

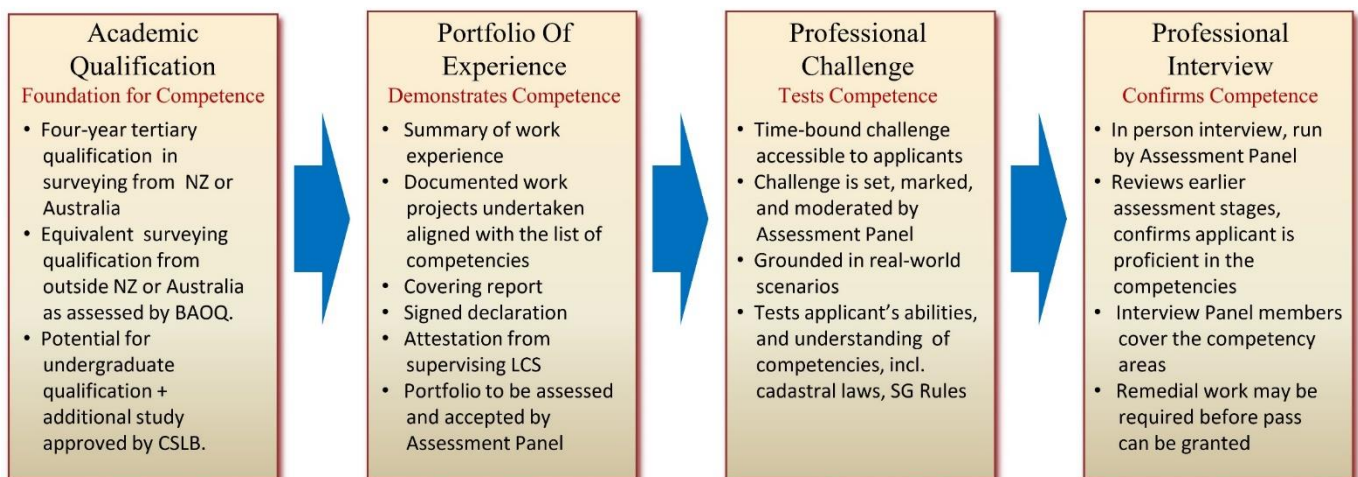


Cadastral Surveyors Licensing Board
of New Zealand

Competency Assessment Framework Implementation

Update for the Surveying Community – March 2025

Cadastral Surveying: New 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



In October last year, the Cadastral Surveyors Licensing Board provided an update on the framework for assessing competency of those surveyors seeking an initial cadastral licence. It is now time to provide another update as we have reached some important milestones in the process.

A. CURRENT COMPETENCY ASSESSMENT FRAMEWORK

As mentioned in the previous update, the current S+SNZ professional examination process will continue for 2025 for those graduates who are ready to seek a certificate of competency. Under this current framework, the following dates are important:

- 7-10 April 2025 – Professional Examinations (interviews) held in Wellington
- 26 June 2025 – Cadastral Law Exam held at various locations
- 13-17 October 2025 - Professional Examinations (interviews) held in Wellington

Graduates who are planning to attend the professional interviews this year should continue to prepare their projects in accordance with the S+SNZ format, which involves the five subject areas and interviews. Graduates should continue to align their projects and experience with the competencies listed in Schedule 1 of the Standards for Licensing Cadastral Surveyors 2021. The Annual Circular remains a good guide as to the expected complexity of projects needed to demonstrate the competencies.

These graduates should also continue to prepare their work experience diaries and summaries in accordance with the existing forms. This is because they have been set up to align with the competency areas and time requirements of the current framework.

Helpful details about the current framework can be found on the S+SNZ website [Professional Exam Information : Survey Spatial New Zealand](#)

The current framework and the Annual Circular will cease to be used after October 2025. However, a pass in the Cadastral Law Exam can be credited to part of the Professional Challenge under the new framework. While work projects undertaken in accordance with the Annual Circular should be of appropriate complexity for the new framework, they will need to be aligned with the evidence requirements and reporting format for the Portfolio of Experience.

B. NEW COMPETENCY ASSESSMENT FRAMEWORK

Those graduates who will not be ready to sit the final interviews in October 2025 will be seeking a certificate of competency under the new competency assessment framework. They will follow through the three post-graduate stages shown in the diagram at the start of this document, being the Portfolio of Experience, Professional Challenge and Professional Interview.

