



# **Board of Surveying and Spatial Information**

## **Determination – Continuing Professional Development**

ISSN: 2205-930X

Edition 8

February 2017

Title: Determination – Continuing Professional Development

ISSN: 2205-930X

Board of Surveying and Spatial Information

[www.bossi.nsw.gov.au](http://www.bossi.nsw.gov.au)

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Any enquiries relating to the policy may be address to the Board of Surveying and Spatial Information at [BOSSI@finance.nsw.gov.au](mailto:BOSSI@finance.nsw.gov.au)

Author: Board of Surveying and Spatial Information

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Board of Surveying and Spatial Information

346 Panorama Avenue

Bathurst NSW 2795

or

PO Box 143

Bathurst NSW 2795

T: 02 6332 8238

February 2017

SS (B) P17/10/006

## Document summary

### Document control

Document	Date amended
Status	First edition
Version	1.0
Version Date	May 2015
Author	Training Committee
Owner	Board of Surveying and Spatial Information

### Change history

Version	Version Date	Authorised by	Change details
Edition 3	August 2012	Manager, OSG	
Edition 4	November 2012	Manager, OSG	Legislation
Edition 5	August 2013	Manager, OSG	New design
Edition 6	February 2015	BOSSI	Section 4.1
Edition 7	May 2015	BOSSI	Various amendments
Edition 7.1	May 2016	BOSSI	New dot point page 8
Edition 8	February 2017	BOSSI	Various amendments

### Approval

Name	Role	Section to be approved
Stephen Glencorse	Registrar, BOSSI	Legislation
Michael Spiteri	Registrar, BOSSI	New design
Michael Spiteri	Registrar, BOSSI	Section 4.1
Michael Spiteri	Registrar, BOSSI	Various amendments
Michael Spiteri	Registrar, BOSSI	New dot point page 8
Michael Spiteri	Registrar, BOSSI	Various Amendments

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## 1. Background

This Formal Board determination is made under Clause 75 of the Surveying and Spatial Information Regulation 2012 to enable CPD to be consistently and fairly administered and to assist surveyors to comply with the Board's CPD requirements.

In accordance with Section 80 of the Surveying and Spatial Information Regulation 2012 a registered surveyor must comply with the requirements of this determination as a condition of registration as a surveyor.

'Continuing Professional Development' (CPD) is defined as 'the process by which a professional surveyor maintains and develops the on-going quality and relevance of his/her professional practice.'

## 2. Objectives of Continuing Professional Development

Through the implementation and maintenance of a Continuing Professional Development Determination, the Board of Surveying and Spatial Information of NSW has set a number of objectives for registered surveyors in New South Wales:

- to maintain professional service in surveying at the peak level of competence
- to encourage the sharing of ideas amongst surveyors in common forums
- to improve the quality of surveying services to the community
- to extend an individual's professional knowledge
- to preserve and enhance the high standard of professional performance by surveyors throughout their career
- to increase individual surveyor's capabilities as a contribution to national development
- to encourage relevant Continuing Professional Development activities by employers of professional surveyors as part of their employees' normal duties.

## 3. Requirements for registered land or mining surveyors

The Board requires surveyors applying for renewal of annual registration to certify that they have met the continuing professional development (CPD) requirements set by the Board for the period prior to renewal. This CPD period is aligned to the financial year, extending from 1 July in one year to 30 June in the following year.

Proof of compliance with the Board's Continuing Professional Development Determination is demonstrated through the surveyor's attainment of CPD 'points'. As a rule, one CPD point is awarded for each hour in attendance at any recognised and assessed CPD activity as detailed in Section 4. This may take the form of a lecture, seminar, workshop, conference or demonstration. Points may also be awarded for the research, preparation and initial presentation of papers at such activities and/or for the publication of technical papers, in accordance with the Board's CPD Determination.

The Board's requirements for compliance with the Continuing Professional Development Determination are:

1. a minimum of 15 points per annum without provision for carry-over of surplus points into the following year
2. for registered land surveyors, at least three NSW specific cadastral points to be included in this minimum of 15 points
3. for registered mining surveyors, at least three NSW specific mining surveying points to be included in this minimum of 15 points
4. the remainder of the 15 points are in 'Survey Practice'.

