



Tasmanian Land Surveyors Accreditation Board

GUIDELINES FOR CANDIDATES

SEEKING A CERTIFICATE OF COMPETENCY LEADING TO REGISTRATION UNDER THE *SURVEYORS ACT 2002*

These guidelines have been prepared to assist candidates seeking to proceed to registration as a Land Surveyor under the *Surveyors Act 2002*.

These guidelines detail the standards specified in the *Surveyors Regulations 2014*, and the procedures for accreditation of competency as administered by the Tasmanian Land Surveyors Accreditation Board of the Institute of Surveyors Tasmania.

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PART A

INTRODUCTION AND DISCLAIMER

1. Introduction

The role of the Institute of Surveyors Tasmania (IST) in the accreditation process is to ascertain the professional competence of an applicant seeking registration to practise as a land surveyor under the provisions of the *Surveyors Act 2002*. The Tasmanian Land Surveyor Accreditation Board (TLSAB) has been formed to facilitate this function.

The Board supervises surveyors in their preparation for competency accreditation that determines eligibility for registration. The professional training, examinations and assessment of competency required for registration is prescribed in the *Surveyors Regulations 2014*.

On successful completion of the examinations, the Board will provide the candidate with a Certificate of Competency, which is acceptable for registration as a Land Surveyor by the Surveyor General of Tasmania.

The Board will aim to meet four times per year, usually in the middle of each quarter. A calendar of approximate dates will be published on the TLSAB website and candidates reminded one month prior to each meeting.

A degree in surveying, of itself, does not entitle an applicant to undertake cadastral surveys, unless acting directly under the supervision of a registered land surveyor, either in Tasmania or in any of the reciprocating Australian States, Territories or New Zealand. In order to gain accreditation, in addition to that tertiary qualification, a candidate must also be able to demonstrate a satisfactory level of professional understanding and technical expertise in the application of a theoretical knowledge of surveying to the specific field of cadastral (boundary) surveying.

These guidelines have been prepared to assist candidates in their preparation and application for accreditation as competent to undertake cadastral surveys and to apply for registration.

2. Disclaimer

The information contained in these guidelines is not warranted to be correct or complete and is only provided as a guide to candidate and supervising Registered Land Surveyors.

Reference should be made to the statutory documents, being the *Surveyors Act 2002* and the *Surveyors Regulations 2003*. Both can be obtained from www.thelaw.tas.gov.au.

3. Definitions

For the purposes of these guidelines:

“**Act**” means the *Surveyors Act 2002*

“**Regulations**” means the *Surveyors Regulations 2014*

“**Directions**” means the directions for the practice of surveying issued by the Surveyor General pursuant to *Surveyors Act 2002*

“**TLSAB**” means the Tasmanian Land Surveyor Accreditation Board, being the body appointed by the Institute of Surveyors Tasmania to facilitate the accreditation of competency of candidates to undertake surveys of land

PART B

This part of the guidelines deals with the prerequisite conditions for examination, including academic eligibility, professional training agreements and certified practical experience.

This includes details relating to the advisory review by TLSAB of actual surveys carried out by the candidate in the course of his or her practical experience.

PREPARING FOR COMPETENCY ASSESSMENT

4. Eligibility to undertake examinations

Candidates may apply to undertake examinations when they have fulfilled the following requirements:

- 4.1. registered as a candidate with TLSAB
- 4.2. completed a course of study leading to a degree in surveying that is recognised by TLSAB as being suitable for the purpose
- 4.3. obtained the required professional practice experience
- 4.4. submitted a series of pre-examination surveys for mentoring purposes.

5. Professional practice experience

The candidate must have completed at satisfactory professional experience before application can be made to TLSAB for examination.

The two-year professional training period:

- 5.1. is a minimum of two years including a minimum of 12 months experience in Tasmania
- 5.2. is to be under the supervision of a suitably qualified person (usually a Registered Land Surveyor with at least two years' registered experience) under a Professional Training Agreement
- 5.3. is to include at least 18 months on cadastral boundary definition:
 - including a minimum of 12 months as a post-graduate
 - of which at least 6 months is in Tasmania.

6. Professional Training Agreement

- 6.1. Professional practice experience and training is to be undertaken in accordance with a registered Professional Training Agreement between the candidate and a Registered Land Surveyor with a minimum of two years two years post registration experience.
- 6.2. The agreement is to be entered into by the candidate and the supervising surveyor in accordance with the standard form developed by TLSAB for the purpose, and is to be co-signed by the chairman of TLSAB. This means that the document represents a three-way agreement, providing scope for TLSAB, for example, to require the supervising surveyor to provide the candidate with experience or training in areas perceived to be lacking.
- 6.3. A candidate may aggregate professional experience gained under agreements with more than one supervising surveyor. Generally, however, periods of less than one month will not be included.

