



Cadastral Surveyors  
Licensing Board of  
New Zealand

# APPLICANT USER GUIDES

Step-by-step instructions for using the LMS  
for competency assessment.

1 March 2025



# Table of Contents

<b>LMS Access.....</b>	<b>2</b>
Register and sign in.....	3
Personalising the dashboard.....	8
<b>Using the LMS .....</b>	<b>14</b>
Uploading documents.....	15
Tracking progress .....	22
Registering for events.....	28



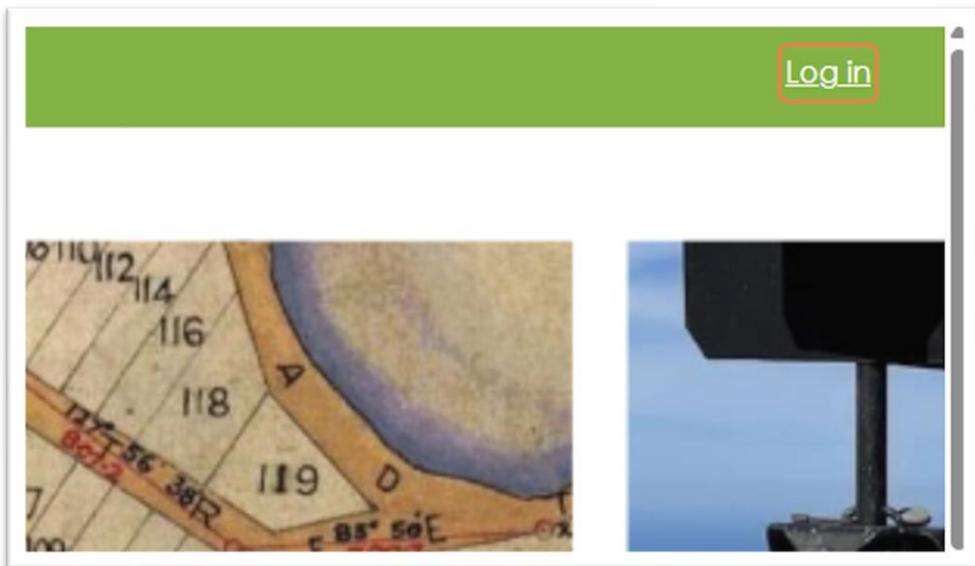
# LMS Access

- Registering and signing in
- Personalising the dashboard

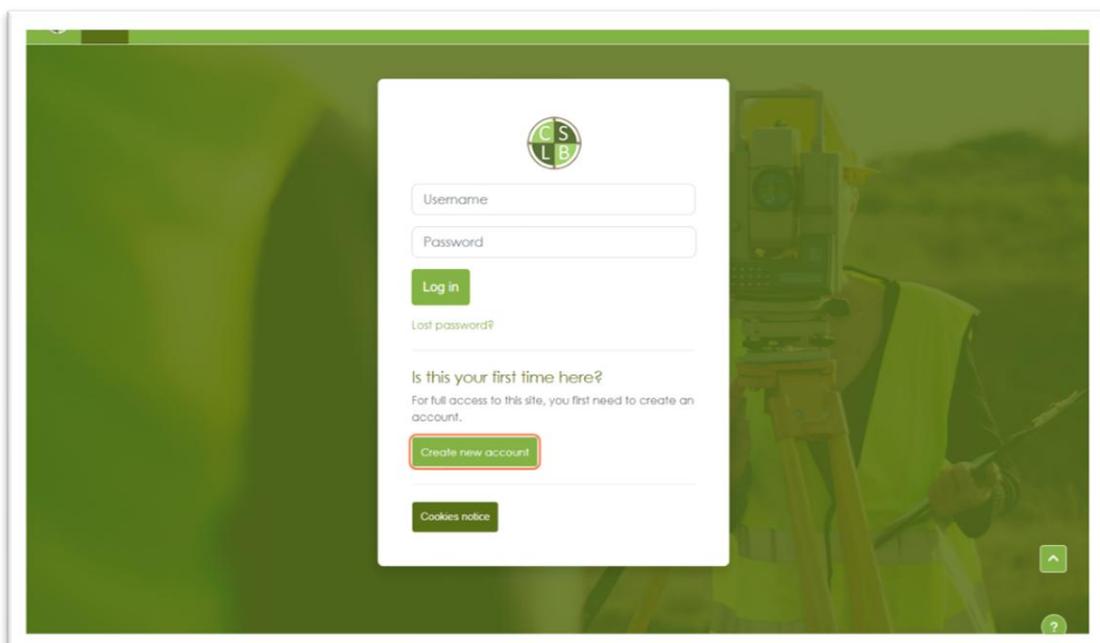


## REGISTER AND SIGN IN

### 1. Click on **Log in**



### 2. Click on **Create new account**





3. Enter a **Username**. This can be your email address.

**New account**

Username !

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #

Password !

4. Enter a **Password**.

Username !

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #

Password !

Email address !

Email (again) !



## 5. Enter your **Email address**

The password must have at least 6 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #

Password 

Email address 

Email (again) 

First name 

## 6. Enter your **Email address** again

Password 

Email address 

Email (again) 

First name 

Last name 



7. Enter your **First name** and **Last name**

Email (again) !

First name !

Last name !

City/town

Country

8. Click on **Create my new account**

Last name !