'Survey Practice' includes survey matters related to:

- technology use related to surveying
- infrastructure and engineering
- environment and planning
- building development
- subdivision development
- project management
- professional practice management
- mine planning and development
- risk management.

All CPD activities are to be assessed by the organisations ratified by the Board for administering the CPD Policy. Surveyors registered as both land and mining surveyors need only acquire a minimum of 15 points. However, of these points, the surveyor must obtain a minimum of three in cadastral activities and three in mining surveying activities.

For the purpose of CPD assessment, 'cadastral' has been defined as 'anything to do with the determination and delimitation of rights and interests of parties in real property'. 'NSW specific cadastral' may include cadastral points allocated to lectures, workshops etc. dealing with national or international cadastral matters that are deemed by a ratified organisation (see Section 5.2) to be relevant to survey practice in NSW.

For the purpose of CPD assessment, 'mining' has been defined as 'anything to do with the application of surveying technologies and/or principles in extractive, metalliferous or coal mining industries'. 'NSW specific mining' may include mining points allocated to lectures, workshops etc. dealing with national or international mining matters that are deemed by a ratified organisation (see Section 5.2) to be relevant to survey practice in NSW.

For the purpose of CPD assessment, 'Infrastructure and Engineering' has been defined as anything to do with:

- Urban road design; Urban drainage design; Urban contract supervision.
- Rural road design; Rural drainage design; Rural contract supervision.
- Water mains design; Water mains contract supervision.
- Sewer mains design; Sewer mains contract supervision.
- On site detention and drainage design.

For the purpose of CPD assessment, 'Environment and Planning' may include Project Management; Effective Communication, Negotiation and Mediation; Economics of Development; Professional Ethics and Legislation and Governance as included in the Certified Practising Planner course provided by the Planning Institute of Australia.

For the purpose of CPD assessment, 'Risk Management' includes but is not necessarily restricted to areas such as Risk Averse Procedures and Practices, Occupational Health and Safety, Mine Safety Management, Quality Assurance and Professional Liability.

It is strongly emphasised here that each CPD twelve (12) month period ends on 30 June and the required points should have been achieved by this date.

## 4. CPD activities

Any CPD undertaking should seek to complement and update existing knowledge, enhance skills or prepare a surveyor for additional responsibilities or tasks. Courses and activities must be relevant to the surveyor's immediate or long-term needs, in relation to the practice of surveying.

A surveyor's CPD should relate to the theory and general practice of surveying in its broadest sense. However, content could also include education for, and acquisition of, other skills and related professional practices including business management, environmental management, and professional responsibilities.

Evidence of CPD must be made available to the Board and organisations ratified by the Board for the assessment of compliance with the Board's CPD Determination.

### 4.1 CPD activities

Acceptable CPD activities include but are not restricted to:

Being a personal member of a professional organisation which issues a professional journal, accruing one CPD point per organisation to a maximum of two 'Survey Practice' CPD points per CPD period.

Attendance, to a total maximum allowable points for all service on all Committees and Sub - Committees of six CPD points per CPD period:

- at a professional surveying organisation's meetings (for example, the Executive Committee of the Association of Consulting Surveyors NSW Inc. or the Board of Directors of the Institution of Surveyors NSW Inc. or the Board of Directors of AIMS - Australian Institute of Mine Surveyors Limited)
- at a professional surveying organisation's sub-committee meetings (for example, the Institution's Survey Practice and Legislative Subcommittee, Mine Survey and Drafting Directions Committee)
- at technical committee meetings of Local Government or State Government instrumentalities.

Supervising surveyor activities for enrolled, financial, candidates irrespective of the number of candidate surveyors being supervised to a maximum of one 'specialty' and two 'Survey Practice' points per CPD period.

Presentations to pre-tertiary school students on surveying – one point per hour, with a maximum of two points per session and a maximum of four points in each CPD period.

### 4.2 Education

CPD points may also be gained through attendance at CPD events. All such CPD events, activities and courses must be of significant technical, intellectual and practical content and should deal primarily with matters directly relating to the practice of surveying. Presenters of any course must have the appropriate practical experience or academic qualifications in the course subject. Acceptable CPD points may be gained through the following categories:

#### **Conferences, congresses and conventions**

These include conferences, congresses or conventions run by professional bodies and which provide subjects of interest and education for surveyors.

