



Bureau for Assessment of Overseas Qualifications

Advice for Applicants Applying for Recognition of Overseas Qualifications

Endorsed by the Council of Reciprocating Surveyors of Australia and New Zealand



Table of Contents

1	Version Control	3
2	Acronyms and Abbreviations	4
3	Advice to Applicants.....	5
3.1	What process is used to assess my application?	5
3.2	Does the Bureau take into account my professional work experience, records of continuing professional development, or overseas registration or licenses?	6
3.3	Do the documents I submit need to be Certified?.....	6
3.4	If my application is unsuccessful, can I request a review?	6
3.5	Special note regarding qualification and skills assessments undertaken by the Surveying and Spatial Sciences Institute or the New Zealand Qualification Recognition Service	6

1 VERSION CONTROL

Date	Version	Notes	Authorised
31 st October 2022	V1.0	Endorsed by CRSBANZ 19 th October 2022. Formatted and prepared for distribution.	

2 ACRONYMS AND ABBREVIATIONS

ANZSCO	Australian and New Zealand Standard Classification of Occupations
Attributes of Surveying Degrees Report	Attributes of Surveying Degrees: Australia and New Zealand. Prepared for CRSBANZ by Em. Prof. John Fryer and Dr Harvey Mitchell (2013)
Bureau	Bureau for Assessment of Overseas Qualifications (in other documents sometimes abbreviated to BAOQ)
CRSBANZ	The Council of Reciprocating Surveyors Boards of Australia and New Zealand
SSSI	The Surveying and Spatial Sciences Institute, Australia

Note regarding the term “Land Surveying”: In this document, the term Land Surveying is used in a manner consistent with the definition employed by the Council of Reciprocating Surveyors Boards of Australia and New Zealand, i.e.: *Land surveying is the definition of land boundaries by the application of survey procedures and exercise of judgement in accordance with precedent and statute law. It includes surveys for the layout of cities, sections, roads and streets; the disposition, subdivision, alienation, resumption, amendment of title and other dealings in land and interests in land. It also includes the collections of material facts and the giving of evidence for courts of law in cases of damage, title boundary disputes, the rectification of titles, etc, the preparation and giving of professional opinions, and interpretation of descriptions and other documents pertaining to land and interests therein. Land surveying is regulated by the laws (Acts and Regulations) of the various States and Territories of Australia and of New Zealand, relating to land dealings.*¹

¹ CRSBANZ website (<https://crsbanz.wixsite.com/crsbanz/for-the-public>).

3 ADVICE TO APPLICANTS

In Australia and New Zealand, people with overseas qualifications who apply for registration as candidates with an Australian (State or Territory) or New Zealand Board of Surveyors for the purpose of training and examination leading to registration or licensing as a Land Surveyor under jurisdictional legislation may have their application referred by a jurisdictional Board of Surveyors to the Bureau for Assessment of Overseas Qualifications.

The Bureau operates on behalf of the Council of Reciprocating Surveyors of Australia and New Zealand and provides an assessment service and advice to all jurisdictional Boards of Surveyors in Australia and New Zealand.

3.1 WHAT PROCESS IS USED TO ASSESS MY APPLICATION?

You will lodge your application for assessment with a jurisdictional Surveyors Board in one of the Australian States or Territories or in New Zealand. This will be the Surveyors Board where you have lodged, or where you plan to be lodge, an application for training or registration as a Land Surveyor.

Your application will be forwarded by the jurisdictional Surveyors Board to the Bureau for Assessment of Overseas Qualifications. The Bureau will then undertake the assessment and will provide written advice to the Surveyors Board. The Surveyors Board will consider the Bureau's advice when making decisions about your training or registration.

The Bureau has a panel of qualified and experienced assessors. Your application will be considered by two of these assessors.