Competency Assessment Guideline

The Board is pleased to present the Competency Assessment Guideline for the new framework, which has been formulated with input from representatives of the S+SNZ Examinations Panel. It can be found on the CSLB website for download at [News & Publications - CSLB](#).

The purpose of this document is twofold. Firstly, it focusses on the eight broad competency areas stated in Schedule 1 of the Standards and identifies the critical sub-competencies that are relevant for surveyors seeking an initial licence. It aligns the relevant sub-competencies to the different post-graduate stages of the framework. Secondly, it states the evidence requirements needed for graduates to demonstrate their proficiency in the competencies at each stage.

It should be noted that the Guideline refers to 'applicants' rather than graduates. This is to be consistent with our other documents on the new framework, and it reflects that those participating in the framework are in the process of 'applying' for a certificate of competence. It is the term that will be used for the remainder of this update.

Portfolio of Experience

The Competency Assessment Guideline states the practical work experience required and gives direction on the types of work projects that could be used as evidence for the Portfolio of Experience. It also outlines the covering reports required to connect the work projects with the competencies they demonstrate. The aim of the Guideline is to be less prescriptive than the Annual Circular to give applicants flexibility with the work projects they have been involved with. There is a lot of information in this section of the Guideline and applicants should familiarise themselves with it. They are encouraged to discuss it with their employers and Supervising LCS's to ensure they get the right sorts of work projects to demonstrate their proficiency.

Practical Experience Forms

The Board is also pleased to release the practical work experience forms as MSWord templates, which can also be downloaded from the CSLB website. These replace the current forms and are aligned to the competency areas and time requirements of the new framework.

The **Schedule of Practical Experience** forms should be used to capture the detail of the projects worked on at each place of employment. The time should be tabulated so that the total surveying experience can be calculated, along

with the time spent on cadastral surveying and subdivision consents. The form finishes with an attestation by the applicant that the information provided is correct.

The **Summary of Practical Experience** forms summarise the role descriptions and types of work undertaken at each place of employment, as well as record the total times from the accompanying schedule. The forms finish with an attestation by the applicant that all the information is correct, as well as an attestation by the Supervising LCS that the summary of experience under their guidance is correct.

The **Applicant Attestation** form will accompany the work projects and covering reports for the Portfolio of Experience. It will be used by applicants to confirm the reports are their own work and the extents of their involvement in the projects submitted.

Professional Challenge

The format of the Professional Challenge is being developed in detail with assistance from members of the current S+SNZ examination panel, the School of Surveying and our learning systems consultants Synapsys Ltd. It is anticipated that the Professional Challenge will be conducted over a day. It will consist of an examination on cadastral survey law and the current Cadastral Survey Rules, followed by a number of real-world scenarios to test the practical application in the competency areas.

It should be noted that the Professional Challenge will play a much bigger role in assessing proficiency across the competency areas than the Cadastral Law Exam does under the current process. However, an exemption to the examination component of the Professional Challenge will be granted to graduates who have passed the Cadastral Law Exam within the previous 5 years.

The details of the format of the Professional Challenge will be finalised in the coming months with plenty of advance warning given to ensure good preparation can occur. Applicants who are wanting to ensure they start preparing well for this part of the framework should familiarise themselves with the sub-competencies shown in the Professional Challenge section of the Competency Assessment Guideline.

Professional Interview

The format of the Professional Interview will be developed in detail with assistance from representatives of the S+SNZ Examinations Panel. It is anticipated that the Professional Interview will be conducted face to face with three members of the Assessment Panel. This format is different to the current system where applicants attend five interviews one-on-one with a subject matter expert.

The interviewers will have between them significant expertise across all the competency areas. They will utilise the applicant's Portfolio of Experience and Professional Challenge results to help shape the discussion. Remedial work can still be requested by the Assessment Panel, which will need to be completed before a pass can be given.

The details of the format of the Professional Interview will be finalised in the coming months with plenty of advance warning given to ensure good preparation can occur. More details can be found in the Competency Assessment Guideline.

Examinations Coordinator

The Board has recently advertised to appoint an Examinations Coordinator to carry out the functions identified in the new framework document released in March 2024. Applications close on 24 March 2025, and it is expected that the successful candidate will be on board as soon as possible.

Moodle Digital Platform

As advised in the last update, the Board has been working with our consultants, Synapsys Ltd, to develop the Moodle learning management system as a robust digital platform to support our assessment framework. Members of the Board and representatives of the S+SNZ Examinations Panel tested the platform late last year. It will be made available to applicants in May 2025 or once the Examinations Coordinator has started.

