# SCHEDULE OF PRACTICAL EXPERIENCE

This form must be completed to meet the practical experience requirements of the Portfolio of Experience, which is part of the competency assessment framework for an initial licence to undertake cadastral surveys. Refer to the CSLB Competency Assessment Guideline for more details. Please start a fresh schedule for each place of employment and for pre- or post-graduation experience.

The post-graduation period starts on the date that the applicable university declares that the requirements of the degree, or any subsequent qualifications required by the Board, have been completed. This date is shown on the university transcript and is not necessarily the date of the graduation ceremony.

The practical experience timeframes recorded shall be calculated at a rate of 40 hours or 5 days per week and 4 weeks per month.

**Types of experience – minimum requirements:**

|  |  |
| --- | --- |
| **Overall surveying experience:** This is the total surveying experience gained across all the competency areas (both office and field). | Min. **24 months** |
| **Cadastral surveying experience (CS):** This involves the subdivision of land and boundary definition surveys. | Min. **12 months** |
| **Obtaining and implementing subdivision consents experience (SC):** This experience covers competencies in both the statutory planning process and land development engineering principles. | Min. **4 months** |

The schedule includes identifying whether the projects were undertaken in an urban or rural context, which is helpful information for the assessors. Each project should also be broken down by the time spent in the office and the field, with the sum being the total time spent on the project.

If the whole or part of the project included experience in cadastral surveying (CS) and/or subdivision consents (SC), then these times should be recorded in the two right-hand columns. The time shown for cadastral surveying (CS) or subdivision consents (SC) be a mixture of both field and office time, but this does not need to be separately identified. These times do not add to the total time recorded. Some projects may not have any time spent on cadastral surveying (SC) or subdivision consents (SC).

Times can be recorded throughout the schedule to the nearest half day or tenth of a month.

| **Applicant name:** [Applicant Name] | **Date qualification completed:** [DD/MM/YYYY] |
| --- | --- |
| Schedule of practical experience (tick one) | [ ]  Post-graduation | [ ]  Pre-graduation |
| **Name of employer:** [Type here] | **Location:** [Type here] |
| **Start date:** [MM/YYYY] | **Finish date:** [MM/YYYY] | **Total time:** [MM] months |
| Date Start - Finish | Project name, location | Project description, your role | Urban (U) or Rural (R) | Type of experience (days) |
| Office | Field | CS | SC |
| [MM/YY MM/YY] | [e.g. Smith, Jones St] | [e.g. 2 lot subdivision, consent application, LT survey, services design, subdivision clearances] | [U or R] | [DD] | [DD] | [DD] | [DD] |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total experience (days) | [DD] | [DD] | [DD] |
| Total experience – days divided by 5 divided by 4 (months) | [MM] | [MM] | [MM] |

Add extra rows as necessary. Transfer totals in the final row to the summary table at the end of this document.

|  |  |
| --- | --- |
|  |  |

## Summary of total practical experience gained (months)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Overall surveying (office + field):  | [MM] | Cadastral surveying (CS):  | [MM] | Obtaining/implementing subdivision consents (SC):  | [MM] |

## Applicant attestation: I hereby attest that all the above information is true and accurate.

|  |  |
| --- | --- |
| Signature of applicant: | Date: [DD/MM/YYYY] |