

SECTION 6 Professional Assessment Process

INTRODUCTION

The Regulations under the Survey Act 1992 require the Division to exercise all the powers, rights, duties and functions conferred, imposed or prescribed by or under Part 2.

Included among these duties is the registration or licencing as a Surveyor of a person who:

- + is a fit and proper person to be so registered or licenced;
- + holds the prescribed academic qualifications;
- + has gained such practical experience of surveying as is prescribed.

The Division also has rules regarding the following:

- + prescribing a code of professional ethics to be observed by all persons registered under the Act;
- + providing for and prescribing any matter or thing relating to the supervision of registered surveying graduates by registered or licenced surveyors.

The Regulations under the Survey Act 1992 prescribe the requirement of practical experience that a Registered Surveying Graduate (RSG) must gain prior to commencing a Professional Assessment Process. The principal objective of this experience is the development of the graduate's competence as a Surveyor. The requirements are further described in Section 5 of the Standard Operating Procedures.

University of South Australia Master of Surveying graduates who have successfully completed a Training Agreement in accordance with the Survey Regulations 2020 and received a recommendation from their Supervising Person as to their competence may also be eligible to complete the Professional Assessment Process.

The Professional Assessment Process involves 3 components:

1. Oral Examination
2. Professional Assessment Project
3. Presentation to the Board

The framework for a Professional Assessment Project is outlined in the Survey Regulations 2020 under Regulation 7 – Other requirements – Standards of Competence. The Regulations prescribe that an applicant for licencing or registration must successfully complete a surveying project (or series of projects) to the satisfaction of the Board.

The final report from the Supervising Person and the Professional Assessment Project, are the principal means by which the Board is able to determine not only whether a candidate is technically competent, but also whether that person is fit and proper to be licenced or registered as a surveyor.

For the requirements of the Professional Assessment Project for licencing, a distinction is made between Registered Surveying Graduates who have completed the Master of Surveying at the University of South Australia and those who have not.

The 2 alternative pathways are further described in Annex A.

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THE SURVEYORS BOARD OF SOUTH AUSTRALIA

PROFESSIONAL ASSESSMENT PROCESS FOR LICENCING OR REGISTRATION

RSGs who have successfully completed a Training Agreement in accordance with the Survey Regulations 2020 and received a recommendation from their Supervising Person as to their competence may then commence the Professional Assessment Process.

The process involves 3 components:

1. Oral Examination
2. Professional Assessment Project
3. Presentation to the Board

1. ORAL EXAMINATION

The assessment process requires the Registered Surveying Graduate (RSG) to demonstrate competency through a formal oral examination. In the case of an application for licencing, the examination will be based on a series of questions and responses related to:

- A submitted portfolio of work provided by the RSG and
- Knowledge of the contents of modules contained within the RSG's Professional Training Agreement.

THE EXAMINATION

A panel to conduct the examination will be constituted by the Board and will consist of an external facilitator, the RSG Board supervisor and one other Board member.

The submitted portfolio of work will consist of the following:

- + Results of three cadastral surveys undertaken by the RSG during their Professional Training Agreement. The surveys should be of moderate to difficult boundary redefinition complexity with one at least being in a rural location. For each survey the RSG should provide electronic copies of search plans, final plan and definition report / annotated comparisons plan.
- + This information is to be emailed to the Registrar at least one full week prior to the examination date.

The examination panel will question the RSG on aspects of searching, field and computational techniques and the adopted boundary redefinition associated with the three surveys

To conclude the examination, a series of questions related to knowledge of cadastral surveying and land administration / development legislation and professional practice. Ethics requirements for surveyors will also be directed to the RSG.

RECOMMENDATIONS TO THE BOARD FOR APPROVAL

Based on the RSG's ability to answer the questions during the examination, the panel will recommend to the Board the RSG's performance be assessed as either satisfactory or unsatisfactory. The panel's recommendation will be considered at the next Board meeting and the RSG advised accordingly.

In the event of an unsatisfactory assessment, the Board will require the RSG to undertake a supplementary oral examination within six months of the first examination. The requirements for the supplementary examination will be as determined by the Board.

Should the RSG be unsuccessful in the supplementary examination, the RSG's Supervising Person will be requested to meet with the Board to formulate a revised training, and oral examination schedule for the RSG to undertake.

