

	<p>WBL Competency 4: Management of Workload Outcome 4.3 – Maintain files and records in accordance with procedures <i>(To be evidenced once. You only need to choose one example from the list below. More than 1 piece of evidence can be provided for your example if required.)</i></p>
<p>Probate Practice Rights Outcome</p>	<p>Evidence Guidance: To meet this Outcome you will need to explain within your logbook sheet how you manage your files and business systems <u>in accordance with your firm’s procedures</u> and also provide evidence of this.</p> <p>You should provide evidence of maintaining files and records in accordance with procedures (e.g. feedback following a file review or a completed file checklist that evidences that you manage your files in accordance with your firm’s procedures or any records you have completed as part of your company’s internal procedures). Examples of the types of evidence you can provide, which could also meet the Practice Rights Learning Outcome are listed below.</p>
<p>SE4 – Managing Probate Activities LO1: Demonstrate an ability to plan and manage probate activities effectively</p>	<p>Include evidence to demonstrate and also explain within your logbook sheet that you can:</p> <ul style="list-style-type: none"> - Adopt and maintain an appropriate case strategy to evidence how you maintain files in accordance with procedures
<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 to demonstrate and also explain within your logbook sheet that you can:</p> <ul style="list-style-type: none"> - Identify relevant law and procedural rules - Identify and efficiently locate and collate all relevant documents - Identify the need to update information as required by the relevant law and procedure - Recognise the need to act without undue delay in the preparation of documents