

PROCESS FOR PREPARING POSTGRADUATE TRAINING PLANS

The Surveying Graduate Competency Framework requires Surveying Graduates to demonstrate to the Board using a Postgraduate Training Plan (PTP) that they are gaining the professional skills and experience to meet the requirements of the Surveyor Competency Framework. A PTP is your plan setting out your intentions for the following year. The plan is required to be updated and submitted on an annual basis.

A description of the purpose and requirements for a PTP can be found on the SBQ website (<http://sbq.com.au/public/pathway-to-registration/postgraduate-training-plan/>). The website also contains examples and templates for PTPs.

Steps to preparing a PTP include:

- Estimate a time frame for yourself to complete your surveyor registration framework.
- Examine the framework to determine which elements you have competency in and those where additional training and experience may be required.
- List existing work completed or future projects that you may be able to use to demonstrate your competency in the “proposed work experience” column.
- Estimate a timeframe for submission of CERs for these elements.
- List possible projects or learning experiences that may help you obtain competency in other elements.
- Estimate a timeframe for obtaining experience and submitting CERs.
- Discuss your plan with your supervisors or mentors to ensure appropriate experience can be gained in a reasonable timeframe.
- Submit your PTP to the SBQ prior to registration renewal, demonstrating progression made towards registration in the current year.

Estimate a timeframe

A person recently graduating from University should consider a 3 year plan. There is no requirement to demonstrate progression in your first year of employment as it is understood that everyone goes through a steep learning curve initially, however a PTP will be required to support your first renewal of registration. In your second year you could start to prepare CERs related to your everyday work, but concentrate on expanding your experience in all aspects of your work and the framework. You should start to collect evidence and write CERs by your third year.

A graduate with some existing experience should reduce the timeframe and start to gather evidence and prepare CERs. It is important to ensure you have appropriate experience in all elements of the framework or processes in place to obtain this experience. The PTP template document lists all the elements and descriptors of the framework to use as a guide to ensure all elements are considered.

Graduates with a number of years of experience and have competency in all elements of the framework should commence gathering evidence and can consider either written CERs or assessment by oral presentation.

Plan in conjunction with supervisors and mentors

You should discuss your PTP with your supervisors to ensure your goals are achievable and consistent with employer expectations. Your PTP should be signed by your supervisor or a mentor.

Filling in the PTP Document

Work through the PTP template document to determine whether you have adequate experience, existing evidence or require additional experience before collecting evidence.

In the example shown:

3.1 Setout minor works

I have a lot of experience setting out houses for construction. I have a recent example of a house set out that I completed that should cover all descriptors of Element 3.1. I believe I can write a CER for this and submit by October, 2014.

Unit 3: Development Surveys				
Element	Descriptors	Proposed Work Experience	Proposed Timeframe	Date CER Assessed
S 3.1 Setout minor works	i. Read, interpret and understand design and construction plans	I have substantial setout experience	Submit CER by October 2014	
	ii. Set out works	Proposed CER – House Setout, 243 Willow Street, Coomera.	Submit CER October 2014	
	iii. Communicate results to client, construction staff and other consultants		Submit CER October 2014	
	iv. Use adequate redundant measurements to validate data		Submit CER October 2014	
S 3.2 Perform topographic surveys	i. Completed a variety of topographic surveys that were fit for purpose using terrestrial and GNSS instruments.	I have experience but no appropriate project.	Submit CER July 2015	
	ii. Use adequate redundant measurements to validate data	Expect to complete a project the end of 2014.	Submit CER July 2015	
	iii. Accurately described the origin of datums and other explanatory notes		Submit CER July 2015	
S 3.3 Survey and calculate volumes and quantities	i. Collect topographic data at appropriate accuracy and density for volume purpose	Require more experience in this area	Submit CER July, 2015	
	ii. Calculate and report volumes to an accuracy justified by the measurement method	Undertaking 12D training and projects under direction of supervisor.	Submit CER July, 2015	

S 3.2 Perform topographic surveys

I have experience doing small topographic surveys using Total Stations and GNSS methods. The notes in the framework state that the survey must have an adjusted network of stations, a range of natural and artificial features etc. I have the experience to undertake this survey but I don't have an appropriate project to use. My supervisor has stated that I can expect to get a job that should satisfy the framework soon.

S 3.3 Survey and calculate volumes and quantities

I do not have the experience for this type of survey yet. I am currently upgrading my skills in the calculation software and can expect to have completed a suitable job within 12 months.

The "proposed work experience" column can be used to explain your current experience level, experience you are obtaining or the specific project you intend to use for a CER. The "proposed timeframe" can identify the time by which you intend to obtain experience or the proposed submission date for a CER. The "Date CER Assessed" sets out the date when the corresponding descriptor was successfully assessed.

Progression

Graduates are required to demonstrate progression towards registration as a surveyor each year. This progression is required to be clearly demonstrated before your registration will be renewed in the following year. The second page of the PTP template provides space for a progression log.

Graduates in their first year since graduation are not required to demonstrate progression, however a PTP will be required to support your first renewal of registration. Graduates who have submitted CERs or undertaken oral assessment have demonstrated progression, but should record this in the progression log. Other graduates should record what activities they have undertaken to progress. If evidence is not provided it may be requested prior to acceptance. Evidence may be in the form of draft versions of CERs under development.

Submitting your PTP

Your PTP can be submitted to the Board from July onwards, but should not be left to the end of the year as not having an approved PTP will delay registration which may incur late fees. Your PTP is a plan of your intentions for the following year. If circumstances change throughout the year you are not required to immediately update your PTP or notify the Board.

Progression 2013

I gained additional experience in total station and GNSS operation in numerous examples of topographic, set out surveys and volumes. I was also given some introductory training in using calculation software (12D) and AutoCAD drafting.

I prepared 2 CERs covering the Framework Unit 3 elements of set out, topographic and volume surveys. CER 2 also covered elements of S3.4 – Occupational Health and Safety.

Submitted CERs for progressive lodgement in October, 2013 and received a pass in all elements submitted.

I updated my PTP and submitted it for my 2014 registration.

Progression 2014

I am currently preparing 2 CERs covering most of Unit 2 and Unit 6. I have calibrated 3 total stations at the Gold Coast range and have completed an IE describing the results. I have also completed an IE covering Unit 1.

I intend to complete these CERs and submit them in September.

Future Planned Learning

S4.5 Electronic models and plans – more practice and experience required in calculation and drafting software.

Unit 5 Communication – more exposure required to dealing directly with other professionals and clients.