#### **Courses, seminars, workshops and lectures**

Similarly, these can include those provided by a wide range of organisations including educational bodies, government departments, and private providers.

#### **Institution of Surveyors (etc.) Regional group meetings and discussion**

Institution Group meetings should provide a regular opportunity for regional members to gain CPD points. Attendance at these functions is highly recommended.

## Development activities

It is recommended that a surveyor submit the proposed program to an organisation ratified by the Board for assessment of CPD points prior to undertaking the activity. Supporting information must outline the content, duration and proposed learning outcomes of the program.

Surveyors must ensure they receive a record of attendance as proof of completion of the activity. Such activities include:

- Structured in-house learning. This type of CPD activity is presented by in-house experts and is common in larger enterprises. It may also be a joint activity conducted by a number of smaller enterprises.
- Structured learning - external provider. These would be similar to structured in-house learning except the provider is external to the enterprise.

## Tertiary courses

These are specific education courses delivered by accredited adult vocational, registered training organisation or university institutions.

## Research and writing of technical publications and presentation of technical paper

This would include preparation of papers published in seminar papers or professional journals.

## Self-education

Unsupervised structured self-education (whether by print material or electronic media, including internet, DVD and so on, or any other form of private study) is not encouraged, because of the difficulty of ensuring diversity of content and opinion. Some self-education will be accepted, but it is to be limited to three points and is counted at one point per two hours of study. In special circumstances, including illness, or remoteness, or for surveyors overseas (to help them obtain NSW mining or cadastral points) the limit can be exceeded, but this is regarded as special consideration and requires the approval of BOSSI through an application to the Registrar see Section 8.

Prior to undertaking any self-education activities, a surveyor must submit the proposed program and intended learning outcomes to one of the ratified organisations referred to in Section 5.2, for assessment of CPD points. The ratified organisation approving such activities should be satisfied that there will be education outcomes. BOSSI will accept a ratified organisation's decision whether unsupervised structured self-education attracts CPD points.

## Notes

- Any completely unstructured self-education, which could extend to such activities as generally searching the internet for surveying material, or reading a book without a prior plan, is not acceptable.
- Activities which provide confirmation of supervision, such as interactive internet based activities, are not regarded as unsupervised self-education, but are limited to a maximum of six (6) CPD points.

## 4.3 Unacceptable activities

Activities which do not warrant the allocation of CPD points include but are not restricted to:

- unstructured conversations with other surveyors or professionals
- time allocated to lunches and breaks at conferences, workshops, seminars, training courses etc
- general meetings with clients, lawyers, government officers, instrument companies or similar
- unstructured learning of instrument operations
- attending and contributing to community service organisation meetings or local government association (local council) meetings
- marking out a sports oval or similar setting out work for charitable organisations
- ad hoc training of field-hands and assistants
- generic inductions and first aid courses.



## 5. CPD Compliance

### 5.1 Certification

Surveyors are required to certify, as part of their registration renewal, that they comply with the Board's CPD requirements for renewal of registration. The surveyor's certification shall certify that the required number of CPD points, in the required categories, has been obtained during the relevant CPD period.

### 5.2 Assessment of CPD points

An organisation ratified by the Board for the assessment of activities and the assignment of CPD points, may:

- Assign CPD points to their own activities.
- Assess any activities of other organisations and assign CPD points accordingly.
- At their discretion, assess any other activities of a surveyor, whether a member or a non-member, and assign CPD points accordingly.

An organisation ratified by the Board shall not assess the activities of another organisation ratified by the Board but shall accept the assessment made by that other organisation of its own activities.

When assigning CPD points, a ratified organization when relevant can identify 'Survey Practice' points as 'Infrastructure and Engineering' or 'Environment and Planning'. This breakdown is to enable an individual to demonstrate CPD in these areas for other interested parties such as Councils. CPD in either 'Infrastructure and Engineering' or 'Environment and Planning' is not mandatory.

The Board shall establish a CPD Committee with representation from organisations ratified by the Board. This committee shall meet regularly, with a particular focus being the review of assessments undertaken by the organisations ratified by the Board. In the event of a dispute in the assignment of CPD points between organisations ratified by the Board, the Board shall be the final arbiter.

