

Changes to BOSSI CPD Requirements for Registered Surveyors in NSW

Rachel Brown

Member of the BOSSI CPD Committee & Chairperson of the ISNSW CPD Committee
rachel@bannisterhunter.com.au

ABSTRACT

Adhering to the Continuing Professional Development (CPD) Determination of the Board of Surveying and Spatial Information of New South Wales (BOSSI) is a legislated requirement for all registered land and mining surveyors in NSW. It therefore cannot be taken lightly and undertaken sporadically by surveyors when it suits them. Instead, we should embrace CPD to ensure that professional surveyors learn and grow on a continual basis, thereby maintaining their levels of quality and relevance of their professional practice and hence their quality of service to their clients and to the public. The BOSSI CPD Determination is considered a living document which changes regularly. Because of this, delivering updates to the profession is necessary to keep all registered land and mining surveyors abreast of those changes. The latest round of changes includes increasing the amount of specialty points (cadastral or mining) from 3 points to 5, as well as major changes in BOSSI audit practices. Conditional compliances with CPD requirements will also be more strictly applied in accordance with the BOSSI Determination, meaning that the cut-off date of 31 July for applications for conditional compliance will be enforced from 2019 onwards. Furthermore, all registered surveyors will be audited by BOSSI for CPD compliance in September 2019. These changes have the potential to seriously affect registered surveyors if they are not aware of them or do not fully understand the consequences of not adhering to the Determination. This paper explains the recent changes in the BOSSI CPD Determination and details how registered surveyors can contact any of the five ratified organisations who have been tasked with assisting surveyors in meeting their BOSSI audit requirements.

KEYWORDS: *BOSSI, CPD, changes, audits, consequences, registered surveyors, ratified organisations.*

1 INTRODUCTION

Upon gaining their registration, all registered surveyors are made aware of their obligations to obtain Continuing Professional Development (CPD) points as part of their annual renewals of registration with the Board of Surveying and Spatial Information (BOSSI). In fact, it is a legislated requirement that registered surveyors adhere to the BOSSI CPD Determination in order to maintain their registration (BOSSI, 2019).

However, it is not so certain that all registered surveyors are intimately familiar with the variety of ways in which CPD points may be obtained and indeed how BOSSI enforces the CPD Determination, which is the policy document setting out the requirements and administration of the CPD system for registered surveyors in NSW.

Furthermore, the BOSSI CPD Determination is considered a living document, which changes regularly and evolves over time. Because of this, it is important that registered surveyors actively stay abreast of such changes and attend professional events such as the annual APAS conference where legislative and other changes occurring throughout the year are discussed.

The purpose of this paper is to publicise some of the most recent changes in the requirements of CPD points that are to be gained and to clarify the BOSSI audit process for registered surveyors in NSW which has also had some major changes in the last 12 months. Because of the very nature of CPD being a legislative requirement, the implications of not being up to date with these changes are very serious indeed. Some of the main items of change include increasing the number of specialty points from 3 to 5, increasing the number of surveyors being audited from 50% to 100%, and enforcing the already existing rules of conditional compliance more strictly.

Another matter that is discussed in this paper includes revising the structure and purpose of the five ratified organisations. Understanding how these organisations work on behalf of BOSSI is important so that surveyors can obtain personal CPD assessments for seminars and other events that are run by non-ratified or non-surveying organisations who are not necessarily familiar with the CPD system for surveyors in NSW.

2 MAIN CPD REQUIREMENTS

The essential elements of the requirements for CPD points for registered surveyors in NSW are actually very simple (Table 1). Surveyors must obtain a total of 15 CPD points in each CPD period, which coincides with financial years, to enable the renewal of registration with BOSSI. A recent change to the requirements means that now of those 15 total points, 5 must be in the surveyor's specialty area, i.e. either cadastral points for land surveyors or mining points for mine surveyors.

Table 1: Current CPD point requirements for NSW registered surveyors.

Surveyor Type	Requirements
Registered Land Surveyor	5 cadastral points plus 10 survey practice points
Registered Mine Surveyor	5 mining points plus 10 survey practice points

An update to the BOSSI CPD Determination was published in February 2019 (BOSSI, 2019). This document contains details of the various ways in which points may be obtained by surveyors. Generally, points are equivalent to hours spent in training at a rate of 1 point per hour. However, there are some exceptions, where some items are capped at a certain level per CPD period and other items are worth only 0.5 point per hour. This paper does not intend to enumerate each and every possible way of achieving CPD points. Instead, surveyors should refer back to the CPD Determination for specific details and information.

