



**Cadastral Surveyors Licensing Board
of New Zealand**

Certificate of Competency Assessment Framework

Consultation Document

July 2023

FOREWORD

It is my pleasure to present to the cadastral surveying profession this important consultation document.

A key function of the Cadastral Surveyors Licensing Board is to establish a regime to test the competence of those seeking a cadastral surveying licence for the first time. The current process for graduates to obtain a certificate of competency has largely been unchanged for over 20 years, so the Board has decided that it needs reviewing in order to provide a better quality and more effective framework that reflects the competencies in the Standards together with modern working and learning practices.

This consultation document proposes a significant re-design of the assessment framework for obtaining a certificate of competency. The Board wishes to obtain feedback on the proposed framework before the details are determined and the finalised framework is implemented.

The Board's focus is on the future surveying, learning and professional environment, with the intention that the framework endures through the medium term. We want to ensure a viable, yet challenging, pathway for survey graduates exists that provides the foundation for a strong professional career in cadastral surveying.

We look forward to receiving your feedback by 5pm on 30 September 2023 to ensure that a robust and modern assessment framework is put in place for future generations of licensed cadastral surveyors.



Neale Faulkner

Chair, Cadastral Surveyors Licensing Board

CONSULTATION

Consultation on an initial draft framework was held with those stakeholders most intimately involved with the current assessment process. Initial feedback was obtained from the S+SNZ executive and representatives of the S+SNZ Examinations Committee, along with a representative of the School of Surveying, and the resulting feedback has been incorporated into this document.

The Board is also having ongoing discussions with the registration boards in Australia to ensure that there is consistency under our arrangement with the Council of Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ).

The Board is now at a point where consultation is required with the wider profession. The entities to be consulted include:

- S+SNZ (Executive, Examinations Committee, Cadastral Stream, YSG, CSNZ)
- Surveyor-General
- Institute of Cadastral Surveying
- University of Otago School of Surveying and OUSSA
- All LCSs (and any graduates in their employ)

The Board intends to hold a webinar to explain the proposed framework during the consultation period. This webinar will be advertised through the CSLB list of licensed cadastral surveyors and the communications networks of the two professional institutes.

Feedback can be submitted as individuals or collectively on behalf of organisations or professional bodies. It would assist the Board if written feedback referred to the section numbers in this document. The reasons behind any feedback, along with examples for clarification, would be helpful to further understand the intent of the submission.

The consultation period will close on

Saturday 30 September 2023

All submissions must be in writing and directed to the Board Secretary at
secretary@cslb.org.nz

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A. Introduction

The **Cadastral Surveyors Licensing Board** (the Board, or CSLB) is in the process of redesigning the assessment framework for the issue of a certificate of competency that applicants need before applying for an initial licence to undertake cadastral surveys in New Zealand.

This document outlines the background to the assessment framework, the reasons for change, the guiding principles, and the proposed framework.

Feedback from the wider cadastral surveying community now will help to ensure that a high quality and effective framework is created to help ensure that the Board can fulfil its statutory responsibilities for licensing and to the profession going into the future.

B. Background

B.1 Cadastral Survey Act 2002

The **Cadastral Survey Act 2002** (the Act) created the Cadastral Surveyors Licensing Board of New Zealand. Section 11 of the Act outlines the functions and duties of the Board, which in broad terms, are to administer the licensing of cadastral surveyors, to establish standards that those wishing to obtain a licence must adhere to, and to investigate complaints made against licensed cadastral surveyors and exercise certain disciplinary powers¹.

The standards that are set for licensing must relate to the competencies required by cadastral surveyors to meet the standards set by the Surveyor-General, and to the legislative requirements for the subdivision of land to the extent that they are relevant to cadastral surveying.

The Board may conduct, or arrange for the conduct of, examinations for the purpose of determining whether applicants for licences under this Act meet the standards².

B.2 Standards for Licensing of Cadastral Surveyors 2021

On the 1st August 2021 the Standards for Licensing Cadastral Surveyors 2021 (the Standards) came into effect. They outline the standards that need to be met by surveyors seeking a licence to undertake cadastral surveys, including first time applicants who are most commonly graduate surveyors. Schedule 1 of the Standards lists the competencies that applicants are to be assessed against, broken down into the following eight broad categories:

- Survey measurement
- Land tenure systems
- Boundary definition
- Land information systems
- The statutory planning process
- Land development engineering principles
- Professional conduct
- Communication skills

B.2.1 Assessment Panel

The Standards also define the **Assessment Panel** (the Panel) as a group established by the Board, or by another entity under an arrangement with the Board, to undertake examinations and issue a

¹ S.11(1) Cadastral Survey Act 2002

² S.11(3) Cadastral Survey Act 2002

certificate of competency to a successful applicant. Clause 10(4) of the Standards states that the Assessment Panel will issue a certificate of competency when it is satisfied that the applicant has met the required level of proficiency in the competencies, which is evidenced by the applicant having:

- a) Passed an exam in New Zealand cadastral surveying law conducted by the Panel within the last 5 years;
- b) Undertaken a minimum 2-year period of post-graduate experience under a licensed cadastral surveyor, of which 1 year was cadastral surveying involving subdivisions and boundary definition;
- c) Completed any relevant projects set by the Panel; and
- d) Completed an oral professional interview with the Panel.

Once an applicant has received a certificate of competency from the Panel, they may apply to the Board for an initial licence to undertake cadastral surveys.

Although the Standards were reviewed and published in 2021 they had to reflect the current assessment regime. The final design of the new framework may necessitate changes to the Standards and the Board is open to this happening. This means that the Board is not necessarily bound by the requirements of the 2021 Standards if there are valid reasons for change.

