



**General Certification
Surveying & Spatial Sciences Institute
Certification Procedures Manual**

Surveying & Spatial Sciences Institute

SSSI General Certification Panel

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1. Obtaining an Application

1.1 General Procedure

The first step is to download an application pack from the SSSI's website, www.sssi.org.au. (In order to minimise administrative overheads, SSSI staff do not mail, fax, or email application materials.)

1.2 Application Package

A checklist will accompany the materials. Start by checking that you have all of the necessary application documents.

1.3 Preparation for Completing the Application

1.3.1 Collect the materials you need to complete the application.

Primary materials include:

- Current résumé or curriculum vitae (CV)
- Academic transcript(s)
- Supervisor's letter and Referee report

1.3.2 Academic Transcript(s)

Official Tertiary Institution transcripts are required from all tertiary institutions at which you completed undergraduate, postgraduate, or short course work. Officially certified copies of transcripts are acceptable. Transcripts should be collected by you and included as part of your application and NOT mailed directly to the SSSI. It is permissible to cross out or otherwise delete a social security or similar identification number if it appears on a transcript.

1.3.4 Employer and Client Letter(s)

Employer letters are required from your most current immediate supervisor or employer. Exceptions are listed in the Experience points section. Letters from employers must have an original signature and should be written using the organisation letterhead. Copies of employer letters are NOT acceptable. A template and further instructions are provided in this manual. Alternative versions of the letter will be accepted but scrutinized more carefully than the letter provided by SSSI.

Self-employed applicants are required to obtain letters from clients, preferably, those clients who establish, start and end/continued contract work. A maximum of three client letters can be provided. A requirement list is supplied for referee letters. Client letters should contain similar information as the Employer Letters, and should:

- confirm that you are their contractor/consultant
- describe the type of professional work performed for the client
- state the period of performance for the contract(s).

1.3.5 Referee Report

A referee's report is required preferably from your most current immediate supervisor, employer, or persons familiar with your technical and professional work competency. The original copy of the referee report should be included in the application packet. **Please do not send additional or duplicate copies. Please do not have the referee send the report directly to the SSSI.** Referee documentation that does not accompany certification applications will not be considered. Remember that this documentation should come from a peer or supervisor. Applicants do not need referee documentation from past supervisors.

Use the guidelines below to draft a referee report.

- Use the referee's organisation's paper with letterhead
- Please include in the referee report
 - Referee's name
 - Referee's title and qualifications
 - Length of time the referee has known the applicant
 - Relationship with applicant
 - Evaluation of the applicant's skill and qualities
- Have your referee sign, including their position in the organisation.
- Include the referee report within your certification application

2. Completing the Application

When applying for general certification, you are required to:

1. Document tertiary educational achievement and the minimum required corresponding work experience for certification,

2.1. Removal of Personal Information

All sensitive or personal information (eg. social security number, driver's license number, maiden name, etc.) may be removed or obscured from any document. If this information is included, only the SSSI staff and Certification Assessment Panel members will view it. These omissions are the only allowable marks that you may make to an official document.

2.2 Certification Workflow

It is recommended that you:

1. Print the Application using the single sided option.
2. Document Tertiary Educational Achievements (see GC-EDU-1)
 - List the highest completed surveying & spatial sciences related educational achievement; continue to Step 3
3. Document Spatial Industry Professional Experience (see GC-EXP-1)
 - Document the required requirement by a providing a résumé or CV detailing your surveying & spatial sciences industry technical and professional work experience.
4. Compile your application
 - Compile your application materials as indicated in Section 8.1 of this document, *Application Arrangement*

3. Educational Achievement Component

Refer to forms GC-EDU-1 in application.

These guidelines are meant to encourage practitioners to seek out continuing education opportunities while providing incentives to education providers to build substantive surveying & spatial sciences and technology programs with quality courses.

3.1 Educational Achievement Documentation

Applicants who claim surveying & spatial science discipline Educational Achievement are expected to document their degrees and/or certificates with certified copies of their highest degree diploma and/or certificate if the official transcript(s) does not contain that information.

A single undergraduate degree can be in any surveying & spatial science discipline to be recognised. For postgraduate studies to be recognised in this component, the postgraduate study must have been in a surveying & spatial science discipline.

