



# PROFESSIONAL ASSESSMENT PROJECT (PAP) PROCEDURE

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## PROFESSIONAL ASSESSMENT PROJECT (PAP)

The PAP is an opportunity for the applicant to display their competencies while being observed by the examiner. The project should embrace work undertaken in the normal course of business of the firm or authority in which the applicant is employed.

An application for a Professional Assessment Project (PAP) may be lodged with the Board once all units and elements of the endorsement competency framework have been satisfactorily addressed at the documentary evidence stage. The PAP stage of the assessment is to be completed within **two years** of having completed the assessment for the documentary stage of the relevant endorsement framework. An applicant applying for multiple endorsements is required to complete more than one PAP or one project that covers the technical content of each endorsement.

The Board acknowledges that some PAPs are delayed for numerous reasons. The Board accepts it is possible to be working on multiple projects at the same time as part of your PAP e.g., doing the field work and preparing plans for one project, while seeking planning approval for another current project. The Board requires that if multiple components to a project are adopted this is communicated to and accepted by the Board appointed Examiner if not incorporated in the applicant's initial application.

### Process Details

Following are the details of the process and how it is implemented and managed.

1. The applicant will, in consultation with the assistant examiner, make all arrangements necessary for the performance of the project before submitting their "Application for Approval of a Proposed PAP". The assistant examiner proposed by the applicant will support the application with a statement of their intention to perform the necessary supervision of the project.
2. An application for approval of a Professional Assessment Project (PAP) may be lodged with the Board once the documentary stage of the endorsement competency framework have been satisfactorily addressed at the documentary evidence stage. The application will include:
  - Application form 17A – Application for Professional Assessment Project ([SBQ Board Forms](#))
  - Application and examiner's fees
  - Applicant's nominated assistant examiner / supervisor
  - Current resume
  - Project Outline (2-3 pages).

3. The Project Outline should identify:
  - Project summary
  - Project detail
  - Applicant's involvement in the project
  - Project timeline
  - Project cost estimates
  - Locality map
  - Proposal plan
  
4. After a successful application, the Board will nominate the Board appointed Examiner and notify the applicant. The Chief Examiner will arrange an interview with the applicant, their Supervisor and Examiner to ensure all parties fully understand their respective roles and scope of the project.
  
5. The applicant is required to manage the project and drive the process, keeping the examiners and the Board informed on any significant changes or delays to the project timeline. During the course of the project, the applicant is to maintain regular contact with both of the examiners.
  
6. The applicant is required to undertake the following tasks and submit a written report to the assessor on each of the actions. The applicant is required to:
  - Determine the objectives of the project
  - Plan the work
  - Obtain all consents necessary
  - Make a full search of relevant existing data
  - **Personally** perform the surveys and calculations
  - Supervise the drawing of plans or maps
  - Prepare a costing statement
  - Arrange lodgement of the results of the project
  
7. Both the assessor and assistant assessor shall assess the competency of the applicant by observing their performance on the project and shall conduct such oral or practical examinations as they deem necessary. The assessment of a PAP is a combination of the observations by the two assessors of the applicant's performance as well as a formal assessment of the project report. If the examiners consider the scope of the PAP insufficient for them to make a comprehensive assessment of the applicant, the scope can be widened, or additional tasks added in consultation with the Chief Examiner.
  
8. The assessment by the examiners is of the applicant's overall competency and not just the performance of the PAP. The examiner's recommendation at the conclusion of the PAP is for registration with an endorsement and not just the satisfactory completion of the PAP.