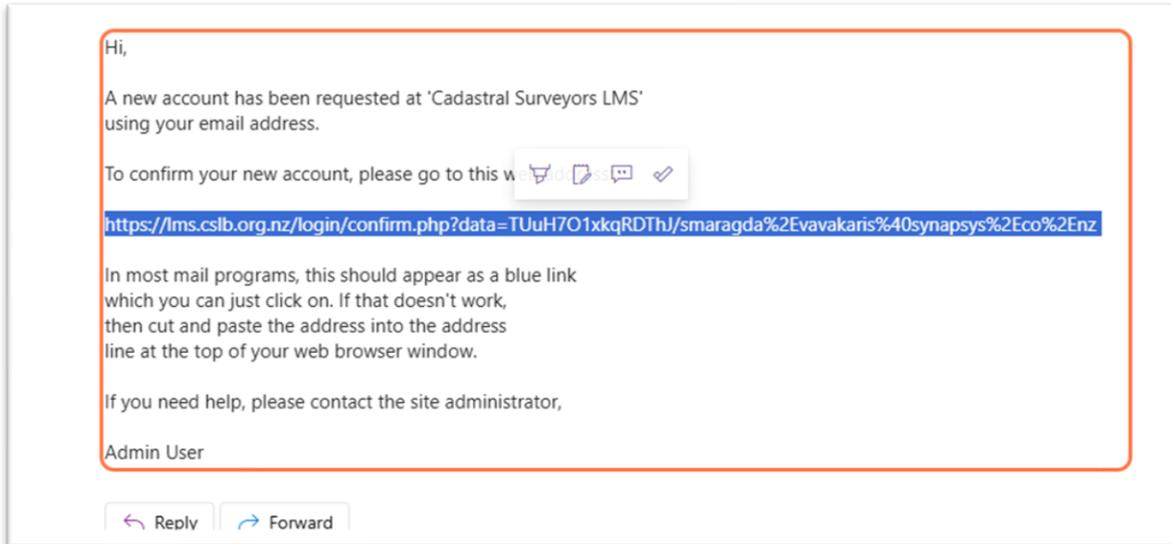
City/town

Country

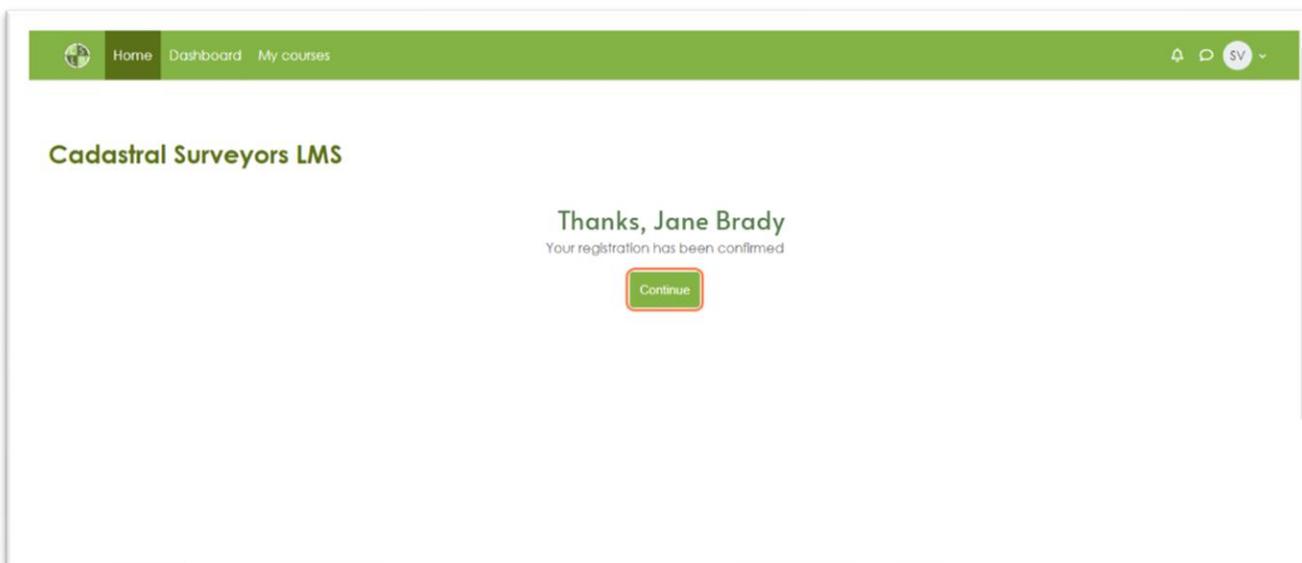
! Required



9. A confirmation email will be sent to you. Copy and go to the link.



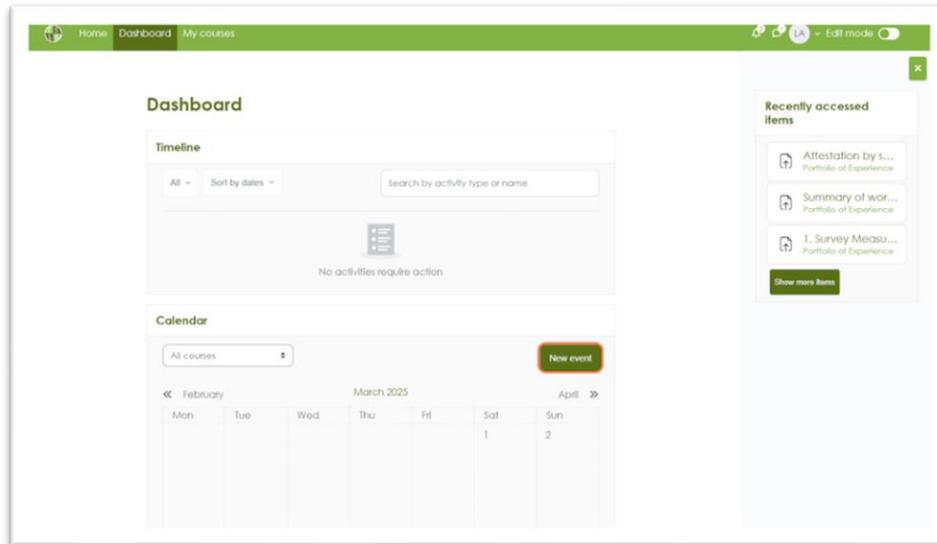
10. The link takes you to this page. Click on **Continue**



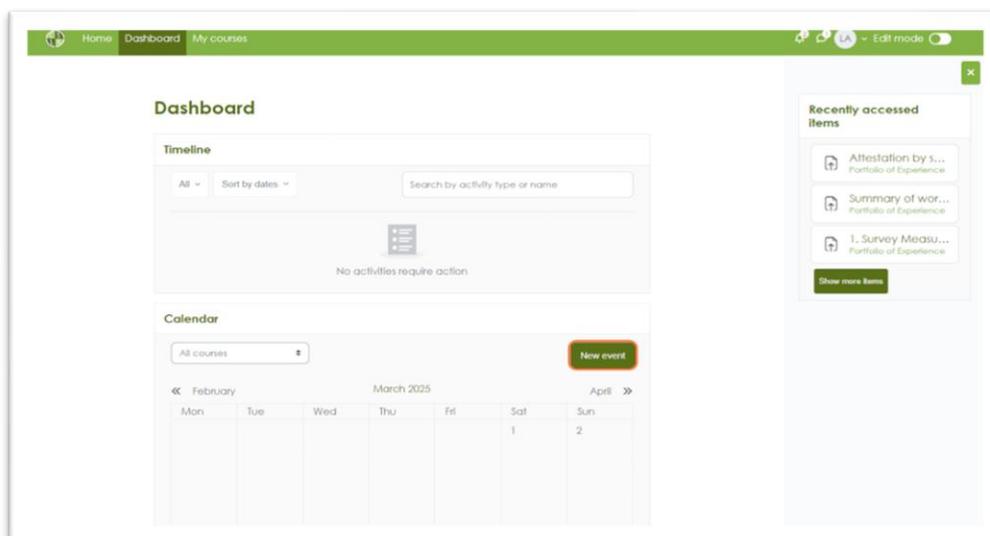


## PERSONALISING THE DASHBOARD

1. The **Dashboard** is unique to every user. You can customise it or reset it back to default. The dashboard has an overview of activity and event dates.



2. Click on **New event**. An event you create appears only in your calendar. You will receive an email notification about it.





### 3. Type the **Event title**

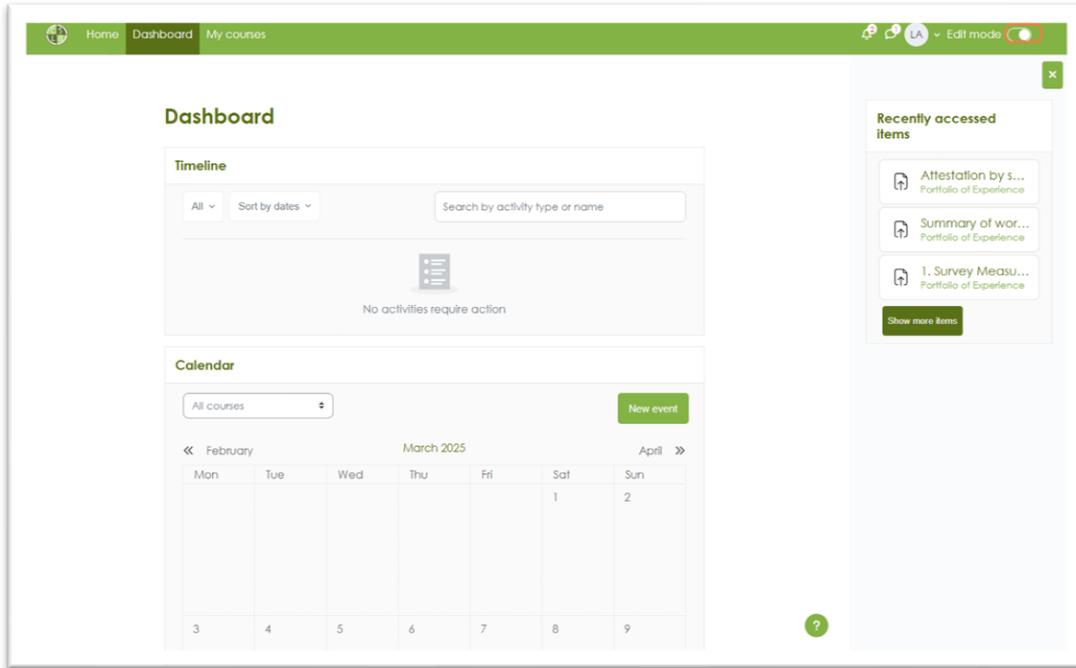
The screenshot shows a 'New event' modal window. The 'Event title' field is highlighted with a red box and contains the text 'Event reminder'. A red exclamation mark icon is visible to the left of the field. The 'Date' field is set to 28 March 2025, 15:37. Below the date field is a 'Show more...' link. At the bottom right of the modal is a green 'Save' button. A red exclamation mark icon and the word 'Required' are visible next to the 'by' field. The background shows a grey area with the text 'No activities require action'.

