



PROGRESSIVE ASSESSMENT OF COMPETENCY

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Progressive Assessment of Competency

1. The applicant may submit evidence progressively for assessment or may submit evidence pertaining to all Competency Framework units at once. It may be advantageous to submit one or two CERs initially to obtain feedback from assessors on the extent and depth of evidence required.
2. Once an applicant has gained the skills and experience relating to a unit or element of the relevant competency framework, they may prepare a Career Episode Report (CER) and attach all necessary documentary evidence to support the CER. There is also a requirement to prepare an Executive Summary which will clearly identify what descriptors of the framework are being claimed by the CER or group of CERs. Each CER must be authenticated and signed by a person who has knowledge of the applicant carrying out the work, preferably their supervisor.
3. The applicant is required to submit the following with their first CER submission:
 - (a) An application for competency assessment (form 09A)
 - (b) Payment of the application fee and assessment fee
 - (c) Authenticated Career Episode Reports (CERs) and supporting documentation
 - (d) An executive Summary relating the descriptors of the framework to the CERs
4. Applicants should continue to prepare and lodge CERs as part of the progressive assessment of competency process. The maximum period that the Board will hold a competency assessment matter open will be **five (5) years**.
5. The Board will maintain a progress statement which identifies those aspects of the Competency Framework which the applicant has satisfied. This statement will be updated after each submission has been assessed and will be available to the assessor/s and the applicant.
6. On satisfactory completion of the assessment against the relevant Competency Framework the applicant will be invited to undertake a Registration Interview in the case of the Surveyor Framework or to commence a Professional Assessment Project (PAP) when competency has been demonstrated against an endorsement framework. **Note: a PAP is not required for the cadastral endorsement.**
7. The surveyor registration interview will be with two Board members or representatives. The interview will last between 30-60 minutes and will confirm elements of the competency assessment and assist the Board in assessing whether the applicant is a "suitable person" for registration. There is no specific study or preparation required for this interview.
8. On completion of a successful surveyor registration interview the applicant will be required to Lodge an [Application for Registration as a Surveyor \(Form 03A\)](#) and pay the prescribed fee.