



Surveyors Registration Board of Victoria

**GUIDELINES
FOR
FURTHER PROFESSIONAL
EDUCATION OR TRAINING
(FPET)**

(For Licensed Surveyors in Victoria)

ISSUED BY THE
SURVEYORS REGISTRATION BOARD OF VICTORIA

Revised 1 July 2009



REVISION HISTORY

Commencement Date	Summary of Revisions	Section
1 November 2006	Clarifies “licensed surveyors” in “When graduate surveyors enter into professional training agreements to become licensed surveyors ...”	4
1 November 2006	Omit “if they require to remain registered in this State” and replace with “if they want to remain registered in this State.”	5.9
1 November 2006	Clarifies allocation of FPET points.	6.4
1 November 2006	Insert “graduate” and “professional” in “Supervision of a graduate surveyor in a professional training agreement ...”	6.5.3
25 November 2008	Clarifies acronyms ACSV, ISV and SSI.	1
25 November 2008	Clarifies definitions of FPET categories.	4.1 – 4.3
25 November 2008	Clarifies new FPET points requirements	5.4 – 5.5
25 November 2008	Insert “The Board cannot be held responsible for claims of unauthorised points allocations by FPET providers.”	6.3
25 November 2008	Clarifies FPET points awarded for individual/corporate/committee membership of statutory/professional/industry bodies.	6.5.1 – 6.5.3
25 November 2008	Clarifies FPET points awarded for examining and moderating projects.	6.5.5
25 November 2008	Clarifies FPET points awarded for writing journal/magazine articles or presenting conference papers.	6.5.6
25 November 2008	Clarifies FPET points awarded for delivering presentations to school students.	6.5.7
1 July 2009	Amends reference to the Surveying & Spatial Sciences Institute (SSSI) due to the merger between the Institution of Surveyors Australia (ISA) and the Spatial Sciences Institute (SSI).	1 & 5.11



Surveyors Registration Board of Victoria

1 July 2009	Clarifies the requirement to obtain compulsory FPET points in Cadastral Survey Practice and Development Planning, both specific to Victoria.	5.4 & 5.9
1 July 2009	Clarifies awarding of FPET points on a self-assessment basis.	6.4



Surveyors Registration Board of Victoria

TABLE OF CONTENTS

REVISION HISTORY	2
TABLE OF CONTENTS	4
1. INTRODUCTION.....	5
2. PHILOSOPHY	5
3. OBJECTIVES.....	6
4. CATEGORIES.....	7
5. IMPLEMENTATION	8
6. TYPES OF ACTIVITIES AND POINT ALLOCATION	9



1. INTRODUCTION

The *Surveying Act 2004* (the Act) provides for the annual registration of licensed surveyors to perform cadastral surveys in Victoria. The Act also establishes the Surveyors Registration Board of Victoria (the Board) to administer the registration process. One of the functions of the Board under section 45 of the Act is "to determine practical training required to establish competence for registration or renewal of registration as licensed surveyors."

While the education and training requirements for initial registration as a licensed surveyor are long standing and well known, the issue of further education or training for annual renewal of registration is new in Victoria. Under the Act, the Board sees this Further Professional Education or Training (FPET) as playing a fundamental role in preserving the high quality of cadastral surveying in Victoria.

The purpose of this document is:

- 1.1 to provide guidelines to licensed surveyors that describe the type and amount of FPET considered appropriate to support applications for annual renewal of their registration in Victoria; and
- 1.2 to provide guidelines to potential FPET providers that describes the acceptable forms it may take and the allocation of FPET points and Board approval (when required) in advance of a proposed activity.

In preparing these guidelines, the Board acknowledges the valuable feedback received from the Association of Consulting Surveyors Victoria (ACSV), the Institution of Surveyors Victoria (ISV) and the Surveying & Spatial Sciences Institute (SSSI), as well as from individual licensed surveyors.

2. PHILOSOPHY

Licensed surveyors are recognised as key professionals in our community who need to maintain their technical and professional knowledge to meet the ever-changing needs of a modern society. FPET is seen as playing a critical role in helping to meet this duty, and is also one of the characteristics that distinguishes professionals from others in the community.

In general the Board does not intend to specify the exact nature of FPET to be undertaken annually, since this will vary from time to time as changes occurs in surveying and computing technologies, legislation, administrative procedures and professional practice management.



Surveyors Registration Board of Victoria

Furthermore the Board believes that, as professionals, licensed surveyors are best placed to determine their own individual FPET needs in accordance with the types of services offered and undertaken by them.

