

	<p><b>WBL Competency 2: Communication Skills</b>  <b>Outcome 2.5 – Represent a client through effective use of communication and other skills</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 have represented your client using appropriate communication skills (e.g. drafting or negotiating skills). Within your logbook sheet you should explain your client’s position and then explain how you represented the client’s position to <b>a third party</b>. (This outcome should be distinguished from Outcome 3.5 which concerns acting on a client’s instructions; however you may have had a conversation with the client to identify their position prior to representing their position to another).                   You should attach evidence of the representation (e.g. a telephone attendance note or letter to a professional). 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 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>- Letters to others ancillary to will preparation such as medical practitioners, accountants and other professionals.</li> </ul>
<p><b>SE3 – Drafting 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 to include (but not restricted to):</p> <ul style="list-style-type: none"> <li>- Letters to asset holders and documents necessary to realise assets</li> <li>- Letters to beneficiaries, creditors and others.</li> </ul>