



RENEWAL OF REGISTRATION POLICY

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Version Control

Version	Author	Board Approval Date	Change Description
2.1	SBQ	28.07.16	
3.0	SBQ	16.03.23	Policy update required to accommodate policy changes to a) Renewal CERs; and b) Reciprocity
4.0	SBQ	07.09.23	Policy updated to include current Board administration practices regarding the preparation of renewal CER's.that are not covered in the policy

Definition of Terms & Acronyms

Terms / Acronym	Definition
CER	Career Episode Report
SBQ	Surveyors Board of Queensland

Associated Documentation

Associated Documentation
SBQ – 07: Competency Assessment and Registration Policy SBQ – 09: Restoration of Registration or Endorsement Policy

Purpose & Objectives

The *Surveyors Act 2003* (the Act) requires that a person seeking registration or a registration endorsement be competent at the level of registration sought. Registered persons include surveying associates, graduates and surveyors. It follows that registered persons need to maintain and develop their professional experience, skills and knowledge to enable them to provide a high standard of service. The Act implements this by requiring that renewal of registration be based on “satisfactory evidence of the applicant’s relevant competency”. The relevant competency is measured in terms of the competency frameworks that apply to the person’s registration and endorsements.

It is the responsibility of the registered person to satisfy the Board of their competence. This policy sets out the basis on which the Board will be deciding to renew a person’s registration and endorsements.

Application & Scope

This Policy applies to employees and Board members of the Surveyors Board of Queensland.

General Information

1. Registration Renewal

The *Surveyors Act (2003)* requires registered surveyors to provide satisfactory evidence of their relevant competency on an annual basis. This means that the evidence must be explicitly related to the competency framework.

The Board has adopted a renewal of registration process that takes into account the Board's statutory obligations without making the renewal process unnecessarily burdensome.

The process has been designed to be as simple as possible. There is a focus on minimising the effort and compliance costs for the registrants while still having a system that is effective and transparent. The system takes the emphasis off the upfront documentation for surveyors but balances it with a more effective checking procedure.

The system relies on a principle of self-certification because surveyors should be professional and principled enough to take responsibility for their own competency. This is supported with a safeguard of random checks on that self-assessment. All registered surveyors will be required to self-certify that they comply with the competency framework at the time of annual renewal. However, 10% will be required to submit some documentary evidence in support of that renewal. An additional 10% of firms or branch offices that consult to the public will receive a site visit from Board members.

2. Consulting Endorsement

A renewal application for the Consulting endorsement (individual and corporation) also requires a "Certificate of Currency" that must show the applicant's name as proof of current Professional Indemnity insurance.

A "certificate of currency" from the insurer or broker should validate the applicant's current Professional Indemnity Policy cover. As a minimum requirement the following information must be provided:

- type of insurance
- limits of indemnity, including amount of cover
- insured name
- insurer
- period of insurance

3. Renewal process

The following dates apply to the registration renewal process:

- Board Renewal Notices to registered persons will be emailed to their contact address as shown on the Register, by the first week of October for renewal of registration from 1 January the following year.
- Renewal applications are to be received by the Board by 30 November each year.

- Late renewal applications will incur a late fee from 1 December.
- Renewal applications received after 31 December will incur the late fee and a restoration fee.

Registered persons are responsible for ensuring that they submit applications before the due date. If they have not received the form for renewal of registration by mid October, they should contact the Board office.

Under s51 of the *Surveyors Act 2003*, registration automatically expires at the end of its term unless an application has been made for a renewal, in which case the registration continues until the application is decided.

If an applicant provides incomplete information, or the Board considers that it requires further information to make a decision, the Board can, under s55, request additional information to be provided within a specified period of at least 10 business days. Under s55(4), the applicant is taken to have withdrawn the application if the additional information is not provided within the specified period.

Policy Statement

1. Evidence of Competency

For the purpose of providing satisfactory evidence of a registered person's relevant competency for renewal of registration, as required by Section 54 of the Act, the Board will accept *by returning the electronic renewal form* the person has maintained their qualifications, skills, knowledge and experience as described in the relevant Competency Frameworks.

