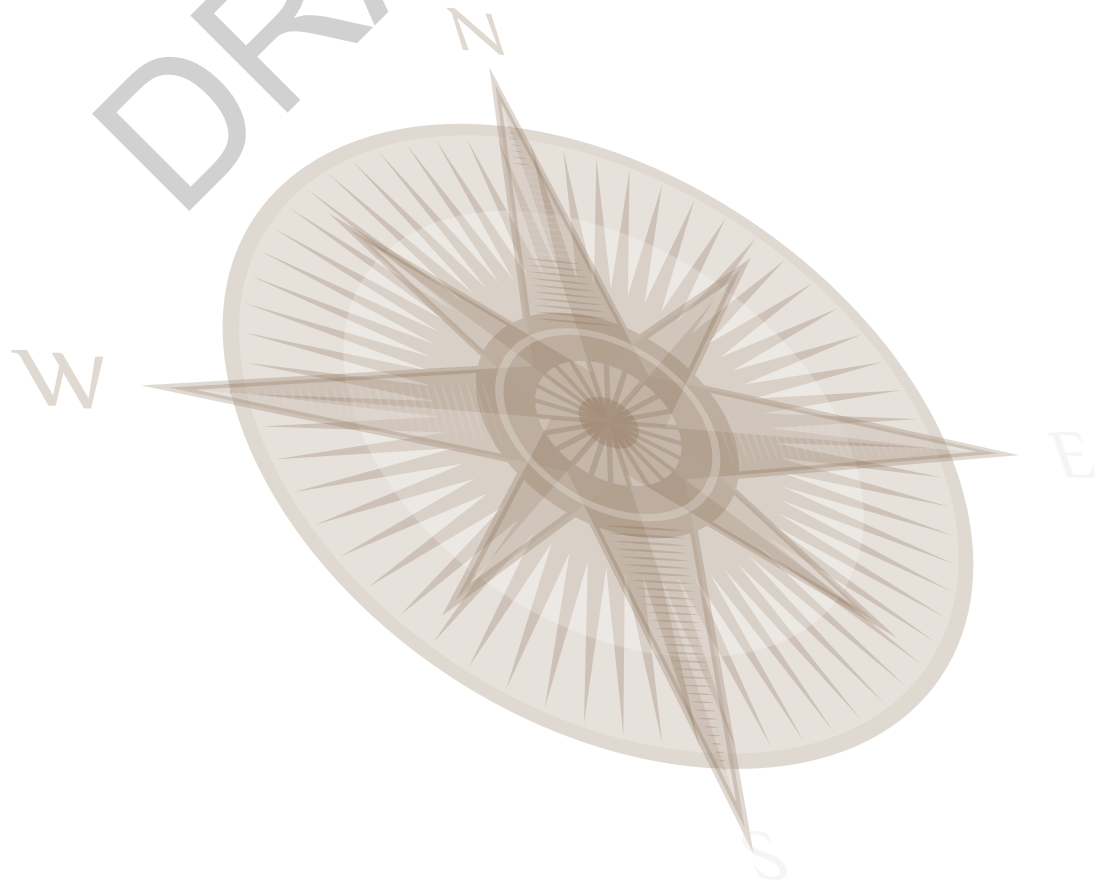


CONTINUAL PROFESSIONAL DEVELOPMENT POLICY

(Board Approved for industry consultation, February 2024)

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Surveyors Board of South Australia
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Introduction

The Surveyors Board of South Australia (SBSA) sees Continuing Professional Development (CPD) as fundamental to how Licensed and Registered 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.

Section 26 of the Survey Act 1992 requires a licensed surveyor to undertake continuing education in cadastral surveying to maintain or improve their skills in surveying practice and more broadly professional skills training in accordance with any determination of the SBSA.

What is CPD?

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

- Improve skills in surveying practice
- Provide forums for the sharing of ideas between surveyors
- Retain and enhance your 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 (are exempt from obtaining 6 Cadastral Content points (CCP) requirements)
- Registered Survey Graduates (RSGs)

Audit of CPD Records

- SBSA may conduct audits of member's compliance with the CPD Register declaration provided with applications for licence and registration renewal.
- In undertaking an audit, the SBSA may require a surveyor to provide specific details of all or individual activities undertaken in accordance with CPD Procedures.
- Should an audit be rated unsatisfactory (insufficient evidence of CPD events attended), the 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 license or registration until evidence of compliance is presented.
- SBSA may conduct audits of CPD Providers allocation of CPD points against the Board's CPD policy and may alter a CPD Providers ability to allocate CPD points without the requirement to consult with SBSA.

Do I need to keep a record of my CPD activities?

- Yes. You must maintain a record of your activities and evidence in support of those activities having been completed, for at least 3 years.
- The Registrar provides the Record of CPD activities template to assist you. You can use this form to record your CPD activities. Evidence can include attendance records, receipts, in house CPD records, and emails confirming registration.

CPD Procedures and Rules

The purpose of these procedures and rules is to outline the operation of the SBSA CPD program, to provide clarity and confidence for CPD Providers in assessing and allocating SBSA CPD points. The breakdown of the specific requirements are as follows:

- the CPD reporting cycle is aligned with the Licence Renewal and will commence on 1 July each year and conclude on 30 June in the following year.
- the CPD cycle for Registered Survey Graduates (RSG) aligns with the six-monthly Professional Training Agreement (PTA) reports for each RSG.

