



Surveying & Spatial Sciences Institute

General Certification Application

Surveying & Spatial Sciences Institute

SSSI General Certification Panel



Surveying and Spatial Sciences Institute
ABN: 22 135 572 815

Spatial Information and Cartography · Land Surveying · Engineering and Mining Surveying · Remote Sensing and Photogrammetry · Hydrography

Thank you for taking an interest in the SSSI General Certification Programme, which is open to SSSI members and non-members alike. This General Certification Application Pack contains all the information you need to complete an application for SSSI General Certification. We commend you for taking this voluntary step forward in your professional development.

For an application for General Certification or Re-certification to be considered by the SSSI General Certification Panel it must be complete and contain all the information detailed within the General Certification Guidelines and on the forms provided. The Guidelines contain tips and strategies that will help to make the application process easier for you and enables the SSSI General Certification Panel to consider your application in a timely manner. It is important that you provide the all information asked for and adhere to the process detailed in the Guidelines. Deviations or omissions may jeopardize or seriously delay the processing of your application and your overall certification.

Full payment must accompany your completed SSSI General Certification or Re-certification application. Your application will not be considered if payment is not made. We note that SSSI members enjoy a significant discount on the full payment.

Applications will not be processed without a signed and dated SSSI Code of Ethics form. We have also included an optional questionnaire on your certification experience that will help us to ensure that the process is as smooth and efficient as possible.

We ask that applicants be honest, critical, and inquisitive. If questions or issues arise, please do not hesitate to contact a SSSI staff member or to visit the website at www.sssi.org.au

Thank you very much for your participation.

SSSI Head Office
27-29 Napier Close, Deakin
PO Box 307, Deakin West ACT 2600 Australia
T +61 2 6282 2282 F +61 2 6282 2576 E support@sssi.org.au W www.sssi.org.au

Table of Contents

1.	Application.....	4
2.	Section 1 – Educational Achievement Component.....	5
3.	Insert 2 – Official Transcript(s) and/or Education Achievement Documentation	8
4.	Section 2 – Professional Experience Component	9
5.	Resume, Employer and Referee Letter	11
6.	Referee Guidelines	12
7.	Supervisor Letter Template.....	13
8.	Code of Ethics Acknowledgement Form	15
9.	Payment Form.....	16
10.	Application Checklist.....	17
11.	Questionnaire.....	18

APPLICANT DETAILS

Name: _____

(If accepted, this is how your name will appear on your certificate)

Job Title: _____

Organisation: _____

Surveying & Spatial Sciences Institute Membership No.: _____

Office: (Tick Office/Home to indicate preferred correspondence address)

Address: _____

City: _____ State: _____ Postcode: _____

Country: _____

Phone: _____ Fax: _____

Email: _____

Home:

Address: _____

City: _____ State: _____ Postcode: _____

Country: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ **Date:** _____

The information contained within this application is to the best of my knowledge, truthful and valid. Any discrepancy may result in the removal of this application from consideration. I authorise SSSI General Certification Panel members to take any necessary steps to verify the claims made within.

Section 1

Educational Achievement Component

NO STAPLES, PAPER CLIPS, or OTHER FASTENERS should be included in the portfolio. All items should be grouped together loosely, on single sided paper, and sent in a pocket folder. All portfolios are scanned electronically and inclusion of any of these items may substantially delay the processing of your application.

Insert 1

EDUCATIONAL ACHIEVEMENT COMPONENT (GC-EDU-1)

Successful completion of formal tertiary education in the spatial science disciplines is a requirement of being certified as spatial industry professional. This component allows for recognition of a single tertiary award through to the accumulation of a number of tertiary education achievements.

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

However General Certification is offered by SSSI as a pathway by which Affiliate Members transition to full Institute membership in accordance with Clause 6.8.1 of the SSSI Constitution. It allows an applicant who does not possess the necessary academic qualifications for full SSSI Membership to attain full membership through the General Certification process by virtue of 10 year's relevant surveying and spatial industry experience (Code 7 below). Those wishing to apply under the Long Term Practice provision need to document their professional experience in accordance with the Professional Experience Component - Section 2 of this document.