### 4. Click on **Show more**. Add any additional information.

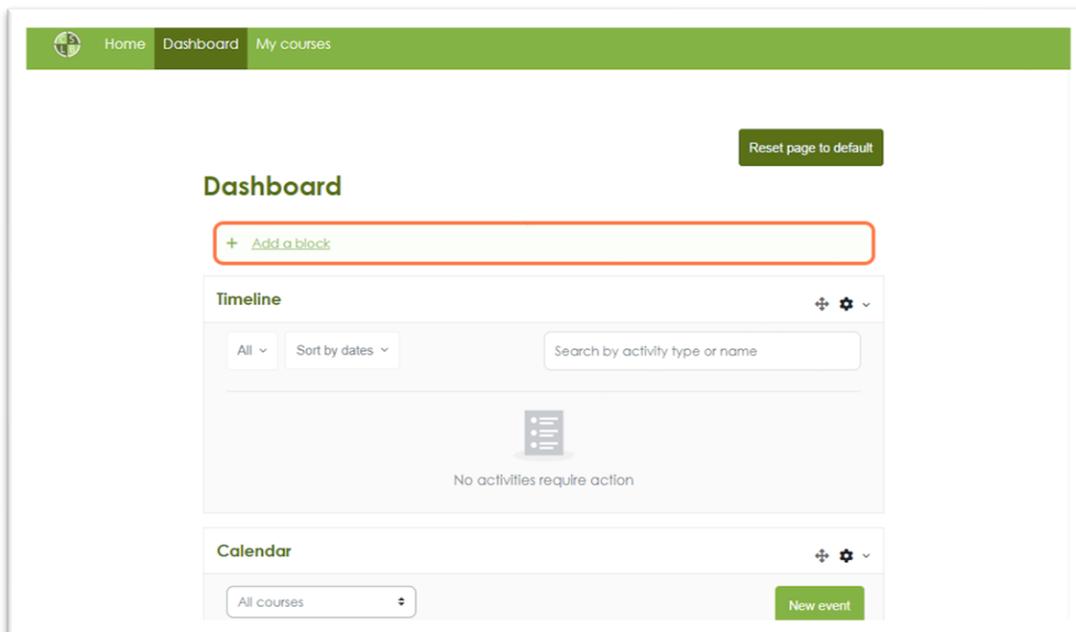
The screenshot shows the 'New event' form with the 'Show more...' link expanded. The 'Description' field is highlighted with a red box and contains the text 'Reminder to prepare for the interview'. The 'Event title' field is 'Event reminder' and the 'Date' field is 28 March 2025, 15:37. The 'Description' field has a rich text editor toolbar above it with icons for bold, italic, list, link, unlink, image, video, audio, and other media. The 'Location' field is empty. The 'Duration' field has three options: 'Without duration' (selected), 'Until', and 'Duration in minutes'. The 'Until' option has a date field set to 28 March 2025, 15:37. A 'Recent items' sidebar is visible on the right side of the form.



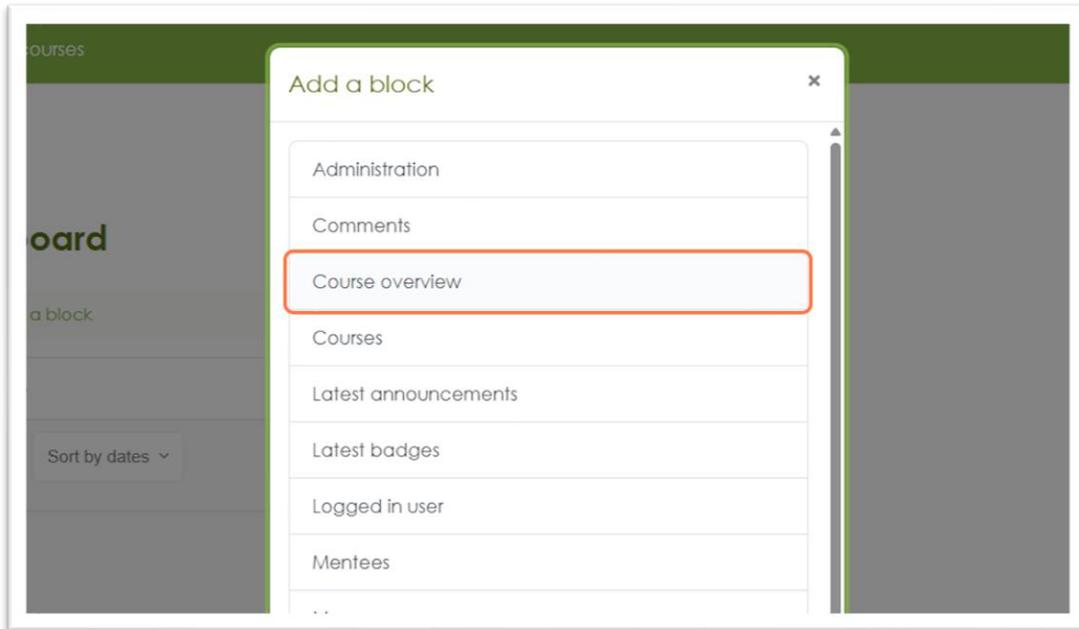
## 5. Turn on **Edit mode**



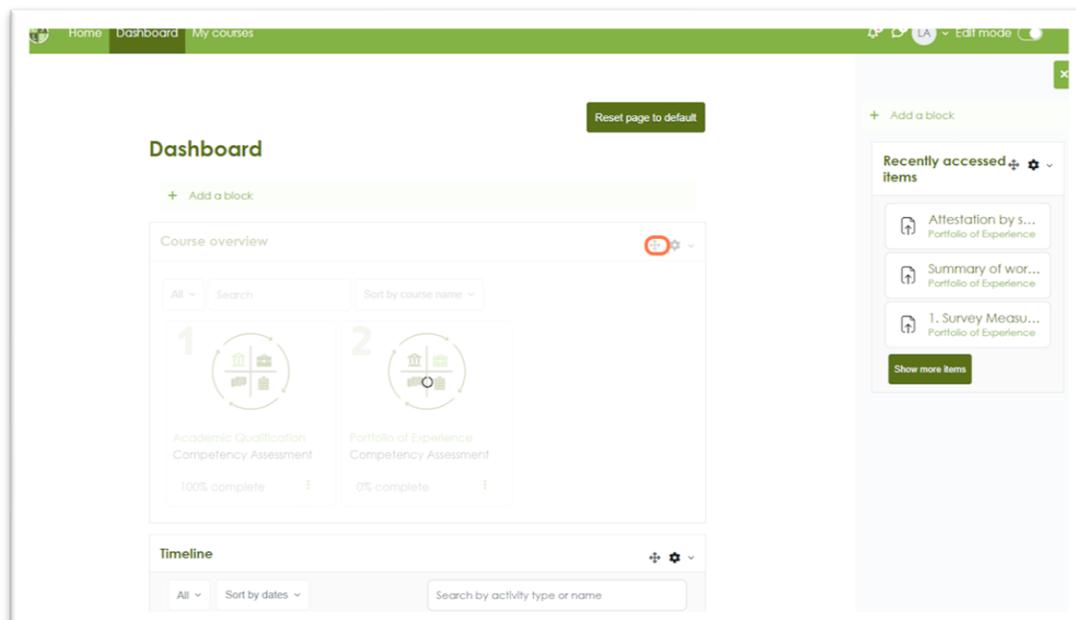
## 6. You can now customise your dashboard by adding blocks. Click on **Add a block**



7. Add the **Course overview** block. It will list all courses (stages) you are enrolled in



8. You can drag it the top using the crosshair when **Edit mode** is on





9. In the **Course overview** block use the filter to choose the courses (stages) you want to view

**Course overview**

All ▾ Search Sort by course name ▾

**1**

**2**

Academic Qualification  
Competency Assessment

Portfolio of Experience  
Competency Assessment

100% complete ⋮

0% complete ⋮

10. You can also add blocks to the block drawer. Click < to open the block drawer.

Home Dashboard My courses

Dashboard

Timeline

All ▾ Sort by dates ▾ Search by activity type or name

No activities require action

Calendar

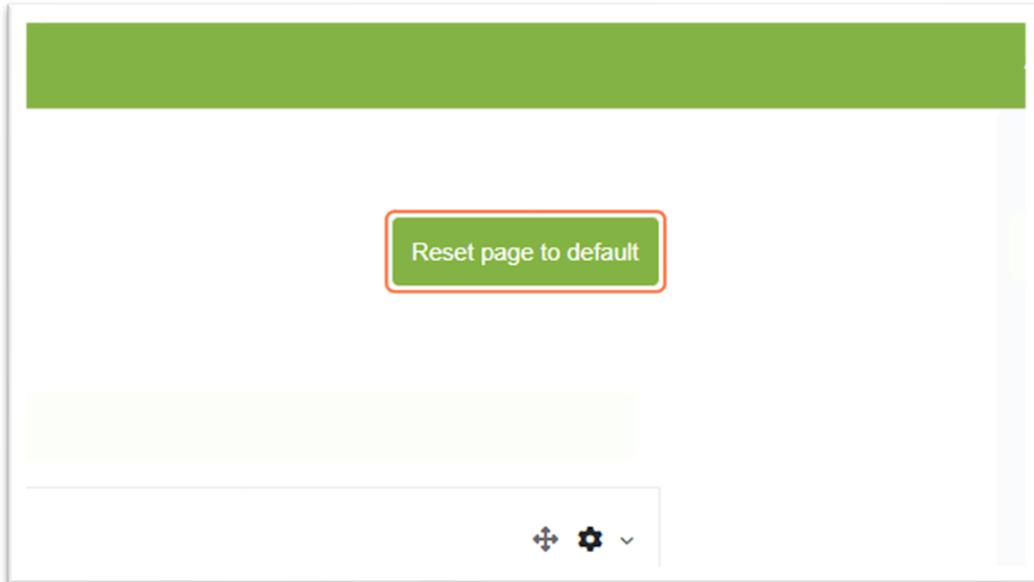
All courses ▾ New event

« February March 2025 April »

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9



11. Click **Reset page to default** anytime to reset the dashboard to its initial state. This will not remove events from your calendar.





