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## Consulting Endorsement

### Competency Frameworks

### *Surveyors Act 2003 s 39*

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### Surveyors Board of Queensland

Unit 18, Level 4  
Kenlynn Centre  
457 Upper Edward Street  
SPRING HILL QLD 4000

PO Box 656  
SPRING HILL QLD 4004

**Ph: 07 3839 7744** Fax 07 3839 8341

Email: [admin@surveyorsboard.com.au](mailto:admin@surveyorsboard.com.au)

Website: [www.surveyorsboard.com.au](http://www.surveyorsboard.com.au)

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V0.95	CF Taskforce	25 <sup>th</sup> Aug 2005	Document for Board approval
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	SBQ Admin	1 <sup>st</sup> Sept 2009	Document formatted for consistency with other Competency Framework documents – contents not changed.
	SBQ Admin	15 Oct 2009	Document References Updated

### ***Document References***

Ref	Title	Document ID	Version	Owner
[1]	Surveyors Act 2003			State of Qld
[2]	Competency Frameworks (Overview)	SBQ-CF-0100	V3.00	SBQ
[3]	Competency Frameworks (Surveying Graduate)	SBQ-CF-0101	V3.00	SBQ
[4]	Competency Frameworks (Surveying Associate)	SBQ-CF-0102	V3.00	SBQ
[5]	Competency Frameworks (Surveyor)	SBQ-CF-0103	V3.00	SBQ
[6]	Competency Frameworks (Cadastral Endorsement)	SBQ-CF-0105	V3.00	SBQ
[7]	Competency Frameworks (Engineering Endorsement)	SBQ-CF-0106	V3.00	SBQ
[8]	Competency Frameworks (Hydrographic Endorsement)	SBQ-CF-0107	V1.00	SBQ
[9]	Competency Frameworks (Mining Endorsement)	SBQ-CF-0108	V3.01	SBQ
[10]	National Competency Standards for Professional Surveyors		1996	ISA

## Introduction

This document describes the Competency Framework for endorsement as a Consulting Surveyor as prescribed under section 39 of the Surveyors Act 2003

The competency framework describes the competency Units, Elements and Descriptors that are required to be met for endorsement as a Consulting Surveyor. The competency framework describes the performance that the applicant is required to display. Competency is developed through the appropriate combination of qualifications, skills, knowledge and experience

## Definitions

**Unit of Competency (Unit):** A major segment of the overall competency of a profession, typically representing a major function, role or field of activity.

**Element of Competency (Element):** A subdivision of a unit of competency into an observable function or activity.

**Performance Criteria (Descriptors):** An indicative list of the aspects of professional performance that would be regarded as evidence of competent professional performance in the work place in an element of competency.

**With Guidance:** The performance of the descriptor is achieved by the applicant under the direction of a competent supervisor. The applicant need not be able to perform the activity without requesting help in planning and execution.

**Under Supervision:** The performance of the descriptor is achieved by the applicant without direct supervision of each step; however the result of the activity cannot be used unless it has been checked by a competent supervisor.

## Interpretation of the Framework

The competencies for Consulting Surveyors will be typically demonstrated by experienced professional surveyors practising in any sector of the market who are able to manage a business providing surveying services to the public.

They must be able to demonstrate that they are competent to manage the interests of their staff, their client/s, and the public at large and, if applicable, any statutory authorities, insofar as those interests are affected by the operations of the business entity or entities that they represent.

They will have demonstrated sound technical competence and management skills during their years of professional experience.

Surveyors at this level will accept responsibility for all professional work undertaken within their areas of expertise. However, they must recognise complex or critical situations where professional guidance is required. Professional Surveyors will be expected to progressively develop their levels of competency and accept a commensurate increase in professional responsibility.

## Competency Requirements for Consulting Surveyor Endorsement

An applicant will need to demonstrate competency in the following Units:

- Unit 1: Professional Practice
- Unit 5: Business Management and Supporting Quality Assurance Programs
- Unit 6: Communications

## Competency Table for Consulting Endorsement

### **Unit 1: Professional Practice**

Surveyors with a Consulting Endorsement demonstrate a commitment to professionalism through their careers as professional surveyors. They must be able to provide leadership in promoting appropriate business and professional practice.

