

	<p>WBL Competency 6: Professional Conduct Outcome 6.1 – Apply the rules of professional conduct appropriately to relevant situations <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 have complied with the rules of the professional Code of Conduct that apply to you. It is likely that you achieve this outcome on a daily basis without much thought. For example, when taking on a new client, do you ensure that you carry out a conflict check, or do you uphold the rule of law by explaining to an expert their overriding duty to the court? A review of the professional code of conduct may assist you in finding examples.</p> <p>In your logbook sheet, you should refer to the relevant element of the code and explain how you applied it to your matter. You should provide evidence of applying this element of the Code to a matter e.g. carrying out a conflict check, a letter to client updating them on accounting related matters or an internal memo to the accounts team etc.</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>SE4 – Managing Probate Activities LO1: Demonstrate an ability to plan and manage probate activities effectively</p>	<p>Include evidence and also provide an explanation within your logbook sheet of the following activities:</p> <ul style="list-style-type: none"> - Actively managing case files to meet expectations of clients and beneficiaries whenever possible (including the timely provision of interim payments if required) - Properly complying with all relevant accounting requirements relating to the handling of funds.