There is a long term practice provision available for applicants who lack formal tertiary qualifications but have substantial experience in the surveying & spatial science industry.

3.1.1 Educational Achievement Codes

The different levels of educational achievement determine the required amount of professional experience in the surveying & spatial science industry.

Educational Achievements	Professional Experience
Code 1 3 or 4 year Degree accompanied by postgraduate studies in a surveying & spatial science discipline	At least 1 FTE year
Code 2 4 year degree in a surveying & spatial science discipline	At least 1 FTE year
Code 3 3 year degree in a surveying & spatial science discipline	At least 1 FTE years
Code 4 Advanced Diploma – 3 years in a surveying & spatial science discipline	At least 2.5 FTE years
Code 5 Diploma – 2 years in a surveying & spatial science discipline	At least 4 FTE years
Code 6 Certificate – 1 year in a surveying & spatial science discipline	At least 5 FTE years
Code LTPP Long Term Practice Provision	At least 10 FTE years

3.1.1 How To Document Educational Achievement Points

The forms that need to be completed that correspond to the Educational Achievement section are GC-EDU-1. All forms should be completed if applicable.

Example: This candidate has earned a Masters in GIS

ACHIEVEMENT CODE	HIGHEST CREDENTIAL EARNED	YEAR CONFERRED	INSTITUTION
1	Masters in Geographic Information Systems	2000	University of Queensland

Add a second example related to surveying

4. Professional Experience Component

If applying for General Certification, the objective is to document the surveying & spatial sciences industry work experience required, given your educational achievements.

4.1 Work Experience Documentation

Three items are required to support work experience documentation

- A current copy of your résumé edited to include only surveying & spatial sciences related positions.
- A signed letter from your immediate supervisor or employer stating that the information listed is correct. The letter must be on the organization's official letterhead. A sample letter is available at www.sssi.org.au. The text of this letter may be copied verbatim, edited as required and signed by the employer. Alternative versions of the letter will be accepted but scrutinized more carefully than the letter provided by SSSI.
- A signed letter from a referee preferably from a person who is familiar with your technical and professional work experience.

4.1.1 The Resume

The resume is the applicants chance to fully explain the surveying & spatial sciences-related duties claimed in support of their application. On this basis, it is imperative that a detailed resume accompanies the application. The resume should fully explain the full range of duties the applicant fulfilled in achieving their surveying & spatial sciences work experience. The resume descriptions may either be bulleted lists or paragraphs. Please concentrate on duties as well as projects that incorporated those duties. A formal job description can be included as well.

Sample Position Description from the Resume (bulleted list)

GIS Specialist, Anytown, Australia

March 10, 1996 - July 18, 2003 (7.42 years)

- Create, edit, query, geocoded & georeferenced GIS data as needed.
- Project Manager of the town's Street Centerline Initiative to establish a single layer that can be used by all city departments.
- Maintain inventory control system, QA/QC, and technical auditing and reporting of GIS digital products.
- Update QAs/QCs & deploys centerline file on a weekly basis.
- Manage technical consulting effort for database development and implementation.
- Maintain the GIS Street Centerline web page.
- Manages, maintains and deploys GIS files on centralized server.
- Guide implementation of enterprise GIT architecture; advise / review agency GIS implementation plans; develop and maintain policy documents supporting enterprise architecture.
- Vectorized and attributed town cadastral maps previously in raster format.
- Provide support, installation and operation of GIS software.
- Act as Towns technical support for ArcGIS 8.x and 9.x.
- Database design for enterprise GIS.
- System architecture and application development.
- Procurement of satellite imagery for remote sensing needs.
- Define base map and parcel standards.
- ArcSDE geodatabase creation and design.

Sample Position Description from the Resume (paragraph)

GIS Coordinator, Anytown, Australia
March 10, 1996 - July 18, 2003 (7.42 years)
Plan and coordinate implementation of GIS for County Coordinate multi-participant project involving County Utilities Authority. Create, edit, query, geocoded & georeferenced GIS data as needed. Evaluate existing resources determine requirements and evaluate data sources, conditions and accuracy. Develop implementation plans. Define base map and parcel data standards. Prototype planimetric and cadastral data. Coordinate developing requirements for database design and related consulting services. Compose RFPs for installation of GPS control network, data conversion, and QA/QC. Manages, maintains and deploys GIS files on centralized server. Coordinate data collection and application development to eliminate duplication of effort among agencies/departments. Install and configure software. Supervise and participate in maintenance of the base map coverages for access by the program participants. Provide system training. Act as Towns technical support for ArcGIS 8.x and 9.x. Assist users with operation procedures and problem resolution. Designed applications for various projects; Future Land Use, Parcel Level Zoning, Compatible Use Zones, Airfield Height Limitation.