B.3 The Need for Change

With the new Standards in place, it was time for the Board to review the process for the licensing of graduate surveyors.

In 2021 the Board engaged Dr Don Grant to prepare a report on the current and future regimes for the assessment of competency, and this was presented to the Board later that year. The report followed three online workshops involving stakeholders and representatives of the profession. The online workshops gave participants an opportunity to discuss the pros and cons of the current system, as well as do creative thinking about how a modern assessment process might work better in the future.

The report by Dr Grant detailed the findings of the workshop, and included his own experience, to summarise the drivers for change. A summary of those drivers is helpful to understand the context of this assessment framework re-design:

- a) The assessment process has largely been unchanged since the deregulation of the profession in 2002.
- b) The process has been run on behalf of the Board by Survey and Spatial NZ (and the former NZIS) as part of their admissions process. There are aspects of the competencies for S+SNZ membership that do not align with the CSLB competencies, which creates confusion for applicants.
- c) The Board has traditionally not had significant involvement in the assessment process, largely because S+SNZ has always done a good job of ensuring graduates meet a high standard before issuing a certificate of competency. However, the Board is still responsible under the Act for some high-level risks in the process, such as surveys being undertaken by incompetent surveyors (if the bar is set too low) or there are insufficient licensed surveyors to meet demand (if the bar is set too high or is too costly). The Board also needs to ensure

that applicants are only assessed against the competencies in Schedule 1 of the Standards, and not anything more than that.

- d) The format of the cadastral law exam, which traditionally had a significant rote learning component, is not considered the best way to test a wide range of learning styles, nor is it reflective of a modern working practice.
- e) The projects required are highly prescriptive, which can lead to delays as an applicant either waits for the required project through their workplace or negotiates an exemption with examiners.
- f) The process is time-consuming for examiners and historically the remuneration has not necessarily reflected the hours put in, resulting in concerns about the sustainability of the current arrangement.
- g) The Board typically does not have any direct communication with applicants to update them on the licensing process or changes to the Standards. The Board also does not know how many graduates are working their way through the certificate of competency process, or when they are likely to present their applications for a licence to the Board. Similarly, the applicants can be unclear on the role of the Board and the competencies in the Standards as they are focussed on only meeting the requirements of the Annual Circular published by S+SNZ.

The Board is also focussed on meeting its statutory responsibilities for the licensing regime, and particularly the assessment framework. While the Act allows for the Board to delegate the assessment of applicants for a licence to an external party, it is important that the requirements of the assessment framework are clearly articulated. This means that there would be a consistent standard regardless of whether the assessment was carried out by an external party or directly by the Board.

Considering all the workshop feedback and his own professional and academic experience, Dr Grant included in his report a proposed assessment framework and some wider elements of the system. The relevant parts adopted by the Board will be discussed in [Section D](#) below.

C. The Assessment Framework Re-Design Process

C.1 Goals for the Re-Design Process

In the light of the background information discussed in [Section B](#) above, the overarching goals or priorities for the redesigned assessment framework are as follows:

Ensure the list of competencies stated in Schedule 1 of the Standards is the primary driver for the assessment framework, and that applicants are assessed against all the competencies to a standard that is appropriate to the stage of their careers.

- a) Ensure the framework provides a clear pathway for survey graduates seeking a certificate of competency for an initial cadastral survey licence.
- b) Ensure that the assessment of applicants is consistent from year to year and that the process clearly identifies those who have met the competencies and those who have not.
- c) Include more flexibility around the evidence of experience that is submitted to prove knowledge, ability and understanding more directly against the relevant competencies.

- d) Utilise modern examination formats to avoid disadvantaging those who do not perform well in certain testing scenarios, and to try and reflect a modern working environment.
- e) Create a framework for the Assessment Panel (whether internal to the Board or a third-party provider) so that the requirements of the Board and the levels of competence expected are clearly understood.
- f) Create a framework that is sustainable for the members of the Assessment Panel, with appropriate remuneration benchmarked against comparable professional models and subject to regular review.
- g) Ensure that the process of engaging with the framework is cost-efficient and that the direct costs are recovered from the applicants.
- h) Ensure that the process of licensing cadastral surveyors in New Zealand aligns with the Boards responsibilities as a member of the Council of Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ).

C.2 Next Steps

The Board is committed to the following broad timeline for the implementation of the assessment framework re-design.



