



Tasmanian Land Surveyors Accreditation Board

Guidelines for Mentors

Preamble

The Surveyors Regulations 2014 prescribe the requirements for candidates wishing to gain accreditation as land surveyors in Tasmania.

The role of the Institute of Surveyors Tasmania (IST) in the accreditation process is to administer the training, examination and certification of candidates seeking to establish their competency to practice as registered land surveyors in Tasmania. The IST has established the Tasmanian Land Surveyor Accreditation Board (TLSAB) to facilitate this function.

The TLSAB publishes Guidelines to assist candidates, examiners and mentors; these are:

- Guidelines for Candidates Seeking a Certificate of Competency Leading to Registration Under the Surveyors Act 2002.
- Guidelines for Examiners in the examination of, and reporting on Pre-examination Surveys and Urban and Rural Survey Projects submitted by candidates for accreditation as land surveyors.
- Guidelines for Mentors (this document).

The TLSAB also publishes a Professional Training Agreement (PTA) that is completed by each candidate and their supervising surveyors and that specifies an agreed training program.

Refer to the Surveyors Regulations 2014 for detailed descriptions of the requirements of the legislation. Refer to the TLSAB Guidelines listed above for the role and responsibilities of candidates and examiners. Refer to the PTA for details of how a training program is specified, the roles and responsibilities of the supervisor and the candidate, and the way in which a candidate's progress and achievement of competencies is reported to the Board

This document (Guidelines for Mentors) provides Guidelines for registered surveyors who have agreed to act as Mentors to candidates registered with the Board.

Professional Training of Candidates – the pre-examination surveys

The role of a Mentor is to assess pre-examination surveys submitted by their candidate and to provide feedback that will help them to develop the knowledge and skills required of registered land surveyor, and so also in preparation for their formally examined project surveys.

Pre-examination surveys

The regulations require a candidate to lodge a number of rural and urban surveys, prior to applying for, and not being, their rural and urban project examination surveys.

These surveys do not constitute examinations and should preferably be working jobs for which the candidate has had prime responsibility. These surveys are *assessed*, rather than *marked*, and any deficiencies discussed with the candidate. This intention is that these surveys provide an opportunity for monitoring the progress of the candidate, and for independent feedback and assistance to the candidate as they develop their knowledge and skills in preparation for submitting their urban and rural projects for formal examination.

The Board recognises that there may occasionally be unusual circumstances that render it impractical for a candidate to comply with all or part of the specific provisions relating to the submission of pre-examination surveys. Where such circumstances do occur, a candidate may seek from the Board exemption from all or part of those requirements. Details are provided in the Guide to Candidates.

The surveys submitted for pre-examination are:

1. Rural boundary surveys (pre-examination)

Two (2) rural boundary surveys that, although not required to cover any particular minimum area of land, should include at least one boundary located in bushland, and that when taken together demonstrate the following:

- i. the re-establishment of original Crown Grant boundaries and boundaries of surveys of registered lands
- ii. the establishment of a natural boundary
- iii. the establishment of occupied and unoccupied boundaries
- iv. connection to the GDA with coordinates documented in accordance with the Survey Directions.

If the surveys are actual working jobs undertaken in the course of the candidate's employment, the copies submitted should carry certification by the supervising surveyor that the surveys were ones for which the candidate was primarily responsible.

2. Urban surveys (pre-examination)

Three (3) urban surveys should be submitted that, when taken together, should include the following:

- i. demonstrate the survey practise of surveying a boundary which is physically obstructed by a wall, building or similar structure
- ii. provide for the transfer of a portion of land in a title or deed requiring subdivision of land by a sealed plan under the *Local Government (Building & Miscellaneous Provisions) Act 1993*
- iii. replace a written description, or plan made from a written description, of land with a plan of a survey to be registered under the Land Titles Act 1980
- iv. fulfil an additional purpose other than one referred to in (ii) or (iii) above
- v. the survey of a boundary which is physically obstructed by a wall or building; and
- vi. connection to the GDA with coordinates documented in accordance with the Survey Directions

If the surveys are actual working jobs undertaken in the course of the candidate's employment, the copies submitted should carry certification by the supervising surveyor that the surveys were ones for which the candidate was primarily responsible.

Lodgement of pre-examination surveys

The candidate lodges pre-examination surveys directly with their mentor, preferably evenly distributed over the period of the PTA. Photocopies or scans of original plans and survey notes are acceptable. At the time of lodging a pre-examination survey with their mentor, the candidate forwards the prescribed fee for pre-examination surveys to the TLSAB.

Assessing a pre-exam survey – advice regarding provision of feedback to candidates

The **Guidelines for Candidates** provide the following advice to candidates regarding preparation of project surveys for formal examination. These provide a useful guide to mentors:

- For both the rural and urban project examinations, the Plan of Survey and survey notes are to be submitted together with the search, any planning or research details, and any additional field observations or computations. For example, a screen plot with annotations, photocopy of field notes, and/or worksheet may be included. The final plan is to have been prepared by the candidate, and is to be presented as if for registration in the Land Titles Office. If some aspects of this presentation are not possible to complete due to the fact that the plan will not actually be lodged, the report is to include full details of the incomplete components.
- Legibility and presentation of plan and field notes, re-establishment methodology, and thoroughness of assessment of evidence will be taken into account in the assessment of the project surveys. It is required that a reinstatement report is included within the survey notes and a separate detailed report describing the methodology and reinstatement decision process also included. Particular attention will be given to the form and presentation of this survey, as the requirements for a plan and survey notes can vary with the purpose of the survey. Survey techniques, collection of evidence and acceptability for registration will be prime considerations in the assessment.

