

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 and is a guide to obtain your registration as a surveyor. 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.

Graduates are required to submit a PTP each year, submit their first CER by the end of September prior to their third renewal of registration and to finalise their competency assessment matter within 5 years of opening a new competency assessment matter.

Steps to preparing a PTP include:

- Estimate a time frame for yourself to complete your surveyor registration framework.
- Make a short list of activities you have completed in the previous year and a list of what you intend to complete in the following year. This information can be recorded on the second page of the PTP to help demonstrate that you are progressing to surveyor registration.
- List existing work completed or future projects that you may be able to use to demonstrate your competency in the “proposed work experience” column. Include an intended date of submission of CER in the “Proposed Timeframe” column and the date of any previously assessed descriptors in the “Date CER Assessed” column.
- 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.

Refer to the table which identifies a timeline of requirements and an example of typical projects you are required to finalise. Note: most descriptors can be claimed in conjunction with the typical projects listed. **Focus on your intentions for the**

2023	2024	2025	2026	2027	2028	2029	2030
First Year of Registration	Second renewal due end 2024	Third renewal due end 2024	Assessment Open Year 1	Assessment Open Year 2	Assessment Open Year 3	Assessment Open Year 4	Assessment Close Year 5
Initial PTP by 30/9/2023	Updated PTP by 30/9/2024	Updated PTP by 30/9/2025 & Submit first CER form 9a & Fee by 30/9/2025	Updated PTP by 30/9/2026	Updated PTP by 30/9/2027	Updated PTP by 30/9/2028	Updated PTP by 30/9/2029	Assessment matter period expires at end of year 5
Initial PTP Obtain experience in survey work	Updated PTP (submit 1 st CER) Experience & Gather evidence &	Submit PTP (more evidence) Prepare first CER submission Unit 1 - General work practices	PTP submit CER Gather evidence & Experience	PTP submit CER 3.1 Set out survey	PTP submit CER 3.2 Topographic survey	PTP submit remainder CERs 3.3 Volume Survey 5.4 Certify Data	Submit CERs or Oral 6.3 Horizontal Control survey 6.4 Vertical control survey

following year, you can amend requirements for subsequent years as you progress. Your PTP will depend on your motivation to finish quickly, which CERs you have already completed and how much time you have left in your assessment matter.

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 have 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

The set-out survey has been submitted and assessed as demonstrated in September 2022.

S 3.2 Perform topographic surveys

I have experience doing small topographic surveys using Total Stations and GNSS methods. I have the experience to undertake this survey, but I don't have an appropriate project to use yet. My supervisor has stated that I can expect to get a job that should satisfy the framework soon. I intend to submit the CER by September 2023.

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 analysis. I can expect to have completed a suitable job by July 2025.

Progression

Graduates are required to develop a PTP and demonstrate that they are engaged in postgraduate training in accordance with their PTP.

Graduates in their first year of registration preparing their first PTP may focus on gaining experience. The first updated PTP should include an intention to submit their first CER (required prior to their third renewal).

The second page of the PTP template provides space for a progression log. This page provides evidence of progression in the past years and proposed activities in the following year.

Renewal of registration as a graduate will not be finalised unless a suitable PTP is provided by 30th September each year. A suitable PTP demonstrates engagement in postgraduate training in accordance with your PTP.

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.

Unit 3: Development Surveys				
Element	Descriptors	Proposed Work Experience	Proposed Timeframe	Date CER Assessed
S 3.1 Setout minor works	Applicants will need to demonstrate that they are able to :	I have substantial setout experience Proposed CER – House Setout 243 Willow Street, Coomera.	Submit CER August 2022	Passed Sept. 2022
	i. Read, interpret and understand design and construction plans		Submit CER August 2022	Passed Sept. 2022
	ii. Set out works		Submit CER August 2022	Passed Sept. 2022
	iii. Communicate results to client, construction staff and other consultants		Submit CER August 2022	Passed Sept. 2022
	iv. Use adequate redundant measurements to validate data	Submit CER August 2022	Passed Sept. 2022	
S 3.2 Perform topographic surveys	Applicants will need to demonstrate that they have:	I have experience but no appropriate project. Expect to complete a project by middle of 2023.	Submit Sept 2023	
	i. Completed a variety of topographic surveys that were fit for purpose using terrestrial and GNSS instruments.		Submit Sept 2023	
	ii. Use adequate redundant measurements to validate data		Submit Sept 2023	
	iii. Accurately described the origin of datums and other explanatory notes			
S 3.3 Survey and calculate volumes and quantities	Applicants will need to demonstrate that they:	Require more experience in this area <i>Undertaking 12D training and projects under direction of supervisor.</i>	Submit CER July, 2025	
	i. Collect topographic data at appropriate accuracy and density for volume purpose		Submit CER July, 2025	
	ii. Calculate and report volumes to an accuracy justified by the measurement method			

Evidence of Progression to Surveyor Registration

Progression 2022

I gained additional experience in total station and GNSS operation in numerous examples set out surveys.

I prepared 2 CERs covering the Framework Unit 1 and Set-out surveys. I have calibrated 3 total stations at the Gold Coast range and have completed an IE describing the results. CER 2 also covered elements of S3.4 – Occupational Health and Safety.

Submitted CERs for progressive lodgement in August, 2022 and received a pass in all descriptors submitted with the exception of 2.3(v) and 2.3 (viii).

I updated my PTP and submitted it for my 2023 registration.

Progression 2023

I am currently preparing 2 CERs for Topographic Surveys (one T/Stn and one GNSS). I intend to complete these CERs and submit them in August.

I was also given some introductory training in using calculation software (12D) and AutoCAD drafting. This has provided me with the knowledge necessary to undertake topographical and volume surveys.

I am getting more experience on small and medium size topographic jobs and expect to independently undertake a large topographic job soon.

Future Planned Learning

S6.3 Static Networks – more practice and experience required in processes and adjustment software.

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