GRADUATE DIPLOMA OF LEGAL PRACTICE

Work Experience Remote Supervision Diary

COLLEGE OF LAW

Students are required to have contact with their supervisor 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 the supervisor and student and submitted to the College along with the Work Experience Declaration form to have the work experience approved.

Supervision Diary

Date	Time	Method of Communication (Insert number or specify)

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

If you are working multiple days remotely please complete as many remote supervision diaries as required.

Student Signature: Digital signatures accepted		**Supervisor Signature:** Digital signatures accepted	
Student Name:		**Supervisor Name:**	
Date:		**Date:**	

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

Please return to Customer Engagement Team via email to **support@collaw.edu.au**