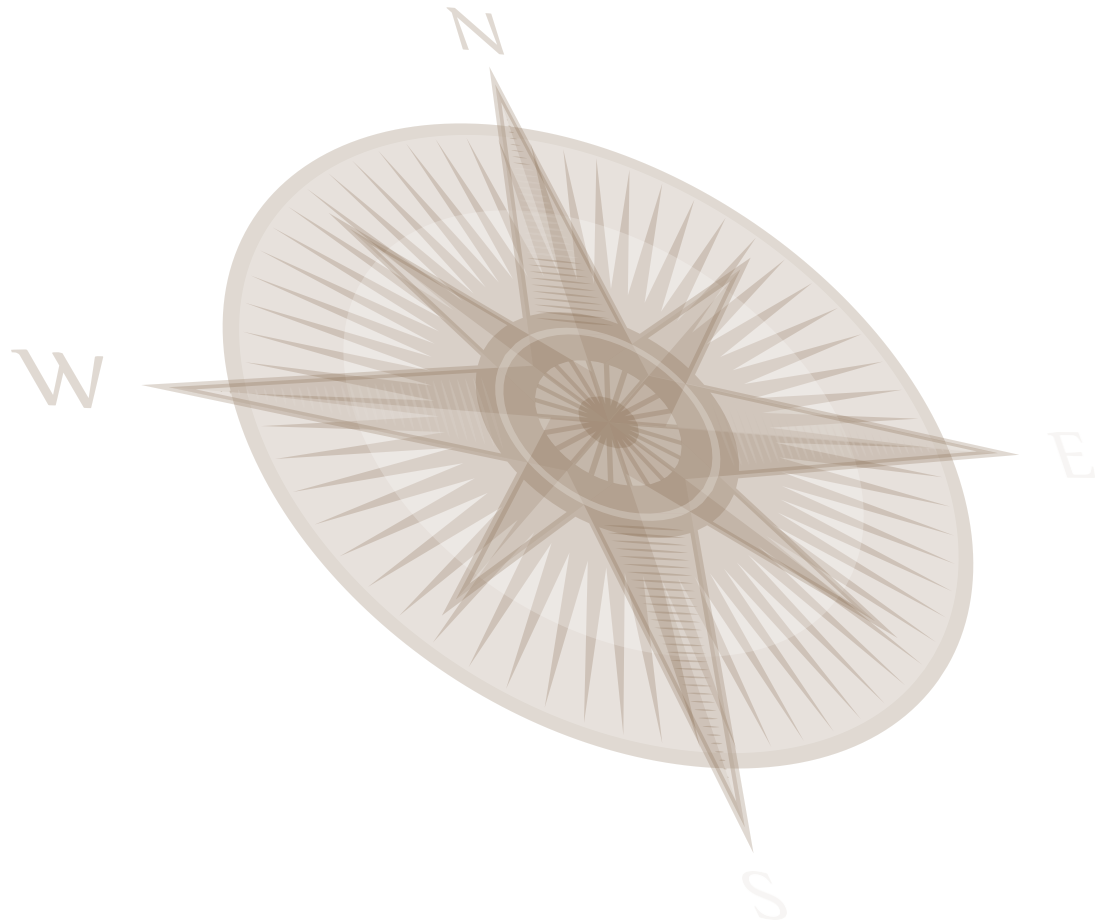


CONTINUING PROFESSIONAL DEVELOPMENT POLICY

Revision: 0.0
Surveyors Board of South Australia
June 2024



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Definitions

Surveyor – Licensed Surveyor, Registered Surveyor or Registered Surveying Graduate

Licensed Surveyor - as defined in the Survey Act 1992

Registered Surveyor - as defined in the Survey Act 1992

Registered Surveying Graduate – as defined in the SBSA Standing Operating Procedures

Introduction

The Institution of Surveyors, South Australia (ISASA) is required to promote and maintain high standards of competence and conduct in surveying practice in accordance with the Survey Act 1992. The Surveyors Board of South Australia (SBSA) as the management body of ISASA is responsible for the oversight of Continuing Professional Development (CPD) as required under Section 26 of the Survey Act.

