

	<p>WBL Competency 3: Client Relations Outcome 3.3 – Provide clear legal advice to clients or service users <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 can provide clear legal advice to your client (on law or legal procedure). Within your logbook sheet you should explain the advice that you gave and refer to and explain the law that underpins that advice.</p> <p>You should attach evidence of the legal advice you provided to the client (e.g. a letter to a client). Examples of the types of evidence you can provide, which could also meet the Practice Rights Learning Outcome are listed below.</p>
<p>SE3 – Drafting LO1: Probate Papers Draft and complete probate papers; that is papers which are to found or oppose a grant of representation</p>	<p>Include evidence of</p> <ul style="list-style-type: none"> - Providing the Oath to the applicant and advising the client of its purpose and instructions of how the Oath should be executed - Advising the client of other applications that need to be made pursuant to the non-contentious probate rules.
<p>SE3 – Drafting LO2: Wills Draft and complete wills and ancillary documents</p>	<p>Include evidence of providing the client with</p> <ul style="list-style-type: none"> - Instructions for execution of a will or codicil, including the covering letter to the client.
<p>SE3 – Drafting LO3: Administration of Estates Draft and complete documents required in the administration of an estate</p>	<p>Include evidence of</p> <ul style="list-style-type: none"> - Preparing and advising the client of tax returns and information for beneficiaries - Preparing and advising the clients of Estate accounts and (where relevant) trust accounts - Letters to personal representatives and trustees and beneficiaries advising them of the law.
<p>SE4 – Managing Probate Activities LO1: Demonstrate an ability to plan and manage probate activities effectively</p>	<p>Include evidence of advising the client of the following activities:</p> <ul style="list-style-type: none"> - Procedural requirements and time limits including relevant directions, rules and regulations. (This could be evidenced in support of any of the Probate Practice Learning Outcomes mentioned above)