<b>Element</b>	<b>Descriptors</b>
1.1 Advance the science of surveying and the image of surveyors	<p>Applicants will need to demonstrate that they have :</p> <ul style="list-style-type: none"> <li>(i) Conducted themselves in a manner that enhances the profession</li> <li>(ii) Sought reward through merit and quality of performance</li> </ul> <p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(iii) Utilise advances in technology to improve service</li> </ul>
1.2 Fulfill community service obligations	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(i) Understand and accept professional responsibilities to government and the community</li> <li>(ii) Apply impartiality and objectivity in decision making</li> </ul>
1.3 Follow an accepted code of professional conduct and ethics	<p>Applicants will need to demonstrate that they have :</p> <ul style="list-style-type: none"> <li>(i) A sound knowledge and understanding of the relevant Code of Practice.</li> </ul> <p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(ii) Conduct business and professional activities in accordance with the relevant Code of Practice</li> </ul>
1.4 Accept responsibility for professional activities	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(i) Anticipate and control potential risks and liabilities</li> <li>(ii) Provide services commensurate with personal skills and expertise and seek professional advice and support when appropriate</li> </ul>

**Unit 2: APPLICATION - Not Re-assessed. RENEWAL - as specified in SBQ-CF-0103.**

**Unit 3: APPLICATION - Not Re-assessed. RENEWAL - as specified in SBQ-CF-0103.**

**Unit 4: APPLICATION - Not Re-assessed. RENEWAL - as specified in SBQ-CF-0103.**

### **Unit 5: Business Management and Supporting Quality Assurance Programs**

Surveyors with a Consulting Endorsement demonstrate sound management skills and are competent in those aspects of business and resource management that are relevant to their work activities within a general surveying environment. They must have the skills to be accountable for management decisions taken in relation to work personally carried out or carried out under their direct supervision and for the prudent management of resources under their control. They must be able to be responsible for management decisions that could have a serious impact on the integrity or viability of their business or their client's project.

<b>Element</b>	<b>Descriptors</b>
5.1 Plan, organise, direct and control tasks, people and other resources	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(i) Set work objectives and prioritise activities</li> <li>(ii) Determine work methods and procedures</li> <li>(iii) Estimate times, costs and resources</li> <li>(iv) Establish work schedules and allocate resources</li> <li>(v) Organise small work teams</li> <li>(vi) Advise and supervise subordinate staff</li> <li>(vii) Monitor performance and report progress to stakeholders</li> </ul>
5.2 Adopt sound business practices including economic planning, financial management and compliance with legal requirements	<p>Applicants will need to demonstrate that they have :</p> <ul style="list-style-type: none"> <li>(i) An understanding of an enterprise's business needs</li> <li>(ii) An understanding of the legal requirements for business operations</li> </ul> <p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(iii) Prepare and review budgets</li> <li>(iv) Estimate job costs and evaluate financial returns</li> <li>(v) Monitor and control costs against estimates or budgets</li> <li>(vi) Assess market needs and implement marketing plans</li> <li>(vii) Participate in risk management programs</li> <li>(viii) Operate in accordance with a business plan</li> <li>(ix) Provide and promote excellence in customer service</li> </ul>
5.3 Manage human resources	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(i) Promote and sustain an effective work culture for the enterprise</li> <li>(ii) Apply an effective staff relations programme</li> <li>(iii) Understand, promote and monitor compliance with workplace health and safety requirements</li> <li>(iv) Contribute to performance appraisal programmes</li> <li>(v) Promote and comply with equal opportunity, equity and anti-discrimination principles</li> <li>(vi) Participate in developing and maintaining an effective industrial relations programme</li> </ul>