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- The allocation of points for all CPD activities are to be assessed by the CPD Providers, including, but not limited to GCA, CSSA and LSSA. The SBSA will endorse in writing specific organisations to assign CPD points to their own activities. A CPD Provider may not assess the points of another CPD Provider or organisation.
 - Licensed and Registered Surveyors shall obtain **15 CPD points** per cycle.
 - For Licenced Surveyors of these 15 points, a minimum of **6 points** in any CPD cycle must be Cadastral Content Points (CCP). The criteria for acquiring CCP are detailed in the Rules provided in Table 1 & 2.
 - RSGs in the Professional Training Process shall obtain **6 CPD points** per six-month reporting period with a minimum of 24 points to be accumulated over a 24-month RSG training agreement period before their training agreement can be renewed or they can proceed with their Oral Examination. A minimum of **4 CCPs** are required for each six-month reporting period and a minimum of 16CCPs must be accumulated over a 24-month RSG training agreement. The criteria for acquiring CCP are detailed in the Rules provided in Table 1 & 2.
 - If less than 15 CPD points are accumulated in any particular year, a minimum of 30 points must be accumulated in any consecutive two-year period, including 12 Cadastral Content Points (CCP).
 - 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.
 - Each CPD point undertaken by a surveyor must be an activity conducted by persons who are qualified by practical or academic experience in the subject covered, and that extends the surveyors knowledge and skills in areas that are relevant to their practical needs or professional development.
 - Unstructured private study does not constitute a CPD activity for the purposes of these Rules unless it involves the private study of audio/visual material specifically provided by a CPD Provider for the purpose of updating a surveyor's knowledge and/or skills relevant to his/her professional needs.
 - Registered Surveyors and RSGs pursuing Registration without a cadastral major or minor category are exempt from the 6 Cadastral Content Points (CCP) requirements.
 - The general rule allows for one point awarded for each hour attended for an approved CPD event (See approved CPD activities matrix below).

All activities are to be rounded to the nearest 0.5 point or 30 minutes 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 Points (GSP). See Activity Tables 1 & 2.
- Surveyors shall maintain a record of their CPD activities, a Licensed surveyor applying for renewal of a Licence must provide with the application a summary declaration of CPD activity and professional development undertaken in the preceding 12 months in a form provided by the Registrar.
- At the same time as applying for Licence renewal, a surveyor must certify to they have complied with these Rules in respect of the CPD year last ended.
- 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, including, but not limited to their CPD record for the previous 12 months (to a minimum of 15 CPD points), if requested in writing.
- Any application for renewal of Licensing not accompanied by a declaration of CPD activities undertaken in the supplied template must be refused.
- 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.
- Newly Licensed surveyors can roll over any CPD activities undertaken as a RSG in the current CPD cycle. -See General Survey Points (GSP) allocation and requirement for Registered Survey Graduates (RSG) below.

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 Licenced Surveyors in South Australia under AMR have a duty to become and remain familiar with cadastral survey practice in South Australia.

CPD exemptions

Members 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 member 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.

Right of Appeal

In the event a surveyor considers the CPD audit and assessment process as incorrect, 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.

A surveyor who has not met their CPD obligations under these rules may after a further notice from the SBSA to comply with these rules within 12 months, result in the non-renewal of a licence or registration until evidence of compliance is presented.

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.

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.

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 development 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.

Professional, industry and training organisations (referred to as CPD Providers) are no longer required to provide proposed CPD content information to the Registrar of the SBSA regarding the content, method by which presentation is to be delivered and duration of their proposed course for determining or confirming CPD points allocation by the SBSA.

CPD Providers can allocate CPD points, either General Survey Points (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.

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

CPD Providers still retain the option to write to the Registrar prior to the 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 Table 1 & 2 below.

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.

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.

Accreditation as a SBSA CPD provider

Approved CPD Providers with the SBSA CPD Program are recognised for the high-quality activities and training they offer members 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 SBSA CPD points are allocated.

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

- how the organisation will help improve the professionalism and knowledge of ISASA members.
- have practical experience or academic qualifications in the subject matter of the activities/training.
- have agreed in writing to comply with the SBSA Continuing Professional Development Policy.
- be of good character and repute.

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.

Types of CPD Activities and Awarding of CPD points

Rules for assessing SBSA Board Endorsed CPD points (BEP)

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. If online training is proposed, this must include how they propose to ensure full audience attendance/participation for the duration of training or at least that participants have successfully acquired the relevant knowledge/skills.

The SBSA will support CPD activities conducted by CPD Providers including GCA, CSSA and LSSA to meet the requirements of the *Survey Act 1992* and the Board's CPD policy.

CPD points fall into two categories, Cadastral Content Points (CCP) and General Surveying Practice (GSP) points:

SBSA CPD Requirements

Minimum of **15 CPD Points** required per annual CPD Cycle for Registered and Licenced Surveyors: General Survey Points (GSP) and Cadastral Content Points (CCP) Should be assessed using the matrixes below:

Cadastral Content Points (CCP) events and activities must be related to the cadastral system or re-establishment of property boundaries in South Australia. Minimum of 6 Cadastral Content Points per CPD Cycle for Licenced Surveyors. Minimum of 4 CCP per 6-month PTA cycle for Registered Survey Graduates. Preferably in one of the following structured formats:

Cadastral Content Points can include:

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

TABLE 1.

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

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- 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*

General Survey Practice points can include:

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

Activity	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	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)	2 points per event on Surveying SA	4
Researched/ and reading of technical publications	1 point per hour	3
Attending CPD Providers networking events	1 point per hour	3
Presentation of non- cadastral content at a CPD Providers course/seminar/lecture/workshop	2 points per presentation	N/A

TABLE 2.

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, Communications, Marketing, Technical writing, HSEQ, Business Management, Contract Administration. Technical content including non-cadastral survey and geospatial content, equipment and technology.