The five ratified organisations are:

- Institution of Surveyors NSW
- Association of Consulting Surveyors NSW
- Australian Institute of Mine Surveyors Limited
- University of Newcastle and
- Surveying and Spatial Sciences Institute

It is emphasised that self-assessed points are not acceptable, all points are to be assessed by a ratified organisation.

Acceptable documentary supporting evidence for activities undertaken by a surveyor includes:

- attendance certificates in a format similar to the examples included in Appendix B for separate CPD activities which have been assessed by an organisation ratified by the Board, or
- sign on sheets from separate CPD activities which have been assessed by an organisation ratified by the Board, or
- receipt or name tag and a copy of the program for the CPD activity and a report detailing the learning outcomes achieved.

Failure to provide sufficient detail introduces an undesirable delay as it invariably involves the surveyor being required to substantiate the claim. Inability to satisfactorily support any claim will lead to its rejection.

## 5.3 CPD Certificate

Organisations ratified by the Board from time to time may issue CPD Certificates to surveyors certifying the CPD activities undertaken by the surveyor during the CPD year stated on the certificate. The format of this certificate should be similar to the example CPD Certificate included in Appendix A. The Board will accept this Certificate as sufficient and absolute proof of a surveyor's undertaking of the CPD activities as stated on the certificate.

CPD Certificates shall identify the 'specialty' area claimed by the surveyor (for example, cadastral or mining).

## 6. Audit

The Board shall audit approximately 30 per cent of surveyors each year. The Board funds this audit. Although this audit is nominally of a random nature, the Board reserves the right to audit members of the surveying profession to the extent where the Board is satisfied that the objectives of the Board's CPD Determination and the requirements of State legislation have been met.

Audit notices will be sent to the selected surveyors after 31 August each year. As the audit is a proof of CPD compliance, the results of the audit for each surveyor shall be recorded in the register.

Surveyors selected for audit are required to provide documentary evidence to support that they have met the Board's CPD requirements for the CPD Year which ended on the 30 June of that year.

The only acceptable documentary evidence for the Board's audit includes:

- CPD certificates issued by an organisation ratified by the Board in a format similar to the CPD certificate included in Appendix A, or
- Acceptable documentary evidence for assessments undertaken by an organisation ratified by the Board which will include:
  - attendance certificates in a format similar to the examples included in Appendix B for separate CPD activities which have been assessed by an organisation ratified by the Board

All other types of evidence will need to be assessed by a ratified organisation before being accepted as part of the Board's audit.

Submissions containing multiple documents will not be accepted unless accompanied by a CPD Audit Form in a format similar to the example shown in Appendix C.

Surveyors who fail to demonstrate compliance with the Board's CPD Determination shall be removed from the NSW Register of Surveyors at a date to be determined at the discretion of the Board.

The Audit assessment will take place after 31 August at a suitable time determined by the CPD Audit Panel. Upon completion of the assessment, notification of the results will be sent to audited surveyors.

The Audit Record of a surveyor will be considered before re-enrolment each year and if it is unsatisfactory special conditions may be imposed. These conditions may include attendance at selected CPD activities, an interview, or an examination.

### 6.1 Restoration

Restoration to the NSW Register of Surveyors involves those surveyors who were previously registered but have been removed from the register either through personal choice or by the Board of Surveying and Spatial Information (for example, non-payment of fees, disciplinary action or non-compliance with the Board's CPD requirements).

The initial re-enrolment of a surveyor applying for restoration will require the certification of CPD points for the CPD period in the year of his/her removal. The surveyor should supply information which would normally be required as part of their application for restoration. If the surveyor cannot provide the information that would normally be required, the surveyor must undertake the appropriate number of CPD activities before the Board

will consider the surveyor's application for restoration.

In addition to the above requirement, the surveyor will be subject to an audit on their next re-registration.

When a surveyor is removed from the NSW Register of Surveyors for non-compliance with the Board's CPD Policy the surveyor cannot apply for restoration until such time as satisfactory evidence of compliance for his/her failed CPD audit year is made available to the Board. Once the surveyor has been restored his or her CPD requirements for the current CPD year would only be for the period that they were actually registered and not for the period of their removal.