D. Proposed Certificate of Competency Assessment Framework

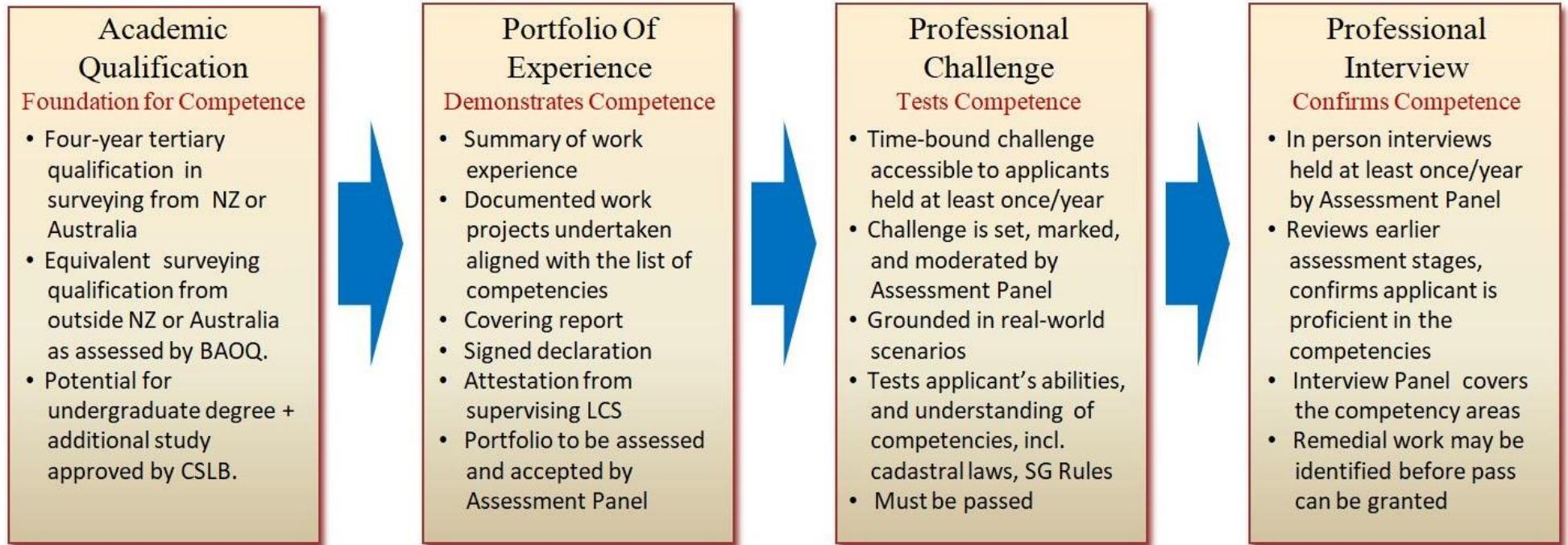
D.1 Overview

The model, or framework, for assessing competency proposed by Dr Grant has been largely adopted by the Board, with some modifications. It involves four stages of assessment that are undertaken *sequentially*:

1. Academic Qualification
2. Portfolio of Experience
3. Professional Challenge
4. Professional Interview

The diagram below shows the four stages, and a summary of the requirements contained in each.

Cadastral Surveying: Proposed Framework for Assessing Competency



Each of these stages must be completed successfully before the applicant can progress to the next stage.

BAOQ - Bureau for the Assessment of Overseas Qualifications

LCS - Licensed Cadastral Surveyor



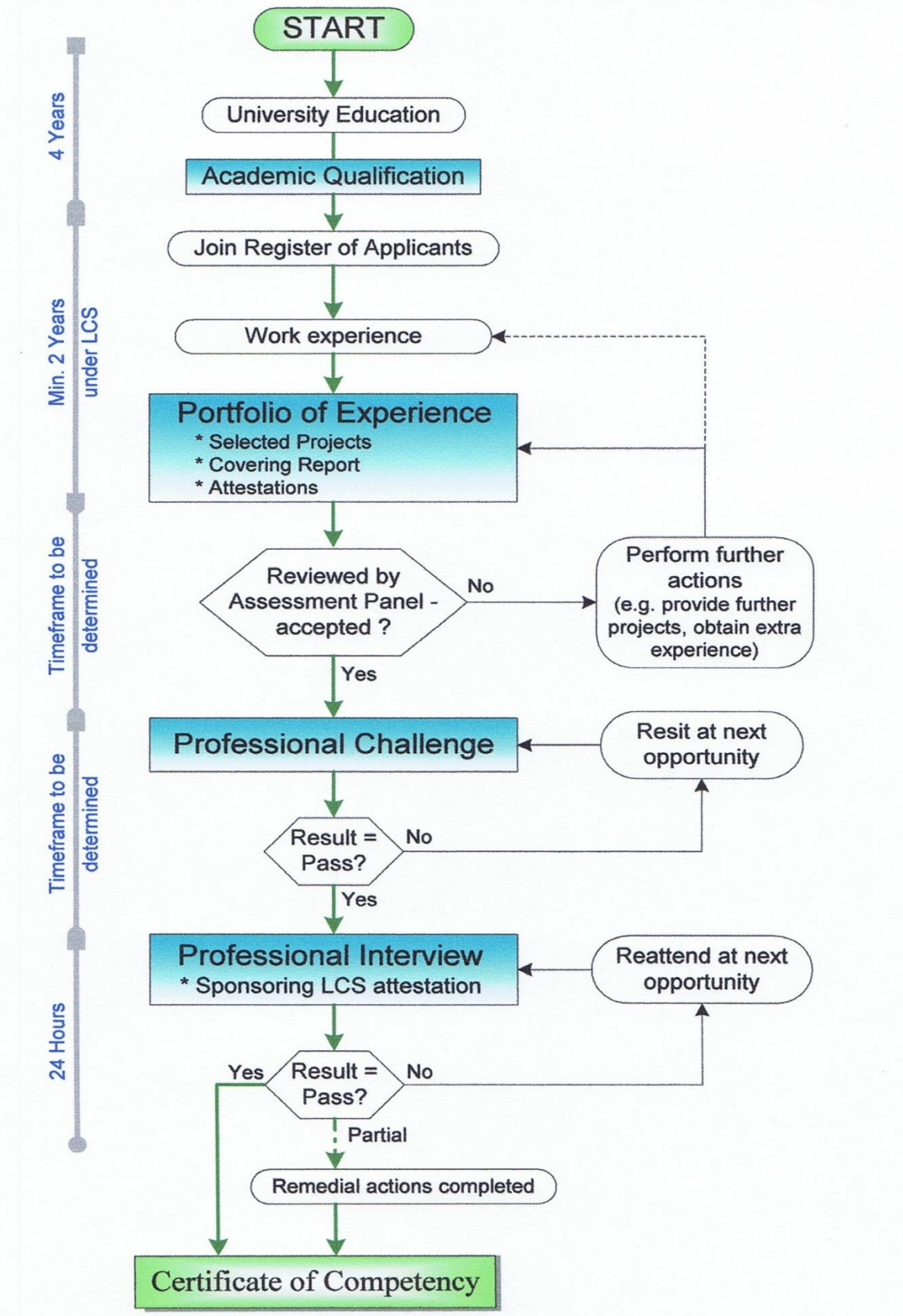
The Board accepts that not all the competencies can be easily judged at each stage. Some of the competencies are covered in theory during the university course, while others are gained during the practical work experience. Some of the competencies can be easily tested in an examination format, while others are best explored in an interview. For these reasons the different approaches are required to achieve a holistic assessment of the applicant's capabilities.

