Graduate Diploma of Legal Practice
Work Experience Remote Supervision Diary

The College of Law

During the period disrupted by COVID-19, where students are working under remote supervision, it is necessary for there to be some relaxation of the Work Experience Rules.

The expectation is that there will be at least daily contact between the supervisor and the PLT student to discuss:

- how written work will be dealt with;
- how new tasks will be assigned; and
- how ad hoc queries will be addressed.

While working remotely, students must not have direct client contact in the absence of the supervisor.

Students **must** keep a supervision diary setting out the time, date and contact method for each supervision meeting. A pro-forma is below.

At the end of the PLT placement, this diary must be signed by both supervisor and student and submitted to the PLT provider with the other usual paperwork required.

Supervision Diary

Date	Time	Method of Communication (Insert number or specify)	Note

Method of Communication Key: Email = 1 | Telephone = 2 | Video conferencing or similar = 3 | Social media = 4

Student Signature:		**Supervisor Signature:**	
Student Name:		**Supervisor Name:**	
Date:		**Date:**	

Date Remote Supervision Arrangements Agreed:		**Number of days supervised remotely:**	

Please return to Student Services via email to **support@collaw.edu.au**