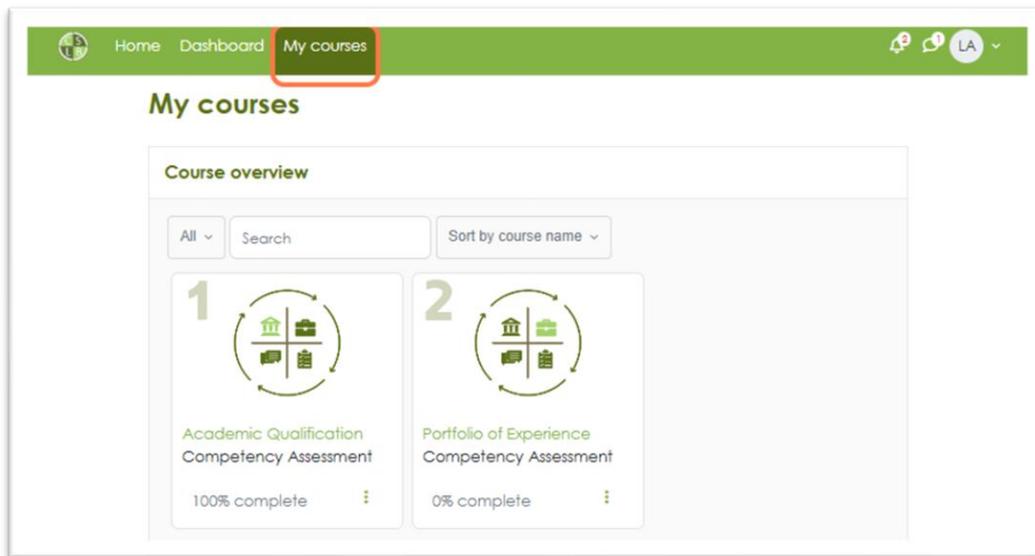
# Using the LMS

- Uploading documents
- Tracking progress
- Registering for events

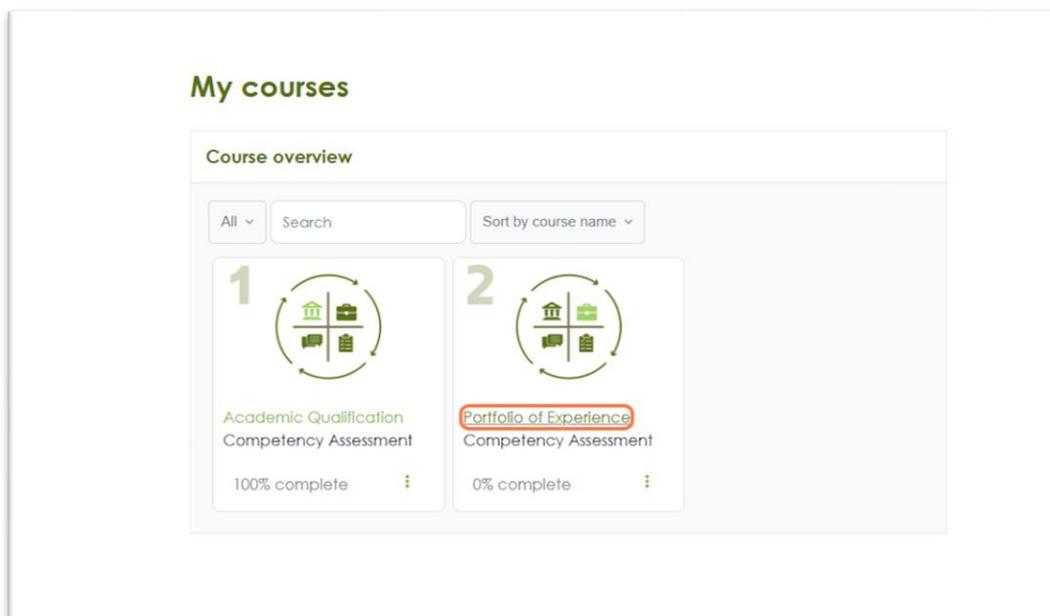


## UPLOADING DOCUMENTS

### 1. Click on **My courses**



### 2. Click on the course (stage) name





### 3. Select where you are going to upload the document

• Attestation by supervising LCS in the required form  
• Schedule of accumulated pre-graduate experience in the required form  
• Copy of advice from Board approving pre-graduate experience, including start and end dates and total accumulated time involved.

- Portfolio of Experience - Work Experience and Attestation by supervising LCS .docx  
Download the Work Experience requirements here.
- Schedule of Accumulated Experience Template .PDF  
Use this template to provide a summary of your accumulated experience.
- Brief CV Template .PDF  
Use this template to provide a brief CV.
- Summary of work experience** To do ▾  
Upload your Work Experience here.
- Attestation by supervising LCS To do ▾  
Upload your Attestation here.

### 4. Click on Add submission

**Summary of work experience**

**To do:** Make a submission   **To do:** Receive a grade   **To do:** Receive a passing grade

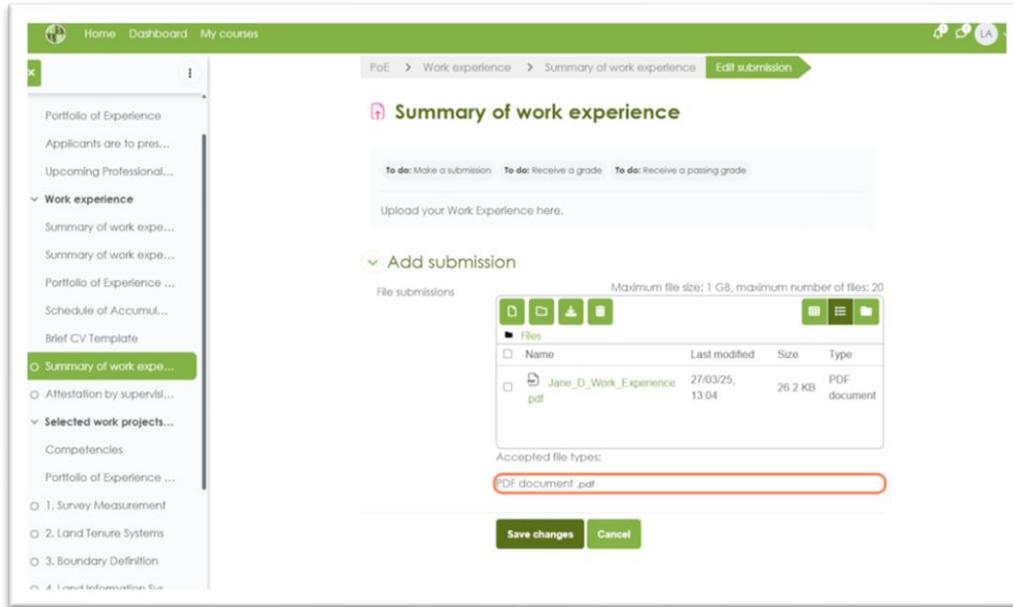
Upload your Work Experience here.