2. Review

The Board will undertake a review of a random selection of 10% of registered persons (individuals) in each of the categories of registration and endorsements. Each selected person will be required to complete one or more Career Episode Reports (CERs) to demonstrate that the person holds the qualifications, skills, knowledge and experience set out in the relevant Competency Framework. The Board requires the applicant to complete two units of competency in the related Competency Framework and one element from the respective endorsement framework if an endorsement is held. Surveying graduates are excluded from the 10% random selection process as they are required to be demonstrating competency as they progress toward surveyor registration.

A CER is a description of some surveying related activity that is expressly linked to the relevant competency framework. This report should be supported with documentary evidence where appropriate. Examples may be found on the Board web site. In the absence of extenuating circumstances, a CER must relate to activities undertaken by the surveyor in the previous two years.

The following guidelines apply when a renewal CER is prepared:

- When completing two units of competency in the related Competency Framework the renewal CER:
 - must address a majority of the elements in each of the two units (excluding unit 1). Addressing just one element from each of the two units is not acceptable; and
 - does not have to address every descriptor within an element.

- When completing one element from the respective endorsement framework the renewal CER:
 - must address one element (excluding element C.1); and
 - does not have to address every descriptor within an element.

Where surveyors are requested to complete CERs, these must be submitted prior to their application form for renewal.

Also, the Board will conduct site visits to the offices of a random selection of 10% of consulting cadastral surveyors (individuals or corporations) each year.

The Board reserves the right to request evidence to support competency where:

- information is available to the Board indicating a possible lack of competence; or
- the Board decides to focus on specific surveying issues that are of particular concern to the Board; or
- a registered person has not previously been randomly selected within a five (5) year period.

Surveyors who fail to provide evidence of their relevant competency will not have their registration renewed. When they have obtained sufficient evidence, they will be able to apply for restoration of the registration or endorsement in accordance with the Board's policy (see *SBQ – 09: Restoration of Registration or Endorsement Policy*).

Surveyors who provide unsatisfactory evidence of their relevant competency will have their registration renewed for a period of three months. When they have satisfactorily demonstrated their competency, they will be able to apply for renewal of the registration or endorsement for the remaining nine months.

3. Initial Registration

Surveying associates achieving initial registration during the year of renewal are included in the assessment pool and may be required to submit some documentary evidence at the time of their first renewal.

Surveying graduates who have satisfactorily demonstrated surveyor competency within one year of registration are exempt from the assessment pool for a period of one year.

Surveyors who have obtained an endorsement within one year of registration are exempt from the assessment pool for a period of one year for that endorsement only. If multiple endorsements are held then the other endorsements are included within the assessment pool.

4. Reciprocity

A surveyor gaining registration through mutual recognition is included in the assessment pool and may be required to submit some documentary evidence at the time of their first renewal.

In addition, where a surveyor obtains a cadastral endorsement through mutual recognition, the Board will assess whether the surveyor has sufficient knowledge of the requirements of Queensland legislation regarding cadastral surveying. This assessment will be conducted between the first year and second year that the surveyor holds a cadastral endorsement. The assessment will be carried out by:

- the review of plans prepared by the surveyor; and/or

- conducting a site visit; and/or
- requesting the surveyor to submit a Career Episode Report (CER) requiring the surveyor to complete two units of competency in the Surveyor Framework and one element from the Cadastral Endorsement Framework.

Surveyors who fail to provide evidence of their relevant competency will not have their registration renewed. When they have obtained sufficient evidence, they will be able to apply for restoration of the registration or endorsement in accordance with the Board's policy (see SBQ – 09: Restoration of Registration or Endorsement Policy).

5. Special Circumstances

Where a registered person does not consider that they can provide satisfactory evidence of their relevant competency (i.e. they cannot in good conscience sign the solemn declaration, or they cannot provide the relevant evidence if requested to do so) they should not seek to renew their registration and/or endorsement. Rather they should allow the registration to lapse and advise the Board in writing. When they have obtained sufficient evidence, they will be able to apply for restoration of the registration or endorsement in accordance with the Board's policy (see *SBQ – 09: Restoration of Registration or Endorsement Policy*).