

PROGRESSION TO SURVEYOR POLICY

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Version Control

Version	Author	Board Approval Date	Change Description
1.0	SBQ	15 June 2023	New policy to document the Board's policy on the progression of Surveying Graduates and Surveying Associates to Surveyor registration

Definition of Terms & Acronyms

Terms / Acronym	Definition
CER	Career Episode Report
PTP	Postgraduate Training Plan
SBQ	Surveyors Board of Queensland

Associated Documentation

Associated Documentation
SBQ – 07 (0802B) Competency Assessment and Registration Policy SBQ – 08 (0907C) Renewal of Registration Policy SBQ – 09 (0907B) Restoration of Registration or Endorsement Policy SBQ – 14 Progressive Assessment of Competency Policy 09A – Application for Competency Assessment for Registration as a Surveyor 03A – Application for Registration as a Surveyor EN-SBQ-21 Explanatory Notes to SBQ-21 Progression to Surveyor Policy

Purpose & Objectives

- The *Surveyors Act 2003* (the Act) requires that a person seeking registration or a registration endorsement be competent at the level of registration sought. Registered persons include Surveying Graduates and Surveying Associates.
- The purpose of this policy is to describe how Surveying Graduates and Surveying Associates progress to Surveyor registration.
- Registration as a Surveying Graduate creates a responsibility to progress toward Surveyor registration as skills and experience are gained.
- Competency assessment is the means by which Surveying Graduates and Surveying Associates demonstrate the skills and knowledge they apply every day in the workplace. Surveying Graduates and Surveying Associates, regardless of which field of surveying they are working in, should have suitable examples from their work experience to successfully complete most of the Surveyor competency framework.

Application & Scope

- This Policy applies to all Surveying Graduates and Surveying Associates.
- The administration of this policy applies to employees and Board members of the Surveyors Board of Queensland.

Policy Statement

1. Steps To Surveyor Registration

- Surveying Graduates and Surveying Associates can opt to demonstrate competency via:
 - Progressive assessment via career episode reports (CER); or
 - Oral presentation
- The steps that Surveying Graduates and Surveying Associates are to follow are:
 1. Review the Surveyor Competency Framework and identify projects that provide the required skills and experience;
 2. For Surveying Graduates, collect evidence from workplace files which have been identified in their Postgraduate Training Plan (PTP);
 3. Choose how they will demonstrate their competency – CERs or oral presentation;
 4. Lodge a form **09A – Application for Competency Assessment for Registration as a Surveyor**;
 5. Develop and submit career episode reports or prepare their oral presentation; and
 6. Undertake an interview with two nominated Registered Surveyors, at least one of which is a Board member. For an oral presentation, the interview will be included within the presentation.

2. Progression Requirements – Surveying Graduates

- The Surveying Graduate competency framework requires a Surveying Graduate to develop a Postgraduate Training Plan (PTP) and demonstrate that they are engaged in postgraduate training in accordance with their PTP. Progression requirements include:
 - By the first renewal of registration there is a requirement to develop a PTP documenting skills developed to date and setting out a proposed schedule of future development. The PTP is to be submitted to the Board by 30 September of that year.
 - An updated PTP is to be submitted to the Board by 30 September every subsequent year.
 - Surveying Graduates who do not submit a satisfactory PTP should consider applying for registration as a Surveying Associate.
 - Once a Surveying Graduate has gained the skills and experience relating to an element of the Surveyor Competency Framework, they may prepare a Career Episode Report (CER) and attach all necessary documentary evidence to support the CER. The Surveying Graduate is required to submit the following with their first CER submission:
 - Form *09A – Application for Competency Assessment for Registration as a Surveyor*;
 - Payment of the application fee and assessment fee;
 - Authenticated Career Episode Reports (CERs) and supporting documentation; and
 - An Executive Summary relating the descriptors of the framework to the CER's.
 - The Surveying Graduate is required to submit the following with every subsequent CER submission:
 - Authenticated Career Episode Reports (CERs) and supporting documentation; and
 - An updated Executive Summary relating the descriptors of the framework to the CERs.
 - Non submission of a CER or application for an Oral Assessment **prior to the third renewal** of Surveying Graduate registration may lead to an interview with two Board members to seek an explanation as to why no evidence of progress toward Surveyor registration has been provided and to discuss options for progression to Surveyor.
 - Surveying Graduates who have not commenced submitting CERs or applied for an Oral Assessment **prior to their third renewal** of Surveying Graduate registration and do not intend to progress, should consider applying for registration as a Surveying Associate.

