

WBL Logbook Sheet Template

WBL Logbook Sheet Template	
Learning Outcome and example number e.g. 1.1(1), 1.2(2), 1.2(1) 1.2(2) etc.	Page numbers from portfolio
7.2	263-266
Evidence provided and date of evidence e.g. Letter to client dated 01.01.2020 Telephone attendance note dated 01.01.2020	
Email to supervisor dated 09 June 2021	
Explain how the example meets the learning Outcome and how the evidence shows this	
<p>Identify where you do not have the skills/knowledge to undertake a task This matter was allocated to me to assist external Counsel by preparing a case for a Disciplinary Hearing. After reviewing the file I noted that the Member was subject to interim measures and that the current order was due to expire imminently. Preparing instructions for Counsel would have delayed matters therefore I decided to assist by preparing the application to renew interim measures. Prior to this I had not drafted an application for interim measures.</p> <p>Act to resolve the situation I called the Regulatory Lawyer (RL) in the team and explained the situation. I asked if he had any examples of similar applications that I could review before I attempted to draft my own application. On 9 June 2021 RL forwarded me a copy of an application he had drafted and served on 4 June 2021. I then forwarded a copy of the sample application to my supervisor and explained how I intended to draft my application and listed the supporting evidence I intended to include.</p> <p>Provide evidence of the limitation, how it was identified, and action taken to resolve Although I had taken action to source a similar document, the facts of the cases were different and therefore I had to amend the example to ensure it accurately reflected my case. I had not drafted an application like this before and therefore I sought additional support from my supervisor. In my email to ██████████ of 9 June 2021, I set out what I intended to do and asked for her views. I then considered ██████████ response before proceeding to draft the application.</p>	
Reflection and evaluation	
Describe what you learnt from the activity you undertook to meet the Learning Outcome. You may want to complete this section at a later date once you have had time to reflect on your practice and experience.	

I am aware of my limitations, and I am comfortable seeking support where it is required. In attempt to push myself, where possible, I try to find a solution for my own problem before I ask for help. I will then seek help from a senior colleague and send them my proposed solution. I then use the feedback received to evaluate my own knowledge and performance on that issue.

Supervisor's Name

Please print the full name of the supervisor that supervised the work referred to above within this logbook sheet and the supporting evidence.



[REDACTED]

Sent: 09 June 2021 14:18
To: [REDACTED]
Subject: RE: [REDACTED] IM's

[REDACTED]

Yes, this looks great. I think I would add a contents page or index though, just to make it easier to navigate.

Super!

Thank you.

[REDACTED]

To: [REDACTED]
Subject: [REDACTED] IM's

Hi [REDACTED]

I am in the process of putting something together an application to the chair.

I asked [REDACTED] for an example that I could use as a template and he's sent the attached.

Are you happy for me to set the application out in this format and attach the previous IM decisions, my email to the members rep and his response etc.

I intend to request the same measures but extend for a further 6 months to cover the period up to the substantive hearing.

Would that be ok?

I can then send to [REDACTED] for approval before sending it to [REDACTED]

Kind regards

[Redacted]

From: [Redacted]

Sent: 09 June 2021 11:01

[Redacted]

From: [Redacted]

Sent: 04 June 2021 16:06

To: [Redacted]

Cc: [Redacted]

Subject: [Redacted]

Dear Ms [Redacted],

Please find attached Case Summary and Hearing Bundle in respect of [Redacted] application for renewal of the Interim Measures in this case.

If the Panel have any queries please just let me know and I will try to assist.

Best Regards,

[Redacted]