Procedure

1) Enter only the **highest single or combination of tertiary spatial science qualification being claimed.** (e.g., Degree, Diploma, or Certificate), year conferred, Institution and point value in the spaces provided below.

Educational Achievements	Professional Experience
Code 1 3 or more years Degree in a surveying & spatial science discipline	At least 1 FTE year
Code 2 3 or more years Degree in a discipline that is not surveying & spatial science accompanied by one or more years postgraduate study in a surveying & spatial science discipline	At least 1 FTE year
Code 3 3 or more years Degree in a discipline that is not surveying & spatial science	At least 2 FTE years
Code 4 Advanced Diploma – 3 years in a surveying & spatial science discipline	At least 2 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 (or equivalent)	At least 6 FTE years
Code 7 Long Term Practice Provision – no tertiary studies	At least 10 FTE years

2) Attach all documentation claimed, copies signed by JP (eg Degree, or Masters documentation, or transcript)

Notes

- a). Enter only the highest qualification earned. The postgraduate course content must be in a spatial science discipline.
- b). The level of educational achievement sets the amount of work experience to be documented in the supplied detailed résumé or CV.

ACHIEVEMENT CODE	HIGHEST CREDENTIAL EARNED	YEAR CONFERRED	INSTITUTION

**Official Transcript(s)
and/or
Educational Achievement
Documentation**

NO STAPLES, PAPER CLIPS, or OTHER FASTENERS should be included in the portfolio. All items should be grouped together loosely and sent in a pocket folder.

Insert 2

Section 2

Professional Experience Component

NO STAPLES, PAPER CLIPS, or OTHER FASTENERS should be included in the portfolio. All items should be grouped together loosely and sent in a pocket folder.

WORK EXPERIENCE POINT COMPONENT (GC-EXP-1)

The spatial information industry professional experience required to be documented depends on the level of the spatial science tertiary educational achievement being claimed. Use the table (Note a) below to ensure the required work experience is documented in a supplied résumé or CV. Applicant's applying under the Long Term Practice provision (Code 7) need to document, as a minimum, 10 years professional experience.

Educational Achievements	Professional Experience
Code 1 3 or more years Degree in a surveying & spatial science discipline	At least 1 FTE year
Code 2 3 or more years Degree in a discipline that is not surveying & spatial science accompanied by one or more years postgraduate study in a surveying & spatial science discipline	At least 1 FTE year
Code 3 3 or more years Degree in a discipline that is not surveying & spatial science	At least 2 FTE years
Code 4 Advanced Diploma – 3 years in a surveying & spatial science discipline	At least 2 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 (or equivalent)	At least 6 FTE years
Code 7 Long Term Practice Provision – no tertiary studies	At least 10 FTE years

Notes

- a) As per the SSSI Certification Policy, this table documents the required FTE work experience requirements
- b) The résumé or CV needs to provide detailed documentation of the applicants working experience.

Résumé, Employer and Referee Letter

NO STAPLES, PAPER CLIPS, or OTHER FASTENERS should be included in the portfolio. All items should be grouped together loosely and sent in a pocket folder.

Insert 3

General Certification Referee Guidelines

The following guidelines can be used for fulfilling the *referee report* documentation requirement. 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.** 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.

Procedure

Use the guidelines below to draft a referee report.

1. Use the referee's organisation's paper with letterhead
2. Please include in the referee report
 - a. Referee's name
 - b. Referee's title and qualifications
 - c. Length of time the referee has known the applicant
 - d. Relationship with applicant
 - e. Evaluation of the applicant's skill and qualities
3. Have your referee sign the report (electronic signatures are not acceptable), including their position in the organisation.
4. Include the referee report within your certification application

Supervisor Letter Template

The following letter can be used for fulfilling the *letter from an immediate supervisor* documentation requirement. The original copy of the letter should be included in the application packet. **Please do not send additional or duplicate copies. Please do not have the supervisor send the letter directly.** Letters that do not accompany certification applications will not be considered. Remember that this letter should come from your most current immediate supervisor. Applicants do not need letters from past supervisors, unless currently unemployed.

