



# **DETERMINATION**

## **CONTINUING PROFESSIONAL DEVELOPMENT**

THE BOARD OF SURVEYING & SPATIAL INFORMATION  
OF  
NEW SOUTH WALES

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# CONTINUING PROFESSIONAL DEVELOPMENT

## 2 Background

‘Continuing Professional Development’ (“CPD”) has been defined as *“the process by which a professional surveyor maintains and develops the ongoing quality and relevance of his/her professional practice.”*

To enable CPD to be consistently and fairly administered and to assist surveyors to comply with the CPD Determination for the Board of Surveying & Spatial Information (“the Board”), the Board has prepared this document for distribution to all registered surveyors in New South Wales.

Pursuant to a decision by the Board of Surveyors in September 2002, the submission of a CPD certificate is no longer a prerequisite to annual registration, however it is still mandatory for a surveyor to certify compliance with the Board’s CPD Determination. This requirement is enshrined in State legislation: vide Clause 4(1) of the Surveying Regulation 2001.

## 3 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 fora;
- ◆ 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.

## 4 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 5. 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 3 NSW specific cadastral points to be included in this minimum of 15 points.
3. for registered mining surveyors, at least 3 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

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 3 in Cadastral activities and 3 in Mining Surveying activities.

Any excess cadastral or mining activity points can be counted as 'Survey Practice' points in the total of 15 points (minimum) gained during the CPD period.

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".

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".

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 & Safety, Mine Safety Management, Quality Assurance and Professional Liability.

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

## 5 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.

### 5.1 Professional Experience

Acceptable CPD activities include but are not restricted to:

- Being a personal member of a professional organisation which issues a professional journal, accruing 1 CPD point per organisation to a maximum of 2 'Survey Practice' CPD points per CPD period;
- Attendance, to a *total maximum allowable points for all service on all Committees and Sub-Committees* of 6 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 Division Committee of the Institution of Surveyors NSW Inc or AIMS - Australian Institute of Mine Surveyors Limited);
  - at a professional surveying organisation's sub-committee meetings (for example, the Institution's Survey Practice & 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 to a maximum of 1 'specialty' and 2 'Survey Practice' points per CPD period;
- Unsupervised structured self-education. Prior to undertaking these activities, a surveyor must submit the proposed program and intended learning outcomes to a professional association's CPD Sub Committee for assessment of CPD points.

It is emphasized that undocumented self assessed points are not acceptable. Suitable supporting evidence must be available to assist the Board in evaluating the claim if it is subject to audit. Failure to provide sufficient detail introduces an undesirable delay as it invariably involves the Board requesting the surveyor to substantiate the claim. Inability to satisfactorily support any claim will lead to its rejection.

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

- Unstructured conversations with other surveyors or professionals;
- 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 fieldhands and assistants.

## 5.2 Continuing 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.

## **6 CPD Compliance**

### **6.1 Assessment of CPD Points**

Subject to their formal ratification by the Board, organisations 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 for the assessment of activities and the assignment of CPD points 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.

The Board shall establish a CPD Committee with representation from organisations ratified by the Board for the assessment of activities and the assignment of CPD points. This Committee shall meet regularly, with a particular focus on the assessment of activities by other organisations that are not 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.

### **6.2 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.

### **6.3 CPD Compliance Certificate**

Organisations ratified by the Board from time to time may issue Certificates of CPD Compliance to surveyors who meet CPD compliance requirements. The Board will accept this Certificate as sufficient and absolute proof of a surveyor's compliance with the Board's CPD requirements within the specified period.

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

## **7 Audit**

The Board shall audit approximately 20% 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 prior to the end of an audit 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. An example of documentary evidence would be a CPD certificate issued by an organisation ratified by the Board. 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 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.*

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 & Spatial Information (for example, non payment of fees, disciplinary action or non compliance with the Board's CPD requirements).

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

*If there is 9 months or more to run Full CPD points.*

*6 to 9 months to run 9 points including the three specialist points*

*3 to 6 months to run 6 points including the three specialist points*

*3 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 acquired as additional points in the following year.*

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.

## **8 Initial registration**

The initial New South Wales registration process recognised by the Board, which includes the successful completion of a Professional Training Agreement or the Board's examinations, is construed to satisfy the Board's CPD requirements for that particular CPD period. This means that surveyors achieving initial registration by these methods during a particular CPD period are exempt from the CPD requirements for the remainder of that period.

## **9 Reciprocity**

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. If the reciprocal registration becomes effective so late in the current CPD period that insufficient time is available to accumulate the required points, the surveyor must apply to the Board for an extension of time so that the necessary points may be gained. The application procedure for an extension of time is

contained in the next Section of this Determination. In any case the registration process must be completed before 31 August.



## 10 Exemption or Extension of Time

Occasionally individual surveyors have indicated to the Board that they were unable to satisfy the Board's CPD requirements within the specified period. The Board will consider any genuine extenuating circumstances on its merits, especially where a surveyor has experienced justifiable and genuine hardship. The Board, at its discretion, may grant a specific extension of time to enable the required points to be gained before the time for registration renewal expires (that is, by 31 August).

The Board may exempt a surveyor from compliance with all or part of the annual CPD requirements on any compelling grounds that the Board may consider just. Any such exemption would apply only for the current period and conditions may be imposed. For example, the Board has resolved 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 to the Board for approval. CPD points may be required, after the expiry of the exemption period, at the Board's discretion and an extension of time may be allowed 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.

Applications for exemption from full or part compliance with the Board's CPD requirements within the relevant period, or requests for an extension of time, must be received by the Registrar, NSW Board of Surveying & 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 12 of this Determination, a surveyor whose application for either exemption or an extension of time 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 30 September. It should be noted that such an application should not be construed as an extension of the CPD period to 30 September, as it is at the Board's discretion to accept or reject an application for exemption or an application requesting an extension of time.

Organisations ratified by the Board for the assessment of activities and the assignment of CPD points are not permitted to provide an extension of time 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. If an extension of time has been granted any points earned after 30 June within the extension period to cover a deficiency in the previous period cannot be used again in the following CPD year.

## 11 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 5 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 i.e. 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 may not be withheld from surveyors working overseas for extended periods spanning more than one year. Although such surveyors may not be able to obtain NSW cadastral points during this time, the Board may allow an appropriate exemption to cover these circumstances as long as they apply.

On return to Australia cadastral points will be required at the Board's discretion and an extension of time may be allowed if necessary to enable the surveyor to accumulate these points.

## **12 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 Act 2002. As such, the assessment may be subject to the right of appeal by a surveyor, in accordance with State legislation.