D.2 Competency Assessment Process

1. The different elements of the core framework are discussed in further detail below. This begins with a process flow diagram provided in [Section D.2.1](#) below, showing the path, timeframes, and sequences of actions for applicants in achieving a Certificate of Competency.
2. The intention of the Board is that once an applicant has completed enough post-graduate experience to potentially be proficient in the competencies and they have submitted their portfolio, they will be expected to proceed through the subsequent stages to obtain their certificate of competence in a timely manner.
3. The framework has been designed with the intention that the deadline for the submission of the Portfolio of Experience would be set to allow enough time for the information to be reviewed and accepted prior to the Professional Challenge being held. The Professional Interview would in turn follow soon after the results of the Professional Challenge were known.

D.2.1 Assessment Process Diagram

CSLB Competency Assessment Process Flow Diagram



D.3 Academic Qualification

1. The requirement for an applicant to hold an appropriate tertiary qualification as a prerequisite for entering the certificate of competency process mirrors the requirements outlined in the Standards. No changes are proposed to this requirement. An appropriate surveying degree sets the foundation for an applicant to start their journey towards competence.
2. Under Clause 10(1) an applicant must hold:
 - a. A 4-year tertiary educational qualification from New Zealand or Australia in surveying, recognised by the Board; or
 - b. A tertiary qualification in surveying from outside New Zealand or Australia that the BAOQ has assessed as being at least the equivalent of an approved 4-year surveying degree from New Zealand or Australia.
3. Clause 10(2) of the Standards also provides the opportunity for an applicant who has an undergraduate degree which does not align with the above requirements, but has undertaken extra study required by the Board, to seek a licence.

D.4 Portfolio of Experience

1. Clause 10(4)(b) of the Standards outlines the practical experience requirements for a certificate of competency. This is stated as a minimum of two years post graduate practical training and experience under the guidance of a licensed cadastral surveyor, of which at least one year must include cadastral surveys involving the subdivision of land and boundary definition. No changes are proposed to these requirements.
2. The Board proposes that rather than requiring applicants to submit a series of pre-prescribed projects, they should present a portfolio of work that demonstrates they have achieved the appropriate level of proficiency in the competencies listed in Schedule 1 of the Standards.
3. This approach requires the applicants to engage directly with the competencies in Schedule 1 of the Standards. However, there is also merit in providing a degree of direction to applicants on the level of complexity expected across the work submitted, so that a suitable and appropriate standard of proficiency is clearly understood.
4. The setting of minimum expectations and the broad types of work experience required is to be known as the **Professional Experience Guideline** (the Guideline – attached as a draft in [Appendix A](#)). The Guideline is broken into sections aligned with the eight broad competency areas and outlines the evidence to be provided to show proficiency for each competency area. Some projects or stages of projects could be used to demonstrate proficiency across several competency areas.
5. The Guideline will also set the requirements for formatting the evidence provided in the Portfolio of Experience, along with the forms for the standard declarations required by the applicant and any supervising licensed cadastral surveyor (LCS).

6. The **evidence required** to demonstrate that the applicant has become proficient in the competencies set out in Schedule 1 of the Standards will involve:
 - a. A **summary of work experience** to confirm the specified time in post-graduate experience has been achieved. The summary would include dates, location, company, broad work types, roles of the applicant etc.
 - b. Copies of plans, reports and documentation of **selected work projects** undertaken by the applicant that cover a particular competency (or many of them). This could begin with the information provided to the client/Council/LINZ in the course of a normal work project, and it would be supplemented by a written discussion including topics such as equipment choice, methodology, logistics, hurdles overcome, reflections etc. It is expected that the information submitted to prove proficiency with the competencies would be predominantly workplace-based projects undertaken by the applicant during the work experience period.
 - c. A comprehensive **covering report** linking the work projects submitted to the competencies that are demonstrated.
 - d. A **declaration signed by the applicant** that all the information submitted is their own work and that the summary of work experience is accurate.
 - e. An **attestation signed by the supervising LCS(s)** verifying the summary of work experience. When an applicant changes firms then each summary would need to be broken down and signed by the relevant supervising LCS.
7. Some provisions may also need to be established for those applicants who are unable to get project work to cover a particular competency. This would need to be discussed with the Board in advance and could only be for a small proportion of the Portfolio. Applicants could perhaps write an essay, critique a development, or undertake a mock project to convey their level of competency.
8. The Board is considering the option for applicants to progressively submit completed parts of their portfolio to the Assessment Panel to ensure they are meeting the competencies and have the right level of complexity so that they can adjust, if necessary, during the process.
9. Provisions may also need to be made for suitable pre-graduate experience being included in the summary of work experience. This would need to be approved in advance by the Board (under Clause 10(3)(a) of the Standards), however it could be delegated to the Assessment Panel under certain conditions. Such conditions could include: the applicant holds a formal survey technician qualification; that the work was done under a supervising LCS; and that no more than 6 months experience is recognised. The Board can still approve pre-graduate experience in other circumstances.
10. The deadline for the submission of the Portfolio of Experience will be set a reasonable period of time before the Professional Challenge is to be held, which will be determined and communicated by the Assessment Panel. The Assessment Panel will then review all the evidence submitted by the applicant to ensure it is consistent with the requirements of the assessment framework and the Guideline. If the submitted evidence is sub-standard then the applicant will be advised of what they need to do to meet the requirements. Once the