The Bureau will decide whether your qualification or qualifications are equivalent to an Australian or New Zealand 4-year qualification in Land Surveying approved by the Council of Reciprocating Surveyors Boards of Australia and New Zealand. The Bureau's assessment will take into consideration:

- The educational system in the country in which you completed your qualification(s) and the academic standing of the educational institution(s) that issued your qualification(s). This information is available to assessors through a database approved by the Australian and New Zealand governments.
- The total amount of learning required by your qualification, usually measured in terms of semesters or years of study.
- The curriculum (content) of your qualification(s). This part of the Bureau's assessment compares the content of your qualification, as listed in your academic transcript and any other available evidence, with specifications contained in a guide to the content of Australian qualifications in Land Surveying that has been approved by the Council of Reciprocating Surveyors Boards of Australia and New Zealand. That Guide is currently called: *Attributes of Surveying Degrees in Australia and New Zealand* (Fryer and Mitchell 2013) and is publicly available at this [URL](https://www.bossi.nsw.gov.au/data/assets/pdf_file/0007/185749/Attributes_of_a_Surveying_Degree.pdf)². You may choose to review this Guide as part of preparing your application for assessment, particularly the content descriptions contained in Section 2 and Section 3.

² https://www.bossi.nsw.gov.au/data/assets/pdf_file/0007/185749/Attributes_of_a_Surveying_Degree.pdf

3.2 DOES THE BUREAU TAKE INTO ACCOUNT MY PROFESSIONAL WORK EXPERIENCE, RECORDS OF CONTINUING PROFESSIONAL DEVELOPMENT, OR OVERSEAS REGISTRATION OR LICENSES?

Your application should include detailed records and descriptions of your work experience, continuing professional experience that you have completed since graduating, any formal work integrated learning, or any registration or licenses as a surveyor. The Bureau assessors can take this evidence into account if they find minor deficits in the content of your university qualification. Note that a minor deficit would normally constitute not more than 10% of the core content described in the document *Attributes of Surveying Degrees in Australia and New Zealand* (Fryer and Mitchell 2013). In cases where your graduate experience, continuing professional development, or a license or registration have contributed to the assessment, the Bureau's advice to the jurisdictional Surveyors Board will make clear that this is the case and will specify the gaps in the qualification that may have been addressed. The jurisdictional Board will take this advice into consideration when making their decisions.

3.3 DO THE DOCUMENTS I SUBMIT NEED TO BE CERTIFIED?

Copies of qualifications that you submit with your application must be Certified as true copies.

A Certified Copy is a copy of an original document that has been verified as being a true copy of the original document and has been signed (certified) by an authorised person. An authorised person is a Justice of the Peace, Commissioner for Declarations or, if overseas, a Public Notary. The authorised person certifying the copy must sight the original document and include the following details on all pages that contain information:

- the official stamp or seal of their profession or organisation
- the statement "This is a true copy of the document sighted by me", and
- the date, contact number and signature of the person certifying the copy.

3.4 IF MY APPLICATION IS UNSUCCESSFUL, CAN I REQUEST A REVIEW?

The Bureau's policies allow you to request that a determination be reviewed or for you to lodge an appeal. Details of these processes are available on request.

3.5 SPECIAL NOTE REGARDING QUALIFICATION AND SKILLS ASSESSMENTS UNDERTAKEN BY THE SURVEYING AND SPATIAL SCIENCES INSTITUTE OR THE NEW ZEALAND QUALIFICATION RECOGNITION SERVICE

The role of the Bureau for Assessment of Overseas Qualifications is to assess overseas qualifications for applicants seeking recognition by jurisdictional Surveyors Boards in Australia and New Zealand for the purposes of Land (Cadastral) Surveying.

Note that there is another type of qualification assessment often required for overseas graduates seeking to live and work in Australia. Qualification assessments for Australian visa or immigration applications are undertaken by the Surveying and Spatial Sciences Institute (SSSI), on behalf of the Commonwealth Government, for the occupation category 232212 Surveyor (ANZSCO classification). In New Zealand, a comparable service is provided by the New Zealand Qualifications Authority (NZQA).

Applicants for a Bureau of Assessment of Overseas Qualifications assessment should note that the Bureau and SSSI/NZQA undertake assessments for different purposes and may use different assessment criteria. Consequently, the outcome of a Bureau assessment may differ from an assessment for visa or immigration purposes undertaken by SSSI/NZQA.
