

## **Work Based Learning & Probate Practice Rights**

### **Application Guide**

This guide has been created to enable you to complete both the Work Based Learning (WBL) and Probate Practice Rights portfolios at the same time. We will show you how one item of evidence for Practice Rights could also meet multiple WBL outcomes, saving you time in compiling your portfolio.

#### **Logbook Sheets**

You will need to clearly explain in your logbook sheets how your evidence demonstrates that you meet the WBL and Probate Practice Rights outcomes. To help, you we have created a new logbook sheet for your examples to use for both the WBL and Probate Practice Rights.

#### **Examples of Work**

Examples should be drawn from a wide range of cases from your caseload to show as many different probate skills as possible. We have created a checklist which states all the different skills you could demonstrate from various sources of evidence.

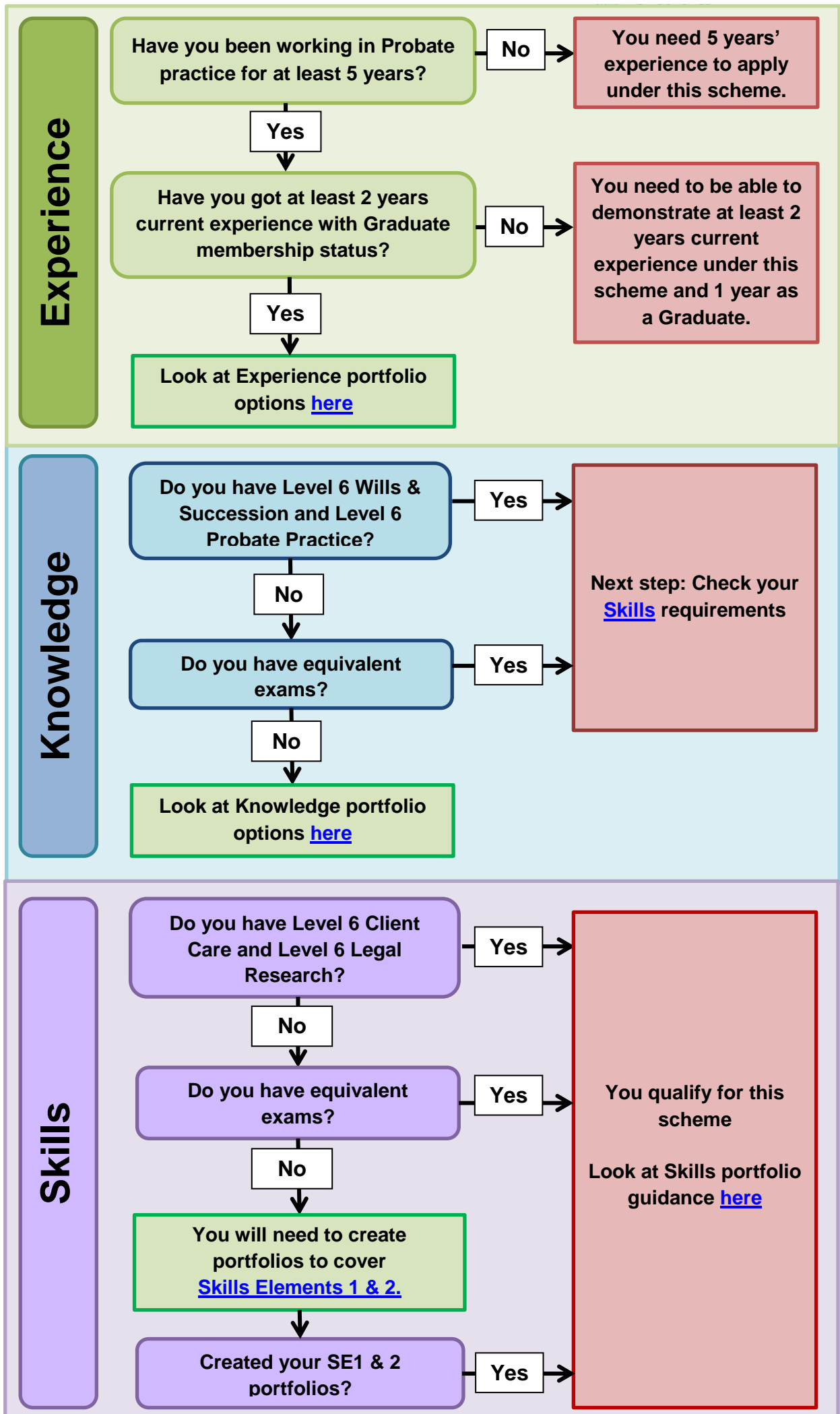
#### **Exemptions**

Please note, this guide has been written to enable you to complete Skills Elements 3 and 4 of Probate Practice Rights only. This assumes that you have certain exemptions. If you do not hold these exemptions, you will need to submit additional work to complete these stages. Use the flow chart on the next page to determine which exemptions you have and what you can do if you do not have exemptions. Please speak to a member of the team for guidance or see the CILEx Probate Practitioner Handbook for more information.