**Add submission**

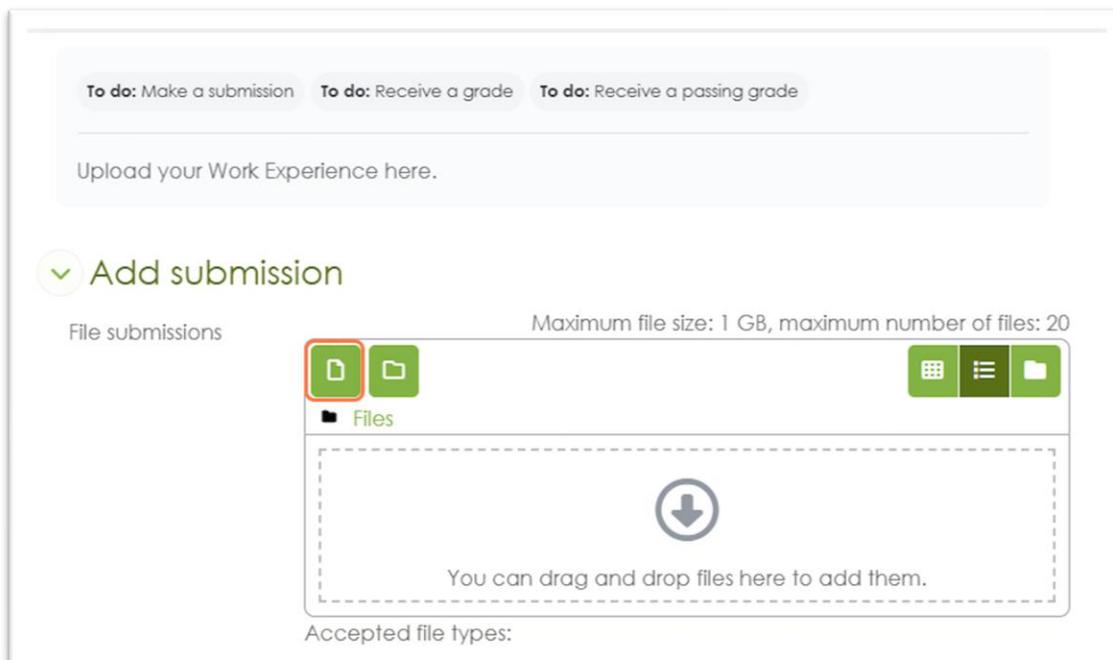
**Submission status**

<b>Attempt number</b>	This is attempt 1.
<b>Submission status</b>	No submissions have been made yet
<b>Grading status</b>	Not yet marked
<b>Last modified</b>	-
<b>Submission comments</b>	

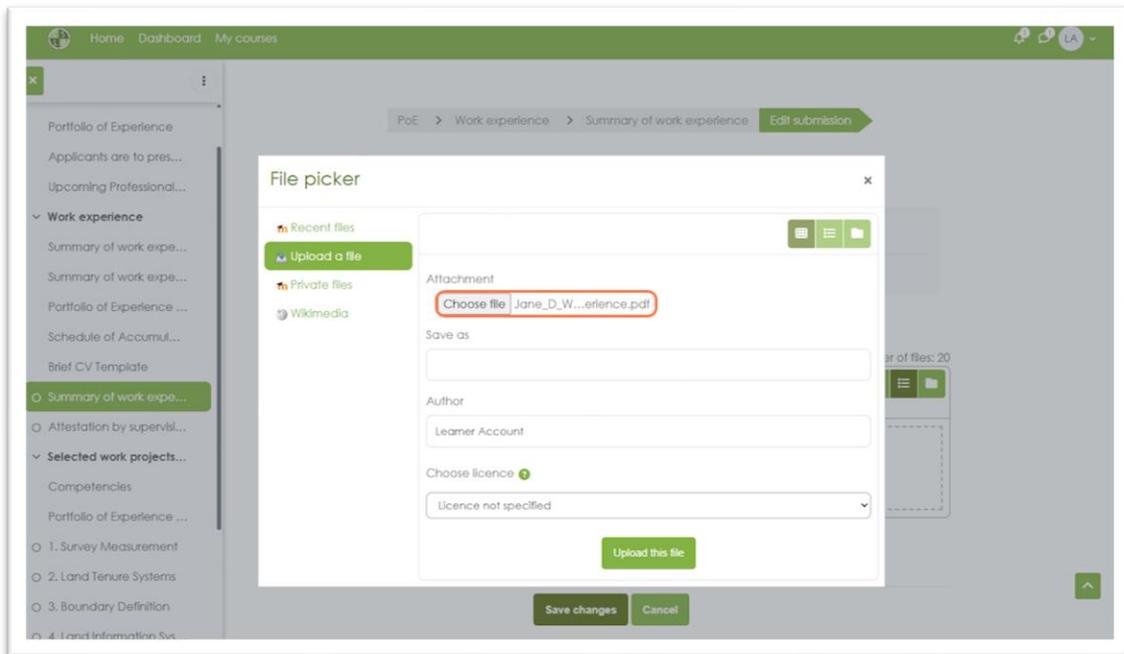
5. Note the required document format (pdf).



