



## Tasmanian Land Surveyors Accreditation Board

# GUIDELINES FOR MENTORS

## PRE-EXAMINATION ASSESSMENTS

**TLSAB REGISTERED CANDIDATES SEEKING A CERTIFICATE OF COMPETENCY  
LEADING TO REGISTRATION UNDER THE *SURVEYORS ACT 2002***

*Surveyors Regulations 2014*

Updated June 2023

These guidelines have been prepared to assist TLSAB appointed Mentors undertaking candidate pre-examination assessments in accordance *Surveyors Regulations 2014*.

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## 1. Introduction

The role of the Institute of Surveyors Tasmania (IST) in the accreditation process is to ascertain the professional competence of an applicant seeking registration to practise as a land surveyor under the provisions of the *Surveyors Act 2002*. The Tasmanian Land Surveyors Accreditation Board (TLSAB) has been formed to facilitate this function.

The aim of the accreditation process is for candidates to demonstrate the competencies considered sufficient to practice as a Registered Land Surveyor as specified in the National Competency Standard for Registered Licenced Cadastral Land Surveyors affiliated with CRSBANZ.

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

- Guidelines for Candidates Seeking a Certificate of Competency Leading to Registration Under the Surveyors Act 2002
- Guidelines for Mentors (this document)
- 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.

The TLSAB also publishes a Professional Training Agreement (PTA) that is completed by each candidate and their supervising surveyor 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, mentors 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 TLSAB.

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

## 2. Disclaimer

The information contained in these guidelines is not warranted to be correct or complete and is provided as a guide to mentors.

Reference must be made to the statutory documents, being the *Surveyors Act 2002* and the *Surveyors Regulations 2014*. Both can be obtained from [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au).

## 3. Definitions

For the purposes of these guidelines:

**“Act”** means the *Surveyors Act 2002*

**“Regulations”** means the *Surveyors Regulations 2014*

**“Directions”** means the *Survey Directions, Tasmania* for the practice of surveying issued by the Surveyor General pursuant to *Surveyors Act 2002*

“**TLSAB**” means the Tasmanian Land Surveyors Accreditation Board, being the body appointed by the Institute of Surveyors Tasmania to facilitate the accreditation of competency of candidates to undertake surveys of land

#### **4. Role of the Mentor – 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, which will assist in preparing candidates for their formally examined project surveys.

#### **5. Appointment of Mentor**

The TLSAB will normally assign a candidate to the same mentor for all five pre-examination surveys required by the Regulations. The mentor will be appointed by the TLSAB Candidate Liaison Officer in consultation with the mentor.

#### **6. 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. There is a requirement under the *Surveyors Regulations 2014 Division 3 10.(2)(c)* for pre-examination submissions to include certification by the supervising surveyor that the surveys were ones for which the candidate was primarily responsible. This can be in the form of an accompanying letter signed by the supervisor accompanying the pre-examination submission.

Pre-examination 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 TLSAB 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 TLSAB exemption from all or part of those requirements (*Surveyors Regulations 2014 Division 3 10.(6)*). Details are provided in the Guidelines for Candidates.

The surveys submitted for pre-examination are:

##### **1. Rural boundary surveys (pre-examination)**

Two (2) rural boundary surveys must be submitted and, although not required to cover any minimum area of land, they are to include at least one boundary located in bushland, and when taken together demonstrate the following survey practices:

- a) the re-establishment of original Crown grant boundaries and boundaries from surveys of registered lands; and
- b) the re-establishment of a natural boundary; and

- c) the re-establishment of occupied and unoccupied boundaries; and
- d) connection to the GDA2020 with coordinates documented in accordance with the *Survey Directions, Tasmania*.

## **2. Urban surveys (pre-examination)**

Three (3) urban surveys must, when taken together, include the following:

- a) demonstrate the survey practise of surveying a boundary which is physically obstructed by a wall, building or similar structure; and
- b) to transfer of a portion of land, whether or not the land is registered under the *Land Titles Act 1980*, requiring subdivision by a sealed plan under the *Local Government (Building & Miscellaneous Provisions) Act 1993*; and
- c) 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*
- d) fulfil an additional purpose other than one referred to in (b) or (c) above; and
- e) connection to the GDA2020 with coordinates documented in accordance with the *Survey Directions, Tasmania*.

## **7. Lodgement of pre-examination surveys**

The candidate is required to lodge 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 must advise the Executive Officer, who will issue an invoice to the candidate for payment of the prescribed fee for pre-examination surveys to the TLSAB.

## **8. Mentor Assessment of Pre-examination Survey**

Mentors are required to complete the Mentor Assessment of Pre-examination Survey form (refer Annexure A) to record the candidate's progress and suggested areas for further development for each pre-examination assessed.

The completed Mentor Assessment of Pre-examination Survey form must be submitted to the Executive Officer in a timely manner.

Following the 5<sup>th</sup> pre-examination survey, the Mentor is to provide correspondence to the Executive Officer if they believe the candidate has continually been deficient in an area of the submitted surveys.