Procedure

All text within the letter which requires changing is delineated by []

1. Use current organisation's paper with letterhead
2. Replace the date requirement
3. Insert your name [NAME]
4. Have your supervisor sign the letter (electronic signatures are not acceptable) and include their position in the organisation
5. Include the letter within your certification application

[Month, Date, Year]

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

Dear Surveying & Spatial Sciences Institute Certification Panel

As the supervisor or employer of [NAME].

I am pleased to send this letter in support of their application for General Certification, Surveying & Spatial Sciences Institute. 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 General Certification 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]



SSSI Code of Ethics Acknowledgment Form

Name (Print): _____

Signature: _____ Date: _____

I acknowledge that I have fully read, understand, and am in full compliance of the Surveying & Spatial Sciences Institute *Code of Ethics*. I understand and agree that upon receipt of proof of violation of this Code of Ethics, the SSSI Board of Directors will proceed in investigating and proper action may be taken.

Please complete the above and mail **only this page** back to the SSSI with your completed certification application. No application will be processed without being accompanied by a completed Code of Ethics Acknowledgment form.

PAYMENT FORM

Surveying & Spatial Sciences Institute
PO Box 307, Deakin West
ACT, 2600 Australia
ABN 22 135 572 815

First Name _____ Last Name _____

Job Title _____

Organization _____

Address _____

City _____ State _____ Postcode _____ Country _____

Phone _____ Fax _____

Email _____

Certification Fee: **SSSI Members: - \$A195.00**

Non-Members: - \$850

Recertification Fee: **SSSI Members Recertification - \$75 (upon renewal of SSSI (full) membership)**

Non-Members Recertification - \$500 (per year)

Payment Information Fees must be received in full before an application will be considered. Cheques are to be made payable to SSSI in Australian dollars drawn on an Australian Bank

VISA* MasterCard*

Credit Card # _____

Exp Date: _____/_____/_____ CCV No. _____ (3 digit number on back of card)

Name on Card : _____

Signature for Credit Card: _____

**Credit card payments attract a 1% surcharge*

This form becomes a Tax Invoice upon payment. Please retain a copy for your records. All fees quoted are GST Inclusive.

Mail to:

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

SSSI General Certification Application Checklist

The following items need to be submitted to SSSI. Please do not include this checklist with your application.

- Completed certification application with the required proper documentation
- Full payment and payment form
- Signed and dated SSSI Code of Ethics Acknowledgment Form
- Optional demographic questionnaire
- All items are arranged correctly and have been placed loosely in a folder

Please return the completed application to:

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

SSSI General Certification Panel Information Questionnaire

Please take a few moments to completely fill out this form, so that SSSI General Certification Panel can evaluate the submission process and track its participant demographics. Please return this form with your portfolio.

First Name _____ Middle Initial _____ Last Name _____

1. How clear (easy to understand) was the application process? (Please circle your response)

Very clear Somewhat clear Somewhat confusing Very confusing

Comments: _____

2. How much time did it take you to complete the application and secure adequate documentation? (Please circle your response)

Less than 2 weeks 2 – 4 weeks 5 – 6 weeks Longer than 6 weeks (specify) _____

3. Considering this is a portfolio-based program, how do you feel about the amount of documentation required to complete the application? (Please circle your response)

Too much documentation required About the right amount of documentation required

Too little documentation required

3a. Which documents were particularly difficult to locate/obtain? _____

4. Did you contact SSSI for clarification of any application questions? Yes No

5. What suggestions do you have for improving the submission process? (*Use back if necessary*)

Type of Organization/Employer (Please circle your response):

Local Government

University

Association

State Government

Consultant

Other (specify)

Federal Government

Vendor

Utilities

Press

What certifications, if any, do you currently hold? _____

To what associations do you currently hold memberships?

What is your gender? Male Female (Please circle)

What is your age? Under 25 25-34 35-44 45-54 55-64 65 or older

Did your employer cover the cost of certification? Yes No

I would be willing to assist foreign speaking applicants with the application process

I speak/write the following language(s): _____

Thank you.

Please return this completed form with your completed portfolio.