A template for the agreement is available from the Executive Officer. These agreements are in essence a contract between the Candidate and Registered Land Surveyor and should be taken seriously by both parties.

7. Pre-examination surveys

The regulations require a candidate to lodge with TLSAB a number of rural and urban surveys, prior to applying for and not being the rural and urban project examination surveys.

This requirement is designed for monitoring the development of a candidate's cadastral surveying skills. The surveys do not constitute examinations and should preferably be working jobs for which the candidate has had prime responsibility. These surveys will be assessed, rather than marked, and any deficiencies will be discussed with the candidate.

It should be recognised that there may occasionally be unusual circumstances that render it impractical for a candidate to comply with all or part of the specific provisions relating to the submission of pre-examination surveys. Where such circumstances do occur, a candidate may seek exemption from all or part of those requirements. That submission must, however, explain in detail the circumstances which specifically preclude compliance with normal requirements, and must provide detailed evidence of the actual cadastral work and experience which the candidate has obtained for consideration by TLSAB as an alternative to the prescribed requirements.

7.1. Rural boundary surveys (pre-examination)

Two (2) rural boundary surveys should be submitted and, although not required to cover any particular minimum area of land, they should include at least one boundary located in bushland, and when taken together demonstrate the following:

- the re-establishment of original Crown Grant boundaries and boundaries of surveys of registered lands
- the establishment of a natural boundary
- the establishment of occupied and unoccupied boundaries
- connection to the GDA with coordinates documented in accordance with the Survey Directions.

If the surveys are actual working jobs undertaken in the course of the candidate's employment, the copies submitted should carry certification by the supervising surveyor that the surveys were ones for which the candidate was primarily responsible.

7.2. Urban surveys (pre-examination)

Three (3) urban surveys should be submitted and like the rural surveys should be certified by the supervising surveyor as having been primarily the responsibility of the candidate in the course of his practical experience. When taken together, the surveys should include the following:

- 7.2.1. demonstrate the survey practise of surveying a boundary which is physically obstructed by a wall, building or similar structure; and
- 7.2.2. to transfer a portion of land in a title or deed requiring subdivision of land by a sealed plan under the *Local Government (Building & Miscellaneous Provisions) Act 1993*; and
- 7.2.3. replace a written description, or plan made from a written description, of land with a plan of survey to be registered under the Land Titles Act 1980; and
- 7.2.4. fulfil an additional purpose other than one referred to in 7.2.2 or 7.2.3; and
- 7.2.5. the survey of a boundary which is physically obstructed by a wall or building; and
- 7.2.6. connection to the GDA with coordinates documented in accordance with the Survey Directions.

7.3. Lodgement of pre-examination surveys with TLSAB

- 7.3.1. Upon registration of a PTA by the candidate, TLSAB will appoint an examiner to the candidate for the purpose of providing feedback on the candidate's pre-examination surveys. The two rural and three urban surveys, together with the search material, are to be submitted directly to the examiner, preferably evenly distributed over the period of the PTA. Photocopies of the original plans and survey notes are acceptable. The prescribed fees for pre-examination survey are to be forwarded to TLSAB as the surveys are submitted to the examiner.
- 7.3.2. The examiner will assess the surveys and discuss with the candidate any areas of perceived deficiency.
- 7.3.3. Unless TLSAB has varied the requirements in his or her case, a candidate will not be allowed to sit examinations until all pre-examination surveys have been submitted and the examiner has certified that all requirements have been met. Nevertheless, a candidate may submit a proposal to TLSAB for the rural and urban projects and begin work on them prior to the finalisation of the pre-examination surveys.