CPD is fundamental to how surveyors maintain, improve, and broaden their knowledge, expertise, and competence by staying up to date with developments in technology and legislation. This commitment to ongoing development is key to maintaining and strengthening the quality of the South Australia Cadastre and advance the standing of the profession in the community.

Policy Objective

The purpose of the policy is to outline the SBSA CPD requirements for surveyors and to provide clarity for approved SBSA CPD Providers in assessing and allocating SBSA CPD points.

The SBSA's CPD policy provides guidance to surveyors on the type and amount of CPD of a kind that will assist in enabling a surveyor to:

- Improve skills in surveying practice
- Engage in forums for the sharing of ideas between surveyors
- Retain and enhance workplace effectiveness
- Learn good leadership and communication skills to assist and mentor others
- Maintain the community's confidence in the profession and the Cadastre
- Successfully navigate career challenges

To Whom Does This Policy Apply?

This policy applies to:

- Licensed Surveyors
- Registered Surveyors
- Registered Surveying Graduates (RSGs)
- Organisations seeking to be accredited as approved SBSA CPD providers

Requirements for recording CPD activities

You must maintain a record of your CPD activities and evidence in support of those activities having been completed in accordance with [Table 1](#) (CPD reporting periods) and [Table 2](#) (Minimum CPD point requirements) for at least 3 years. Evidence can include attendance records, receipts, in house CPD records, and emails confirming registration.

Any application for renewal of Licensing, Registration or submission of a Professional Training Agreement (PTA) report must be accompanied by a declaration of CPD activities undertaken in the previous CPD cycle. The declaration is to be completed in the SBSA CPD template and is to include the CPD Codes defined in [Table 3](#) and [Table 4](#).

CPD completed in the period between submitting a licence or registration renewal and 30 June may be submitted as a supplementary CPD record sheet by the second Friday in July or these CPD points can be carried over to the following CPD cycle.

The Registrar on behalf of the SBSA may at any time require a surveyor to verify within 21 days whether these Rules have been complied with by providing any records required to be kept by the surveyor under these Rules.

Audit of CPD Records and non-compliance

The SBSA may conduct audits of a surveyor's CPD Register declaration and compliance with the SBSA CPD Policy.

In undertaking an audit, the SBSA may require a surveyor to provide specific details of all or individual CPD activities undertaken.

Should an audit be rated unsatisfactory (insufficient CPD points in accordance with Table 3 requirements) the following actions will be taken:

- A Licensed or Registered Surveyor will be given 12 months to meet all the requirements of the policy and present the evidence at a second audit. Unless extenuating circumstances apply, failure to comply at the second audit will result in the non-renewal of their licence or registration until evidence of compliance is presented.
- A Registered Surveying Graduate will be required to achieve the additional CPD points required to meet the minimum requirements prior to the SBSA renewing their PTA or approving their final PTA report.

Right of Appeal

If a surveyor disputes the CPD audit and assessment process, the surveyor may apply in writing to the SBSA for a review of their CPD assessment. The surveyor should ensure all supporting evidence is provided to substantiate their claim. The SBSA's decision on the review will be final.

Mutual Recognition

Applicants whose Licensing is recognised in South Australia through mutual recognition may need to complete pro-rata CPD based on the date of their initial licensing. In such cases, the SBSA retains the discretion to specify the required topic and quantity of CPD points on an individual basis. Subsequently, typical CPD requirements apply for the annual renewal of their registration.

Surveyors gaining Licensing recognition through the *Mutual Recognition Amendment Act 2021* (deemed automatic registration) are not required to obtain CPD points in South Australia provided they continue to adhere to the conditions of registration in their state of original registration. However, surveyors operating as Licensed Surveyors in South Australia under AMR have a duty to become and remain familiar with cadastral survey practice in South Australia.