3 OTHER RECENT CHANGES TO CPD

Some other minor changes that have occurred within the BOSSI CPD Determination include the following:

- Attendance at career booths is now to be treated as worthy of points in a similar way as attending Maths in Surveying events. Obtaining points in this way is capped at a maximum of 2 points per event, and a maximum of 4 points per CPD period.
- Webinars continue to increase in popularity, and now a surveyor can claim points for watching a pre-recorded webinar if they are unable to watch the live presentation online. To be able to claim points for watching after the live presentation, a surveyor must subsequently answer a questionnaire which is typically in a multiple-choice format (4 choices) and achieve a pass mark of 80%. The purpose of the questionnaire is to prove the attendance and interaction of the attendee.
- Gaining 1 point for being a personal member of a professional surveying organisation has been altered slightly with the Association of Public Authority Surveyors (APAS) being added to the list of acceptable organisations for CPD points. The list of organisations also includes the Institution of Surveyors NSW Inc. (ISNSW), the Surveying and Spatial Sciences Institute (SSSI) and the Australian Institute of Mine Surveyors (AIMS).

4 PROCEDURAL MATTERS

4.1 Ratified Organisations and BOSSI Audits

It is worthwhile to review the five ratified organisations at this point, including their relationship with BOSSI. The ratified organisations are listed in Table 2.

Table 2: List of BOSSI ratified organisations.

Ratified Organisation	Contact Details
Institution of Surveyors NSW Inc. (ISNSW)	Level 4, 162 Goulburn Street Surrey Hills NSW 2010 PO Box 104 Darlinghurst NSW 1300 Tel: (02) 9264 2076 Email (Maria Misquitta): membership@surveyors.org.au
Australian Institute of Mine Surveyors (AIMS)	PO Box 828 Singleton NSW 2330 NSW CPD Panel Chairman: Alan Mellor Tel: (02) 6354 8702 Email: alan.mellor@centennialcoal.com.au
Association of Consulting Surveyors NSW (ACSNSW)	Suite 702, Level 7, 350 Kent Street Sydney NSW 2000 PO Box Q1404 Queen Victoria Building NSW 1230 Tel: (02) 9267 9728 Email (Jo Peh): admin@acsnsw.com.au
Surveying and Spatial Sciences Institute NSW (SSSI NSW)	NSW Regional Office Manager Megan Lavendar Tel: 0410 572 920 Email: rom.nsw@sssi.org.au
University of Newcastle (UoN)	Dr Lloyd Pilgrim Tel: (02) 4921 6051 Email: Lloyd.Pilgrim@newcastle.edu.au

The purpose of ratified organisations has always been to act on behalf of BOSSI, undertake CPD assessments throughout the year and process end-of-year compliance with the BOSSI CPD Determination for those individuals who wanted an optional certificate of compliance.

In past years, BOSSI has asked surveyors to comply with the requirements but not expected upfront evidence of compliance. Instead, a post-registration renewal audit was conducted of a percentage of registered surveyors (originally 20% but increased to 50% at the end of the 2017-2018 CPD period). One of the most significant changes in the Determination is that audits will no longer be for only a portion of all surveyors but every surveyor, i.e. the audit will have 100% coverage. Further details of the audit requirements are discussed in section 4.6.

Verifying that *every* surveyor has met their CPD requirements is a far more onerous task than previously when audits were of 20% of the registered surveyors. Ratified organisations will now be required to carry out more verifications than ever before. However, those ratified organisations have given assurances to BOSSI that they will continue to offer the services to their members and non-members and endeavour to meet the new expectations of BOSSI. Some of the organisations have created an online system of recording CPD points, and these systems continue to improve.

4.2 Quantum of Points per Event

As stated above, the BOSSI CPD Determination details all the various ways in which CPD points may be obtained. Professional seminars and conferences are perhaps the easiest way to obtain points and the programs they offer are generally varied and usually of high standard with current speakers and relevant topics. Points are assigned based on the program and content details provided at the time of CPD assessment.