Add a second sample position description that is related to surveying. Perhaps have two examples overall, one GIS/bulleted list, the other surveying/paragraph??

4.1.2 The Supervisor Letter

Sample Supervisor Letter

[Month, Date, Year]

Surveying & Spatial Sciences Institute
Deakin ACT 2600
PO Box 307, Deakin West
ACT, 2600 Australia

Dear Surveying & Spatial Sciences Institute Certification Assessment Panel

As the supervisor or employer of [NAME], I am pleased to send this letter in support of [his/her] application for General Certification. Having reviewed the applicant's portfolio, I can attest that it is true and correct as to the applicant's current title, duties, experience level, and duration of employment here, and that it is consistent with what I know of the applicant's prior background. (I understand that SSSI Certification Assessment Panel does not expect me to be able to vouch for the entire portfolio, and that any errors are solely the responsibility of the applicant.)

Yours sincerely,

[Name
Position]

Inclusion of these documents is a requirement. No exceptions or exemptions will be made. Please do not annotate, write, highlight, or otherwise mark either the employer letter or the résumé. Marked documents will not be considered.

Definition: Immediate Supervisor – The administrative officer who oversees your professional duties, tasks, or operations.

NOTE 1 – An individual with a higher position than an immediate supervisor may also sign the employer letter. A peer, partner, or subordinate may not.

NOTE 2 – Consultants and those who are self-employed will need to have the letter signed by a current or past client.

NOTE 3 – Presidents or Chief Executive Officers of companies will need to have the letter signed by a representative from their corporation's Board of Directors.

NOTE 4 – If you are unemployed, obtain a letter from a past employer.

NOTE 5 – If you do not have a determinable immediate supervisor considering the above exceptions, the decision will be left up to the SSSI Certification Assessment Panel.

5. Payment

A SSSI General Certification application or recertification will not be processed until the full payment has been received. Once a completed application has been received an invoice will be issued including payment methods accepted.

SSSI does not under any circumstances accept the following forms of payment:

- Currency (foreign or domestic)
- Multiple Party Checks
- Purchase Order Numbers

A receipt can be requested when a completed application has been received and proper payment has been made.

5.1 Certification Fee Structure

Certification Fee: SSSI Members: General Certification - \$195

Non-Members: General Certification - \$850

Recertification Fee: SSSI Members Recertification - n/a (by completing your annual CPD requirements for your membership, your General Certification will be automatically renewed)
Non-Members Recertification - \$500 (per annum)

6. Completed Application

Once your application is complete and all supporting documentation is in hand, you may submit your application to the SSSI.

NO STAPLES, PAPER CLIPS, or OTHER FASTENERS should be included in the portfolio. All items should be grouped together loose and sent in a pocket folder. Portfolios should not be bound, laminated, or enhanced aesthetically. All portfolios are scanned electronically and inclusion of these items may substantially delay the processing of an application.

All of the documents should be included in the manner described within each section. Inserts should be added correctly. If the application is incorrectly organized, it may jeopardize its consideration or significantly delay its processing. There is no need for a title page, pagination, table of contents, or other extraneous cosmetic items.

All the necessary documents are available on-line at www.sssi.org.au

No completed applications or individual application materials will be returned to you.

6.1 Application Arrangement for General Certification, Surveying & Spatial Sciences Institute

The completed application should be arranged in the following manner:

- a. General Certification questionnaire
- b. Payment form (if required)
 1. Cover pages – **Sign and date page 2 of the application form.**
 2. Insert II – Educational Achievement Component
 3. Form GC-EDU-1
 4. Insert III – Official Transcript(s) and/or Educational Achievement Documentation
 5. Included transcript(s) and Educational Achievement Documentation
 6. Insert IV – Résumé, Employer and Referee Letter
 7. Included résumé
 8. Included employer letter
 9. Included referee letter
 10. The Code of Ethics Acknowledgment Form must accompany the completed portfolio

6.2 Mailing Instructions

The completed application should be placed in a file or pocket folder and sealed in an envelope. The portfolio should be sent to SSSI headquarters at the following address:

SSSI General Certification Panel
Surveying & Spatial Sciences Institute
PO Box 307, Deakin West
ACT, 2600 Australia

6.3 Code of Ethics

The Code of Ethics acknowledgement form must be signed and dated and returned with your application. This form must accompany the completed application in order to be considered for certification. The Code of Ethics is available on page 8 of the SSSI Prospectus.

