

	<p><b>WBL Competency 4: Management of Workload</b>  <b>Outcome 4.1 – Progress matters expeditiously</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 deal with a matter without causing unnecessary delay. You should explain within the logbook sheet the facts of the matter and explain what you did to act expeditiously.</p> <p>You should provide evidence of progression of a matter without delay (e.g. sending a chaser letter or letters sent to third parties to ensure action is taken to meet the deadline, or evidence meeting a deadline).</p> <p>Examples of the types of evidence you can provide, which could also meet the Practice Rights Learning Outcome are listed below.</p>
<p><b>SE4 – Managing Probate Activities</b>  <b>LO1:</b> Demonstrate an ability to plan and manage probate activities effectively</p>	<p>Include evidence to demonstrate and explain within your logbook sheet that:</p> <ul style="list-style-type: none"> <li>- You are aware of procedural requirements and time limits including relevant directions, rules and regulations</li> <li>- You can actively manage case files to meet expectations of clients and beneficiaries whenever possible including the timely provision of interim payments if required.</li> </ul>
<p><b>SE4 – Managing Probate Activities</b>  <b>LO2:</b> Demonstrate an ability to assemble all materials relevant to the matter in hand, in accordance with its requirements</p>	<p>Include evidence to demonstrate and explain within your logbook sheet that you can:</p> <ul style="list-style-type: none"> <li>- Recognise the need to act without undue delay in the preparation of documents including (but not restricted to) wills and probate.</li> </ul>