CPD exemptions

Surveyors can seek exemption from the SBSA CPD requirements in writing where extended breaks occur in their professional career for six months or more during a three-year period, for one of the following reasons:

- absence from work due to serious illness
- extended travel
- maternity / paternity leave
- career break including long service leave
- involuntary unemployment
- exceptional circumstances of hardship or difficulty in completing their required CPD
- exemptions will be applied proportionally to the time taken.

The exemption application will include a declaration signed by the surveyor outlining the grounds for requesting the exemption, including the duration of the requested exemption. The SBSA may exempt a surveyor in whole or in part from any requirement to undertake CPD activities imposed by these Rules. Any request for exemptions must be received one month prior to receipt of Licence renewal forms.

Employment on a part-time basis as a Licensed or Registered Surveyor does not serve as a justification for exemption from Continuing Professional Development (CPD) obligations.

Pro rata Calculations

Surveyors who become licensed or recommence their licence on or after the start of a CPD year must complete the required CPD for the year on a pro rata basis during the balance of the CPD year.

Newly Licensed surveyors can roll over any CPD activities undertaken as a RSG in the current CPD cycle.

Confidentiality

The SBSA, through the Registrar, will have access to the CPD records to enable the Surveyors Board to fulfil its requirements under the Survey Act 1992.

Confidentiality will be strictly maintained. An official record sheet is to be used to assist both the SBSA and Licensed or Registered Surveyors to keep accurate records.

Accreditation as an Approved SBSA CPD provider

Approved CPD Providers with the SBSA CPD Program are recognised for the high-quality activities and training they offer surveyors to help them meet their CPD requirements.

SBSA must approve an individual or organisation in writing as a provider of CPD activities (CPD provider) before the organisation can allocate SBSA CPD points to an event.

If an individual or organisation wishes to obtain accreditation as an approved SBSA CPD provider, contact the SBSA Registrar in writing outlining:

- How the organisation will help improve the professionalism and knowledge of ISASA surveyors.
- The people developing and delivering content have practical experience or academic qualifications in the subject matter.
- Provide details of types of CPD events and content that will be provided.
- Provide details of alternate access to content such as recordings, webinars and on-line learning opportunities.

Surveying businesses cannot be accredited as an approved SBSA CPD provider.

If SBSA are considering refusal of your application, we will write to your nominated primary contact to give you an opportunity to respond.

If your accreditation application is refused, we will advise your organisation in writing.

Any decision by the SBSA Board regarding refusal is final.

Approved CPD Providers will need to agree in writing to comply with the SBSA Continuing Professional Development Policy.

SBSA may conduct audits of a CPD Provider's allocation of CPD points against the Board's CPD policy and may alter a CPD Provider's ability to allocate CPD points without the requirement to consult with SBSA.

Approved CPD Providers are required to maintain a register of attendance of CPD events with proof of attendance and are required to supply the attendance register to the Registrar within 2 weeks after the event. The Registrar may request any attendance register be supplied to the SBSA and the register is to be supplied within two weeks of the request being made. Attendance registers will remain confidential and are only to be used by the Registrar to confirm attendance at events.

Assessment of CPD Points

The SBSA shall establish a CPD Committee of a minimum of 3 members. This committee shall meet from time to time to develop policy and review of CPD assessments undertaken by CPD Providers. In the event of a dispute in the assignment of CPD points the Board shall be the final arbiter.

The general rule allows for one point awarded for each hour attended for an approved CPD event with 0.5 points awarded for each hour of online content, recorded material, webinars and self-education (See approved CPD activities [Tables 3](#) and [4](#)).

All activities are to be rounded to the nearest 0.5 point increments. No time increment below 30 minutes will be considered.

CPD Events may attract split CPD points. Where only the portion of the event contains Cadastral Content and is allocated Cadastral Content Points (CCP), and the balance of the event is allocated as General Survey Practice Points (GSP).