No candidate, regardless of points will be considered certified without signing the SSSI Code of Ethics.
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7. Renewal of Certification (Recertification)

In order to retain certification, you must maintain currency with the profession and document those activities. You must earn points in Continuing Professional Development (CPD) since initially being certified or previously renewed to remain certified. If you fail to earn the minimum renewal points during that period, then you are no longer considered professionally certified by SSSI.

7.1 Requirements for Recertification for full members of the Institute

The requirements for re-certification for General Certification are identical to the requirements for renewal of full membership of the Institute. By completing the annual CPD requirements for full membership, you are also automatically re-certified for General Certification.

7.2 Requirements for Recertification for non-members of the Institute

Refer to: SSSI General Recertification Application

General certification lasts for one year. The initial cycle begins on the day of your certification by the SSSI. When you submit materials for recertification, the cycle will begin again and last for another year. Recertification does not require you to sign the Code of Ethics again. You will be expected to pay a recertification fee in the manner described in the Payment section in this manual.

Fifteen points of CPD is required for SSSI General Certification renewal. These points must be earned only in the year that has passed since initial or renewed certification. Failure to earn the minimum points will result in the forfeiture of SSSI General Certification.

7.3 Documenting Continuing Professional Development Points

Continuing Professional Development (CPD) points are awarded after the successful completion of industry delivered courses, workshops, and seminars with subject matter that relates directly to the surveying & spatial sciences or related technology, and applications.

CPD points are a result of the number of total hours that you have spent at courses, workshops, and seminars with subject matter that relates directly to the spatial sciences or related technology, and applications. To claim CPD Points, you should refer to the form marked GC-REC-1. Within the form you should place the name of the event, the year, the host organization, the location and the number of CPD points allotted to that particular activity. After all the claims have been entered onto GC-REC -1, the number of hours should be summed. The resulting hourly value is the total number of CPD Points that can be claimed for recertification. All CPD Points claims need proper documentation.

For recertification of General Certification, Surveying & Spatial Sciences Institute requires 15 CPD points on a one year cycle.

Example: (Form is truncated)

GC-REC -1: CONTINUING PROFESSIONAL DEVELOPMENT <i>(use additional copies if necessary label GC-REC-1-ext)</i>		
Year	CPD Event Title/Hosting Organisation/Location	CPD Hours
2003	SSI Conference – Canberra	30
2004	SSI Qld Northern Group Conference - Townsville	15
2005	“Strategic Information Sharing – The Smart State in Action; ”QSIIS Smart Business Solution Seminar; Brisbane	5
2005	Spatial Sciences Conference – Melbourne	30
TOTAL CONTINUING PROFESSIONAL DEVELOPMENT POINTS		80

Two alterations should be made to the example, one reducing the number of points and the spread of years to 15 points in a year, and the other alteration should be to include a surveying event.

7.4 Recertification Application Arrangement

The completed application should be arranged in the following manner:

1. Cover
2. Insert 1 – Continuing Professional Development Component
3. Form GC-REC-1
4. Insert 2 – CPD Achievement Documentation
5. Included CPD achievement documentation

7.5 Mailing Instructions

The completed recertification application should be placed in a file or pocket folder and sealed in an envelope. Proper postage should be applied and the portfolio should be sent to SSSI headquarters at the following address:

SSSI General Certification Panel
Surveying & Spatial Sciences Institute
PO Box 307, Deakin West
ACT, 2600 Australia

8. SSSI Certification Contact Information

Application Procedures

SSSI Membership Officer

- ph. +61 2 6282 2282
- www.sssi.org.au,
- info@sssi.org.au

OR

Surveying & Spatial Sciences Institute

27 – 29 Napier Close

Deakin ACT 2600

PO Box 307, Deakin West

ACT, 2600 Australia