

	<p><b>WBL Competency 2: Communication Skills</b>  <b>Outcome 2.1 – Communicate legal issues using appropriate methods</b>  <i>(To be evidenced <b>twice</b>. You only need to choose <b>two</b> different examples from the list below. More than 1 piece of evidence can be provided for each example if required.)</i></p>
<p><b>Probate Practice Rights Outcome</b></p>	<p><b>Evidence Guidance:</b>                  To meet this Outcome you will need to show that you can use appropriate methods to communicate legal issues. Within your logbook sheet you should explain how the method of communication you have chosen is the most appropriate method of communication. For example, why one method of communication is better in that situation than another method that you could have used. Perhaps you chose to email a client rather than post a letter, as you needed a quick response.</p> <p>You should attach evidence of your communication. Examples of the types of evidence you can provide, which could also meet the Practice Rights Learning Outcome are listed below.</p>
<p><b>SE3 – Drafting</b>  <b>LO1: Probate Papers</b>                  Draft and complete probate papers; that is papers which are to found or oppose a grant of representation</p>	<p>Include evidence of preparing and amending as required documents to found or oppose a grant of probate or grant of letters of administration to include (but not restricted to):</p> <ul style="list-style-type: none"> <li>- Covering letters in support of documents drafted/completed in respect of probate.</li> </ul>
<p><b>SE3 – Drafting</b>  <b>LO2: Wills</b>                  Draft and complete wills and ancillary documents</p>	<p>Include evidence of preparing and amending as required documents relating to the preparation of wills to include (but not restricted to):</p> <ul style="list-style-type: none"> <li>- Covering letters to clients</li> <li>- Letters to others ancillary to will preparation such as medical practitioners, accountants and other professionals.</li> </ul>
<p><b>SE3 – Drafting</b>  <b>LO3: Administration of Estates</b>                  Draft and complete documents required in the administration of an estate</p>	<p>Include evidence of preparing and amending as required documents relating to the administration of an estate to include (but not restricted to):</p> <ul style="list-style-type: none"> <li>- Tax returns and information for beneficiaries</li> <li>- Letters to personal representatives and trustees, beneficiaries, creditors and others.</li> </ul>