The quantum of points may not be so clear with other events or training outside the usual seminars and conferences. A process is available for individuals to seek points for other forms of training, such as undertaking courses and workshops. If an individual wants to claim points for such an event, the process for obtaining a personal CPD assessment is outlined in Figure 1.

In general terms, an individual should approach one of the ratified organisations with details of how they want to achieve points. The individual should then be guided through the system of personal assessment. This involves showing sufficient content details to enable the correct CPD assessment and, subsequently after attendance, providing sufficient evidence of attendance. It should be remembered that the CPD assessors must relate each topic to the CPD policy.

4.3 Evidence Required by Ratified Organisation

Because ratified organisations are now going to review every surveyor's CPD points each year prior to issuing CPD Summary Reports, it is more important than ever for surveyors to provide sufficient evidence of the points that have been attained at the end of the CPD period. The forms of evidence of attendance vary depending on the nature of the event attended. The preference for evidence is listed in Table 3.

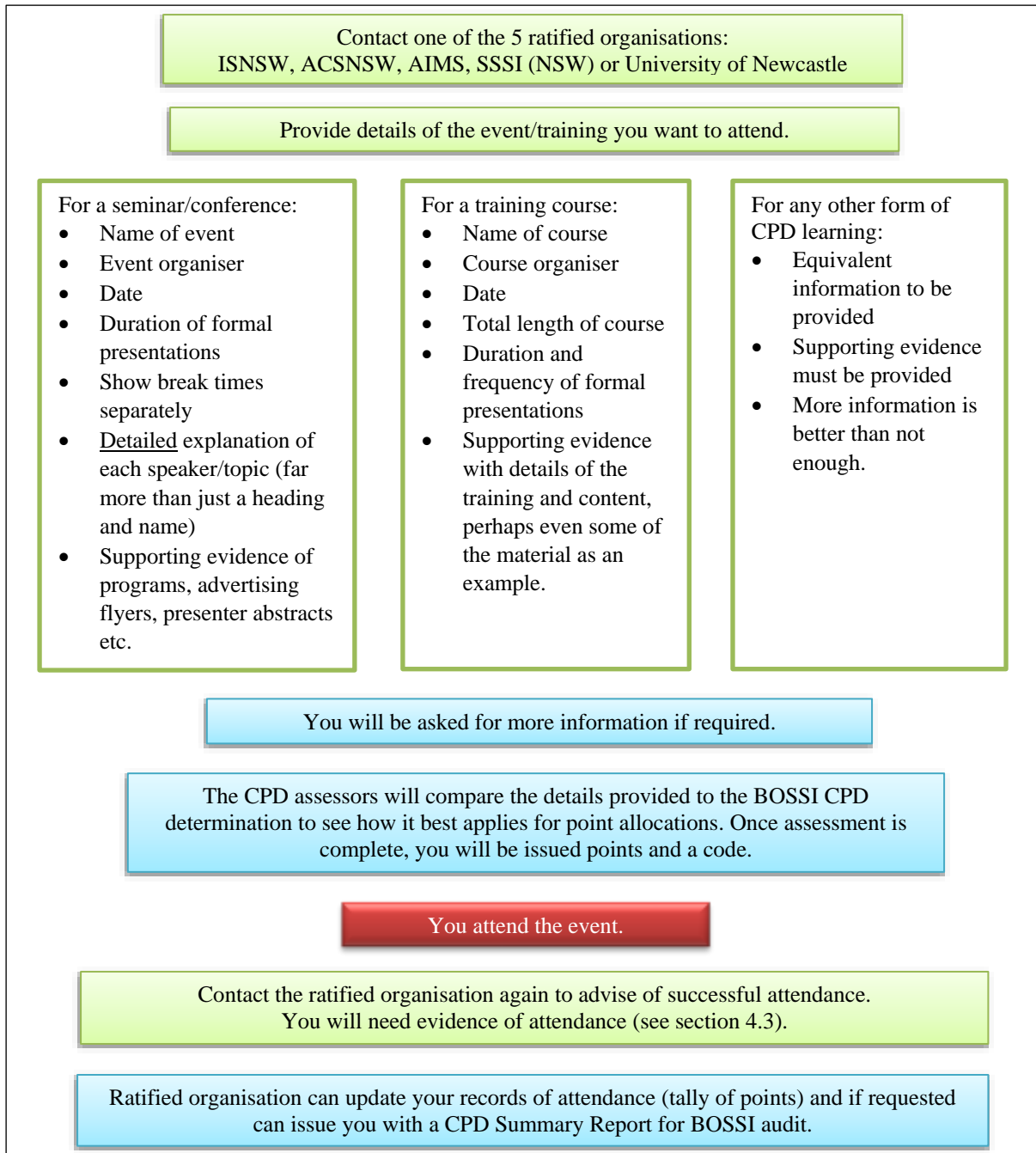


Figure 1: Procedure for seeking CPD personal assessment.

