

CSLB Competency Assessment Framework Sub-Committee

Meeting on Thursday 15 February 2024

AGENDA / PURPOSE:

1. Review the list of tasks below that are required to implement the framework (what is there to do?)
2. Identify the people or groups who will be involved in the implementation of the framework (who could do it?)
3. Align tasks with the people or groups (who will do what?)
4. Identify the structure of the group of people to drive the implementation (who do we need in the room?)
5. Identify next steps / priorities (what happens in the short term?)
6. Identify the steps / milestones for the implementation of the framework (how do we get to the end?)
7. Communications strategy (how do we tell others what is happening?)

TASKS:

This list is not exhaustive and not necessarily in order, but will hopefully get our thinking going.

- a. Communicate to community the results of the consultation process
 - a. Incorporate S+SNZ secondary submission
 - b. Prepare document explaining changes
 - c. Notify community of final document
 - d. CSLB sub-committee, CSLB Secretary
- b. Set up Register of Applicants
 - a. CSLB Secretary
 - b. S+SNZ Administration
 - c. Consultant (Jane)
 - d. BC Systems
- c. Create core team to drive implementation, with structure around decision-making
 - a. CSLB Sub-committee
 - b. Plus consultant
 - c. S+SNZ Examinations Panel Chair
 - d. CSLB - ultimate decision
- d. Create scope and contract, then advertise, appointment of consultant(s)
 - a. CSLB sub-committee plus perhaps consultant(s)
 - b. Jonathan Kaye
 - c. CSLB - ultimate decision
- e. Create job description and contract, then advertise, appointment of Examinations Coordinator
 - a. CSLB sub-committee
 - b. Jonathan Kaye
 - c. CSLB - ultimate decision
- f. Design, create and implement digital infrastructure to support assessment framework (e.g. the 'filing cabinet')
 - a. Consultant (Jane)
 - b. BC Systems
 - c. CSLB sub-committee

- g. Develop contract with S+SNZ for provision of Assessment Panel. This would include terms of reference for Assessment Panel and expectations for delivery of the various stages, setting of costs etc
 - a. CSLB sub-committee
 - b. S+SNZ Executive
 - c. Jonathan Kaye
 - d. CSLB – ultimate decision
- h. Develop Professional Experience Guideline for Portfolio of Experience (e.g. Craig’s draft or NZ RAB example)
 - a. CSLB sub-committee representative
 - b. S+SNZ Examinations Panel Chair/member
 - c. Consultant (Jane or Synapsis)
- i. Develop various forms and templates for applications, portfolio projects, work experience, covering report, declarations, attestations etc
 - a. Examinations Coordinator
 - b. Consultant (Jane and/or other)
- j. Develop nature and scope of Professional Challenge
 - a. CSLB sub-committee representative
 - b. S+SNZ Examinations Panel Chair/member
 - c. S+SNZ examiners/moderators representative
 - d. School of Surveying representative
 - e. Consultant ?
- k. Develop detail around the scope and structure of the Professional Interview panel
 - a. CSLB sub-committee representative
 - b. S+SNZ Examinations Panel Chair/member
- l. Determine who pays for what and the setting of fees to charge applicants
 - a. CSLB sub-committee representative
 - b. S+SNZ Executive
 - c. S+SNZ Examinations Panel Chair
 - d. CSLB – ultimate decision
- m. Develop transitional provisions
 - a. CSLB sub-committee representative
 - b. S+SNZ Examinations Panel Chair
 - c. CSLB – Ultimate decision
- n. Regularly communicate to community the progress and critical information, and especially the transitional provisions
 - a. CSLB Secretary
 - b. Examinations Coordinator
- o. Establish process for applicants to seek decisions from Board (e.g. approval of qualifications, approval of pre-graduate experience, clarifications, reviews of decisions etc)
 - a. Examinations Coordinator
 - b. CSLB sub-committee
- p. Design and implement CSLB website interface to incorporate framework components (information on the pathways)
 - a. BC Systems
 - b. CSLB sub-committee
 - c. Examinations Coordinator
 - d. CSLB Secretary
- q. Have a ‘one stop shop’ on website for applicants to interact with assessment framework (register, application forms, dates/venues, paying of fees etc).
 - a. Consultant (Jane)

- b. BC Systems
 - c. CSLB sub-committee
 - d. Examinations Coordinator
 - e. CSLB Secretary
- r. Make amendments to the Standards as required, consultation
 - a. CSLB sub-committee
 - b. CSLB – ultimate decision

PEOPLE / GROUPS:

The possible people or groups who could be needed to undertake the various tasks:

- a. CSLB Competency Assessment Framework Sub-Committee
- b. CSLB
- c. Other CSLB members not part of the sub-committee
- d. CSLB Secretary
- e. S+SNZ Executive (CEO, President, Board Chair)
- f. S+SNZ Examinations Panel Chair
- g. S+SNZ Examinations Panel / members
- h. S+SNZ cadastral law exam examiners/moderators
- i. S+SNZ administration staff
- j. Examinations Coordinator
- k. Consultant/s
- l. School of Surveying representative
- m. Dr Don Grant
- n. YSG representative
- o. Cadastral Stream representative
- p. Template / form developer
- q. BC Systems
- r. Website designer
- s. Jonathan Kaye

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