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2. PROFESSIONAL ASSESSMENT PROJECT

There are 2 alternative ways to complete a Professional Assessment Project:

Single Project Pathway – refer 2A

Master of Surveying Graduate Pathway – refer 2B

Professional Assessment Project Guidelines for Graduates and Supervising Persons are included in Annex B.

2A. Single Project Pathway

2A.1 Submission of Proposals

Registered Surveying Graduates are required to submit an outline of any proposed Project to the Registrar in the first instance via a duly completed Form 5 together with the prescribed fee. This will be a once only payment.

This fee is intended to cover the incidental expenses and administrative expenses of the Board.

2A.1 Submission of Proposals (continued)

If the proposed Project is a Cadastral Project (for Licensing under the Act), the submission should contain a spatial cadastre plot, outlining the extent of the Survey, a preliminary LTO search printed out and photos of the area showing examples of occupation available. It should also contain a short outline of why the proposal would be suitable as a professional assessment project and that it meets the required criteria.

On receipt of the proposed project, the Registrar will present it at the first available Board meeting where it will be reviewed for suitability and an Examiner appointed.

Normally the Examiner will be a Board member but on occasions where a project is specialised a suitably qualified person may be consulted to assist.

If a project is rejected as being unsuitable, it will be returned to the graduate with whatever instructions the Board decrees. A project may be deemed unsuitable in the first instance and the appointed Examiner may be given the authority by the Board to vary the extent or work to be carried out. Under such circumstance the Examiner will deal directly with the graduate.

2A.2 Procedure

Graduates will undertake an appropriate professional project leading to either general registration or a licence.

For graduates seeking licencing, it is perceived that they will choose a Rural or Urban cadastral project, based on the area they have had the least experience in.

In the case of a rural cadastral project, desired elements would be:

- + Expected field duration of 2 to 3 days.
- + Mixture of old and new occupation.
- + Some original section or hundred boundaries.
- + First redefinition of a road alignment.
- + A reasonable length of bending road boundaries.
- + Adjoining a mid-20th century Survey (pre EDM and calculators).
- + Reasonable chance of finding some very old or original marking.

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2A.2 Procedure (continued)

In the case of an urban cadastral project, desired elements would be:

- + Expected field duration of 2 to 3 days.
- + Mixture of old and new occupation.
- + Reasonable chance of finding some very old occupation
- + Some unreliable Start Points.
- + First redefinition of a road alignment.
- + Questionable previous recent definition.
- + Significant difference to title dimension.

2A.3 Project Assessment

On conclusion of the project, it will be assessed by the board under recommendation of a board appointed examiner. All necessary field / office work and computations will be assessed.

If the graduate is unsuccessful then another project will be required to be undertaken. This process will continue until the graduate is successful or other alternatives are agreed to.

The graduate may then be required to undertake:

- + an Identification Survey for Licencing OR
- + a specified secondary assessment project for general registration in the presence of a member of the Board.

If, following all of the above, the graduate remains unsuccessful then the graduate and the Supervising Person will be consulted by the Board. The reasons for the lack of success will be discussed and remedial action recommended. The graduate and the Supervising Person will be required to undertake this process again after the expiry of at least a six month period. This process will continue until the graduate is successful or other alternatives are agreed to.

2B. Master of Surveying Graduates Professional Assessment Project for Licencing Pathway

This pathway requires the graduate to maintain a portfolio of work undertaken during the course of their Training Agreement, and selected contents of this portfolio to be examined by the Board.

2B.1 Submission of Projects

Candidates are required to submit an application for assessment of a Professional Assessment Project to the Registrar via a duly completed Form 5, a copy of which is in Annex D, together with the prescribed fee. This fee covers incidental and administrative expenses of the Board.

The form is to be attached to the Professional Assessment Project and will be presented to the Board by the Registrar at the first available Board meeting. On receipt of the application and Project, the Board shall appoint two members to act as Examiners. The Examiners will liaise directly with the candidate to arrange a suitable time for analysis and examination of the Project with the candidate.

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2B.2 Contents of Project Assessment Project

The final report is to consist of an outline of four surveying projects that have been completed during the course of the candidate's Professional Training Agreement. The reports of three cadastral projects and one project from the candidate's "Other" category of experience are required.