Table 3: Options for providing evidence of attendance in order of preference.

Types of Evidence of Attendance
1. Attendance certificate.
2. Sign-on sheets.
3. Written confirmation from the event organiser (can be in email format).
4. Minutes for committee attendance.
5. For preparation of presentations, provide copy of presentation together with the program and evidence of it being delivered.
6. For BOSSI candidate supervision, evidence is written confirmation from BOSSI that candidate is financially enrolled with BOSSI, and written confirmation that surveyor is the supervisor, together with confirmation of over 26 weeks of supervision.

4.4 Your Personal Tally (CPD Summary Report)

At the end of the CPD period, surveyors will be required to provide BOSSI with a CPD Summary Report. This report is effectively a tally of points attained through the CPD period. It may be necessary to obtain a report from more than one ratified organisation, which is acceptable by BOSSI. Figures 2-4 provide examples of such CPD Summary Reports.

ISNSW and ACSNSW both offer user-friendly electronic systems of recording CPD points, i.e. ISNSW's 'MyCPD' and ACSNSW's 'CPD Bank' (ACSNSW, 2019). In either system, a CPD Summary Report can be downloaded for a particular CPD period. The other ratified organisations can be contacted for the same CPD Summary Report to be generated.

When audited by BOSSI, this is the *only* evidence that surveyors should provide. BOSSI will not accept any Certificates of Attendance, or programs or personal assessments. If they are provided with such information, the surveyor will be directed to contact one of the ratified organisations. This will only cause delays at the time of audit.

4.5 If You Fall Short of Points

If for some reason, a surveyor knows that they will be short of the required number of CPD points, they should contact BOSSI immediately. A surveyor may seek an exemption or conditional compliance for CPD, however such applications must be received in writing by BOSSI by 31 July. This deadline is rigid and cannot be extended.


When seeking either an exemption or conditional compliance, sufficient information must be provided to BOSSI with explanation of the reason for seeking the exemption or conditional compliance. Often, when a conditional compliance is granted, a surveyor will be asked to obtain the missing points as extras in the following CPD period.

The deadline for seeking conditional compliance cannot be overemphasised. If you do not contact BOSSI by 31 July, or you fail to achieve your required points, you may be struck off the register.


4.6 BOSSI Audits

As already mentioned, one of the biggest changes to the CPD Determination is that BOSSI will now be auditing every registered surveyor in NSW (yes – 100% audits). The audit process commences after 31 August. As stated in section 4.1, as well as undertaking CPD assessments for individual events, the purpose of ratified organisations has always been to act on behalf of BOSSI and process end-of-year compliance with the BOSSI CPD Determination.

BOSSI does not want to receive or process any documentation other than the CPD Summary Reports provided by the ratified organisations. Therefore, surveyors should approach a ratified organisation prior to replying to the BOSSI audit. It is expected that many surveyors will approach more than one ratified organisation to provide them with the required CPD Summary Reports covering the total number of points required (see Figures 2-4).



ISNSW
THE INSTITUTION OF
SURVEYORS NSW INC




INSTITUTION OF SURVEYORS NEW SOUTH WALES INC

Continuing Professional Development Certificate 2018-2019

Rachel Brown

Event Name	Code	Date	Cadastral	Survey Practice	Mine
HMG AGM & Dinner 2018	IS18.01	27/07/2018	0.00	2.00	0.00
Hunter Manning Group - Engineering Surveying Seminar 2018	IS18.04	04/09/2018	0.50	2.50	0.00
Total:			0.5	4.5	0

Tony Proust
President



Dated 23 Oct 2018

This certificate confirms that "Rachel Brown" has obtained the Continuing Professional Development points as listed above for "2018-2019"

Cert No. 18/19/00001618

Figure 2: Example CPD Summary Report (ISNSW).