CPD Providers can allocate CPD points, either GSP and/or CCP to their events based on the time allocated in the program for CPD content and promote it to their members and guests. CPD points are not to be allocated for time during breaks.

A CPD Provider may not assess the points of another CPD Provider or organisation.

CPD Providers are to provide to the Registrar in writing the program, time, CPD point allocations and attendance register for all events within 2 weeks after the event.

CPD Providers may write to the Registrar prior to an event, requesting confirmation from the SBSA for allocation of CCP where clarification is required for events or portions of events that do not appear to align with the Activity [Tables 3](#) and [4](#).

Organisations and surveying businesses that are not accredited as SBSA CPD Providers can apply in writing to the SBSA for recognition of events, programs or content for awarding CPD points. Requests are to be submitted 1 month prior to a response being required. The request will be assessed by the SBSA CPD Committee.

Table 1 - CPD reporting periods

Category	CPD Cycle	CPD Cycle Start	Reports to be submitted
Licensed Surveyor	1 year	1 July	With Licence Renewal
Registered Surveyor	1 Year	1 July	With Registration Renewal
Registered Surveying Graduate	6 months	Start of PTA reporting period	With each 6-month PTA report

Table 2 - Minimum CPD point requirements

Category	Minimum CPD points required in a CPD Cycle		Grounds for non-renewal
	CCP	Total	
Licensed Surveyor	6	15	1. Less than 30 total points in a 2-year period 2. Less than 12 CCP in a 2-year period
Registered Surveyor	N/A	15	Less than 30 total points in a 2-year period
Registered Surveying Graduate (cadastral major)	4	6	1. Less than 24 total points in a 2-year PTA period 2. Less than 16 CCP in a 2-year PTA period
Registered Surveying Graduate (non-cadastral major)	N/A	6	Less than 24 total points in a 2-year PTA period

Types of CPD Activities

CPD points fall into two categories, Cadastral Content Points (CCP) and General Surveying Practice (GSP) points, to be assessed using [Tables 3](#) and [4](#).

The SBSA encourages a formal structure for CPD points where there is a documented agenda, identified presenters and certification of the attendees and duration of an event.

Online training, webinars and recorded material must include proof of attendance and ensure full audience participation for the duration of training or at least an assessment that participants have successfully acquired the relevant knowledge/skills.

CPD activities are to be conducted by persons who are qualified by practical or academic experience in the subject covered. The CPD content is to extend the surveyor's knowledge and skills in areas that are relevant to their practical needs or professional development.

The preparation and/or presentation by a surveyor of written or oral material for a CPD event attracting CPD points are allocated an additional 2 CPD points per presentation either CCP or GSP, depending on the level of cadastral content in the presentation. The additional CPD points awarded is to reflect the work undertaken in preparation and/or presentation of the material, and to encourage surveyors to participate in delivery of quality content to the spatial industry.

Self-education

Self-education is defined as structured Audio/visual material specifically designed for the purpose of updating a surveyor's knowledge and/or skills relevant to their professional needs. Completely unstructured self-education, including generally searching the internet for surveying material, or reading a book is not considered acceptable.

In special circumstances, including illness, or remoteness, structured self-education may be considered by the SBSA, but this is regarded as special consideration and requires the approval of the SBSA via a written application to the Registrar.

Table 3 - Cadastral Content Points (CCP)

Activity	CPD Code	Allocation of Points	Maximum per CPD cycle
Cadastral Content Points			
Attendance or participation in structured course/seminar/lecture/workshop*	CCP 1	1 point per hour	N/A
Structured workplace learning activities such as in-house seminars and workshops *	CCP 2	1 point per hour	2
Webinars, other online learning or viewing recorded material with accreditation *	CCP 3	0.5 point per hour	4
Presentation of Cadastral Content at a course/seminar/lecture/workshop*	CCP 4	2 points per presentation	N/A
Registered Surveying Graduate under a Professional Training Agreement – 6 monthly report or Professional Assessment Project report	CCP 5	2 points per PTA report submitted on time and approved. Available to RSGs only	4
Attendance at ISASA AGM or special meeting*	CCP 6	1 point per hour	2
Successful Completion of SBSA 'Oral Examination'	CCP 7	2 points Available to RSGs only	2
Completion of SBSA 'Final Presentation'	CCP 8	1 point Available to RSGs only	1

