

	<p>WBL Competency 2: Communication Skills Outcome 2.4 – Seek appropriate information through communication <i>(To be evidenced twice. You only need to choose two different examples from the list below. More than 1 piece of evidence can be provided for each example if required.)</i></p>
<p>Probate Practice Rights Outcome</p>	<p>Evidence Guidance: To meet this Outcome you will need to show that you can seek appropriate information through communication. Within your logbook sheet you should identify what further information was required and how you went about to seek that information.</p> <p>You should attach evidence of your communication of the request for that information (e.g. an email, telephone attendance note 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>
<p>SE3 – Drafting LO2: Wills 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"> - Letters to others ancillary to will preparation such as medical practitioners, accountants and other professionals.
<p>SE3 – Drafting LO3: Administration of Estates Draft and complete documents required in the administration of an estate</p>	<p>Include evidence of preparing and amending as required documents 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.
<p>SE4 – Managing Probate Activities LO2: Demonstrate an ability to assemble all materials, relevant to the matter in hand, in accordance with its requirements</p>	<p>Include evidence and explain your understanding (within the logbook sheet) of the following activities:</p> <ul style="list-style-type: none"> - Identify and efficiently locate and collate all relevant documents - Commission reports, valuations and other information from experts such as agents and valuers.
<p>SE4 – Managing Probate Activities LO3: Demonstrate an ability to instruct other professionals</p>	<p>Include evidence and explain your understanding (within the logbook sheet) of the following activities:</p> <ul style="list-style-type: none"> - Appreciate the nature and function of different types of experts and agents relevant to probate activities - Identify when it is appropriate to instruct an expert or agent including when a specialist legal opinion is required - Draft instructions to an expert or agent (you should provide evidence of this).