Rachel Brown

End Of Year Summary: 2018 - 2019

EVENT NAME	CODE	DATE	CAD	SP	MS
Increasing Efficiencies in Your Business - Newcastle	ACS/471N	14 Aug 2018	2.00	5.00	0.00
2018 October Conference	ACS/472	19 Oct 2018	5.00	10.00	0.00

TOTAL **CAD CPD: 7.00** **SP CPD: 15.00** **MS CPD: 0.00**

In accordance with the Board of Surveying & Spatial Information NSW CPD Policy this certificate confirms that Rachel Brown has attended the above events and obtained the CPD points for Continuing Professional Development 2018 - 2019.

A handwritten signature in black ink, appearing to read "M. S. Andrew".

Mark Andrew
President
Consulting Surveyors NSW

Figure 3: Example CPD Summary Report (ACSNSW).



Continuing Professional Development Certificate

2017-2018

JOHN T. CITIZEN

EVENT NAME	CODE	DATE	CADASTRAL	SURVEY PRACTICE	MINING
SSSI Membership	SSSI	1/07/17		1.0	
SSSI ACT Twilight Seminar	SSSI ACT 202	9/08/17	1.0	0.5	
NSW & ACT Regional Conference	SSSI NSW 211	6/12/17 7/12/17	2.0	10.5	
SSSI ACT Twilight Seminar	SSSI ACT 203	15/03/18	0.75	0.75	
Webinar How to manage and/or reduce your requisition	IS17.21	27/04/18	1.5		
		TOTAL	5.25	12.75	

This certificate confirms that **JOHN T. CITIZEN** has obtained the Continuing Professional Development points as listed above for Year 2017-2018

Name: John Minehan

Position: SSSI NSW CPD Assessor

Signature: *J. R. Minehan*

Dated 14 September 2018 Cert No.1/20180914

Figure 4: Example CPD Summary Report (SSSI NSW),

A summary of the results of the last BOSSI audit (2017-18 CPD period) is provided below:

- 518 surveyors were audited.
- 19 surveyors did not respond to the audit and had to be pursued by BOSSI for information.
- 13 surveyors were issued conditional compliance (did not obtain enough points to pass, so were required to obtain extra points in the following year).
- Therefore, 504 surveyors passed audit (i.e. 97%, which is excellent).
- 1 surveyor was removed from the register by BOSSI for non-compliance.

5 CONCLUDING REMARKS

After being introduced several decades ago for the purpose of educating and maintaining currency for professional surveyors, the system of Continual Professional Development (CPD) has evolved into a sometimes complicated process. The original intentions remain clear, and its benefits cannot be denied, assisting surveyors in maintaining their professional currency. Because of the ever-changing nature of the BOSSI CPD Determination, regular updates are vital to make sure surveyors understand and can comply with the requirements within it.

Considering the most recent changes, the main items of current concern are:

- Requirement of 5 specialty (cadastral or mining) points within a total of 15 CPD points.
- Need to seek personal assessments for particular events and training from one of the five ratified organisations (provide full details).
- Need to provide evidence of attendance to the ratified organisation in order to have points approved and added to your points tally.
- BOSSI audits now cover 100% of surveyors. You will be audited in September 2019!
- If you are likely to be short of points, contact BOSSI early. Do not miss the 31 July cut-off date for conditional compliance!
- BOSSI only accepts CPD Summary Reports from ratified organisations (probably several to get your full points).

As registered surveyors, we must take our professional responsibilities seriously – the public expects that. CPD is a part of what we do as professionals and should be treated as an opportunity for learning, not as a burden. Lastly, it should be remembered that BOSSI and the ratified organisations are here to help – please ask if you are in doubt.

ACKNOWLEDGEMENTS

It should be acknowledged that the vast majority of registered surveyors obtain their required CPD points in a timely and professional manner, as evidenced by the results of the last BOSSI audit. On behalf of the CPD assessors and committee members that carry out CPD assessments and audits, I offer my thanks to those individuals who make our jobs much easier. All CPD assessors and committee members are thanked for giving so much of their time voluntarily for the benefit of the greater profession.

REFERENCES

ACSNSW (2019) CPD Bank, <https://www.cpdbank.com.au/> (accessed March 2019).

BOSSI (2019) Determination – Continuing Professional Development, edition 9.2, available from http://www.bossi.nsw.gov.au/surveyors/land_surveyors/continuing_professional_development (accessed March 2019).