Applicants will first register with the Moodle platform using contact details such as their name and an email address. They will then be able to upload their university degree and transcript under the first stage of the framework, the Academic Qualification. The Examinations Coordinator will review the uploaded documentation and, if compliant, will notify the applicant that they have completed the first stage.

All applicants will be encouraged to complete this step even if they are only a recent graduate. This is because it will make communication with those on the competency pathway much easier.

Applicants will also use the Moodle platform to upload their work experience documentation, work projects, covering reports and attestations for the Portfolio of Experience as outlined in the Competency Assessment Guideline. All documents will be uploaded as PDF documents into the different competency areas, removing the need for printing and sending paper documents.

The Examinations Coordinator will undertake an initial review of the documentation to ensure that everything has been provided. Members of the Assessment Panel will then be able to do a full review of the Portfolio of Experience and request any further evidence from the applicants. Once the Portfolio of Experience has been accepted by the assessors, the applicant will have completed this stage of the framework. The assessors will also be able to provide feedback to the applicants on areas they may wish to improve on as they prepare for the Professional Challenge and Professional Interview.

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Cadastral Surveyors Licensing Board of New Zealand

The Cadastral Surveyors Licensing Board of New Zealand (CSLB) regulates the professional standards of licensed cadastral surveyors.

[Know More](#)

Competency Assessment Process

The process consists of 4 steps.

- Academic Qualification**
Foundation for Competence: Tertiary qualification in surveying
- Work Experience**
Demonstrates Competence: Summary of work experience
- Professional Challenge**
Tests Competence: Time-bound challenge accessible to applicants
- Professional Interview**
Confirms Competence: In person interview run by Assessment Panel

Figure 1: CSLB Moodle platform landing page

The Professional Challenge and Professional Interview will occur outside of the Moodle platform. However, the platform will be used to request any remedial work required after the Professional Interview. The results of these two stages will be recorded in Moodle for each applicant, and the certificate of competency issued at the end.

During 2025 most applicants will not be able to interact further with the Moodle platform once their Academic Qualification has been approved, unless they are part of the pilot testing the new framework. However, all applicants can still prepare their Portfolio of Experience documentation in accordance with the Competency Assessment Guideline ready for uploading to Moodle later.

New Framework Pilot

Before the full range of post-graduate stages of the new framework are made available to all applicants, the Board intends to conduct a pilot with a small group of applicants (up to five). This will enable the new framework to be thoroughly tested and refined before going 'live'.

The Board appreciates the applicants who have been in touch to volunteer to participate in the pilot. The final participants will be chosen in April 2025 to give them enough time to prepare the documentation for their Portfolio of Experience by the submission deadline.

The pilot will start once the S+SNZ examiners have completed the final professional examinations under the current framework in October 2025.

The expected timeframes for the pilot are as follows:

- Deadline for submission of Portfolio of Experience – late November 2025
- Notification of acceptance of PoE – late February 2026
- Professional Challenge – late March 2026
- Professional Interviews – late April 2026

Feedback on the new framework and the Moodle platform will be sought from the pilot participants and assessors at each stage of the pilot. Any required updates and changes will be made along the way or as soon as possible after the pilot has finished.

New Competency Framework Timeframes

Following the completion of the pilot and the implementation of the learnings, the new competency assessment framework will become fully operational. Applicants will then be able to begin uploading their Portfolio of Experience to the Moodle platform.

The anticipated timeframes for the full implementation in 2026 are as follows:

- Deadline for submission of Portfolio of Experience – late June 2026
- Notification of acceptance of PoE – late August 2026
- Professional Challenge – late September 2026
- Professional Interviews – late October 2026

Applicants should note that, apart from the pilot, there will only be one opportunity to seek a certificate of competency in 2026.

C. COMMUNICATION

A webinar is scheduled for **2 April 2025** to provide further information about the Competency Assessment Guideline and the transition to the new framework. People who are interested should register on the S+SNZ website.

The Board will continue to provide updates to the surveying community on the progress of the new framework as new details are completed. In the meantime, questions can be directed in the first instance to the Examinations Coordinator examinations.coordinator@cslb.org.nz

Surveying graduates should forward their contact details to the Examinations Coordinator so that they can be kept abreast of developments in the assessment framework.

Correspondence on the rest of the Board's activities can continue to be directed to the Secretary of the Board secretary@cslb.org.nz

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