PREPARING ORAL PRESENTATIONS

The applicant is required to
- Demonstrate they have the skills and experience to undertake an oral assessment
- Submit a portfolio of evidence containing a description of projects, supporting evidence, an executive summary and a copy of proposed presentation
- Deliver a presentation demonstrating skills and understanding in elements of the framework (30 minutes) to a panel of 2 Board members or their representatives
- Respond to panel questions (90 minutes) providing additional discussion and evidence to satisfy all elements of the framework
- Demonstrate you are a suitable person for registration by showing a professional approach to your presentation and work practices.

Initial Application

The applicant will submit to the Board:
- A comprehensive CV to demonstrate they have sufficient skills and experience
- An executive summary providing links between the elements of the framework to your proposed evidence. The executive summary should also include a brief description of at least 3 jobs that will be used to demonstrate competency.
- An application for assessment form (Form 09A) with the application and assessment fee.

The executive summary is required to include a brief description of projects that will be used to demonstrate competency in all elements and descriptors of the framework. Each line of the executive summary is to contain reference to a project in the "evidence" column and a description of a proposed supporting document in the "documents" column.

The Board will review the application and advise if the oral presentation will proceed or if further evidence is required.

Oral assessments are currently being held every 6 weeks, normally the day before or after an SBQ meeting (refer to SBQ website for dates).

Preparing Written Material

The applicant is required to prepare a portfolio of evidence and a 30-minute presentation to present to a panel of 2 Board members or their representatives. The written submission should include project descriptions with supporting documentation, a hard copy of your presentation, an executive summary and a disk holding the electronic copy.

The portfolio of evidence is required to address all elements of the framework and should contain a brief description of the survey processes involved with supporting documentation. The written material will contain less detail than a CER as it will be supplemented by the oral presentation where processes can be discussed in detail. The supporting documentation will be sufficient to meet all elements and descriptors of the framework. The supporting documentation may be supplemented by oral explanation to be presented at the interview.

The executive summary should clearly relate each of the descriptors of the framework to the evidence and supporting documentation to be provided. This document will serve as a reference document for the assessors but also as an index for the applicant to use during the question period.

You are required to submit 3 copies of your written material to the Board 4 weeks prior to your presentation date. The written submission should include your evidence and presentation along with 1 disk/USB holding your electronic version of the evidence and presentation. The written material should be organised in a manner that allows the assessors to easily review your material prior to the presentation (use folders that allow material to be removed, index tabs and appendixes where appropriate).

Delivering your Presentation

The presentation will be delivered to a panel of 2 surveyors. The presentation can be in Hardcopy, PowerPoint, other software format or a combination of these. It is your decision on how you deliver your material but consider selecting 3 projects that cover a broad range of the framework and discuss these in detail as your presentation. It is difficult to deliver the presentation on an element by element approach as there is not enough time to cover the entire framework in sufficient detail within the 30-minute time frame. The applicant should consider discussing a number of projects in the presentation. All elements of the framework should be covered in the projects discussed.

Your presentation should aim to demonstrate to the panel that you have broad knowledge and skill in the use of the technology, have a clear understanding of the surveying and administrative processes and can deliver the content in an organised and structured manner.

The presentation should be practiced or delivered to yourself or other audiences prior to presenting to the panel. It is common practice to talk through your presentation 20 times prior to the presentation to ensure your content flows in the planned manner and can be delivered within the 30-minute time frame.

Panel Questions

The panel may request further explanation of aspects of your presentation including the extent of the applicant's involvement in the projects.

The panel will also discuss elements of the framework that were not adequately covered by the initial presentation. The applicant should ensure they have material on hand to provide examples and evidence of competency in all elements of the framework.

The panel may accept oral explanation as evidence where the applicant has difficulty obtaining the original documentation. This will only be considered if the applicant can demonstrate that all reasonable attempts have been made to obtain the original documentation. The panel will make a judgement on whether the oral evidence is authentic, valid, current, and sufficient.

The applicant will also be questioned on aspects of professional and ethical standards.

Assessment Outcomes

The panel may determine the applicant:
- has met the requirements for the competency assessment of the framework.
- is to provide further information to the panel where minor shortcomings have been identified.
- is to complete the CER process or part of the CER process where major shortcomings have been identified.