BACKGROUND

The impact of COVID-19 physical / social distancing and related requirements on legal work experience placements makes the usual ‘face-to-face’ office placements difficult, if not impossible. Remote working is now the norm, with supervisors and students working remotely / from home in those workplaces where this is an available option.

GUIDELINES FOR REMOTE SUPERVISION OF WORK EXPERIENCE

The following sets out the arrangements to be in place where student and the placement organisation / placement supervisor can arrange for the LPE to be conducted via remote supervision.

Students and supervisors must complete the LPE Remote Supervision Form and provide it to the LPE Administrator at lpe.law@anu.edu.au.

Students are required to keep a LPE remote supervision diary, to be submitted with their final LPE form. A sample diary form is attached to the Remote Supervision Form.

The guidelines pertaining to remote supervision are set out in the form, and require the student and the supervisor to provide details of:

- *The initial meeting* between supervisor and student, e.g. setting out placement expectations and workflow processes
- *Framework for on-going supervision / contact* (frequency of supervision), e.g: daily meetings, team meetings
- *Methods of communication*, e.g.: visual, such as Zoom, video-conferencing (primary and preferred method), face-time, and non-visual means such as email and phone
- *Nature of the work / tasks* the student will undertake (refer to Parts 12 and 13 of the ANU GDLP LPE Guidelines)
- *Details of work management*, e.g.: joining client conferences with supervisor; review and feedback on written work
- *General management of the placement*, e.g.: means of ensuring the student does not have direct contact with a client in the absence of the supervisor; reporting in; ad-hoc matters etc.

The student’s LPE remote supervision diary, e.g. where the student records supervision meetings (time, date, medium etc.), must be signed off by the student and supervisor at the end of the placement and provided with their final Part B LPE form.

Note: it is the student and supervisor’s responsibility to ensure that the method of remote supervision proposed is compliant with any guidance issued by the jurisdiction in which they work –, e.g.: South Australia LPEAC 30 March 2020: Remote Supervision of PLT Students During COVID-19 restrictions.

OBLIGATIONS UNDER THE GDLP LPE GUIDELINES IN RELATION TO CATEGORIES OF LEGAL WORK PROVIDED/EXPERIENCED

Students undertaking LPE in a remote supervision / work environment should, as much as is practicable in the circumstances, be provided with work experience of the kinds set out in Part 12 of the LPE Guidelines.

These Guidelines will operate for the period of physical / social distancing and related measures in force during the COVID-19 pandemic.