

COMPETENCY ASSESSMENT AND REGISTRATION POLICY

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Version	Author	Board Approval Date	Change Description
1.1	SBQ	11.09.08	-
1.2	SBQ	05.02.09	-
4.0	SBQ	01.09.14	-
5.0	SBQ	16.03.23	Policy update required to accommodate policy changes to the Competency Assessment of the Cadastral Endorsement
6.0	SBQ	18.04.24	Minor changes to Competency Assessment of the Cadastral Endorsement
7.0	SBQ	25.07.24	Surveying Associate – previously registered via SACA

Definition of Terms & Acronyms

Terms / Acronym	Definition
CER	Career Episode Report
CRSBANZ	Council of Reciprocating Surveyors Boards of Australia and New Zealand
PAP	Professional Assessment Project
SACA	Surveying Associate Competency Assessment
SBQ	Surveyors Board of Queensland

Associated Documentation

Associated Documentation
SBQ – 09: Restoration of Registration or Endorsement Policy SBQ – 13: Competency Assessment by Oral Presentation Policy SBQ – 14: Progressive Assessment of Competency Policy SBQ – CF – 0106: Competency Framework – Cadastral Endorsement

POLICY ON COMPETENCY ASSESSMENT AND REGISTRATION

INTRODUCTION

The *Surveyors Act 2003* stipulates that the Board may register a person if the person:

- (a) has been assessed as having the competency relevant to the particular registration or endorsement; and
- (b) is a suitable person.

The basis for assessment of competency is the relevant competency framework approved by the Board and published on the Board's web site.

The competency framework specifies the required qualifications, skills, knowledge and experience for a registration or endorsement.

This policy deals with matters related to registration in the following categories:

- registration as a surveying graduate
- registration as a surveyor
- cadastral endorsement on the surveyor registration
- mining or engineering endorsement on the surveyor registration
- consulting endorsement on the surveyor registration
- registration as a surveying associate.

POLICY

Competency Assessment - General

1. A person's competency can be assessed by the Board, or by an entity accredited by the Board.
2. Where a person seeks to have their competency assessed by the Board, they must provide evidence that they satisfy the units and elements of the relevant competency framework. This evidence can be in one of the following forms:
 - (a) written Career Episode Reports (CERs). The applicant can submit evidence progressively for assessment, or can submit evidence pertaining to all units at once. Evidence submitted progressively must comply with the Board's required process as set out in the document *SBQ – 14: Progressive Assessment of Competency Policy*; or
 - (b) an oral presentation to an assessment panel convened by the Board. The applicant will be given time to give a presentation describing how the applicant meets all units of the relevant competency framework. Applicants must comply with the Board's required process as set out in the document *SBQ – 13: Competency Assessment by Oral Presentation Policy*.
3. An applicant whose competency has been assessed by the Board, for registration as a surveyor or for a registration endorsement, will be interviewed by the Board prior to the Board making a decision regarding the application for registration or endorsement, to confirm elements of the competency assessment and to assist the Board in assessing whether the applicant is a "suitable person" for registration. Where the person has their competency assessed through an oral presentation, the interview will be incorporated in the oral assessment.
4. An applicant for registration or a registration endorsement who has been granted a certificate of competency by an accredited entity may be interviewed by the Board prior to the Board making a decision regarding the application for registration or endorsement, to confirm elements of the competency assessment and to assist the Board in assessing whether the applicant is a "suitable person" for registration.

Academic Qualifications

1. The following sections specify degrees granted after 1997 which are acceptable for each category of registration.
2. Degrees granted prior to 1997 may be used at the discretion of the Board. Applicants with older degrees should request advice from the Board in writing. The request should include a certified copy of their degree certificate and a curriculum vitae.

Competency Assessment – Surveying Graduate

1. To satisfy the qualification requirement for registration as a Surveying Graduate, applicants must supply a certified copy of a degree certificate for one of the following programs completed after 1997:
 - (a) a UniSQ Bachelor of Spatial Science Technology (Surveying Major) three year degree;
 - (b) a UniSQ Bachelor of Spatial Science (Surveying Major) or a QUT Bachelor of Urban Development (Spatial Science Major) four year degree;
 - (c) an Australian or New Zealand four year degree accredited by a Surveyors Board that is a member of the Council of Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ); or
 - (d) an overseas qualification that has been assessed by the Bureau of Assessment of Overseas Qualifications as equivalent to an Australian or New Zealand four year degree;
 - (e) an overseas qualification that has been assessed by the Board as equivalent to the UniSQ Bachelor of Spatial Science Technology three year degree.
2. Applicants must also supply the training plan required by the framework.

Competency Assessment - Surveyor

1. To satisfy the qualification requirement for registration as a Surveyor, applicants must hold one of the qualifications listed above for registration as a Surveying Graduate.
2. If evidence of the qualification has not been supplied to the Board previously in relation to another application (e.g. for registration as a Surveying Graduate) applicants must supply a certified copy of a degree certificate for the program.
3. Applicants will need to provide evidence to the Board satisfying all units, elements and descriptors of the competency framework. This can be done either through CER's or oral assessment.