The Board considers that licensed surveyors have a professional responsibility, not only to maintain their competence at the level established at initial registration, but also to expand and develop their knowledge, experience and skills.

How this maintenance and expansion are achieved is the responsibility and prerogative of each licensed surveyor — in line with these guidelines.

Finally, the Board views FPET as a means of encouraging and rewarding licensed surveyors who undertake responsibilities beyond their daily professional activities. These include: professional society and committee participation; supervision of surveyors in training agreements; examination of projects on behalf of the Board; writing papers and presenting at conferences on subjects relevant to cadastral surveying, and promoting the profession to school students.

3. OBJECTIVES

The objectives of FPET for licensed surveyors in Victoria are:

- 3.1 to maintain services in cadastral surveying at a high level of professional competence and public confidence;
- 3.2 to preserve and enhance the high standard of professional performance (technical, administrative and ethical) by licensed surveyors throughout their careers;
- 3.3 to encourage the sharing of ideas between licensed surveyors;
- 3.4 to encourage relevant professional development activities by employers of licensed surveyors as part of their employee's normal duties.



4. CATEGORIES

When graduate surveyors enter into professional training agreements to become licensed surveyors they are expected to gain experience in the general areas listed below. In considering FPET content, it is reasonable to adopt these same fields as the appropriate categories in which licensed surveyors should maintain their technical and professional knowledge base — in addition to any new topics that may arise from time to time.

4.1 Cadastral Survey Practice

This category applies to those activities that relate to the subdivision process and the making of cadastral surveys by licensed surveyors in Victoria (such as re-establishment and marking of property boundaries, preparation of survey documents, and compliance with cadastral surveys regulations). Presentations that address **legislation** which has direct relevance to cadastral surveying, will also attract points in the "cadastral survey practice" category.

Contribution to the Profession: this sub-category includes activities which the Board considers deserve FPET recognition such as marketing and promotion of careers in cadastral surveying, and membership and service to relevant professional societies.

4.2 Development Planning

This category applies to the processes and legal implications of land development (for example, planning approvals, ResCode compliance). It also includes **legislation** that is of direct relevance to development planning.

4.3 Other

This broad category applies, but is not restricted to activities in Professional Practice, which applies to the management of a professional practice in relation to its clients, organisation, operations and staffing. It includes **risk management**, which also covers subjects such as occupational health and safety, quality assurance and professional liability. The Board considers that many of the topics in this category will apply equally to licensed surveyors employed in both the private and public sectors.



5. IMPLEMENTATION

While the Board does not intend to be overly prescriptive regarding the operation of FPET for licensed surveyors, it has determined that the following conditions should apply:

- 5.1 The FPET period commences on 1st January and concludes on 31st December each year in common with the annual registration period.
- 5.2 All required FPET points must be acquired during that period and any excess points from a previous period cannot be carried over.
- 5.3 Licensed surveyors are required to gain a minimum of 15 FPET points in each 12-month FPET period.
- 5.4 At least 7 of the 15 points must be gained in the categories of Cadastral Survey Practice and Development Planning, both specific to Victoria (with a minimum of 5 points in the category of Cadastral Survey Practice) and 1 point must be gained in the subject of risk management in the Professional Practice category (ie. Other).
- 5.5 The remaining 7 points can be gained in any category.
- 5.6 Licensed surveyors gaining initial registration during a particular FPET period are exempt from any FPET requirements for the remainder of that period. Thereafter normal FPET conditions apply for annual renewal of registration.
- 5.7 The Board is committed to the maintenance of reciprocity between the various jurisdictions in Australia and New Zealand. If a surveyor from another jurisdiction successfully applies to become licensed in Victoria, the Board will register that person in accordance with the provisions of the *Mutual Recognition Act 1993*, irrespective of any deficiency in FPET at that time.
- 5.8 Surveyors gaining registration through mutual recognition are exempt from any FPET requirements for the remainder of that period. Thereafter normal FPET conditions apply for annual renewal of registration.
- 5.9 Licensed surveyors based interstate or overseas for the majority of the FPET period may complete the FPET declaration based on activities undertaken by them interstate or overseas. However, they still have a duty to maintain their competence in the category of Cadastral Survey Practice and Development Planning, both specific to Victoria, regardless of their location if they want to remain registered in this State.
- 5.10 The Board may provide exemption to a licensed surveyor from all or part of the FPET requirement on consideration of compelling grounds. Such exemption would apply to the current period only, and conditions may be imposed.



