

	<p>WBL Competency 2: Communication Skills</p> <p>Outcome 2.3 – Address all issues in communication</p> <p>(To be evidenced <u>twice</u>. You only need to choose <u>two</u> different examples from the list below. More than 1 piece of evidence can be provided for each example if required.)</p>
Probate Practice Rights Outcome	<p>Evidence Guidance:</p> <p>To meet this Outcome you will need to show that you have addressed a number of issues in communication, in a matter you have dealt with. This could be a number of separate issues over various communications or a number of issues within one piece of communication. Within your logbook sheet you should explain how you have addressed the issues, referring to any relevant law or procedure.</p> <p>You should attach evidence of your communication (e.g. an email or a letter to a client or professional). Examples of the types of evidence you can provide, which could also meet the Practice Rights Learning Outcome are listed below.</p>
SE3 – Drafting LO2: Wills Draft and complete wills and ancillary documents	<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"> - Covering letters to clients - Letters to others ancillary to will preparation such as medical practitioners, accountants and other professionals
SE3 – Drafting LO3: Administration of Estates Draft and complete documents required in the administration of an estate	<p>Include evidence of preparing and amending as required documents in the administration of an estate to include (but not restricted to):</p> <ul style="list-style-type: none"> - Letters to asset holders and documents necessary to realise assets - Letters to personal representatives and trustees, beneficiaries, creditors and others
SE4 – Managing Probate Activities LO2: Demonstrate an ability to assemble all materials relevant to the matter in hand, in accordance with its requirements	<p>Include evidence of addressing issues by conducting the following activities:</p> <ul style="list-style-type: none"> - Commission reports, valuations and other information from experts such as agents and valuers