CILEx REGULATION

	WBL Competency 6: Professional Conduct **Outcome 6.2 – Provide appropriate information to clients and service users** *(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 demonstrate that you understand what information must be supplied to a client in compliance with the professional Code of Conduct that applies to you. Within your logbook sheet you should explain which element of the professional Code of Conduct you are complying with in providing the information and provide evidence to show that you provided that information to the client. For example, if you have provided your client with a client care letter, or other communication which sets out (but not limited to) your fees, timescales, or your firm's complaints procedure. A review of the professional Code of Conduct may assist you in finding further examples. Examples of the types of evidence you can provide, which could also meet the Practice Rights Learning Outcome are listed below.
SE3 – Drafting **LO2: Wills** Draft and complete wills and ancillary documents	Explain within your logbook sheet that you can provide your client with clear and accurate information (referring to the rule you are complying with) and provide evidence of the following activities: - Covering letters to clients - Letters for execution of a will or codicil.
SE3 – Drafting **LO3: Administration of Estates** Draft and complete documents required in the administration of an estate	Provide evidence of the following activities, and ensure you logbook sheet explains which rule you complied with in providing the client/ service user with the information: - Tax return and information for beneficiaries (e.g. protecting client money and assets) - Letters to personal representatives and beneficiaries (e.g. provide prompt, clear and accurate information and advice to your client, advise them openly and honestly and keep them up to date with information they need about the work you are performing for them within agreed timescales).