

## **The Land Surveyors (Alternative Qualifications) Notice 1977 Rules for Attachment and Oral Examinations (Revised Edition)**

Any person, who holds a Diploma in Land Surveying from the College of Arts, Science & Technology, or equivalent qualification, hereinafter referred to as a Student Surveyor, may qualify for a Commission as a Land Surveyor under the Land Surveyors Act by:

- a) Serving a one-year period of practical training with, or attachment to, a Commissioned Land Surveyor (hereinafter referred to as a Surveyor),
- b) Submitting an acceptable practical task to the Land Surveyors Board,
- c) Successfully sitting the Oral Examinations (Viva Voce and Practical Task/Plan Interview) conducted by the Land Surveyors Board's Examiners.

### **Alternatively:**

The Board requires that any person who is qualified as a Member of the Royal Institution of Chartered Surveyors (MRICS) must satisfy the conditions contained in Section 3(1)(a) and Proviso (i) thereto, of the Land Surveyors Act in order to qualify for a Commission as a Land Surveyor. Accordingly, the candidate must:

1. Successfully Complete the module in local law at the University of Technology, Jamaica;
2. Serve a minimum period of six (6) months attachment with an Approved Commissioned Land Surveyor/Authorized Officer and satisfy the Board that he/she has gained the necessary practical experience in Cadastral Surveying. In this regard, he/she will be required to:
  - a. Notify the Board of the commencement of the period of attachment for cadastral exposure within thirty (30) days of the date of commencement.
  - b. Submit samples of cadastral plans produced during the period of attachment.
  - c. Submit a logbook of assignments carried out during the period of attachment.
  - d. Carry out and submit a practical task, approved by the Board, consisting of the reopening of at least 500m of boundaries from an old registered or pre-checked plan and a subdivision comprised of at least ten (10) lots, for assessment by the Board.
  - e. Submit a formal application to the Board to be interviewed for the award of a Commission, along with the documentation for b. - d. above and evidence of the payment of the Examination fee; and
  - f. Attend an interview, as scheduled by the Board.

### **A. General Rules for Attachments**

1. No Student Surveyor shall be attached to a Surveyor who has been in practice for less than five (5) years.
2. No Student Surveyor shall be attached to a Surveyor who is not in full time practice.
3. The Board shall not recognise the attachment of a Student Surveyor for the award of a Commission unless such student remains in the full time employment of such Surveyor or Surveyors for the entire period of one (1) year, excepting as provided for in Rule (4)
4. The attachment of a Student Surveyor to a Surveyor may be shared between Surveyors whose individual practices are not sufficiently diversified to qualify them individually to take students on attachment. Provided that in such a case, the Board shall regard the Surveyor with whom the attachment agreement is made as the person responsible for the student's training and for the reports required in Rule (7).
5. Student Surveyors on attachment shall spend no less than six months in cadastral surveying and no less than three months in engineering surveying.
6. No Student Surveyor shall be attached to a Surveyor unless such Surveyor practices from a well organized office approved by the Board
7. The Surveyor shall report to the Board on the progress and suitability of the Student Surveyor after six months of attachment and again at the end of the period of attachment.
8. The Student Surveyor shall not engage in any form of Land Surveying activity with any other Surveyor or aligned professional without the expressed knowledge of his/her Principal, through a written request, so to do. Failure to comply with this requirement will result in this agreement nullified and the Land Surveyors Board so informed.
9. If the attachment is terminated for any reason a full report on the circumstances of the termination shall forthwith be reported to the Board by the Surveyor and by the Student Surveyor.

### **B. Notifications**

1. The Board shall circularise Surveyors enquiring if they desire to take students on attachment. The circular shall state the criteria for the attachment.

2. The Board shall consider suitability of Surveyors in accordance with the criteria, and prepare a list of Approved Surveyors for forwarding to the University of Technology, Jamaica, and the Land Surveyors Association of Jamaica.
3. The University of Technology, Jamaica, may publicise the list of Approved Surveyors among interested students.
4. The Student Surveyor may negotiate attachment with any Surveyor on the approved list.
5. There shall be a written agreement between the Surveyor and the Student Surveyor in respect of the attachment.
6. The Board shall be furnished with a copy of the agreement within six months of the attachment.

#### **C. Rules for Practical Training**

1. The Student Surveyor shall, during the period of attachment, undertake practical tasks in the field and office work normally carried out in the practice of surveying
2. The Surveyor shall not assign the Student Surveyor a task as will cause him/her to breach the Land Surveyors Act but will personally supervise any cadastral survey task carried out by the Student Surveyor.
3. The Student Surveyor shall keep a log book and copies of plans of the work undertaken by him, and the Surveyor shall enter in the log book a report on each piece of work so performed, stating the degree of competence displayed by the Student Surveyor and the extent of the Surveyor's participation in the work performed.
4. The log book and copies of plans shall be presented to the Board at any time the Board calls for same and at the time the Student Surveyor appears for the Oral Examination (Practical Task/Plan Interview).

#### **D. Rules for Practical Task**

1. During or subsequent to the minimum period of attachment the Student Surveyor shall undertake a practical task approved by the Board.
2. The practical task shall be a cadastral survey to be undertaken in the normal course of business of the Surveyor and involving the re-opening of old boundary lines. This survey shall be oriented to True North obtained from astronomical observations or to the National Grid.

3. The Board may also require the Student Surveyor to do a further practical task including one or more of the following features:
  - (a) topographical and planimetric survey techniques
  - (b) a route survey for a road or canal involving acquisition survey for the parcels affected, preliminary surveys, final route surveys, profiles, and cross sections and the determination of quantities,
  - (c) a subdivision survey of ten or more lots involving the preparations of site plan, and the design of sub-division,
  - (d) final survey of the lots in a subdivision of ten or more lots
4. Prior to undertaking the practical task, the Student Surveyor shall submit to the Board an outline to the proposed task for assessment.
5. The Board shall assess the proposal and advise the candidate on its suitability
6. The Student Surveyor shall inform the Board of the period during which the work will be carried out. The Board may visit the Student Surveyor and observe his technique while carrying out the task.
7. All work in connection with the task shall be carried out by the Student Surveyor, although it will of necessity be performed under the supervision of the Surveyor.
8. The Student Surveyor may, after receiving confirmation of the suitability of the proposed practical task, carry out such task and submit it to the Board as proof of professional competence.
9. Material submitted for the practical task shall include plan, field book, other drawings, computations etc. together with a full report on the survey and shall be submitted to the Board at least two months before the end of the attachment or if subsequent to the attachment, before the date fixed for the Oral Examination (Viva Voce).

#### **E. Rules for Oral Examinations**

1. The Board shall fix a date and place of the Oral Examination (Viva Voce) and publicise the details to the Student Surveyor.
2. The Student Surveyor shall apply to the Board to attend the Oral Examinations (Viva Voce and Practical Task/Plan Interview).
3. The Oral Examinations shall comprise questions on the practice of land surveying and may involve the Acts and Regulations relating to land surveying and in particular the Land Surveyors Act and the Land Surveyors Regulations as well as the Code of Ethics and Constitution of the Land Surveyors Association of

Jamaica. Questions will not be of a complicated mathematical nature and will require no mathematical calculations that could not be done mentally.

*Prepared by: Land Surveyors Board (Revised September 8, 2021)*