

PREPARING EXECUTIVE SUMMARIES FOR COMPETENCY ASSESSMENT

The Executive Summary can be in any format, but it is recommended that the standard format or a modified version of this format be used as it provides the direct link to the competency framework.

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 ensure all descriptors have been addressed. The oral presentation also requires an Executive Summary to be prepared at the time of initial application.

Executive summaries are required to:

- Provide a link between the Competency Framework and CER evidence and documentation.
- Help ensure all elements and descriptors of the framework have been covered or will be addressed in the future submissions.
- Provide the applicant with a reference document to track where evidence for each descriptor of the framework can be found within their CER and evidence portfolio.
- Provide the assessors with additional information on where to look for the evidence for each descriptor within the submission and to provide a space for additional comments if required.

The standard format templates for the surveyor framework and endorsements are provided on the SBQ website.

Executive Summary Template

The Executive Summary templates provide the text from the relevant framework down the left-hand side of the document including in blue the text or a summary of the text from notes column of the framework.

The notes (in blue) are provided for guidance only and are not an official part of the framework. These notes also guide the assessors in their interpretation of the framework.

Each descriptor is required to be addressed for successful completion of the assessment therefore the template rows are divided into a row for each descriptor.

Survey Project Extracts

Short abstracts (1 or 2 paragraphs) can be added here to describe each CER or Project to be used. These abstracts are essential for the oral presentation Executive Summaries and can also be used to identify the various CERs and allocated numbering being used in written CERs.

Executive Summary Content

The amount of detail required in the Executive Summary is the applicant’s choice. The purpose of the document is to provide a summary for the assessor as well as the applicant.

+ UNIT 2: COLLECTION OF DATA AND MEASUREMENTS	
Elements / Descriptors	Evidence
<p>S 2.1 Collect data by measurement</p> <p>Applicants will need to demonstrate that they:</p> <p>i. Use adequate redundant measurements to validate data</p>	
<p>ii. Ensure measurements are legally traceable – Note: EDME baseline adequate</p> <p><i>Successful completion of EDME baseline comparison is required</i></p>	
<p>iii. Evaluate the various measurement methods and procedures available</p> <p><i>Evidence of a variety of measurement methods in a variety of circumstances will be sufficient evidence</i></p>	
<p>iv. Assess the effectiveness of the measurement method adopted</p> <p><i>Evidence of a variety of measurement methods in a variety of circumstances will be sufficient evidence</i></p>	
<p>S 2.2 Search and acquire existing data</p> <p>Applicants will need to demonstrate that they are able to:</p> <p>i. Extract required information from relevant geographic and land information records, survey data bases, and general information depositories</p>	

UNIT 2: COLLECTION OF DATA AND MEASUREMENT

Elements / Descriptors	Evidence	Documents	Graduates Comments	Assessors Comments
S 2.1 Collect data by measurement Applicants will need to demonstrate that they: i. Use adequate redundant measurements to validate data	CER 1 P1, P2	Appendix CER1.3 F/N Control Appendix CER1.4 F/N Detail	Note: It is not essential to fill this column if clearly described in CER. Redundant measurements are part of all surveys. These will be obvious in field notes, procedures and calculation processes	
ii.Ensure measurements are legally traceable – Note: EDME baseline adequate	CER 1 P1 IE1-baseline	DOR method Field notes Summary Result	IE1 describes method I used to calibrate T/Stn xyz OR Will carry out an EDM baseline comparison personally at a later date.	
iii.Evaluate the various measurements methods and procedures available	CER 1 P1 See also: CER 3 P2 CER 4 P1	Appendix CER1.1 Specs RTK, T/Stn	CER1 describes the evaluation process. This CER considered various measurement methods and procedures. (Consider other CERs if submitted at same time)	
iv.Assess the effectiveness of the measurement method adopted	CER1 P1 CER1 P2 Control CER1 P Detail analysis	Letters to clients, file notes Appendix CER1.5 hor residual analysis	Define expected accuracies Survey control optimisation (statistical analysis) Survey results evaluated against specifications and expected accuracies set at start of project.	

The **Evidence Column** is used to provide a reference to the CER where the descriptor is primarily addressed e.g. S2.1 (iii) directs the assessor to look at CER 1, Page 1 initially and then CER 3 & CER 4 if further evidence is required.

The **Documents Column** is used to list the supporting documentation and where to look in the appendix to find it. The applicant is required to supply supporting documentation, but it needs to be concise and relevant. Adequate evidence may be able to be presented by extracting a few pages from 20 pages of field results in preference to the whole document.

Graduate Comments can be added at the discretion of the applicant. It is important to **not** introduce new material here that does not exist in the CER. Remember this is a summary of the CER and may or may not be used by the assessor.

The **Assessors Comments Column** may be used by the assessor to provide additional feedback on each element. The assessor may decide to use other formats for reporting the results and feedback to the applicant. You should note the descriptors that have been previously assessed as demonstrated.

Oral Presentation Executive Summaries

The applicant for oral presentation is required to provide an executive summary at the time of initial application. This Executive Summary may be updated once permission is granted to proceed with the Oral process.

The **Executive Summary** is required to demonstrate to the Chief Examiner that you have sufficient projects and evidence available for your Oral Presentation covering the whole framework. The survey project abstract page can be used to outline the proposed projects. These jobs should be numbered and provide a short description (1 paragraph plus dot points) of each project.

The evidence column of your Executive Summary can then be referenced back to each of your numbered projects. At the initial application stage, it is important to ensure that each line of the Executive Summary is referenced to the projects you intend to discuss in your presentation. You are also required to demonstrate that your proposed presentation covers all descriptors of the framework.

Your **final Executive Summary** required to be submitted with your written material 4 weeks prior to your presentation can then be expanded on from the initial document. The Executive Summary will serve as a useful index during the question time of your presentation when questions can be asked about any subject in any order.