

	<p>WBL Competency 4: Management of Workload Outcome 4.2 – Plan your workload and deliver a good legal service to clients or service users <i>(To be evidenced once. You only need to choose one example from the list below. More than 1 piece of evidence can be provided for your 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 plan and prioritise your workload (not an individual matter). Within your logbook sheet you should explain how you prioritise your workload and the tools you use for this.</p> <p>You should provide evidence of how you plan and manage your workload (e.g. a printout from your CMS that lists your files together with a copy of your daily or monthly “to do list” that shows you planning your workload). 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>Explain within your logbook sheet and include evidence to demonstrate that you can:</p> <ul style="list-style-type: none"> - Allocate time and resources appropriately - Adopt and maintain an appropriate case strategy - Be aware of procedural requirements and time limits including relevant directions, rules and regulations
	<p>Important Information: When submitting evidence of planning and maintaining a case strategy, please explain in your logbooks the following points in order to fully meet the WBL and Practice Rights Learning Outcomes:</p> <ul style="list-style-type: none"> - How you planned and prioritised your workload including managing your files/tasks concurrently, making the best use of available resources and seeking support where necessary - How you exercised judgement and were realistic about how long it will take to achieve tasks to ensure you can provide the legal services you have agreed to provide.
<p>SE4 – Managing Probate Activities LO2: Demonstrate an ability to assemble all materials relevant to the matter in hand, in accordance with its requirements</p>	<p>Explain within your logbook sheet and include evidence (where applicable) to demonstrate that you can:</p> <ul style="list-style-type: none"> - Identify relevant law and procedural rules - Identify and efficiently locate and collate all relevant documents - Identify the need to update information as required by the relevant law and procedure - Commission reports, valuations and other information from experts such as agents and valuers in a timely manner - Recognise the need to act without undue delay in the preparation of documents