The **Guidelines for Candidates** note that many candidates are not aware of all the purposes for which surveys may be required, and at times lose sight of the objective in a particular survey. A role of the pre-examination surveys and mentoring is to help ensure that candidates have a sound understanding of the different purposes for which a survey may be required, including to:

- support a voluntary application to bring land under the *Land Titles Act 1980*
- support an application for title based on possession
- transfer a portion of land in a title or deed necessitating subdivision by sealed plan under the *Local Government (Building & Miscellaneous Provisions) Act 1993*
- support acquisition by the Crown or a Local Government Authority
- reinstate the boundaries of a title
- amend a sealed plan
- facilitate the disposal of Crown land
- prepare a Strata Plan where the external title boundary is supported by a redefinition survey.

The following descriptions are provided in the **Guide to Examiners** and indicate the scope of survey practice that are considered by Examiners when formally examining a candidate's Project Surveys. These provide a useful reference for Mentors when assessing pre-examination surveys and providing feedback to their candidate:

Urban and Rural Surveys

Document search

- The cadastral search acquired by the candidate and supplied to the examiner must be complete in respect of the boundaries being redefined.

Purpose of survey

- The candidate should exhibit a clear understanding of the purpose for which the survey is being made. The survey notes and report accompanying the survey should reflect that purpose, e.g. an application for possessory title should include appropriate evidence supporting the application.

Plan and survey notes

- The plan should be factually correct and meet the requirements of the registering authority in terms of drafting standard, format and information requirements. The survey notes should be complete in terms of the information required by the Directions to be documented and meet the drafting standards of the registering authority.

Coordination

- The connection to the state geodetic network should show an understanding of the accuracy of the origin coordinates, and field survey techniques necessary to meet the accuracy requirements of the Directions. The coordinate calculations must be satisfactorily completed and the coordinate accuracy estimates be realistic.

Reinstatement of boundaries

- The examiner should be satisfied that the candidate has collected all the relevant information and applied the established priority of evidence correctly in reinstating the boundaries or "Where a land surveyor's boundary reinstatement decisions deviate from this hierarchy, the facts and reasoning must be clearly reported in the survey notes." (Directions 3.2.2.4.). Conflicts between evidence should be documented in the survey notes and their treatment explained in the survey notes or report.

Appropriate use of survey technology and stated linkage to the national standard of length

- The survey technology employed should be suitable to achieve the accuracy specifications set in the Directions.

Additionally, for urban surveys:

Analysis of comparisons of lines measured by two methods

- The candidate should exhibit an understanding of the expected accuracies of the two technologies used for measurement and be able to give a reasonable argument for the differences obtained in the two sets of measurements.

Verification of length

- The candidate must demonstrate satisfactorily in the report that the survey equipment employed is verified against the national standard of length, as required in the Directions.

Date: _____

Candidate: _____

Mentor: _____

Pre-examination survey (please circle) Urban number 1 Urban number 2 Urban number 3
 Rural number 1 Rural number 2

Criteria	Feedback from Mentor surveyor		Notes from candidate
	Performance is at professional standard Comments	Performance is not yet at professional standard Comments	
Document search The cadastral search is complete in respect of the boundaries being redefined.			
Purpose of survey The candidate demonstrates a clear understanding of the purpose for which the survey is being made. The survey notes and report accompanying the survey reflect that purpose (e.g. an application for possessory title should include appropriate evidence supporting the application).			
Plan and survey notes The plan is factually correct and meet the requirements of the registering authority in terms of drafting standard, format and information requirements. The survey notes are complete in terms of the information required by the Directions and meet the drafting standards of the registering authority.			
Coordination The connection to the state geodetic network demonstrates an understanding of the accuracy of the origin coordinates, and of the field survey techniques necessary to meet the accuracy requirements of the Directions. The coordinate calculations are satisfactorily completed and the coordinate accuracy estimates are realistic			
Reinstatement of boundaries The candidate has collected all relevant information and applied the established priority of evidence correctly in reinstating the boundaries or “Where a land surveyor’s boundary reinstatement decisions deviate from this hierarchy, the facts and reasoning must be clearly reported in the survey notes.” (Directions 3.2.2.4.). Conflicts between evidence are documented in the survey notes and their treatment explained in the survey notes or report.			
Appropriate use of survey technology and stated linkage to the national			

<p>standard of length The survey technology employed should be suitable to achieve the accuracy specifications set in the Directions</p>			
<p>For urban surveys only: Analysis of comparisons of lines measured by two methods The candidate demonstrates an understanding of the expected accuracies of the two technologies used for measurement and is able to provide a reasonable argument for the differences obtained in the two sets of measurements.</p>			
<p>For urban surveys only: Verification of length The candidate demonstrates satisfactorily in their report that the survey equipment employed is verified against the national standard of length, as required in the Directions</p>			

Candidate development

Note here key goals for the candidate over the period prior to submitting another pre-examination survey for assessment, and any professional development or skills training required.