

**SURVEYORS BOARD OF THE NORTHERN  
TERRITORY**

**PROFESSIONAL TRAINING AGREEMENT**

**BETWEEN**

.....

SUPERVISING SURVEYOR LS

**AND**

.....

GRADUATE SURVEYOR

# PROFESSIONAL TRAINING AGREEMENT

## 1. PURPOSE

This agreement records the training programme to be undertaken by the Graduate Surveyor (\_\_\_\_\_) under the guidance of the Supervising Surveyor (\_\_\_\_\_).

Except where stated otherwise, this agreement is intended to comply with the "Guidelines for Supervising Surveyors and Graduate Surveyors" and it should be read in conjunction with those guidelines. Successful completion of the training programme should enable the graduate to attain registration as a Licensed Surveyor. It is expected that the graduate will then practise in his/her own right but under the general guidance of a senior Licensed Surveyor for a period before practising autonomously.

## 2. THE SUPERVISING SURVEYOR

*Describe the Supervising Surveyor by name, address and qualifications. Give brief record of experience and appointments. List professional associations.*

## 3. THE GRADUATE SURVEYOR

*Describe the Graduate by name, address and qualifications. Make reference to academic record and experience in surveying contained in attachments.*

## 4. THE COMPANY

*Describe the company by listing areas of operation and extent of involvement, principals and all types of work undertaken. More detail may be given under the following headings:*

- *Quality Policy*

- *Objectives*
- *Organisational Structure*
- *Equipment Resources*
- *Strengths and Weaknesses*

## **5. ESSENCE OF AGREEMENT**

The above named persons agree that:

- 5.1 The Graduate Surveyor agrees to undertake training from the Supervising Surveyor to learn the profession of a land surveyor for the term of two (2) years commencing on the \* day of \* month of \* (202\*) providing that, if the Surveyors Board so desires, the training period shall be varied to such period as the Board determines.
- 5.2 The Graduate Surveyor will attend such place or places as the Supervising Surveyor shall require for the purpose of training.
- 5.3 The Supervising Surveyor will instruct the survey graduate in the profession of land surveyor or shall cause the Graduate Surveyor to be so instructed.
- 5.4 The Supervising Surveyor will permit the Graduate Surveyor to attend such lectures and examinations as may be requisite or proper for their better instruction in the profession of land surveyor.
- 5.5 The period of training shall include at least twelve (12) months (240 days) on cadastral surveys. The cadastral surveys should include a sufficient amount of rural and urban work carried out by the Graduate Surveyor in the role of Party Leader. Arranging the variety of work is the responsibility of the Supervising Surveyor and the Graduate Surveyor. It is expected that the Graduate Surveyor will undertake at least five surveys in each classification.

## **6. THE GRADUATE SURVEYOR'S COMPETENCIES (INITIALLY)**

*Describe the competencies, experience and knowledge at the start of the training period here. If that is not practical, provide them on an attachment and refer to it at Item 3. This statement will assist the preparation of the training programme and its time schedule. Consider using Forms 3 to quantify initial experience and Form 4 to demonstrate current competencies.*

## **7. SCOPE OF TRAINING**

*Describe the training using the subjects listed in the Guidelines for Supervising Surveyors and Graduate Surveyors.*

## **8 LEVEL OF SUPERVISION**

*Describe the level of supervision to be provided; using the Board's Guidelines for Supervising Surveyors and Graduate Surveyors as a guide.*

*Please note, supervision should be relaxed as the Graduate Surveyor demonstrates ability to act as a Party Leader for surveys. The Graduate Surveyor's rate of progress depends heavily on a progressively reduced level of supervision.*

## **9. EXCLUSIONS**

*Note, if the company does not carry out some types of work (or some components of work), or use some type of equipment, which are essential or desirable for the Graduate Surveyor's development, they should be itemised. The responsibility for attaining this excluded experience should be allocated and if it is to be included within this training agreement the solution should be described. If the excluded training is to be achieved through another Licensed Surveyor and company but within the ambit of this agreement, the responsibility of the Supervising Surveyor and the other Licensed Surveyor should be set out.*

## **10 TIME SCHEDULE**

*It is recommended that the agreement include a table / matrix which shows the time schedule targeting dates for achievement of each of the competencies described in the Board's Guidelines for Supervising Surveyors and Graduate Surveyors, as well the practical projects. This will allow both parties to monitor progress of the training, correct any identified problems and to understand the magnitude of the task from the start. The Graduate Surveyor should participate in the preparation of the time schedule.*

## **11 RESPONSIBILITIES OF THE SUPERVISOR**

*Describe the responsibilities of the Supervising Surveyor under this agreement; using the Board's Guidelines for Supervising Surveyors and Graduate Surveyors as a guide.*

## **12. RESPONSIBILITIES OF THE GRADUATE SURVEYOR**

*Describe the responsibilities of the Graduate Surveyor under this agreement; using the Board's Guidelines for Supervising Surveyors and Graduate Surveyors as a guide*

## **13 ACCOUNTABILITY**

*Describe who is going to be accountable and for what under this agreement.*

*Note – Accountability can refer to what happens only after a situation has occurred, whereas responsibility is usually ongoing. Being held accountable is personal and individual, meaning it cannot be shared and belongs to only one person. Conversely, responsibility can be shared and divided among team members, collectively working towards an outcome. Accountability can also mean taking ownership of the results that have been produced, where responsibility focuses on the defined roles of each team member and what value they can bring to the table because of their specific*

*position. Where accountability is results-focused, responsibility is task or project-focused. Lastly, an explanation is expected (and maybe even owed) when being held accountable, but it is not expected for a responsibility.*

#### **14. TRAINING REPORTS**

The Graduate and the Supervising Surveyor will maintain the records required by Board’s Guidelines for Supervising Surveyors and Graduate Surveyors and will submit training reports to the Board as required by the same guideline.

#### **15. CERTIFICATION**

We the above named certify our acceptance of this professional training agreement.

Dated this \_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_.

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**Supervising Surveyor** **Graduate Surveyor**

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**Witness** **Witness**

Approved by the Surveyors Board of the Northern Territory

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**Chairperson** **Secretary**

Registered...../...../.....