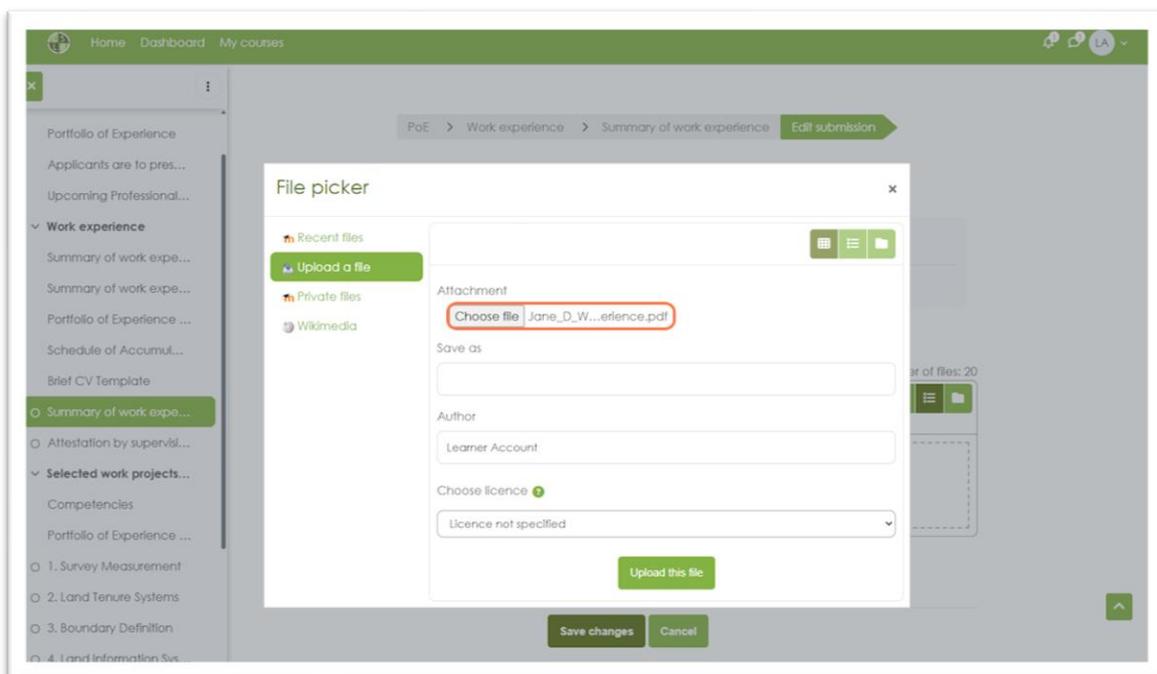
6. Click on the  (Add) button



## 7. Select the file from your device

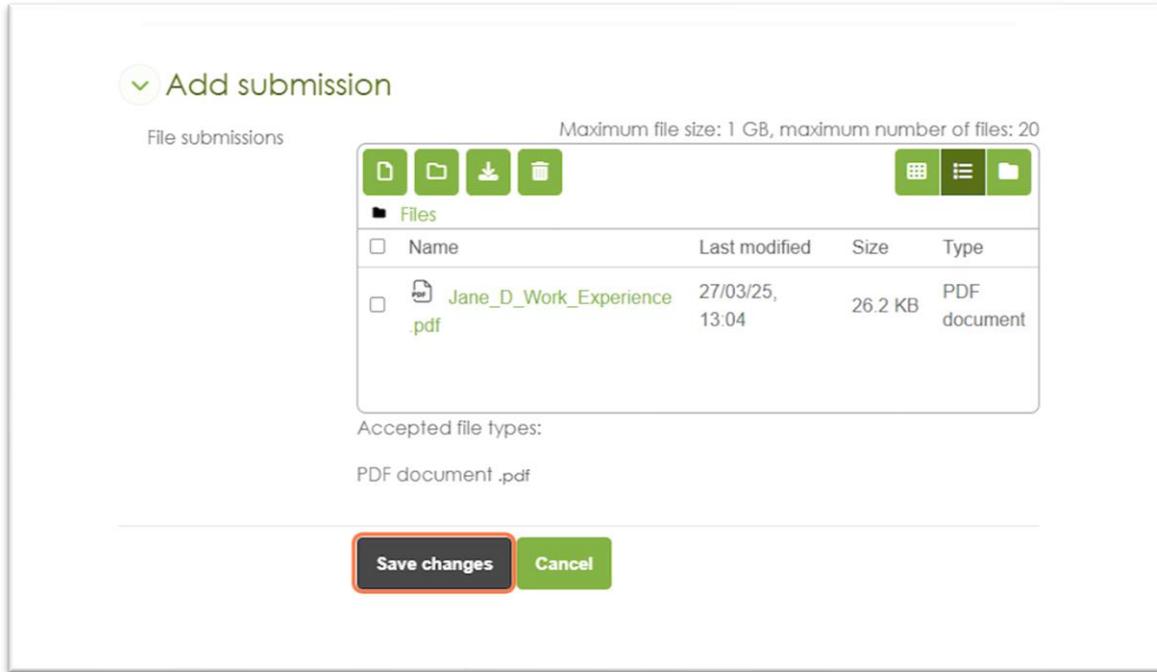


## 8. Click on **Upload this file**

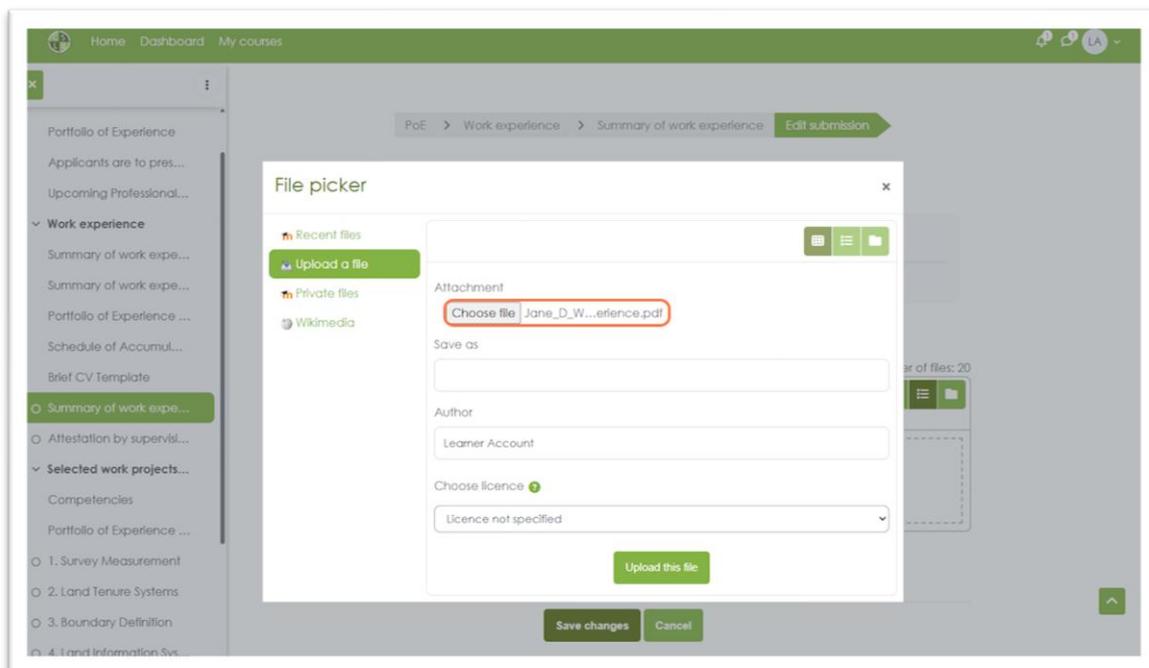




9. Upload more documents following the same steps or click on **Save changes** to continue



10. Click on **Upload this file**





11. Check **This submission is my own work, except where I have acknowledged the use of the works of other people.** Then click on **Continue.**

Home Dashboard My courses

PoE > Work experience > Summary of work experience Confirm submission

### Summary of work experience

To do: Make a submission To do: Receive a grade To do: Receive a passing grade

Upload your Work Experience here.

#### Confirm submission

This submission is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue Cancel

Required

12. Click on Continue. If prompted, click on **Submit.**

Home Dashboard My courses

PoE > Work experience > Summary of work experience Confirm submission

### Summary of work experience

To do: Make a submission To do: Receive a grade To do: Receive a passing grade

Upload your Work Experience here.

#### Confirm submission

This submission is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue Cancel

Required



13. View the Submission status. You will receive an email confirmation of your submission and an email notification when your assessor has reviewed it.

PoE > Work experience Summary of work experience

### Summary of work experience

✓ Done: Make a submission To do: Receive a grade To do: Receive a passing grade

Upload your Work Experience here.

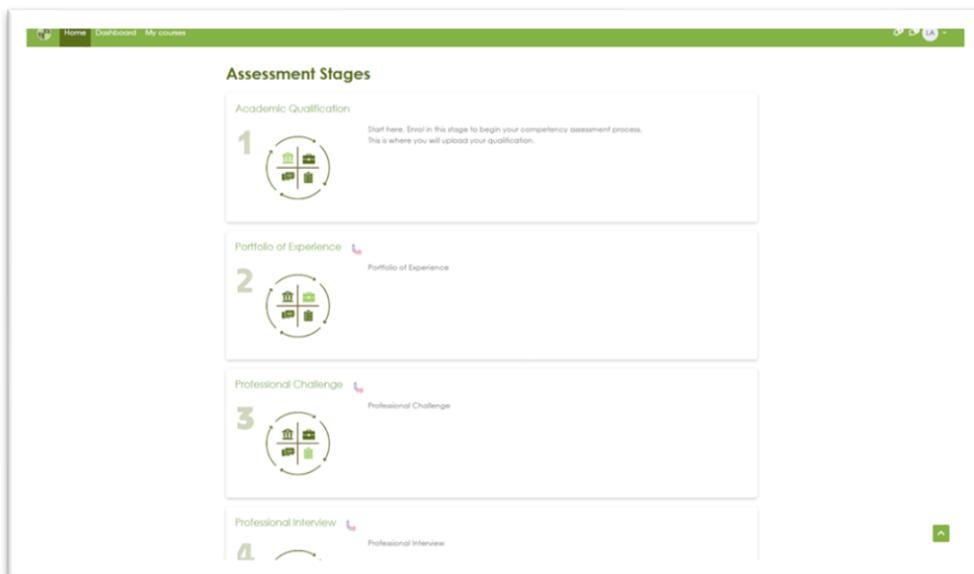
#### Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not yet marked
Last modified	Thursday, 27 March 2025, 1:05 PM
File submissions	Jane_D_Work_Experience.pdf 27 March 2025, 1:04 PM
Submission comments	▶ Comments (0)

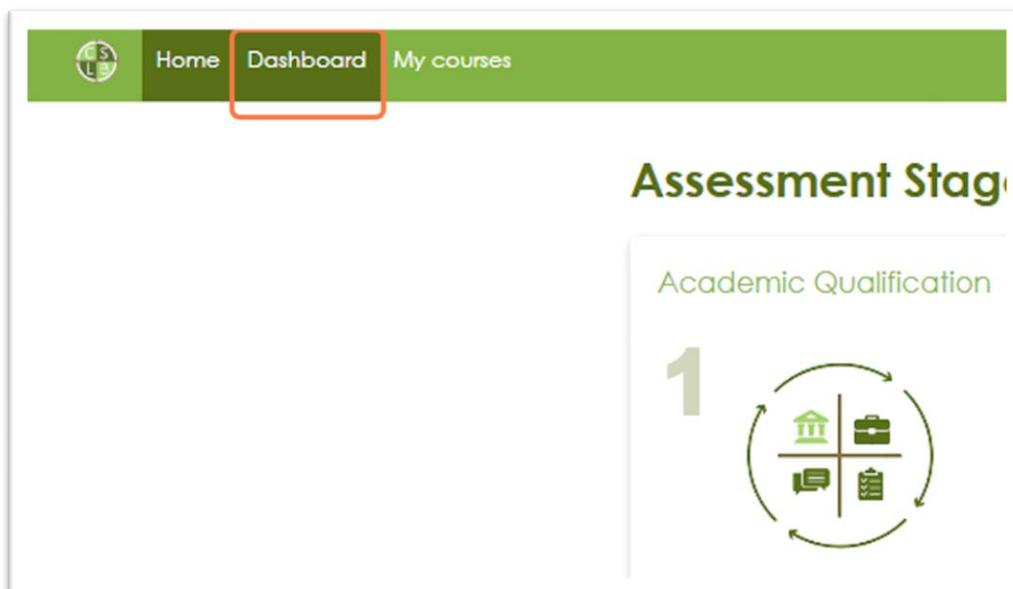


## TRACKING PROGRESS

1. There are 4 courses (stages) in the Competency Assessment Framework. Once you have completed a course (stage), you are automatically enrolled in the next one.

