

## **ANSLS Articling Requirements**

### **GENERAL**

After having satisfied the academic requirements for membership, ANSLS (The Board of Examiners) requires the Student to complete a two year period of acceptable land surveying work experience, showing progression in technical and legal capability, mature judgement, responsibility, an awareness of business practice and proficiency in communications ~ written and verbal. In the event that some, or all, of the experience is considered not to be acceptable, the Student must gain additional experience of an acceptable nature in order to complete this requirement.

The Student, employed in Professional Land Surveying, must comply with the Student Mentorship Program and complete the requirements in the two years following acceptance of articles.

Newly registered students will be paired with a Nova Scotia Land Surveyor who has agreed to serve as their Monitor.

The criteria for choosing a Monitor are as follows:

- Professional Land Surveyor registered with ANSLS;
- 5 years experience as a NSLS.;
- Direct Supervisors may serve as the Monitor if all other avenues to identify one have been exhausted;
- The Nova Scotia Land Surveyor must confirm in writing that they are willing to serve.

It is essential that the Student keep accurate records of the work experience gained during the mandatory training period. The work experience is to be recorded on diary forms approved by ANSLS ( The Board of Examiners). The diaries are to be signed by the Supervising NSLS and submitted to the Monitor for assessment according to a pre-arranged schedule. The record of experience must describe the land surveying performed and calculate the percentage of experience gained in each of the categories of articling experience.. The suggested schedule for reporting work experience is as follows:

Year 1 - 1 Diary every 4 months

Year 2 - 1 Diary every 6 months.

The Student should keep a copy of the diary and submit a copy to the Monitor either hard copy or electronically, depending on the arrangement made.

The Monitor will review the diary and advise ANSLS ( The Board of Examiners) and the Student the number of months of experience granted. ANSLS ( The Board of Examiners) does not receive or retain copies of diaries.

### **GUIDELINES FOR ACCEPTABLE WORK EXPERIENCE**

That portion of the Articling Guideline that pertains to land surveying experience requirements is quite specific in its description of the components of experience required by a candidate for admission to the practice of land surveying. It includes consideration of academic, language, and land surveying experience requirements (as well as the role of the Professional Practice Examination).

#### **1)STUDENT EXPERIENCE REQUIREMENTS**

The objective of the work experience requirement is to ensure that all candidates for membership gain acceptable experience that is practical and varied; to allow them to progress to the level of maturity required to make reliable professional judgements. It is desirable that, a Professional Land Surveyor supervise the Student, wherever possible. Acceptable work experience is based on various elements. It should reflect that the candidate is applying the knowledge learned during the formal education period, and show evidence of both professional and personal development. It should include, but not be limited to:-

- (a) application of theory
- (b) practical experience
- (c) management of surveying projects and business operations
- (d) communication skills (written and verbal) in the English language
- (e) implications of providing quality and timely service

## 2.

### Work experience can be gained through:

- (a) observing performance of practicing professional land surveyors
- (b) exposure to practical land surveying problems in order to obtain a better appreciation of all pertinent issues to be considered ( i.e.-technical, environmental, regulatory, etc.) in arriving at an acceptable solution.
- (c) visits to field locations where surveying solutions are being put into practice, i.e.- communicating with clients and adjoining, locating field evidence, making on-site judgements, making appropriate set-outs, etc.
- (d) observation of and/or participation in project organization and management, including how the individual elements are brought together to result in the completed project
- (e) exposure to problems that arise during project implementation

### **1(A) Application of Theory**

The application of theory is the backbone of the land surveying experience, and it is important for the Student to be exposed to this type of experience. Candidates should also, at the minimum, have had exposure to each of the other four components (broad areas of land surveying experience; business management; oral and written communications; implications of providing quality and timely service).