Competency Assessment – Cadastral endorsement

1. To satisfy the qualification requirement for a cadastral endorsement, applicants must hold one of the following qualifications completed after 1997:
 - (a) a UniSQ Bachelor of Spatial Science (Surveying Major) or a QUT Bachelor of Urban Development (Spatial Science Major) four year degree;
 - (b) an Australian or New Zealand four year degree accredited by a Surveyors Board that is a member of the Council of Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ); or
 - (c) an overseas qualification that has been assessed by the Bureau of Assessment of Overseas Qualifications as equivalent to an Australian or New Zealand four year degree.
2. If evidence of the qualification has not been supplied to the Board previously in relation to another application (e.g. for registration as a Surveyor or a Surveying Graduate) applicants must supply a certified copy of their degree certificate for the program.
3. The applicant must complete an assessment process that involves two interviews addressing elements of the document *SBQ-CF-0106: Competency Framework – Cadastral Endorsement*. Typically, these interviews will be conducted on consecutive days on a weekend. There will be three (3) Board appointed assessors conducting the interviews. The assessors will be registered cadastral surveyors of at least five (5) years standing. At least one of the assessors will be a Board Member.

- One interview will address elements C.3 to C.7. The other interview will address elements C.2, C.8 & C.9.
- The applicant must provide a portfolio of 30 cadastral plans at least four (4) weeks prior to the assessment process. These will be considered in the first interview.
- At least 50% of these cadastral plans will have the reinstated dimensions different from the subject plan.
- In the portfolio there needs to be:
 - At least 10 plans from an urban environment
 - At least 5 Identification Plans
 - At least 2 plans of secondary interests
 - The remaining plans should cover as many of the following types as possible:
 - Rural plans
 - Plans relying on evidence of occupation
 - Plans for which s18 notices have been issued
 - Building Format Plans
 - Volumetric Format Plans
 - Lease Sketch Plan
 - Plans with ambulatory boundaries
- Compiled plans are not useful unless they require an advanced understanding of compilation material and are accompanied by a compilation report highlighting the complexities.
- If plans are from before reinstatement reports were required, you must write and include a reinstatement report.
- If there are plans included where the candidate considers there is a superior solution than the one which was approved by the supervising surveyor, the candidate must write and include an alternative reinstatement report.
- Identification surveys of new estates to show only additional reference marks are discouraged.
- Candidates are invited to start the assessment with a 10-minute introductory presentation about their surveying experience. Candidates are required to bring sufficient field records to answer any queries the assessors may have in relation to measurement techniques, field observations and checks.
- Each interview will be scored by the assessors using a pre-established assessment rubric related to the competency element being assessed. To be successful an applicant needs to receive a score of level 3 from at least 2 assessors in each assessment criteria.
- At the discretion of the assessment panel, unsuccessful applicants may be given the opportunity to sit a supplementary assessment. The timing, form and content of that assessment will be determined by the assessment panel.
 - The supplementary assessment may be limited to specific framework elements;
 - Where an applicant fails a supplementary assessment no further assessments will be carried out and the matter will be closed;
 - In due course, should the same applicant wish to submit another application then the applicant must complete the same assessment process that involves two interviews addressing elements of the document SBQ-CF-0106: Competency Framework – Cadastral Endorsement.

Competency Assessment – Engineering or Mining endorsement

1. The qualification requirement for an engineering or mining endorsement is the same as for registration as a surveyor.
2. The applicant must complete a Professional Assessment Project (PAP) that is relevant to the endorsement being sought. An applicant can commence a PAP only after they meet the requirements of the relevant competency framework. On receipt of a PAP application, the Board will ascertain whether the proposed PAP is suitable and advise the applicant accordingly. The application must be in the format outlined in the Applicant Handbook.

3. NOTE: As a general rule, persons seeking multiple endorsements will need to undertake a separate PAP relevant to each endorsement.

Competency Assessment – Consulting endorsement

1. The Board has appointed the Geospatial Council of Australia (GCA) as an accredited entity for assessment of competency of persons for a consulting endorsement.
2. A corporation is considered to satisfy the competency framework for a consulting endorsement if any director holds a current consulting endorsement.

Competency Assessment – Surveying Associate

1. A person satisfies the competency framework for a Surveying Associate if they supply a certified copy of an academic record showing satisfactory completion of:
 - (a) a UniSQ Associate Degree in Spatial Science (Surveying Major); or
 - (b) two years (with a strong bias towards the core surveying subjects) of a UniSQ Bachelor of Spatial Science Technology (Surveying Major); or a UniSQ Bachelor of Spatial Science (Surveying Major).
2. Alternatively a person can provide evidence of competency by completing a Surveying Associate Competency Assessment (SACA) in the two years prior to the application. The SACA documents are available on the Board's web site.
3. When a Surveying Associate allows their registration to lapse and later wishes to be restored to the register the Board is to rely on 'SBQ – 09 Restoration of Registration or Endorsement Policy' which states:

Where a previously registered Surveying Associate has allowed their registration to lapse:

- (a) *if less than 3 months has elapsed since the registration lapsed, the person may apply for restoration, including with their application any outstanding CERs and paying the relevant renewal and restoration fees; or*
- (b) *if more than 3 months and less than 24 months have elapsed since the registration lapsed, the person may apply for restoration including with their application any outstanding CERs and a further CER addressing at least two units of the competency framework and paying the relevant renewal and restoration fees; or*
- (c) *if more than 24 months have elapsed since the registration lapsed, the person must apply for registration using the same process as for **new applicants for registration as a Surveying Associate** (emphasis added)*

Registration under Mutual Recognition

1. Applicants for registration who hold an equivalent registration in another Australian jurisdiction or in New Zealand are entitled to registration in Queensland, without having to undertake a competency assessment in Queensland. This satisfies the long-standing reciprocal agreements reached through CRSBANZ, and the requirements of the *Mutual Recognition (Queensland) Act 1992*.
2. If the applicant had originally been assessed for competency in Queensland and no further assessments have been performed in other jurisdictions then the applicant is not entitled to be granted any endorsement that they did not hold previously.