8. Statements of Professional Development

- 8.1. Statements of Professional Development in the form approved by TLSAB are to be maintained by the candidate recording the type and quantum of experience gained during the period or professional practice training. The certificates are to be signed by both the candidate and the supervising surveyor and submitted to TLSAB as evidence of experience gained.
- 8.2. The period to be covered by each certificate is documented on the form. Certificates are to be lodged within 28 days of the completion of a period of practical experience, although TLSAB may, on application, accept certificates lodged later than this.
- 8.3. If the candidate and supervising surveyor disagree with information recorded on a certificate, resulting in the refusal by either party to sign, a submission in writing setting out the basis of the disagreement should be lodged with TLSAB within 28 days after the end of a period.
- 8.4. If, in the opinion of TLSAB, a period of professional practice is considered to have been unsatisfactory, TLSAB may refuse to accept all or part of that period of professional practice. Conversely, if in the opinion of TLSAB a period of disputed professional practice is considered to be satisfactory, TLSAB may accept it for the purpose notwithstanding the dispute between the candidate and supervisor.
- 8.5. A person may apply to TLSAB to be exempted from part or all of the required professional practice experience if that person can demonstrate that he or she has had sufficient experience in relevant fields of survey practice.

PART C

This part deals with the requirements for the project examinations and the professional practice examination. Candidates are reminded to refer to the *Surveyors Regulations 2014* before commencing work on them.

EXAMINATION FOR COMPETENCY

9. General requirements

- 9.1. Candidates should undertake the rural and urban projects as actual production jobs, with no assistance from any person who is also a candidate or who has qualified in this or an equivalent examination. Most certainly, the Registered Land Surveyor being the supervising surveyor should have zero input into the survey until it is lodged with TLSAB for assessment.
- 9.2. Legibility and presentation of plan and field notes, re-establishment methodology, and thoroughness of assessment of evidence will be taken into account in the assessment of the project surveys. It is required that a reinstatement report is included within the survey notes and separate detailed report describing the methodology and reinstatement decision process also included. Particular attention will be given to the form and presentation of this survey, as the requirements for a plan and survey notes can vary with the purpose of the survey. Survey techniques, collection of evidence and acceptability for registration will be prime considerations in the assessment.
- 9.3. For both the rural and urban project examinations, the Plan of Survey and survey notes are to be submitted together with the search, any planning or research details, and any additional field observations or computations. For example, a screen plot with annotations, photocopy of field notes, and/or worksheet may be included. The final plan is to have been prepared by the candidate, and is to be presented as if for registration in the Land Titles Office. If some aspects of this presentation are not possible to complete due to the fact that the plan will not actually be lodged, the report is to include full details of the incomplete components.

10. Types of surveys

It is noted that many candidates are not aware of all the purposes for which surveys may be required, and at times lose sight of the objective in a particular survey.

By mentoring candidates via the pre-examination surveys it is anticipated candidates will have a clearer understanding of the requirements.

Surveys may be required to:

- support a voluntary application to bring land under the *Land Titles Act 1980*
- support an application for title based on possession
- transfer a portion of land in a title or deed necessitating subdivision by sealed plan under the *Local Government (Building & Miscellaneous Provisions) Act 1993*
- support acquisition by the Crown or a Local Government Authority
- reinstate the boundaries of a title
- amend a sealed plan
- facilitate the disposal of Crown land
- a Strata Plan where the external title boundary is supported by a redefinition survey.

PROJECT EXAMINATIONS

11. General requirements

- 11.1. The candidate should select the project survey with careful reference to Schedule 1 of the Regulations, noting that the degree of complexity of the survey will be taken into consideration in the assessment. A survey based substantially on old fenced occupation, for example, will not generally be considered a suitable test for determining a candidate's ability in the assessment of evidence. The surveys should present reasonable challenges in deciding between alternative solutions to reinstatement problems.
- 11.2. Field work should be completed personally by the candidate in accordance with generally accepted practices.
- 11.3. All equipment should be calibrated and all work should comply with the Directions. An exception to strict compliance with the Directions may occur when the survey is not an actual survey for lodgement with a registering authority: in this instance corner marks should be such that they cannot be confused with marks of a registered survey. The candidate's survey notes should accurately describe the marks used.

The examinations may be progressively completed by the candidate or taken all at one time. The specific requirements with regards to each examination are as follows:

12. Rural Project Examination

The survey is to incorporate:

- 12.1. at least two boundaries reinstated from moderately complex previous surveys
- 12.2. a parcel partly bounded by a natural feature or an established road with at least 3 changes of direction
connection to the GDA with coordinates documented in accordance with the Survey Directions
- 12.3. a certificate in accordance with Schedule 3 of the Regulations, modified by the replacement of 'registered land surveyor' by 'registered candidate' and at (b) replacement of 'made by me or made under my supervision' with 'made by me without supervision'.