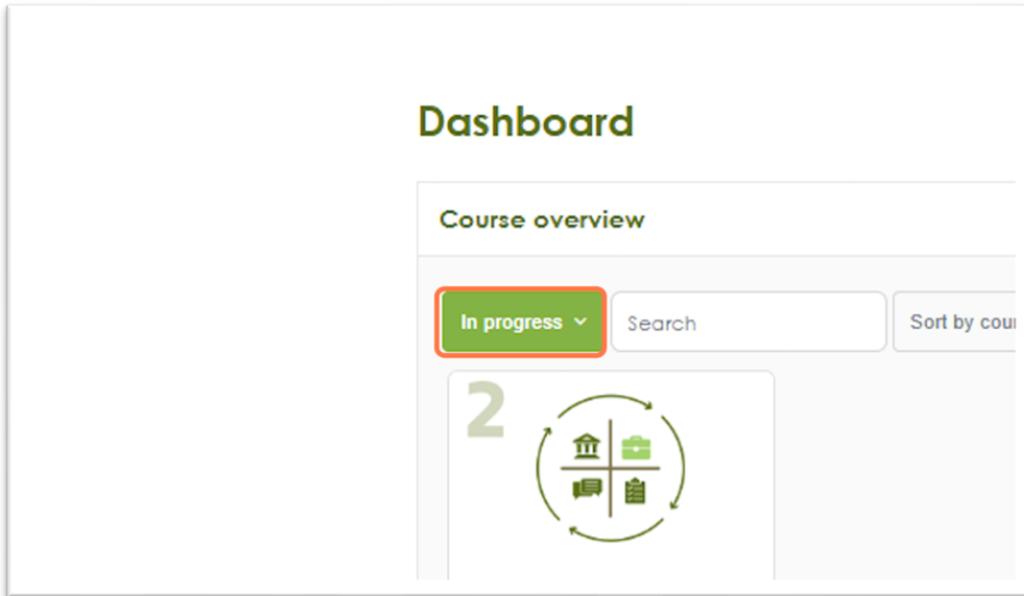


2. Click on **Dashboard**. The dashboard lists all courses (stages) you have completed and are currently completing.

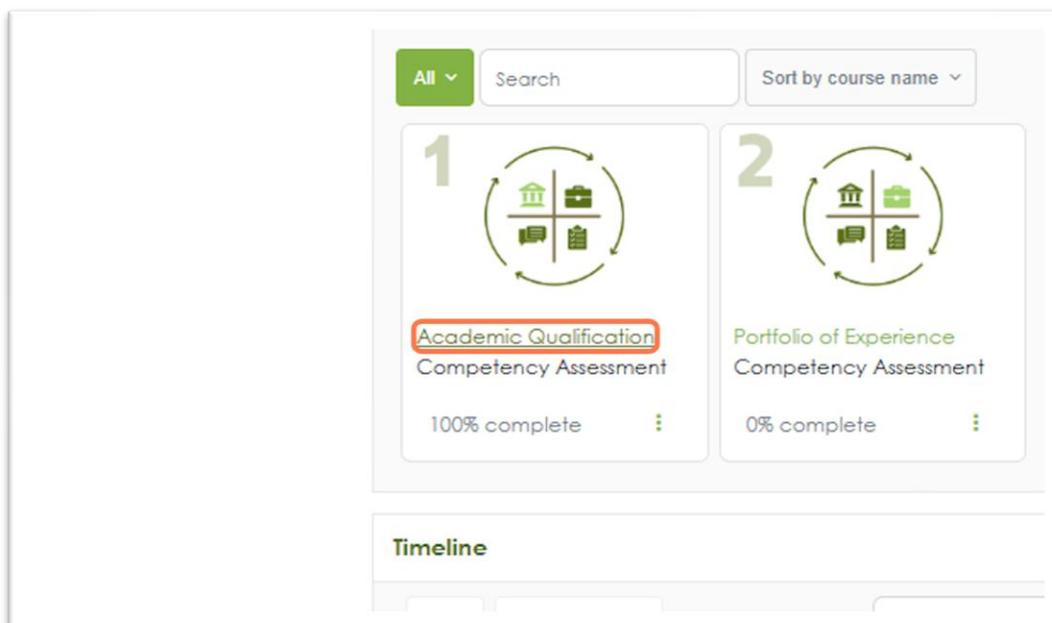




3. Click on **In progress** to view the current course (stage) you are working on



4. Click on the course (stage) name to view your progress





5. The **Course completion block** lists the requirements for each course (stage). For example, in Stage 1, you must complete one of three activities.

Course completion status

Status: Complete

Any criteria below are required:

Required criteria	Status
Activity completion	1 of 3

[More details](#)

6. Click on **Dashboard** to view progress in another course (stage)

Home **Dashboard** My courses

Academic Qualification

Course Grades More

Announcements

Academic Qualification

Congratulations! You ha...

Academic qualification...

Compliant New Zealand...

Compliant New Zealan...



7. Click on the course (stage) name

The screenshot shows a user interface for selecting a course. At the top, there are filters: 'All' (dropdown), a search bar, and 'Sort by course name' (dropdown). Below are two course cards. The first card, labeled '1', is 'Academic Qualification Competency Assessment' with a '100% complete' status and a vertical ellipsis menu. The second card, labeled '2', is 'Portfolio of Experience Competency Assessment' with a '0% complete' status and a vertical ellipsis menu. The text 'Portfolio of Experience' in the second card is highlighted with a red rectangular box. Below the cards is a 'Timeline' section.

8. In the Course completion status block, click on **More details**

The screenshot displays the 'Portfolio of Experience' course details. The main content area includes a title 'Portfolio of Experience', a description: 'Applicants are to present a portfolio of work that demonstrates they have achieved the appropriate level of proficiency in each of the applicable competencies. The portfolio must directly indicate how the work completed addresses the competency requirements.', and 'Upcoming Professional Challenge Dates' with dates: '01 Mar 2025 Wellington' and '01 June 2025 Auckland'. A note states: 'You will have an opportunity to express interest for a date in the Professional Challenge stage.' On the right, a 'Course completion status' sidebar shows 'Status: Not yet started', 'All criteria below are required.', and a table with 'Required criteria' and 'Status' columns. The table shows 'Actively completion' with a value of '0 of 10'. A red 'More details' button is located below the table. At the bottom right, there is an 'Overall progress' indicator showing 0%.



9. Review the list of requirements

Criteria group	Criteria	Requirement	Status	Complete	Completion date
Activity completion (all required)	Summary of work experience	Achieving grade, Achieving passing grade	No	-	-
	Attestation by supervising LCS	Achieving grade, Achieving passing grade	No	-	-
	1. Survey Measurement	Achieving grade, Achieving passing grade	No	-	-
	2. Land Tenure Systems	Achieving grade, Achieving passing grade	No	-	-
	3. Boundary Definition	Achieving grade, Achieving passing grade	No	-	-
	4. Land Information Systems	Achieving grade, Achieving passing grade	No	-	-
	5. Statutory Planning Process	Achieving grade, Achieving passing grade	No	-	-
	6. Land Development Engineering Principles	Achieving grade, Achieving passing grade	No	-	-
7. Professional Conduct	Achieving grade, Achieving passing grade	No	-	-	
Applicant Attestation	Achieving grade, Achieving passing grade	No	-	-	