Panel is satisfied with the information provided, they would formally accept the portfolio. This will be required before the applicant can progress to the next stage, being the Professional Challenge.

D.5 Professional Challenge

1. The purpose of the Professional Challenge is to independently test the applicant's knowledge, understanding, and abilities in the competencies detailed in Schedule 1 of the Standards.
2. The Portfolio of Experience needs to have been accepted by the Assessment Panel before an applicant can undertake the Professional Challenge. This will ensure as far as possible that the applicant has a satisfactory level of current experience to successfully complete the Challenge and the subsequent Professional Interview.
3. The guiding attributes of the Professional Challenge are:
 - a. An invigilated time-bound challenge, or series of challenges, that all applicants sit at the same time to test that they are proficient in the competencies.
 - b. The challenge will be grounded in real-world scenarios that would realistically be faced by applicants at this stage of their careers.
 - c. Access to relevant legislation, rules, standards, regulatory planning documents or other reference material would be available if sufficient controls are in place to ensure the integrity of the process.
 - d. The format of the challenge is to reflect current academic best-practice and be of a standard that is consistent from year to year.
 - e. The challenge is to be offered at least once a year and will follow reasonably soon after the deadline for the submission of the Portfolio of Experience for that year. The Board welcomes feedback on the frequency that the Professional Challenge is held.
 - f. It is expected that the Professional Challenge will be passed by an applicant in the same year that their Portfolio of Experience was accepted, unless there were extenuating circumstances.
 - g. The challenge is to be easily accessible to applicants. It is possible that it could be held on-line if sufficient controls were in place to ensure the integrity of the process.
 - h. The challenge should be designed to test applicants against the relevant competencies and how to apply them. It is accepted that the challenge will not necessarily cover all the competency areas, however, the challenge will include mandatory components on cadastral surveying law and the current rules for cadastral surveying.
 - i. The challenge also needs to clearly determine whether an applicant has passed or failed.
 - j. The challenge should be designed so that it can be readily used to test applicants for licenses who have not followed the normal graduate pathway, such as qualified surveyors from jurisdictions beyond New Zealand and Australia.

4. The Professional Challenge, or series of challenges, will be designed, marked and moderated by the Assessment Panel.
5. The Board does not envisage that the Professional Challenge will simply replace the current cadastral law exam, although it is expected that the challenge will involve the application of cadastral law and the cadastral surveying rules. There are other competency areas that can be readily tested during the Challenge.
6. A pass in the Professional Challenge is a pre-requisite for attending the Professional Interview, therefore the results of the challenge will need to be known in a timely manner. It is anticipated that the interviews will follow soon after the challenge has been completed. Each applicant's response to the Professional Challenge could be used to shape discussions during the subsequent Professional Interview.
7. The Assessment Panel will determine and communicate the date(s), format and venue(s) of the Professional Challenge so that applicants have sufficient time to prepare. A pass in the Professional Challenge will enable the applicant to progress to the Professional Interview.

D.6 Professional Interview

1. Clause 10(4)(d) of the Standards requires an applicant for a certificate of competency to have completed an interview with the Assessment Panel. This requirement will be retained from the current system as it is deemed to be an integral part of the full assessment process and helps to confirm that an applicant has achieved proficiency in the competencies. Under the proposed framework an applicant can only attend the Professional Interview once their Portfolio of Experience has been accepted and they have passed the Professional Challenge.
2. The guiding attributes of the Professional Interview are:
 - a. The interviews would follow reasonably soon after the completion of the Professional Challenge.
 - b. The Professional Interview would need to be completed by an applicant in the same year they obtained a pass in the Professional Challenge, unless there were extenuating circumstances.
 - c. The interview for each applicant would be conducted by three members of the Assessment Panel. The panel members would between them have significant expertise across all the relevant competencies.
 - d. The interviews would be conducted in person, unless there were extenuating circumstances.
 - e. Consideration should be given to conducting the interviews in more than one location to make it easier for applicants to attend them, for example one in the North Island and one in the South Island. The interviewers could be similarly geographically based to minimise travel costs.
 - f. The interviewers would utilise the applicant's Portfolio of Experience and Professional Challenge results to help shape the discussion, exploring any areas of apparent deficiency identified in relation to the competencies.

- g. Interviewers would confer immediately after the completion of the interview and reach a unanimous decision to confirm a pass, or identify any remedial work required by the applicant. Each individual applicant would then be notified directly and as soon as possible thereafter, preferably within 24 hours.
3. The application to attend the Professional Interview will be accompanied by an attestation from the applicant's **Sponsoring Licensed Cadastral Surveyor** – refer to [Paragraph E.4](#) below.
4. After the successful completion of the interview, or following the completion of any remedial action, the applicant would be issued a certificate of competency. This certificate would be used to apply for an initial licence from the CSLB.
5. Some of the assessment frameworks of other professional bodies that include interviews make provisions for the applicant to be joined by a support person. The Board believes that this could be a helpful aide for some applicants, subject to appropriate protocols being established.

