I complete the Remote Supervision Diary?

We recommend completing the Remote Supervision Diary contemporaneously. The Remote Supervision Diary requires you to detail at least one communication that you have with your supervisor on the days where you and/or your supervisor are working remotely, such details will be more easily recalled on the day rather than retrospectively.

### How much detail do I need to include in my Remote Supervision Diary?

Below is an example of a completed Remote Supervision Diary entry:

Date	Time	Method of Communication (Insert number or specify)	Note
11/03/2021	9.00am	1, 2 and 3	Team meeting, emails & telephone calls
15/03/2021	9.00am	3 and 1	Webex meeting and emails
16/03/2021	2.00pm	3 and 1	Webex meeting and emails

### Who needs to sign my Remote Supervision Diary?

Once all entries in your Remote Supervision Diary are complete, your Remote Supervision Diary must be signed by your supervisor. This should be the same supervisor who signs your Work Experience Approval Form, Work Experience Declaration Form and Work Experience Journal.

If you do not work with your direct supervisor one day, you can add to your Remote Supervision Diary the details of another team member who worked with you in your supervisor's absence. Your direct supervisor can sign off on these days worked at the end of the placement on behalf of the other team members you worked with.

Your supervisor does not need to be the only person to allocate work to you.

### What if someone other than my supervisor allocates me work?

Only your supervisor needs to sign your Remote Supervision Diary; however, your Remote Supervision Diary should record all communication with all persons supervising your remote work, not just your direct supervisor.

### What if I need more room on the form?

Please make additional records on a separate sheet and attach it to your Remote Supervision Diary.