10. Click on **Summary of work experience** or any other activity to complete it

**Portfolio of Experience: Completion progress details**

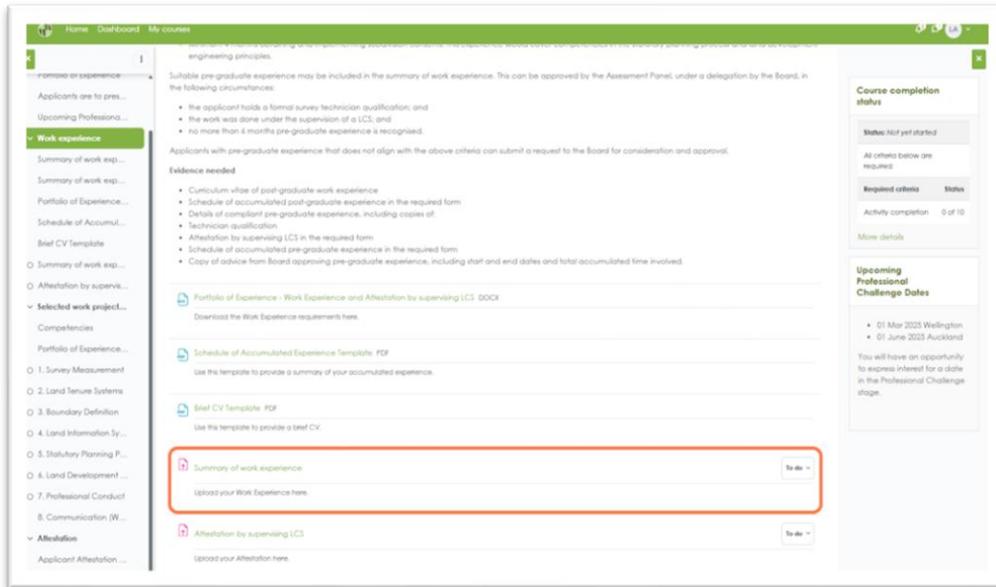
Course Grades

Status Not yet started

Required All criteria below are required

Criteria group	Criteria
Activity completion (all required)	<b>Summary of work experience</b>
	Attestation by supervising LCS
	1. Survey Measurement
	2. Land Tenure Systems
	3. Boundary Definition
	4. Land Information Systems
	5. Statutory Planning Process
	6. Land Development Engineering Principles
7. Professional Conduct	

11. Alternatively, you can view the completion requirements for each activity on the course (stage) main page.



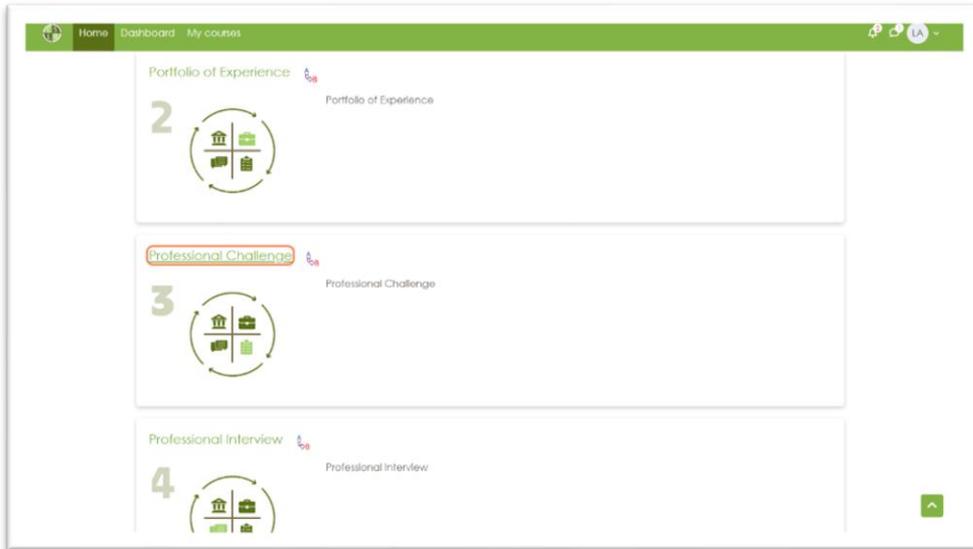
12. Click on **To do** to view the activity requirements





## REGISTERING FOR EVENTS

1. Click on **Professional Challenge** or **Professional Interview**



2. Click on the event name





### 3. Click on **Sign-up**

Professional Challenge > Challenge > Prof Challenge Booking - Wellington

## Prof Challenge Booking - Wellington

All sessions in Prof Challenge Booking - Wellington

### Upcoming sessions

Date	Time	Seats available	Status	Options
17 August 2025	8:00 AM - 4:00 PM	10	Booking open	<a href="#">Sign-up</a>
17 December 2025	8:00 AM - 5:00 PM			

### 5. Your event is booked

Home **Dashboard** My courses

Professional Challenge > Challenge > Prof Challenge Booking - Wellington

## Prof Challenge Booking - Wellington

Your booking has been completed.  
You should immediately receive a confirmation email.

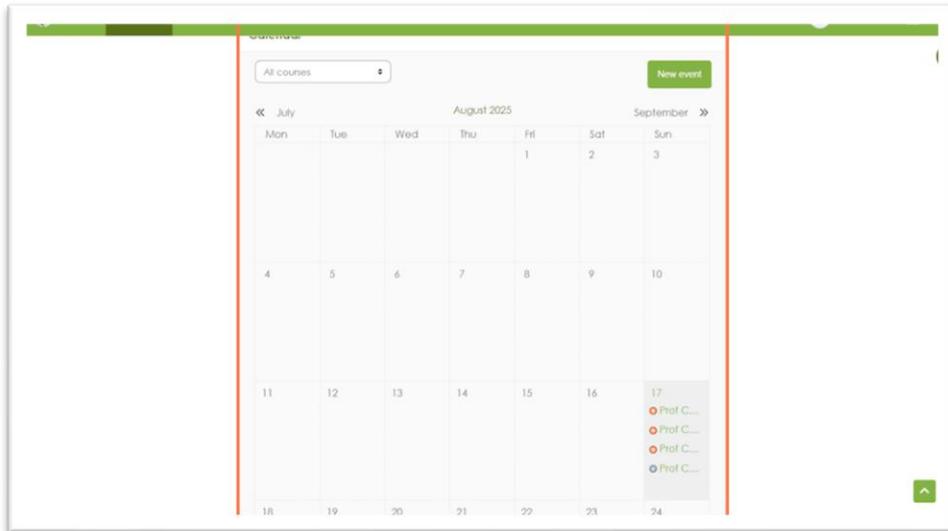
### All sessions in Prof Challenge Booking - Wellington

#### Upcoming sessions

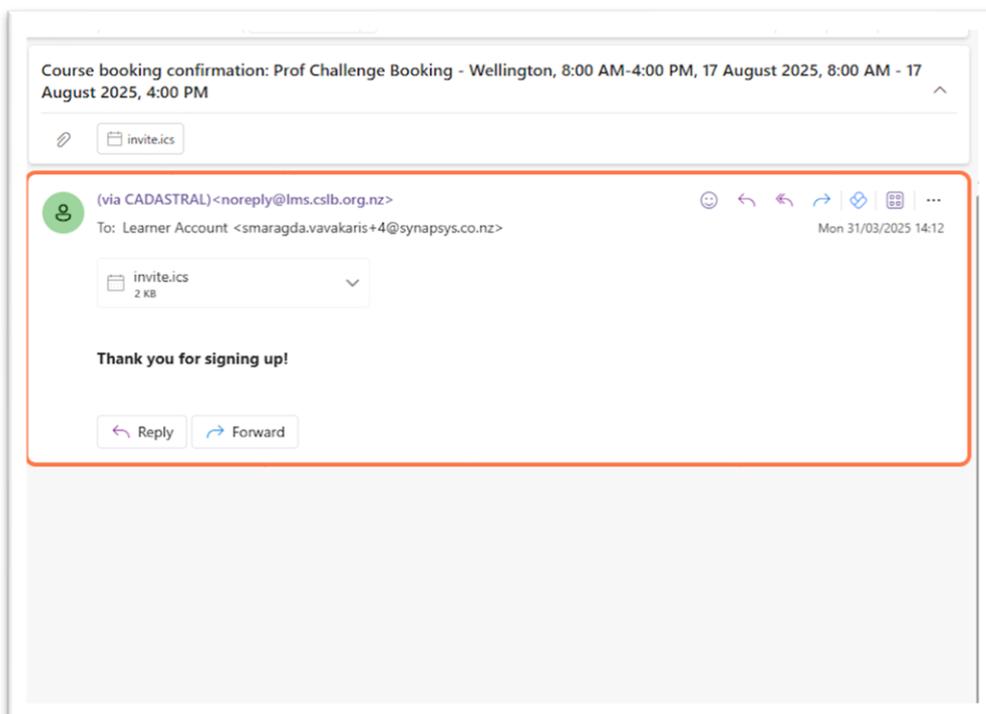
Date	Time	Seats available	Status	Options
17 August 2025	8:00 AM - 4:00 PM		Booked	<a href="#">More info</a>
17 December 2025	8:00 AM - 5:00 PM			<a href="#">Cancel booking</a>



6. You can see the event on your calendar in the **Dashboard**.



7. You will receive an email confirmation and .ics file if you have selected this.





Cadastral Surveyors  
Licensing Board of  
New Zealand