For all other restorations the following requirements will be imposed and the surveyor will be audited on their next re-registration

The CPD requirements for a surveyor who has enrolled part way through a CPD year will be as follows:

- if there is nine months or more to run.....full CPD points
- if there is six to nine months to run.....nine points including the three specialist points
- if there is three to six months to run.....six points including the three specialist points
- if there is three months or less to run..... three specialist points.

If there are six months or less to run, any shortage of CPD in the year of enrolment can be accrued as additional points to be gained in the following year and the surveyor will be audited at the end of this following year.

Surveyors who were financial the previous year and missed 31 August surveyors' registration deadline and are therefore required to apply for restoration will still be required to comply with the CPD requirements and will be required to provide the information that would normally be required before being restored to the register.

The Board may audit those organisations ratified by the Board for the assessment of activities and the assignment of CPD points. This is to provide quality assurance that the process is under control and there is no bias in the assessment procedures between different organisations.

## 7. Mutual Recognition

The Board is committed to the maintenance of reciprocity between the various jurisdictions in Australia. If an accredited surveyor from another jurisdiction applies to practise in New South Wales the Board will register that person in accordance with the provisions of the *Mutual Recognition Act, 1993* irrespective of any deficiency in CPD points held at that time.

However, the Board shall require all CPD requirements to be satisfied upon renewal of registration. The CPD requirements for a surveyor who has enrolled part way through a CPD year will be as follows:

- if there is nine months or more to run.....full CPD points.
- if there is six to nine months to run.....nine points including the three specialist points
- if there is three to six months to run.....six points including the three specialist points
- if there is three months or less to run.....three specialist points.

If there are six months or less to run, any shortage of CPD in the year of enrolment can be accrued as additional points to be gained in the following year and the surveyor will be audited at the end of this following year.

## 8. Special cases

### 8.1 Initial registration upon passing Board's examinations

The initial New South Wales registration examination process recognised by the Board is construed to satisfy the Board's CPD requirements for that particular CPD period. This means that a surveyor passing their final examination during a particular CPD period is exempt from the CPD requirements for the remainder of that period. In practical terms, this means that a surveyor can tick the CPD compliance box when applying for registration in the CPD year directly after the CPD year which they passed their final examination. For example a surveyor passing their final examination in October or March will be exempt from the Board's CPD requirements when renewing their registration in the following July but will be required to comply with the Board's CPD requirements from that July onwards.

### 8.2 Exemptions

Occasionally individual surveyors are unable to satisfy the Board's CPD requirements within the specified period, and the Board will consider on its merits any circumstances where a surveyor has experienced justifiable and genuine hardship. The Board may exempt a surveyor from compliance with all or part of the annual CPD requirements on any compelling grounds that the Board considers justifiable. Any such exemption would apply only for the current period and conditions may be imposed.

For example, the Board may resolve to exempt a surveyor from compliance with CPD requirements for registration on the basis of absence from practice while on extended parenting leave. Applications for exemption must be submitted in writing to the Board for approval. CPD points, to cover any part or all of the deficiency, may be required, after the expiry of the exemption period, at the Board's discretion. A further conditional compliance may be granted to enable the surveyor to achieve the required CPD points.

However, some applications for exemption, commonly based on pressure of business or geographical location, appear to demonstrate a lack of commitment to both CPD principles and the standards expected of professional surveyors in the modern commercial and competitive environment. These applications are not viewed sympathetically by the Board.

### 8.3 Conditional compliance

The Board may grant a surveyor a conditional compliance, for part of the annual CPD requirements on any compelling grounds that the Board may consider just. Any such conditional compliance would apply only for the current period and conditions are imposed. The surveyor will be required to gain the shortfall of points within the next CPD period and will be audited upon renewal. Applications for conditional compliance must be submitted to the Board for approval

Applications for exemption from full or part compliance with the Board's CPD requirements within the relevant period, or requests for Conditional Compliance, must be received by the Registrar, NSW Board of Surveying and Spatial Information, no later than 31 July. Applications must be in writing and accompanied by any supporting material that will enable the Board to make an informed decision. Subject to the right of appeal detailed in Section 9 of this Determination, a surveyor whose application for either exemption or a conditional compliance is rejected by the Board and who has not achieved the required number of CPD points will be removed from the NSW Register of Surveyors on 1 September. It should be noted that such an application should not be construed as an extension of the CPD period to 1 September, as it is at the Board's discretion to accept or reject an application for exemption or an application requesting conditional compliance.