3. Progression Requirements – Surveying Associates

- As per **SBO-08 Renewal of Registration Policy**, the Board may request a Registered Surveying Associate to submit a CER demonstrating that they have maintained their competency.
- The Surveying Associate competency framework DOES NOT require a Surveying Associate to develop a Postgraduate Training Plan (PTP) and demonstrate they are engaged in postgraduate training in accordance with their training plan.
- However, a Surveying Associate, who is enrolled but has not yet completed a recognised surveying degree, may at any time choose to lodge the form ***09A – Application for Competency Assessment for Registration as a Surveyor*** and nominate that they will be demonstrating competency by ‘written CER submission’.
- A Surveying Associate, who has completed a recognised surveying degree, may only lodge the form ***09A – Application for Competency Assessment for Registration as a Surveyor*** after applying for registration as a Surveying Graduate.

4. Competency Assessment Period

- On receipt of the form ***09A – Application for Competency Assessment for Registration as a Surveyor*** the Board will open a new competency assessment matter in the Board’s Contact Profile System.
- The maximum period that the Board will hold a competency assessment matter open will be **five (5) years**. Where a registrant has nominated that they will be demonstrating competency by ‘written CER submission’ then the period of **five (5) years** allows a registrant the opportunity to provide the Board with multiple CER submissions to demonstrate their competency.
- On the expiry of 5 years, the Board is to write to the registrant. The correspondence is to include the following:
 1. Notification that the competency assessment matter has expired;
 2. Provide the start and finish dates of the competency assessment period;
 3. Documentation of successfully completed framework elements (if any); and
 4. Request the registrant to show cause as to why the Board should not close the competency assessment matter.

5. Registration Status Change: Surveying Graduate to Surveying Associate

- In circumstances where a Surveying Graduate fails to submit a required PTP or CER the Board is to advise the registrant that they may amend their registration status to Surveying Associate. However, they will not be able to continue to demonstrate progression towards Surveyor registration and their current competency assessment matter will be closed.
- If in the future the registrant wishes to demonstrate progression towards Surveyor registration they will need to:

- Amend their registration status to Surveying Graduate;
- Lodge form *09A – Application for Competency Assessment for Registration as a Surveyor* and nominate whether they will be demonstrating competency either by ‘written CER submission’ or ‘Oral Presentation’; and
- Pay the application fee and assessment fee.

6. 2023 / 2024 Transition Measures – Surveying Graduates

- From 1 January 2024, if a Surveying Graduate wishes to continue to have their competency to be progressively assessed then they will need to do the following:
 - Comply with the Board’s Progression To Surveyor Policy, ie. complete their competency assessment within the required 5 year period.
 - There are 34 Surveying Graduates whose competency assessment have been open for longer than 4 years. As an interim measure, these 34 Surveying Graduates will be provided with a one-year extension to 31 December 2024 to complete their competency assessment.

7. 2023 / 2024 Transition Measures – Surveying Associates

- From 1 January 2024, if a Surveying Associate (who has completed their degree) has commenced progressive assessment then they will need to do the following:
 - Elect to have their registration status moved from Surveying Associate to Surveying Graduate; and
 - Either:
 - a) Comply with the Board’s Progression To Surveyor Policy, ie. complete their competency assessment within the required 5 year period; or
 - b) Choose to terminate their progressive assessment.