



# **Board of Surveying and Spatial Information**

## **Registration Examinations: Guidelines for Surveyors who are Supervising Candidates at the Land Surveying Assessments**

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Guidelines for Surveyors who are Supervising Candidates at the Land Surveying Assessments

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Board of Surveying and Spatial Information

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# 1 Obligations

In accordance with the Surveying and Spatial Information Regulation 2012 (NSW), Part 3, Division 2, 75(1), BOSSI has made a Determination on Supervision.

Clause 3.6 of that Determination relates to the supervision of candidates for BOSSI examinations.

The supervising surveyor is responsible for ensuring that the supervised person is aware of the importance of the surveyor's role in:-

- Maintaining the integrity of the cadastre.
- Providing professional and high quality surveying and spatial information services to the public.
- Complying with the relevant legislative requirements that regulate surveys.
- Ensuring that work is undertaken in a safe and responsible manner pursuant to the *Work Health and Safety Act 2011* (WHS) and in accordance with other relevant legislation.
- Their continuing professional responsibility to the wider survey profession.

## 1.1 Background

'Supervision' may be defined as the act, process or function of overseeing, directing or managing work, workers or a project. The supervising surveyor takes full responsibility for the work of the supervised person.

A 'supervising surveyor' means a person who is a registered surveyor and supervises the activities of others in order to fulfil legal and professional responsibilities and obligations.

A supervised person may include a candidate for examination.

In the land and mining survey context, a supervising surveyor has an important role in guiding the training of future professionals and also has certain obligations in undertaking the preparation and instruction of any supervised person.

## 1.2 Supervision in Relation to Board Examinations

The supervision of candidates for land and/or mining survey qualification is a fundamental responsibility of a well-trained Survey professional.

The Board recognises the importance of an academic qualification and the examination and granting of certificates of competency by the Board itself, as key elements in preparing a supervised person for their future professional role.

However, it is the role of the supervising surveyor to assist the supervised person to prepare for the examination of their competency and to prepare the supervised person for their work as a Survey professional.

The supervising surveyor is best placed to assess the character, level of knowledge and preparedness of the candidate to undertake the examination process.

Before a candidate can attend the survey examinations conducted by the Board, they must have their supervised time certified by their supervising surveyor. A supervising surveyor must also certify that they have carried out supervision of that candidate's survey projects.

At the completion of the supervision period, the supervised person should have attained a broad range of training and experience.

Poorly presented candidates reflect on the reputation of the supervising surveyor.

## 2 Project Certification

Supervising surveyors must sign that they have supervised the preparation of candidate's project.

The required forms are available on the BOSSI website.

The relevant form says ".....

I \_\_\_\_\_ being a surveyor registered under the *Surveying and Spatial Information Act 2002*, verify that that the project submitted by Candidate Surveyor \_\_\_\_\_ was carried out under my supervision or the supervision of a professional engineer/town planner or at a BOSSI approved ACS workshop (strike out as necessary).

Signed \_\_\_\_\_

Surveyor registered under the *Surveying and Spatial Information Act 2002*

Date \_\_\_\_\_

## 3 Supervising Surveyors Checklist of a Candidate's Project

No	ITEM	CHECKED
1	Visited the site with the candidate and provided guidance as required.	
2	Overseen the progress of the candidate's project work by regular review and consultation.	
3	Does the candidate understand their project and the legal and practical reasons for the survey definition or design outcome as appropriate for that exam?	
4	Can the candidate justify the survey or design decisions contained in their plans and documents?	
5	Has the candidate completed the Notice of Practical Experience and submitted it to BOSSI at least every 12 months and, if required, is it up to date for the current exam period.	
6	Look at the guidelines for the particular exam:	
7	Does the project comply with the guidelines?	
8	Has the candidate fulfilled experience requirements?	
9	Does the candidate have all the documents and plans required to be presented?	
10	Are the documents and plans presented to a professional standard acceptable for either lodgement at the LPI or a relevant authority?	