Organisations ratified by the Board for the assessment of activities and the assignment of CPD points are not permitted to provide a conditional compliance for surveyors to complete their CPD requirements, nor can these organisations exempt a surveyor from complying with the Board's CPD requirements, either in part or in full.

It is strongly emphasized that the relevant CPD period ends on 30 June and the required CPD points should have been achieved by this date.

## 8.4 Surveyors overseas

The Board encourages registered surveyors who are absent from Australia for an extended period to contact the Board prior to their departure, to discuss the Board's requirements regarding retention of their registration whilst they are overseas. The Board can also provide advice regarding restoration to the register on return to Australia, should a surveyor's registration lapse whilst overseas.

Each application for exemption on the grounds of overseas work or travel will be considered by the Board with regard to the particular circumstances.

General guidelines to assist surveyors to satisfy CPD requirements whilst overseas have been developed by the Board. Further to Section 4 of this Determination, CPD points can usually be accumulated by various methods, such as:

- maintaining membership of a NSW based professional surveying organisation
- providing evidence of competence in local professional practice to the relevant extent
- contact with surveyors and allied professionals and attendance at appropriate congresses, meetings, seminars and discussion groups
- reading any available Australian or overseas publications, journals, technical bulletins etc. with the intention of maintaining contact with professional activities in Australia and overseas
- preparing and presenting papers to professional groups
- preparing and presenting papers on overseas experience to local groups on return to Australia. This method of obtaining CPD points is especially applicable to those working on projects overseas for extended periods e.g. on drilling rigs, major engineering projects or in Antarctica etc.

It should be noted that not all CPD points can be gained by engaging in only one type of activity, for example maintaining membership of a NSW based professional organisation.

Generally surveyors travelling, working or studying overseas may obtain relief from CPD requirements at the discretion of the Board by submission of a documented self-assessment of activities undertaken. The surveyor must satisfy the Board that he/she maintained professional standards and competence whilst overseas.

New South Wales registration should not be withheld from surveyors working overseas for periods spanning more than one year. Although such surveyors may not be able to obtain NSW cadastral and/or mining points during this time, the Board may allow an appropriate exemption to cover these circumstances as long as the surveyor makes application to the Board.

On return to Australia cadastral and/or mining points will be required at the Board's discretion and a conditional compliance may be allowed if necessary to enable the surveyor to accumulate these points.

## 9. Right of appeal

Any assessment of non-compliance with the Board's CPD Determination may be considered to be in breach of Section 13 of the *Surveying and Spatial Information Regulation 2012*. As such, the assessment may be subject to the right of appeal by a surveyor, in accordance with state legislation.

Appendix A – CPD Certificate Format

# Ratified Organisation Name

Continuing Professional Development Certificate

CPD Year

**Surveyors Name**

Event Name	Code	Date	Cadastral	Survey Practice	Mine
		Total			

This certificate confirms that "Surveyor's Name" has obtained the Continuing Professional Development points as listed above for "CPD Year"

**Name** .....

**Position** .....

**Signature** .....

**Dated** ..... **Cert No.** .....

Appendix B – CPD Attendance Certificate Format 1

# Ratified Organisation Name

Certificate of Attendance

to

**Surveyors Name**

Event Name

Location

Date

CPD Code

CAD Points:

SP Points:

Mine Points:

Organisation Conducting Event

Organiser Name

Name

Position

Signature

Dated





## Appendix C – CPD Audit Form

### Continuing Professional Development Audit For Registration in 2016/2017

ID Number: .....

Surveyor's Name: .....

- Ratified Organisation Certificate Supplied
- No Ratified Organisation Certificate obtained, events attended and documents supplied

Date	Event Code	Event Name	NSW Cadastral	Mining	Survey Practice	Documents Supplied
Points						Total CPD Points

Acceptable documentary supporting evidence for activities undertaken by a surveyor includes:

- attendance certificates for separate CPD activities, or
- sign on sheets from separate CPD activities, or
- receipt or name tag and a copy of the program for the CPD activity and a report detailing the learning outcomes achieved.

Failure to provide sufficient detail introduces an undesirable delay as it invariably involves the surveyor being required to substantiate the claim. Inability to satisfactorily support any claim will lead to its rejection.