E. Other Matters to Support the Competency Assessment Framework

E.1 Cadastral Surveyors Licensing Board

1. The Board will own the assessment framework and maintain responsibility under the Act to arrange for the conduct of examinations.
2. The roles of the Board under this assessment framework will be:
 - a. Enter into an arrangement with a third party provider for the Assessment Panel.
 - b. Work with the Assessment Panel to design the detail to deliver the different post-graduate stages.
 - c. Consider applications for recognition of tertiary education to satisfy the first stage of the assessment framework.
 - d. Consider applications under post-graduate stages of the assessment framework for recognition of prior experience, exemptions, clarifications or time extensions. These would be directed to the Examinations Coordinator (see [Paragraph E.3](#) below) in the first instance so that there is a single point of contact for applicants.
 - e. Apply natural justice principles to consider disputes or requests from applicants for reviews of decisions made by the Assessment Panel.
 - f. Use the certificate of competency issued by the Assessment Panel as part of the evidence to determine if it is appropriate to issue an initial licence to the applicant.

E.2 Assessment Panel

1. As mentioned earlier in this report, the Panel is a group established by the Board, or by another entity under an arrangement with the Board, to undertake the assessment process and determine that a certificate of competency can be issued to a successful applicant. The Panel will operate within the assessment framework established by the Board.
2. Any third party that provides the Assessment Panel will enter into a formal arrangement with the Board to provide the level of service required under the Act and the assessment framework. It is anticipated that the Board would confirm the appointment of Assessment Panel members.
3. The third party provider would train and induct new Panel members, and ensure succession planning of high calibre members is implemented as other members retire from the Panel. They would also ensure that there is sufficient capacity to cover Panel member unavailability and to manage workloads.
4. The roles of the Assessment Panel under this assessment framework will be:
 - a. Review and accept the Portfolio of Experience documentation, or make recommendations to applicants on any further work experience or documentation required.
 - b. Design, prepare, mark and moderate the Professional Challenge.

- c. Undertake the Professional Interviews, and set requirements for remedial work for those applicants who are deemed to not yet be proficient in the competencies.

E.3 Examinations Coordinator

1. The administration of the competency assessment framework will be best served by a dedicated **Examinations Coordinator** (the Coordinator). The Coordinator would need to have a good understanding of the assessment framework.
2. The proposed key functions of the role of the Coordinator will be to:
 - a. Respond to the day-to-day enquiries from applicants about the certificate of competency process.
 - b. Administer a Register of Applicants (refer to [Paragraph E.5](#) below).
 - c. Set the deadline date to receive the Portfolio of Experience from applicants.
 - d. Undertake a quality assurance check to ensure all the necessary information has been submitted in the Portfolio of Experience. Once all the correct information is received, the portfolio is passed to the Assessment Panel for review and acceptance.
 - e. Arrange venues and dates for the Professional Challenge and Professional Interviews, and coordinate with the Assessment Panel members and applicants.
 - f. Issue a certificate of competency to a successful applicant.
 - g. Be a conduit between applicants and the Board with respect to enquires about recognition of prior experience, exemptions, clarifications or time extensions.
 - h. Report to the Board on assessment matters annually or as required.

E.4 Sponsoring Licensed Cadastral Surveyor

1. [Paragraph D.4](#) above indicates a role for supervising LCS(s) to attest to the periods of time the applicant has worked under their direction on projects that align with the competencies listed in Schedule 1. The Sponsoring LCS, however, plays a different role. The Sponsoring LCS attests that in their professional opinion the applicant is proficient in the competencies and is ready to be issued with a licence to undertake cadastral surveys. The Sponsoring LCS could be a current or former supervising LCS of the applicant.
2. The application to attend the Professional Interview is to be accompanied by an attestation from the Sponsoring Licensed Cadastral Surveyor in the prescribed form. The contact details of the Supervising LCS must also be provided so that the Assessment Panel can communicate with the Supervising LCS directly regarding aspects of the applicant's competence.
3. The Sponsoring LCS may not necessarily be a current employer or work colleague of the applicant, but they must still know the applicant and their abilities well enough to make the declaration.
4. The decision to issue a certificate of competency remains the responsibility of the Assessment Panel, however, this attestation and feedback directly from the Sponsoring LCS will be useful evidence to consider.

E.5 Register of Applicants

1. It is proposed to establish a register of applicants to be maintained on behalf of the Board by the Examinations Coordinator. This will enable the Board to know who is on the pathway to obtaining a cadastral surveying licence in advance. It will also enable the Board to communicate directly with the applicants on matters that affect them.
2. The Board would expect applicants to register free of charge soon after graduating. The register would hold information and milestones such as:
 - Date of graduation, name of qualification, and a transcript of the papers passed (e.g. to confirm SURV457 has been included);
 - BAOQ determination for overseas graduates;
 - Date of intended submission of Portfolio of Experience, and dates when actually submitted and accepted;
 - Date of intended sitting of Professional Challenge, and then date and pass mark once completed;
 - Date of intended participation in Professional Interview, and then date once successfully completed;
 - Date of issue of Certificate of Competency.
3. The Board Secretary would always have access to this register and would use it to confirm the issue of a Certificate of Competency to an applicant when they apply for their initial licence.

