**Skills Logbook Sheet Template for WBL and Practice Rights**

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| **Name:** |  | **Membership No:** |  |
| **Evidence provided****e.g. letter to client dated 01.01.2017, Telephone attendance note dated 01.01.2017** |
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| **Work Based Learning Competency e.g. 1** | **Learning Outcome e.g. 1.1** | **Example Number** |
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| **Explain how the evidence demonstrates that you meet the Work Based Learning Outcome**  |
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| **Practice Rights Skills Element being met by the evidence e.g. Probate Practice Rights Element 3** | **Learning Outcome being met by the evidence e.g. Learning Outcome 2** |
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|  **Explain how the evidence meets the Practice Rights Learning Outcome.** |
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| **Reflection and evaluation** **Describe what you learnt from the activity you undertook to meet the learning Outcome. You may want to complete this section at a later date once you have had time to reflect on your practice and experience.** |
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| **Applicant’s Name** **Please print name** | **Applicant’s signature****I confirm that the work within the evidence is my own work** | **Date** |
|  |  |  |
| **Supervisor’s Name** **Please print name** | **Supervisor’s signature** **I confirm that I supervised the applicant’s work referred to within the logbook sheet and the evidence** | **Date** |
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