

	<p><b>WBL Competency 2: Communication Skills</b>  <b>Outcome 2.2 – Use suitable language in communication</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 used suitable language in communication, which was tailored to the needs of the recipient. Within your logbook sheet you should explain why you used the language you did and how you tailored that language to the recipient.</p> <p>You should attach evidence of your communication (e.g. an email conversation or a letter to a client or 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>- Covering letters to clients</li> <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 documents in the administration of an estate to include (but not restricted to):</p> <ul style="list-style-type: none"> <li>- Letters to personal representatives and trustees, beneficiaries, creditors and others</li> <li>- Letters to asset holders and documents necessary to realise assets</li> </ul>