

Module 2	Survey Practice Management
Indicative Duration	Ongoing development of candidate throughout first half of PTA

The practice of surveying involves a great deal more than knowledge and expertise in the technical aspects of the science of surveying. A thorough understanding and competence in the operations and management of a surveying office, business requirements and professional responsibilities is essential for successful professional practice.

LEARNING TOPIC		COMPETENCY VERIFIED	
Survey Practice Management		Supervisor's Signature	Date
1	Communicating effectively.		
2	Preparing and comprehending surveying documents.		
3	Comprehending, reporting on and discussing relevant legal matters.		
4	Collaborating with colleagues and other interested parties.		

LEARNING TOPIC	LEARNING OUTCOME
1	Communicate effectively, orally and in writing at a professional level. Use a full range of media options. Compile, interpret and present information. Interpret briefs and instructions. Issue clear, accurate instructions and meaningful advice.
2	Prepare and interpret professional surveying reports. Prepare specification and standards. Prepare submissions and quotations.
3	Operate in accordance with Government Acts, Regulations or instructions. Legal matters pertaining to land and land information with clients, colleagues and other professionals. Advise clients on legal requirements relating to land development and on land rights, land tenure and rights of entry.
4	Represent the concerns of clients to government, regulators and other stakeholders. Negotiate solutions to common problems with other parties. Contribute to integration of surveying activities with the activities of other professionals.