E.6 Fees

1. It is proposed that the direct costs of the assessment process would be recovered from fees charged to the applicants. The level of fees charged would be approved by the Board.
2. Discussions around the direct costs will be held between the Board and the third party provider in the first instance, so that the expected fees for applicants can be known in advance of the new framework becoming operational.

E.7 Transitional Provisions

1. Both the current and proposed assessment frameworks have elements that are similar in concept. There is no intention to disadvantage applicants who are well-advanced under the current framework, and the aim is to offer a smooth transition to the new framework. However, there may be overlap of the two regimes for a period of time. Notwithstanding this, the details of the transition provisions cannot be fully finalised until the new assessment framework is advanced further following this consultation phase.
2. The guiding attributes of the transitional provisions will be:
 - a. Notification of the date that the new assessment framework will come into effect will be given well in advance, potentially 12 months, so that applicants have time to choose how they prepare their information.

- b. Aspects of the two frameworks can run in parallel for a limited period of time if necessary.
- c. It is anticipated that work experience and project information collated in terms of the former Annual Circular can be submitted as part of the Portfolio of Experience, as long as there is cross-referencing with the list of competencies in Schedule 1.
- d. The cadastral law exam is not directly comparable with the Professional Challenge because it is intended that the latter will test a wider range of competencies. However, it is anticipated that any applicant who has already achieved a pass in the cadastral law exam within the previous 5 years will be exempt from any parts of the Professional Challenge that relate to cadastral law and the rules for cadastral surveys.
- e. A change in the interview format will occur after the new framework comes into effect.

Appendix A: PROFESSIONAL EXPERIENCE GUIDELINE (DRAFT)

A. Background

A.1 Standards for Licensing Cadastral Surveyors 2021

A.1.1 On the 1st August 2021 the Standards for Licensing Cadastral Surveyors 2021 (the Standards) came into effect. They outline the standards that need to be met by surveyors seeking a licence to undertake cadastral surveys, including first time applicants who are most commonly graduate surveyors. The standards that are set for licensing must relate to the competencies required by cadastral surveyors to meet the standards set by the Surveyor-General, and to the legislative requirements for the subdivision of land to the extent that they are relevant to cadastral surveying. Schedule 1 of the Standards lists the competencies that applicants are to be assessed against, broken down into the following eight broad categories:

- Survey measurement
- Land tenure systems
- Boundary definition
- Land information systems
- The statutory planning process
- Land development engineering principles
- Professional conduct
- Communication skills

A.2 Portfolio of Experience

A.2.1 The framework for the assessment of competency requires applicants to submit a Portfolio of Experience to showcase the types of projects they have undertaken during their post-graduate career. This portfolio is a body of evidence to demonstrate that the applicants have undertaken work aligned with the competencies listed in Schedule 1 of the Standards, and that they are proficient in those competencies at a level commensurate with this stage of their careers. The purpose of this Professional Experience Guideline (Guideline) is to set minimum timeframe and complexity expectations for the projects submitted by the applicants. The Guideline is broken into sections aligned with the eight broad competency areas.

B. Period Of Experience

B.1 Minimum Timeframes

- B.1.1 Clause 10(4)(b) of the Standards outlines the practical experience requirements for a certificate of competency. This is stated as a minimum of two years post graduate practical training and experience under the guidance of a licensed cadastral surveyor, of which at least one year must include cadastral surveys involving the subdivision of land and boundary definition.
- B.1.2 For the purposes of this section, the post-graduation period starts on the date that the applicable university declares that the requirements of the degree have been fulfilled. The practical experience timeframes mentioned above shall be calculated at a rate of 20 days per month.
- B.1.3 Notwithstanding these minimum timeframes, it is expected that an applicant will not submit a Portfolio of Experience until they are confident that it demonstrates the required level of proficiency in the competencies. They will then be ready to progress to the Professional Challenge which will test their competency in real world scenarios.

C. Selected Work Projects

C.1 Intent of the Guideline

- C.1.1 **It is not intended that this Guideline becomes a prescriptive list of the projects that must be submitted to obtain a pass in this stage of the competency assessment.** Instead, applicants should use the examples as a guide to understand the complexity expected and to build a case, with support from their supervisors, to explain why the projects included in their particular portfolio demonstrate an appropriate level of proficiency in the competencies. It is expected that the complete portfolio will include projects in both urban and rural contexts.
- C.1.2 Some projects or stages of projects may also be used to show proficiency across several competency areas, which is why some of the examples below are repeated. This also means that the minimum number of projects per competency is not necessarily cumulative.

C.2 Survey Measurement

- C.2.1 Work projects that demonstrate an ability in the competencies in Schedule 1, clause 2(3).
- C.2.2 Example projects (all in horizontal and vertical dimensions) could include:
- Complex topographical survey;
 - Survey control network design, measurement and adjustment;
 - Establishment of LINZ 5th Order (or higher) geodetic mark;
 - Construction set-out of buildings or infrastructure;
 - Earth/structure/building position monitoring;

- As-built survey of building or infrastructure.

C.3 Land Tenure Systems

C.3.1 Work projects that demonstrate an ability in the competencies in Schedule 1, clause 3(4). It is noted that some of the understanding required for these competencies would have been obtained as part of the university education and will possibly be tested as part of the Professional Challenge. Nonetheless, there are certain types of projects that can display the abilities required.

C.3.2 Example projects could include:

- A survey of leases, easements, covenants, mining licences, legalisation actions, rentable areas or of land in the tidal area;
- Surveys of different types of subdivisions (e.g. land transfer, Crown land, Maori land partition);
- Documented research into ad medium filum aquae properties of a title to support an accretion claim;
- Land status investigation or research (e.g. Crown land, land held under the Deeds system).