<p>5.4 Train and develop subordinates in the workplace</p>	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(i) Identify training needs and implement training programmes</li> <li>(ii) Train subordinates and share new knowledge and technology with colleagues</li> <li>(iii) Monitor training programmes</li> </ul>
<p>5.5 Apply project management principles</p>	<p>Applicants will need to demonstrate that they have:</p> <ul style="list-style-type: none"> <li>(i) A sound knowledge of project management principles</li> </ul> <p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(ii) Apply project management principles to work activities</li> <li>(iii) Undertake project planning and monitoring</li> </ul>
<p>5.6 Apply self-management principles</p>	<p>Applicants will need to demonstrate that they have programmed or have undertaken :</p> <ul style="list-style-type: none"> <li>(i) professional development in management skills</li> <li>(ii) personal development in leadership and teamwork</li> <li>(iii) personal development in lateral, analytical and creative thinking</li> </ul> <p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(iv) Set goals for personal, professional and business achievements</li> <li>(v) Practice effective time management</li> </ul>
<p>5.7 Apply quality assurance principles</p>	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(i) Implement and maintain quality assurance programmes</li> <li>(ii) Comply with the requirements of an accepted quality assurance programme</li> <li>(iii) Contribute to internal auditing programmes</li> <li>(iv) Take action to rectify non-compliance with agreed standards</li> <li>(v) Continually strive to improve performance</li> </ul>
<p>5.8 Implement projects</p>	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(i) Prepare specifications and contracts</li> <li>(ii) Assess tenders and let contracts</li> <li>(iii) Supervise contracts</li> <li>(iv) Manage and programme development projects</li> <li>(v) Commission completed projects</li> </ul>

### **Unit 6: Communication**

Surveyors with a Consulting Endorsement are effective communicators who successfully communicate to colleagues, subordinates and customers on all matters relating to their surveying activities in a professional manner. They must have the skills to be able to be responsible for any personal communications that reflect on the responsibilities and integrity of the business enterprise.

<b>Element</b>	<b>Descriptors</b>
6.1 Communicate effectively	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(i) Communicate effectively, orally and in writing, at a professional level</li> <li>(ii) Use the full range of media options available to expedite communications</li> <li>(iii) Compile, interpret and present information</li> <li>(iv) Interpret briefs and instructions</li> <li>(v) Issue clear, accurate instructions and meaningful advice to colleagues and subordinates</li> <li>(vi) Exchange data and information through electronic communications</li> <li>(vii) Take into account the comments and concerns of others and respond effectively</li> </ul>
6.2 Present, promote, report on and advocate ideas on surveying and allied areas of practice	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(i) Prepare and present technical reports and papers to professional forums</li> <li>(ii) Prepare position and discussion papers on surveying and allied topics for publication</li> <li>(iii) Present papers to seminars and public meetings</li> <li>(iv) Use appropriate media to promote technical and professional matters</li> </ul>
6.3 Prepare and comprehend surveying documents conduct and ethics	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"> <li>(i) Prepare and interpret professional surveying reports</li> <li>(ii) Prepare specifications and standards</li> <li>(iii) Prepare submissions and quotations</li> <li>(iv) Prepare documents defining work procedures and processes</li> <li>(v) Prepare documents on measurement technology, data acquisition and spatial relationships</li> </ul>

<p>6.4 Comprehend, report on and discuss relevant legal matters</p>	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"><li>(i) Operate in accordance with government acts, regulations or instructions</li><li>(ii) Discuss legal matters pertaining to land and land information with clients, colleagues and other professionals</li><li>(iii) Advise clients on legal requirements relating to land development</li><li>(iv) Advise clients on land rights, land tenure disputes, and rights of entry and occupation</li><li>(v) Contribute to advising clients on legislation pertaining to planning, development and environmental issues</li><li>(vi) Advise clients on responsibilities and liabilities pertaining to spatial information and spatial relationships</li></ul>
<p>6.5 Collaborate with colleagues and other interested parties</p>	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"><li>(i) Contribute to discussions with stakeholders on development projects</li><li>(ii) Represent the concerns of clients and/or special interest groups to government, regulators and other stakeholders</li><li>(iii) Negotiate solutions to common problems with other parties</li><li>(iv) Contribute to the integration of surveying activities with the activities of other professionals</li><li>(v) Provide advice and information on surveying, geomatics, spatial relationships, and developments</li></ul>
<p>6.6 Use professional expertise to contribute to the processes that shape society</p>	<p>Applicants will need to demonstrate that they are able to :</p> <ul style="list-style-type: none"><li>(i) Contribute to discussions on the sustainable development of national resources and the conservation of national heritage</li><li>(ii) Promote opportunities to utilise surveying for the benefit of society</li><li>(iii) Advocate the orderly management and administration of land resources</li></ul>

***Unit 7: Not Applicable***

***Unit 8: Not Applicable***

***Unit 9: Not Applicable***

***Unit 10: Not Applicable***

***Unit 11: Not Applicable***