

Writing CERs for Assessment

Your CER should describe the survey methods, calculations and decision-making processes you use in your workplace. The assessment requires you to justify your methods in the context of the framework.

The surveyor framework assessment can be undertaken using either Progressive (written) CERs or Oral Presentation/Interview. Applicants are required to address each element of the framework and collect a similar amount of supporting documentation regardless of whether the progressive or oral method is chosen. The oral process requires all elements of the framework to be addressed on the same day where the progressive CERs can be submitted progressively (4 submissions) or all at once.

1 Collecting the Evidence

Allocate ½ hr to 1hr per week to collect the evidence required, this means copying your work files on to USB for use later. Scheduling a minimum amount of time each week ensures you are doing something towards registration each week. Steps may include:

- Identify topics for CERs
- Collect existing documentary evidence from your workplace
- Prepare a one-page dot point summary of each project selected

2 CER or Oral Presentation topics

It is possible to cover all the framework within a single project but it is often better to separate the main topics into different CERs.

3 Writing CERs

CERs can describe a period of work, a project or part of a project. The CERs must:

- Be written in the standard template
- Be written in the first person to help identify what elements of the CER were undertaken by the applicant and what components were undertaken by others
- Note the descriptor identifiers in the left-hand column against the paragraphs describing each descriptor (map the framework)
- Be authenticated by a person who has knowledge of the applicant doing the work

3.1 CER Type 1 – General work practices

This type of CER can be used to describe elements of the framework that relate to general practices rather than one specific job or type of work e.g. unit 1 descriptors from the framework and a number of other individual elements or descriptors throughout the framework. The descriptors can be addressed one at a time, with supporting evidence referenced in appendixes. As a rule of thumb a

paragraph should be written to address the requirements of each descriptor claimed and each descriptor should have a piece of supporting documentation referenced.

3.2 CER Type 2 – Technical Projects

The technical CERs are required to provide a concise narrative of the project including:

- Quantified project requirements determined from client negotiation, detailed project specifications or defined project expectations
- Selection of equipment and methods based on suitability to achieve the identified requirements
- Brief description of the tasks undertaken and checks made
- A quantified analysis of checks demonstrating that the identified requirements have been satisfied. Evidence should exist that the test values are within the values specified e.g. misclose values or comparison tables.
- A clear statement of reported results with appropriate evidence provided.

The narrative can then be followed by a paragraph on each of the descriptors claimed if necessary. This may require some duplication from the initial narrative but it ensures that you focus on the context of the descriptors. As a rule of thumb a paragraph should be written to address the requirements of each descriptor claimed and each descriptor should have a piece of supporting documentation referenced.

4 Assessment

The assessors are required to assess based on the evidence provided in both the written and oral methods. It is the responsibility of the applicants to demonstrate they have attained a competency. The most common reason for rejecting assessments is not lack of skill or knowledge but insufficient content explanation or a shortfall in supporting evidence.

Assessors may request you to expand on your explanations or supporting evidence, which can be addressed in your next submission by adding material to the original document.