* Explanations over page

*The content shall include, but is not limited to, South Australian specific Cadastral activities discussing:

- Cadastral Digital Transformation Projects
- Survey Instructions in place under the *Survey Act 1992*, Survey Regulations 2020, Notices of the Surveyor-General and Cadastral Survey Guidelines
- Survey Redefinition and Property Common Law principles
- Electronic & Digital Plan Lodgement
- Survey Plan presentation (LTO format)
- Easements
- Relevant codes or legal requirements operating in South Australia
- Cadastral Case studies
- Historic Marking Practices
- Community Title, Community Strata Surveys & Strata Titles
- Crown Lands & Crown Tenures Surveys
- River Murray and Coastal Reserve
- Definition of other water boundaries
- Road Opening and Closing
- OSG audits, investigations, boundary disputes
- Preservation of Survey Infrastructure
- Lease Boundaries
- Other content the SBSA considers of significant relevance to the membership managing functions of the *Survey Act 1992*
- National cadastral harmonisation programs
- Land Law and Administration Systems

A surveyor seeking to claim Cadastral Content Points (CCPs) from interstate events needs to provide the SBSA with the program and content of the events so that the SBSA can assess if it is relevant to the South Australian cadastral system.

Table 4 - General Survey Practice points (GSP)

Activity	CPD Code	Allocation of Points	Maximum per CPD cycle
General Survey Practice			
Attendance or participation in approved structured workshop/course/seminar/lecture on topics related to delivering surveying services #	GSP 1	1 point per hour	5
Private study that extends your knowledge and skill (See section on Self education)	GSP 2	0.5 points per hour	2
Tertiary teaching or academic research	GSP 3	1 point per hour	5
Webinars, other online learning or viewing recorded material with accreditation #	GSP 4	0.5 points per hour	3
Structured workplace learning activities such as in-house seminars and workshops	GSP 5	1 point per hour	3
Education and Training			
Tertiary course taken as an individual course or for a formal post-graduate award	GSP 6	1 point per hour	5
Mentoring- Structured mentoring program under direct supervision, run in conjunction with a Surveying Educational provider (University, TAFE or Registered Training Organisation approved by SBSA)	GSP 7	1 point per hour	5
Training a Surveying Graduate under a Professional Training Agreement – Supervising Surveyor	GSP 8	2 points per RSG PTA report submitted on time and approved. Available to Supervising Surveyors	4

Activity	CPD Code	Allocation of Points	Maximum per CPD cycle
Industry Engagement			
Participation in and service on any professional surveying organisation Committees or Subcommittees or representative of the surveying profession on working groups	GSP 9	1 point per hour	5
Presentation to pre-tertiary school students, involving a public speaking presentation on technical content (e.g. Maths in Surveying Days, School Expos)	GSP 10	2 points per event on Surveying SA	4
Peer review of technical publications	GSP 11	1 point per hour	3
Attending CPD Providers networking events	GSP 12	1 point per hour	3
Presentation of non- cadastral content at a CPD Providers course/seminar/lecture/workshop	GSP 13	2 points per presentation	N/A

SBSA reserves the rights, to alter the points awarded per hour or the maximum points available to claim for any other CPD activities.

The content shall include, but not limited to, activities discussing:

- Survey Practice Management including Communications, Marketing, Technical writing, HSEQ, Business Management, Contract Administration, Risk, Insurance.
- Technical content including non-cadastral survey and geospatial content, equipment and technology.
- Land Development
- Urban and Town Planning

Annexure A - Approved SBSA CPD providers

Approved CPD Provider	Commencement Date
Consulting Surveyors SA	1 July 2024
Geospatial Council of Australia	1 July 2024