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# Am I Ready?



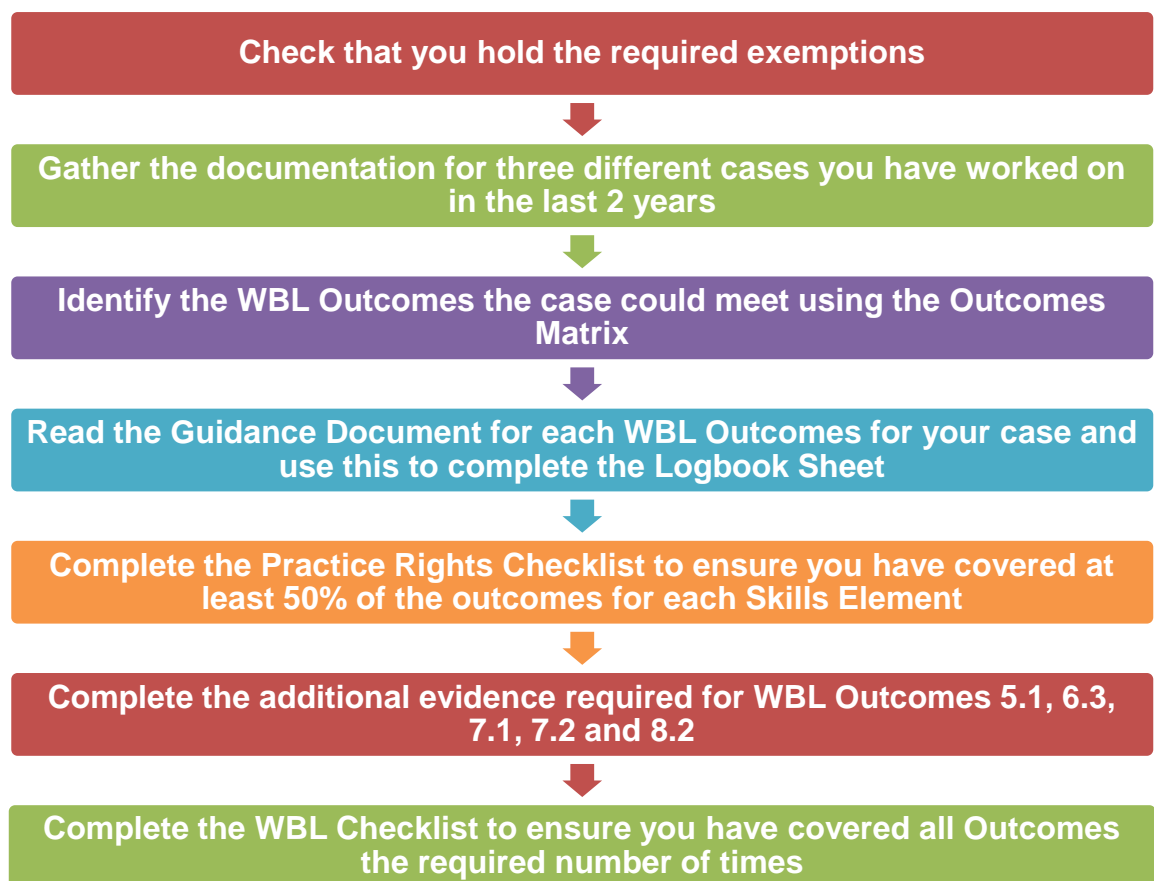
## Experience Portfolios

To meet the entry experience competency, you will need to submit three experience portfolios to demonstrate your probate practice experience in the two years preceding the application. More information about the requirements for this can be found in the [Probate Practice Rights Experience Portfolio Requirements](#).

## WBL Outcomes – Additional Evidence

There are also five WBL outcomes which cannot be fully met through the Probate Practice Rights Outcomes alone. The [guidance](#) will help you submit evidence to meet these criteria using examples from your work experience.

## What Do I Do Now?



We suggest that you start by gathering your documentation for three to four different cases you have worked on.

Then, use the Outcomes Matrix to identify the WBL outcomes that this evidence could map to.

Read the guidance for each WBL outcome that your evidence maps to. This will explain how it could meet the criteria for both WBL and Practice Rights.

Use this guidance to complete a logbook sheet to demonstrate your understanding of how your evidence meets the WBL and Practice Rights outcomes.

As you compile your portfolio, use the checklists to ensure you are meeting the sufficient number of outcomes as detailed below:

- Probate Practice Rights: Ensure you are meeting the outcomes for each Skills Element (SE)
- WBL: Ensure you are submitting **at least two examples** for each Outcome (**apart from** 4.2, 4.3, 5.1, 5.2, 6.3, 7.1 & 7.2 which only require **one** example)