The projects will be of sufficient scope and complexity to adequately test the candidate's surveying knowledge and skills in the appropriate areas. The three cadastral projects shall consist of two certified surveys and one identification survey – two of the surveys shall be from rural areas and one survey shall be from an urban area.

A brief (approx. 500 words) written report providing an overview of each project is required for submission together with search and final plans as appropriate. For cadastral surveying projects particular emphasis in the report should be placed on the adopted boundary redefinition.

2B.3 Project Examination Format

The examination is to consist of a two hour oral (viva voce) test to enable the candidate to demonstrate competency in each of the projects undertaken. The graduate will be required to answer questions from the Examiners related to the project contents and general boundary redefinition principles as appropriate.

During the course of the examination, the candidate will be given the opportunity to present search material and provide details of field and computational procedures undertaken. For the cadastral projects an extensive analysis of the adopted boundary redefinition and options considered for each survey will be required.

2B.4 Project Assessment

- + The Examiners will report to the Board on the results of the test at the next Board meeting. The Board will award a pass or otherwise and may in some cases require:
 - + Further work to be completed on the current project
 - + Another project to be submitted
 - + A written report or essay on a chosen topic to be submitted.

3. Final Presentation to the Board

On successful completion of the Project, the graduate will be invited to give a presentation at the next Board meeting on a topic related to the surveying profession, unless otherwise authorised by the Board Examiners, Committee not defined in this document. Subject to a satisfactory presentation, the candidate will be awarded a Certificate of Registration or a Licence.

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THE SURVEYORS BOARD OF SOUTH AUSTRALIA PROFESSIONAL ASSESSMENT PROJECT GUIDELINES

1. Guidelines for Graduates and Supervising Persons

The following guidelines are not intended to cover every aspect relating to Professional Assessment Projects but they have been set down to assist Registered Surveying Graduates and their Supervising Persons in their liaison with the Board.

Work on a project shall not commence until:

1. The candidate has satisfied Board requirements in respect of practical experience.
2. The project has been approved by the Board and an examiner appointed.

The candidate is not to commence the project before discussion with the examiner.

- + A time limit for completion of the project shall be set. Generally no longer than six months will be allowed, subject to extension at the Board's discretion.
- + The candidate is to make adequate arrangements with the examiner to facilitate site inspections and observation of field processes.
- + On completion of the project all resulting material is to be submitted to the examiner. This is expected to be of the candidate's own work and will include:
 - Field notes
 - Evidence of calibration of equipment
 - Results of computations
 - Supporting evidence and written material
 - Final plans (at the discretion of the Board)
 - Final Report (guidelines attached as Annex B)
- + In the case of a cadastral survey project, field notes are to be of a standard as set out in Section 16 of the Cadastral Survey Guidelines.
- + In the case of a cadastral survey project, plans shall be in a form suitable for lodging in the Lands Titles Office. Reference should be made to the Plan Presentation Guidelines available on the Land Services SA website.
- + The examiner will report to the Board within a reasonable period of receiving the results of the project.
- + The Board will award a pass or otherwise and may in some cases require:
 - Another project to be carried out
 - Further work to be done on the current project
 - A written report or essay be submitted on a chosen topic.

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2. Guidelines for Presentation of Final Report

These guidelines are for use by Registered Surveying Graduates in preparing their final report to be presented to the Board Examiner as part of their Professional Assessment Project.

The following layout for the report can be modified to suit each individual project. The layout includes items particular to a cadastral project, which would not be relevant to projects in other disciplines.

1. INTRODUCTION

2. PROJECT BRIEF

3. BACKGROUND AND SEARCH

4. FIELD TECHNIQUE

5. BOUNDARY REDEFINITION

- a. Options considered
- b. Board Examiners, Committee not defined in this document.

6. CONCLUSION

7. APPENDICES

- a. Copy of Final Plan
(does not have to be personally drafted but mud map must be personally prepared by graduate and in a form suitable for lodging in the LTO)
- b. Annotated Plan showing Data Comparisons
- c. Traverse Information and Adjustments
- d. Copy of Field Notes & Site Photographs
- e. Printout from PC Plans Closure
- f. Copies of Survey Search