- 5.11 Certification of attendance from ISV, ACSV, SSSI and other FPET providers is acceptable evidence of participation. The Board does not intend to propose a specific format for this certification.
- 5.12 Licensed surveyors should retain documentary evidence concerning the nature of any FPET event attended.
- 5.13 Licensed surveyors are required to provide a signed statement of their FPET activities at the time of renewal of registration.
- 5.14 The Board considers that where a licensed surveyor knowingly makes a false FPET declaration it may be deemed to be professional misconduct under the *Surveying Act 2004*.
- 5.15 The Board may undertake a random audit of registered persons each year, and reserves the right to audit those licensed surveyors where information is available indicating a possible lack of competence.

6. TYPES OF ACTIVITIES AND POINT ALLOCATION

- 6.1 The Board believes that FPET should generally take the form of a structured activity. This is defined as an activity that has; a written agenda; identified presenters on one or more specified topics; enables discussion to occur between participants and presenters; and where certification of attendance is provided to each participant.
- 6.2 The Board expects that the majority of activities conducted by professional societies will meet this definition. Similarly, many in-house seminars and workshops given by external providers are also likely to be classed as structured activities.
- 6.3 The Board has determined that the only FPET activities requiring its approval in advance will be those in the category of Cadastral Survey Practice. Potential providers of events in this category should send the Executive Officer of the Board relevant information in the format given at the end of these guidelines at least two weeks prior to the event for FPET approval and points allocation. The Board cannot be held responsible for claims of unauthorised points allocations by FPET providers.
- 6.4 As a general rule, one FPET point will be awarded on a self-assessment basis for each hour of attendance at a structured activity or as specifically allocated in the next section of these guidelines. The Board reserves the right, upon notice, to alter the point allocation per hour or maximum per activity.



- 6.5 In addition to structured activities, there are other forms of FPET that are self-delivered and will automatically carry the following points:
- 6.5.1 Membership (ie. individual membership) of a statutory or professional body of direct relevance to cadastral surveying — 1 Cadastral Survey Practice point per body, up to a maximum of 3 points in each FPET period.
 - 6.5.2 Membership (ie. corporate membership) of an industry body of direct relevance to cadastral surveying – 1 Cadastral Survey Practice point per body, up to a maximum of 3 points in each FPET period. Claiming FPET points for membership of an industry body is limited to the nominated licensed surveyor or principal of the member firm.
 - 6.5.3 Membership of a committee of a statutory, professional or industry body of direct relevance to cadastral surveying — 1 Cadastral Survey Practice point per committee, up to a maximum of 3 points in each FPET period. This activity could also include other forms of service to the profession such as membership of relevant government advisory panels and boards. Unless the membership fits one of the specific FPET categories, its category should be listed as “Other” in the annual FPET declaration.
 - 6.5.4 Supervision of a graduate surveyor under a professional training agreement with the Board — 2 points per training agreement, up to a maximum of 4 points in each FPET period. These points are considered to be in the Cadastral Survey Practice category.
 - 6.5.5 Examination of projects on behalf of the Board — 3 points per project, up to a maximum of 6 points in each FPET period. These points are considered to be in the Cadastral Survey Practice category. Moderating of projects – 1 Cadastral Survey Practice point per project, up to a maximum of 6 points in each FPET period.
 - 6.5.6 Writing a journal/magazine article or presenting a conference paper of direct relevance to cadastral surveying — 3 points in the Cadastral Survey Practice category for writing/preparing a substantial article/presentation, up to a maximum of 6 points in each FPET period. Licensed surveyors who present a conference paper of direct relevance to cadastral surveying may claim 1 point listed as "Cadastral Survey Practice" for delivering the presentation of a minimum half hour duration. Presenters can also earn further points for attendance at the rest of an event at which they present, but cannot earn attendance points for the period they are presenting.



Surveyors Registration Board of Victoria

6.5.7 Presentations to school students on careers in cadastral surveying — 3 points per visit, up to a maximum of 6 points in each FPET period. These activities should have their FPET category listed as “Cadastral Survey Practice” on the annual declaration form.

6.6 Examples of unacceptable FPET Activities:

6.6.1 Unstructured conversations with other surveyors or professionals.

6.6.2 Meetings with clients, lawyers, public officers or similar.

6.6.3 Unstructured learning of instrument operations.

6.6.4 Training of field hands, calibration of equipment.

6.6.5 Reading professional publications.

6.6.6 Lodgement of documents.

Finally, licensed surveyors are advised to contact the Board for guidance if in doubt about the validity of any proposed FPET activity.