C.4 Boundary Definition

C.4.1 Work projects that demonstrate an ability in the competencies in Schedule 1, clause 4(3). The projects should cover both urban and rural contexts.

C.4.2 Example projects could include:

- Complex definition survey, for example, accretion claim, adverse possession, removal of limitation as to parcels, significant conflict;
- Unit title or cross-lease survey;
- Maori land partition survey;
- Boundaries or easements related to the positions of structures, buildings or services;
- A survey that includes water, tidal or permanent structure boundaries;
- Strata or height-limited boundary survey.

C.5 Land Information Systems

C.5.1 Work projects that demonstrates an ability in the competencies in Schedule 1, clause 5(2).

C.5.2 Example projects could include:

- Plan graphic for a specific purpose that utilizes different sources of spatial data (with appropriate attributions and disclaimers);
- Documented advice to a client or landowner on the positions of their boundaries relative to publicly available aerial imagery;
- Plan graphic showing encumbrances, rights and restrictions on a parcel of land;

- Maps or visualisations using GIS to show land boundaries, regulatory overlays, natural features etc.;
- Report detailing the reliability and currency of data sources, considering factors like data age, legal updates, land use changes etc.

C.6 Statutory Planning Process

C.6.1 Work projects that demonstrate an ability in the competencies in Schedule 1, clause 6(3).

C.6.2 Example projects could include:

- Subdivision consent application(s), one of which is at least a restricted discretionary activity;
- Land transfer subdivision plan that includes new boundaries and easements, and must include some other complexity to be spatially defined such as a covenant, consent notice area or land to vest;
- Documented feasibility report on the development potential of a piece of land for a client or landowner;
- Critical review of an existing development;
- Documented submission to a hearing on behalf of an applicant or submitter;
- Report outlining the hierarchy of planning documents from the national to local level and their relative influences on the development of a piece of land.

C.7 Land Development Engineering Principles

C.7.1 Work projects that demonstrate an ability in the competencies in Schedule 1, clause 7(4).

C.7.2 Example projects could include:

- Land transfer subdivision plan that includes boundaries or easements that are defined relative to the positions of infrastructure such as roading, access, structures, pipelines or services;
- Documented feasibility report for a proposed development covering factors such as roading layout, drainage, services, views, aspect, connectivity, construction costs etc.;
- Engineering investigation and testing to support the subsequent design of land development roading, drainage and services;
- Approved engineering design to satisfy conditions of a subdivision consent;
- Documented clearance certificate application to Council where; access/drainage/services works have been undertaken to give effect to a subdivision consent.

C.8 Professional Conduct

C.8.1 Work projects that demonstrates an ability in the competencies in Schedule 1, clause 8(2).

C.8.2 Example projects could include:

- A full quality assurance checklist completed for all stages of a cadastral survey and supporting documentation, including a response to any requisitions received;
- Written reflection on a scenario where a conflict of interest was encountered and how it was resolved.

C.9 Communication Skills

C.9.1 Part of this competency area will be examined at the Professional Interview (oral) and from the overall portfolio submitted (written, graphics etc). However, the applicant is required to compile a comprehensive covering report (refer to [D.1](#) below) for the Portfolio of Experience outlining how the project work submitted demonstrates the competencies outlined in Schedule 1 of the Standards. This report is compulsory.

D. Summary of Work Experience

D.1 Covering Report

D.1.1 The covering report will be a comprehensive document that makes the connections between the post-graduate project work submitted within the Portfolio and the competencies from Schedule 1 that are demonstrated. The components of the covering report shall be made up of:

- A brief curriculum vitae of the applicant's post-graduate work experience outlining the:
 - Location, company of employment;
 - Start and finish dates, accumulated time (to the nearest month);
 - Role description(s);
 - Brief summary of range of work undertaken;
 - Supervising Licensed Cadastral Surveyor(s);
 - Total accumulated time post-graduation (minimum 2 years) and total accumulated time spent on cadastral surveys involving the subdivision of land and boundary definition (minimum 1 year).
- A schedule or table of contents of the specific work projects submitted as the Portfolio of Experience.
- A detailed explanation of each project, including information such as:
 - Project scope, location and dates;
 - The role(s) of the applicant in the project;
 - The equipment and methodology chosen, and any alternatives that were discarded, and why;
 - What quality assurance procedures were used for each stage of the project;

- Any logistical, client or professional difficulties encountered and how they were resolved;
 - The competency (or competencies) that the project demonstrates and how;
 - Reflections on what was learnt and how the project could have been done differently.
- Attestation by applicant that the covering report is entirely their own work and that the information contained therein is accurate.

D.2 Format of Evidence

D.2.1 *[Details on the format to be confirmed in conjunction with Assessment Panel, but it is expected that most of the documentation would have been created as part of the normal course of the project and the final deliverables for the client. This means that much of the evidence will be gathered as the applicant undertakes their normal work program. It may be possible that essays or mock projects can be submitted where an applicant has not encountered a work project that demonstrates a particular competence, but this could only be for a small proportion of the portfolio.]*

D.3 Attestations

D.3.1 The applicant must provide a formal declaration in the prescribed form that the covering report is entirely their own work and that the description of the extent of their involvement in each of the projects submitted is accurate.

[Details on the format to be confirmed in conjunction with Assessment Panel.]

D.3.2 Each Supervising Licensed Cadastral Surveyor must attest to the extents of the experience obtained by the applicant.

[Details on the format to be confirmed in conjunction with Assessment Panel.]