	WBL Competency 3: Client Relations **Outcome 3.5 – Take action to deal with instructions received** *(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.)*
Probate Practice Rights Outcome	**Evidence Guidance:** To meet this Outcome you will need to show that you can act on instructions received from your client. Within your logbook sheet you should explain the instructions you have received *and* explain how you acted on those instructions. You should attach evidence of the instructions you received *and* evidence of how you acted on those instructions (e.g. an attendance note, email conversation or a letter to a client confirming the instructions and any procedures you followed as a result). Examples of the types of evidence you can provide, which could also meet the Practice Rights Learning Outcome are listed below.
SE3 – Drafting **LO1: Probate Papers** Draft and complete probate papers; that is papers which are to found or oppose a grant of representation	Include evidence of taking the client's instructions and in dealing with those instructions preparing or amending, as required documents relating to the preparation of probate papers to include (but not restricted to): - Renunciations - Other applications pursuant to the non-contentious probate rules.
SE3 – Drafting **LO3: Administration of Estates** Draft and complete documents required in the administration of an estate	Include evidence of taking the client's instructions and in dealing with those instructions preparing or amending, as required documents relating to the administration of estates to include (but not restricted to): - Statutory notices - Letters to asset holders and documents necessary to realise assets - Assents, transfers and other documents to transfer title - Post-death disclaimers and variations.