## **9. Fees for Mentoring & Invoicing**

From **1 July 2023**, mentoring payments will be processed for each individual assessment undertaken (previously paid on completion of the required 5 minimum pre-examinations). This change will bring pre-examination assessment payment in line with the timing of the candidate payment and will further support TLSAB monitoring of candidate progress with timely receipt of Mentor Assessment of Pre-examination forms and payments.

On assessment of a candidate pre-examination, mentors must forward to the Executive Officer the Mentor Assessment of Pre-examination Survey form together with an invoice for recording and payment.

Invoices must include:

- Candidate name and date received by the mentor
- the type of pre-examination (urban or rural)
- the number of the submission (1-5)
- whether GST applies
- bank remittance details

The mentor pre-examination assessment fee will be in line with the amount remitted by the candidate for Submission of Pre-examination Survey – for TLSAB published schedule of fees please visit <https://tassurveyorsboard.org.au/downloads>

## 10. 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, any applicable draft submission and requisition information (where subject survey has been lodged with the LTO), 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.
- It is expected that the pre-examination surveys increase in boundary reinstatement complexity through the mentoring period. It is not expected that the first pre-examination survey is complex.

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

#### Plan and survey notes

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

#### Coordination

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

#### Reinstatement of boundaries

- The examiner must 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." (*Survey Directions, Tasmania* 3.2.2.4.). Conflicts between evidence must 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 must be suitable to achieve the accuracy specifications set in the *Survey Directions, Tasmania*.

**Additionally, for urban surveys** (*not mandatory for pre-examination surveys – however there is a requirement for Examinations for these to be included*):

Analysis of comparisons of lines measured by two methods

- The candidate must 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 *Survey Directions, Tasmania*.



## Annexure A - Mentor Assessment of Pre-examination Survey



Date: \_\_\_\_\_

Candidate: \_\_\_\_\_

Mentor: \_\_\_\_\_

Pre-examination survey (please tick):

Urban 1  Urban 2  Urban 3  Rural 1  Rural 2 Intent of submitted survey (refer to Candidate pre-examination survey guidelines):  
\_\_\_\_\_

### Pre-examination Survey Review

The following checklist is to be completed by Mentor in conjunction with the Candidate.

Item	Discussion topic	Addressed	Requires Attention	Shown Improvement
1	All relevant information associated with the survey has been presented to the Mentor in a format not onerous on the Mentor. (Include charts, photos, field notes, scale factor calculation, check sheets as well as the search and registered documents. Relevant search has been highlighted and separated from the LTO supplied documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Detailed report that supports the decision making & clarification process and is not a reproduction of the boundary reinstatement report documented in the survey notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The title search is complete in respect of the boundaries being redefined. (Includes LTO, CPO,DO and Mines Dept)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Sufficient checks have been applied to overcome problems of illegibility and/or ambiguity of old survey documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Understanding of the purpose of the survey and hence what is required of the Surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	MGA2020 Datum is defined and documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Estimated positional uncertainty values are realistic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Candidate has appropriately used GNSS (i.e. considerations to possible GNSS error and vector / coordination accuracy requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Data integrity – where possible, redundancies have been included to support the integrity of the observations documented. May include comparison of long lines measured by alternate means (e.g. total station vs GNSS) or observed vs calculated bearings to trigs etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Drafting of survey notes is to required standard of legibility -no overwrites and enlargements as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Occupations have been correctly shown and clearly detailed in relation to the boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Boundary reinstatement report is clear and concise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Satisfactory connections have been made at each end of the adopted boundary and, where adjusted, comparisons between adopted and adjusted dimensions documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14	All relevant evidence has been looked for ensuring no old marks or evidence of the boundary have been missed or not considered & appropriate statements included to that effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Boundaries appear to be correctly reinstated in accordance with 'satisfactory' evidence prioritised in accordance with the fundamental weighting assigned by the Courts, or if not, an explanatory report has been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Re-instatement decisions have been adequately documented. (e.g. comparison and reinstatement decisions documented adequately & correctly support the placement of marks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Survey notes accord to the <i>Survey Directions, Tasmania</i> . (e.g. plan references, vectors close, coordination, mark descriptions, "O" prefix used appropriately)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Completed Plan of Survey Checklist included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Candidate has an understanding of alternate options to reinstate the boundaries surveyed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Final Plan drafting is in accordance with the Land Titles Office Plan Registration Specifications. (e.g.. title block complete, dimension rounding, correct line weights, appropriate text size and weights etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Candidate understands drafting and survey requirements for different types of plans in cadastral surveys (e.g. Compiled, balance, easement etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Certification - work certified by the supervising surveyor that the survey was one for which the candidate was primarily responsible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Where survey has been lodged with the LTO, ALL documents, revisions and requisition information has been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Candidate has demonstrated sufficient and progressive complexity in submitted pre-examinations – progressive complexity applies to pre-examination surveys post first submission).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Comments on Matters Requiring Attention

Where an item above requires attention, the Mentor is to provide comments below. General comments may also be included as deemed appropriate by the Mentor. Affix additional pages for comments as required.

**If this is the 5<sup>th</sup> or Final Pre-examination completed by the candidate, the Mentor is to provide correspondence to the Executive Officer if they believe the candidate has continually been deficient in an area of the submitted surveys.**

Item	Comment

Item	Comment