In order to submit this project for examination, the candidate must:

- 12.4. be compliant with the professional practice experience requirements (see 5. above);
- 12.5. have submitted to TLSAB within the previous three years, two rural surveys and three urban surveys for mentoring purposes (see 7.1 and 7.2 above)
- 12.6. have submitted for prior approval by TLSAB the proposed rural project as suitable for examination purposes
- 12.7. lodge with the examiner all original notes/collected data of the survey (this may include; electronic data, paper based notes, photos or other methods that describes the methodologies of the acquisition of data obtained in the field component of the surveys), the compiled survey notes and plan including a reinstatement report (and calculations if documented), and the cadastral and geodetic search used in the survey project. A detailed report describing the methodology and reinstatement decision process is also recommended.

Although the submission should provide all the information required for the examination, this does not preclude the examiner requesting clarification from the candidate if required.

together with the plan, survey notes and appropriate approvals page, submit all original field notes, calculations and search material relating to the survey

- 12.8. include with or within the survey notes a written report outlining the purpose of the survey (eg sealed plan, application for adverse possession) and the implications of the facts disclosed by the survey. Also a separate detailed report describing the methodology and reinstatement decision process.

13. Urban Project Examination

The survey is to:

- 13.1. incorporate a parcel of urban land occupied by substantial buildings on or very near to at least one boundary
include connection to the GDA with coordinates documented in accordance with the Survey Directions
- 13.2. include the measurement of at least two boundaries or connection lines, each of which is at least 70 metres long, using EDM or GPS (or other technology approved by the examiner), and which is check-measured by using an alternative technology
- 13.3. include a certificate in accordance with Schedule 3 of the Regulations, modified by the replacement of 'registered land surveyor' by 'registered candidate' and at (b) replacement of 'made by me or made under my supervision' with 'made by me without supervision'.

In order to submit this project for examination, the candidate must:

- 13.4. be compliant with the professional practice experience requirements (see 5. above)
- 13.5. have submitted to TLSAB within the previous three years, two rural surveys and three urban surveys for mentoring purposes (see 7.1 and 7.2 above);
- 13.6. have submitted for prior approval by TLSAB the proposed urban project as suitable for examination purposes
- 13.7. lodge with the examiner all original notes/collected data of the survey (this may include; electronic data, paper based notes, photos or other methods that describes the methodologies of the acquisition of data obtained in the field component of the surveys), the complied survey notes and plan including a reinstatement report (and calculations if documented), and the cadastral and geodetic search used in the survey project. A detailed report describing the methodology and reinstatement decision process is also recommended.

Although the submission should provide all the information required for the examination, this does not preclude the examiner requesting clarification from the candidate if required.

together with the plan, survey notes and appropriate approvals page, submit all original field notes, calculations and search material relating to the survey
- 13.8. include within the survey notes a written report outlining the purpose of the survey (eg sealed plan, application for adverse possession) and the implications of the facts disclosed by the survey. Also a separate detailed report describing the methodology and reinstatement decision process.
- 13.9. include within the report an analysis of the differences obtained in the dual measurements per 13.3 above, including the means of tracing the surveyed distances to the National Standard of Length.

14. Guide to scope of project examinations

The following headings indicate the scope of survey practice that examiners will consider, and the breadth of information they will report to the Board.

14.1 Urban and Rural Projects

14.1.1. Document search

The cadastral search acquired by the candidate and supplied to the examiner must be complete in respect of the boundaries being redefined.

14.1.2. Purpose of survey

The candidate should exhibit a clear understanding of the purpose for which the survey is being made. The survey notes and report accompanying the survey should reflect that purpose, eg an application for possessory title should include appropriate evidence supporting the application.

14.1.3. Plan and survey notes

The plan should be factually correct and meet the requirements of the registering authority in terms of drafting standard, format and information requirements. The survey notes should be complete in terms of the information required by the Directions to be documented and meet the drafting standards of the registering authority.

14.1.4. Coordination

The connection to the state geodetic network should show an understanding of the accuracy of the origin coordinates, and field survey techniques necessary to meet the accuracy requirements of the Directions. The coordinate calculations must be satisfactorily completed and the coordinate accuracy estimates be realistic.

14.1.5. Reinstatement of boundaries

The examiner should be satisfied that the candidate has collected all the relevant information and applied the established priority of evidence correctly in reinstating the boundaries or *“Where a land surveyor’s boundary reinstatement decisions deviate from this hierarchy, the facts and reasoning must be clearly reported in the survey notes.”* (Directions 3.2.2.4.). Conflicts between evidence should be documented in the survey notes and their treatment explained in the survey notes or report.

14.1.6. Appropriate use of survey technology and stated linkage to the national standard of length

The survey technology employed should be suitable to achieve the accuracy specifications set in the Directions.