The skillful application of theory is an important component of land surveying. A candidate's experience should include active participation in and supervision of several aspects of the following:

- (a) project research and analysis, including scope and operating conditions, safety and environmental issues, economic feasibility, technical merit.
- (b) collection and assessment of field evidence
- (c) applying technical and legal solutions
- (d) making final project decisions in a practical and timely manner
- (e) finalizing project by delivering final product, and managing financial considerations

### **1(B) Practical Experience**

The Student may gain practical experience in several ways, including the following:

#### Work Sites:

The Student should carry out specific tasks at field locations, including location and assessment of evidence, technical measurements, on site working relationships and communications, and project set-outs

#### Research:

The student should participate in evidence research at appropriate locations

#### Office:

Applying Statutes, regulations and appropriate aspects of Common Law to various projects

### **1(B)(I)- Student Practical Experience requirements:**

#### Record Keeping:

The Student should observe and participate in all record-keeping requirements and practices of the employer for calculations, notes, project documents etc.

#### Understanding Contracts:

The Student should read and become familiar with the legal aspects of all relevant contracts and ensure the terms are followed.

#### Ethics:

The Student should achieve an understanding of professional and business ethics and practice in an ethical manner.

#### Develop Team Skills :

The Student should gain insight into the importance of being part of a team, and participating in a team environment.

**1(C) Management Techniques**

Because management of technical resources is such an important component of land surveying, it is essential that the Student gain first hand knowledge through exposure to various management techniques during the Student training period. As with all other facets of land surveying, the assumption of increased responsibility is an important aspect of qualifying experience. Such exposure to management techniques will be gained through:

**(a) Managing Resources:**

The Student should ensure that assigned projects are effectively managed, giving due consideration to time, manpower, material and equipment constraints.

**(b) Management Knowledge:**

Making accurate project estimates of costs, resources and time

**(c) Client and staff liaison****(d) Cost control****(e) Final project delivery**

The Student may gain Management Techniques Experience in applying technical theory in the following ways:

**1(C)(I) Analysis of Information & Data Collected:**

The student should participate with the supervisor in the analyses of the collected information and data that is relevant to the assigned tasks and projects, the determination of the conclusions to be drawn, and the determination of the appropriate action to be taken.

**1(C)(II) Selecting Solutions:**

The Student should offer appropriate solutions based on sound technical and legal judgement, to be checked and approved by a professional land surveyor, who should normally be the student's supervisor.

**1(D) Communications**

During the training period, the Student must learn to communicate effectively with management, co-workers, clients, government regulators, and the general public. The Student is to take advantage of all opportunities presented to develop both oral and written communications abilities in the English language:

**Oral Communications:**

Report or make presentations to management or peers. This can include project status reviews, research or study reports, and presentations at public forums. The Student can establish public speaking skills through business and community activities. Discussion skills can be developed through active participation in meetings.

**Written Communications:**

The Student should become proficient in written presentations of a Professional Land Surveying nature, from daily correspondence and record keeping, to the production of major reports. Technical reports will clearly describe the project and summarize the results.

**1(E) Implications of Providing Quality and Timely Service**

The Student should become familiar with and practice the following implications of professional practice:

**Public Safeguards:**

The Student should understand and practice the role and responsibilities of providing professional quality work and the affect it may have on client financial matters, progress of development projects, timeliness of regulatory approvals, and future developments.

**Benefits to the Public:**

The Student should be exposed to the benefits that the profession provides to the public.

**Regulation Agencies:**

The Student should develop an appreciation and understanding of the roles and responsibilities of regulatory agencies in his/her professional practice.

4.

*Article time*

The articling time is based on a 35 hour week for 47 weeks a year. This assumes individuals receive 3 weeks vacation and 10 days of statutory holidays annually. Total working time in a year is 1650 hours (rounded) and for 2 years - 3300 hours.

**Field Practice**

**Minimum**

	<u>Percentage</u>	<u>Hours</u>
Boundary retracement	20	660
Boundary establishment	10	330
Technical surveys (ie. site, control, location certificates, etc.)	10	330

**Office Practice**

**Minimum**

	<u>Percentage</u>	<u>Hours</u>
Research and analysis of evidence	5	165
Preparation of descriptions and reports	5	165
Professional Development (ie, client interaction, project estimates, business management, etc)	5	165

**Discretionary Practice**

Percentage

Hours

Decided by the student and the member

45

1485

**Total**

100

3300