14.2 Urban Project only

14.2.1 Analysis of comparisons of lines measured by two methods

The candidate should exhibit an understanding of the expected accuracies of the two technologies used for measurement and be able to give a reasonable argument for the differences obtained in the two sets of measurements.

14.2.2 Verification of length

The candidate must demonstrate satisfactorily in the report that the survey equipment employed is verified against the national standard of length, as required in the Directions.

15. Professional Practice Examination

The Professional Practice Examination is an oral examination to determine the candidate's depth of knowledge, skills and understanding of the practice of surveying.

Detailed questions on any aspect of survey practice – including legislation (refer to Survey Directions Tasmania), common law and standards pertaining to cadastral surveying and land development – may be asked and the answers discussed, with a view to assessing the candidate's capacity to professionally manage problems commonly encountered in practice.

Candidates will be expected to demonstrate a depth of knowledge, skill and understanding of survey practice sufficient to justify the award of a Certificate of Competency.

The examination will take approximately one hour and will be conducted by at least two senior members of the profession.

The Professional Practice Examination:

- 15.1. requires the prior passing of the rural and urban projects for examination per 12. and 13. above
- 15.2. will be scheduled by TLSAB following application by the candidate and payment of the prescribed fee.

An application for this examination can be refused if the project examinations are sub-standard.

The result of the Professional Practice Examination will be withheld until a candidate has passed both the Urban and Rural project examinations.

PART D

This part deals with the administrative matters related to an assessment for competency.

ADMINISTRATIVE MATTERS

16. Preparation timetable

The *Surveyors Regulations 2014* specify the pre-requisites to each step in the path to accreditation, and also set time limits after which accreditation for some successfully completed steps may lapse.

In order to maximise the benefits of the various steps in the path to accreditation and minimise the time required, TLSAB recommends the following schedule be maintained by candidates:

- Registration as a candidate
- Registration of a PTA (normally of two years duration) as soon as possible following registration
- Completion of the pre-registration exams submitted at regular intervals over the period of the PTA
- Submission to TLSAB of proposals for urban and rural projects upon or close to completion of the PTA.

Note: Before a candidate may sit for examinations, a Certificate of Professional Training signed by the supervising surveyor must be provided to TLSAB as evidence that the training agreed between TLSAB, supervising surveyor and candidate has been achieved.

- Submission of projects shortly following completion of the PTA.
- Sitting for Professional Practice Examination shortly following submission of the rural and urban projects.

17. Certificate of Competency

Following a candidate's successful completion of the examination process, TLSAB will issue a Certificate of Competency certifying that the candidate has fulfilled the educational and practice requirements for registration as a land surveyor. This means that TLSAB is satisfied that the candidate has:

- 17.1 been granted a suitable degree in surveying by the University of Tasmania or holds an alternative qualification acceptable to TLSAB
- 17.2 gained the required professional practice and completed the specified pre-examination surveys
- 17.3 passed the Rural and Urban Project Examinations
- 17.4 passed the Professional Practice Oral Examination, and
- 17.5 paid the prescribed fees.

18. Fees

All applications for the items below are to be forwarded to the Executive Officer together with payment as required. Cheques are to be made payable to the **Institute of Surveyors Tasmania**.

Registration as a candidate	\$450.00
Registration of a Professional Training Agreement	\$100.00 per agreement
Pre-examination survey	\$250.00 per survey
Urban Project Examination	\$250.00
Rural Project Examination	\$250.00
Professional Practice Examination	\$250.00

19. Registration

When a candidate has been issued with a Certificate of Competency, he or she is eligible to apply to become a Registered Land Surveyor in accordance with the provisions of the *Surveyors Act 2002*, thereby being entitled to undertake cadastral surveys in Tasmania.

The application must be in accordance with section 16 of the Regulations, being on the form specified by the Surveyor General, and accompanied with evidence of the relevant qualifications. The application form is available from www.dpiwe.tas.gov.au/survey. Registration is free, and thereafter is an annual requirement.

All correspondence, lodgement of applications and requests for information concerning registration should be addressed to Office of the Surveyor General, GPO Box 44, Hobart 7001, or by email to osg@dpiwe.tas.gov.au.

20. Contact

All inquiries with regards to competency accreditation are to be forwarded to TLSAB in the first instance to:

Ms Carmel Clark
Executive Officer
Institute of Surveyors Tasmania
GPO Box 1194
HOBART 7001
Email: tlsab@istas.asn.au