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**The Institution of Surveyors of Uganda**

**P. O. Box 2122 Kampala**

**Candidate’s Practical Experience Log Book**

**with Guidance Notes – LS CHAPTER**

**Candidate’s Name: …………………………………………………………………………..**

**Membership No:** ………………………………………………………………………………

**Discipline of Surveying:** ……………………………………………………………………

**Date Issued:** ……………………………………………………………………………………

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**Appendix A – DIARY ENTRY TEMPLATE**

1. **NOTES FOR THE LOG BOOK & DIARY**

**1.1** All graduates are required to keep a Log Book. A Log Book is to enable candidates present an analysis of their professional experience in a chronological order based on the entries in the book. It will help the assessors determine if the experience presented by the candidates is adequate and properly balanced. It will also provide an easy reference to any particular aspect of training if need arises.Log Books are to be submitted to supervisors for interim inspection at 6 month intervals, and should accompany the final assessment documents.

**1.2** Candidates should also keep their own records in the form of a training diary on a week-to-week basis. These entries should then be summarised at the end of the month and entered into the Log Book.

**1.3** The experience received during each month of training shall be entered in the Log Book in the form of days or half days under the area and monthly heading of the analysis sheet.

**1.4** The Log Book, complete with all entries should be submitted with other final assessment documents at the time of applying for Professional Associate membership.

**1.5** The Log Book will be the only source of information on the candidate’s depth of knowledge. Candidates should therefore give accurate and detailed information, and take the filling of this Log Book seriously.

**1.6** It is the employer’s responsibility to ensure that the candidate acquires the necessary experience and professional independence. The candidate must be given guidance, advice and encouragement to fulfil the requirements of the professional competencies.

**1.7** The Supervisor must be a registered Professional LS with the ISU or any other external, internationally recognised body (MRICS, FRICS), and may not necessarily be the Employer. He/she has the role of advising and supporting the candidate in their development, as well as assessing their competence. The training periods set out are minimum periods. Candidates **MUST NOT** come forward for final assessment too early (i.e. before achieving the minimum level of competencies).

**1.8 Progression throughout the training period**

During development from the Graduate to meeting the competency requirements, the candidate progresses through levels of work capability until the required level of competency is attained. These are illustrated in the table below.

**Table 1: Progression throughout the training period (Ref. SACQSP & RICS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level of Competency** | **Nature of work for the Candidate** | **Responsibility of Candidate to Supervisor** | **Extent of Supervisor Support** |
| Level 1: Being Exposed; Knowledge & Understanding | Undergoes induction, observes processes and the work of competent practitioners | No responsibility | Supervisor explains challenges and forms of solutions |
| Level 2: Assisting & Participating; Application of Knowledge & Understanding | Performs specific processes under close supervision;  Performs specific processes as directed with limited supervision | Limited and full responsibility for supervised work | Supervisor coaches, continually offers feedback and support;  Supervisor progressively reduces support, but monitors outputs |
| Level 3: Contributing & Performing; Reasoned advice and depth of technical knowledge | Works in team without supervision;  Recommends work outputs;  Responsible but not accountable | Level of responsibility to supervisor is appropriate to a registered person; Supervisor still accountable for candidate’s decisions | Candidate takes on problem solving with limited support |

**1.9 “**Over time, the emphasis on **training**, that is, the learning through inputs of others, gives way to learning by doing work and reflecting on observations and achievements, that is **experience**.” (The South African Council for the Quantity Surveying Profession - SACQS)

**2. DETAILS OF EMPLOYERS (CURRENT & FORMER)**

**2.1 EMPLOYER 1:**

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**2.2 EMPLOYER 2:**

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**2.5 EMPLOYER 5:**

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**3. COMPETENCIES/ STUDY CHECKLIST**

**3.1** In this section, the competencies are broken down into a list of topics to help candidates make sure they have covered the competencies appropriately. The list is not exhaustive and the candidate may not necessarily cover every topic, but it is a good starting point.

**3.2 MANDATORY COMPETENCIES**

**3.2.1 Accounting Principles and Procedures**

**Level 1** *(Demonstrate knowledge and understanding)*

* Balance sheets/ profit and loss account
* Taxation
* Revenue and capital expenditure
* Cash flows
* Auditing
* Ratio analysis
* Credit control
* Profitability
* Insolvency
* Legislation

**3.2.2 Business Planning**

**Level 1** *(Demonstrate knowledge and understanding)*

* Legislation
* Short/ long term strategies
* Market analysis
* Five year plans
* Business support services – administration, secretarial, HR, IT, etc.
* Staffing levels – recruitment/ turnover

**3.2.3 Client Care**

**Level 2** *(Apply knowledge/ Practical application)*

* Understanding client objectives
* Establishing client’s brief
* Appointment documents
* Fees
* Complaints procedures
* Key Performance Indicators
* Establishing communications with client teams
* Involvement of stakeholders

**3.2.4 Communication and Negotiation**

**Level 2** *(Apply knowledge/ Practical application)*

**Oral Communication:**

* Phone calls
* Reporting at meetings
* Facilitating/ chairing meetings
* Client and bid presentations
* Staff presentations
* Contractor/ consultant interviews
* Public speaking at seminars etc.
* Listening skills

**Written/ graphical communication:**

* Letters, memos and e-mails
* Report writing
* Programming
* Using drawn information – checking scales and revisions
* Using CAD documents

**Negotiation:**

* Establishing objectives
* Setting strategy
* Collecting and presenting evidence

**3.2.5 Conduct Rules, Ethics and Professional Practice**

**Level 3** *(Show how knowledge and experience gained has been applied to give reasoned advice)*

* Rules of Professional Conduct
* Conduct befitting a Professional Member
* Registration of Firms
* Complaints Procedure
* Conflicts of interest
* Gifts
* Professional Indemnity Insurance
* Client accounts
* Regulation
* Disciplinary procedures
* Lifelong learning – CPD

**3.2.6 Data management**

**Level 1** *(Demonstrate knowledge and understanding)*

* BIM
* Elemental analyses
* Data base use generally & ERP systems
* In-house data storage and filing systems
* Scheduling
* Libraries

**3.2.7 Health and safety**

**Level 2** *(Apply knowledge/ Practical application)*

* Personal health and safety at work (office and construction sites)
* Health and safety Legislation
* Health and Safety Management Systems

**3.2.8 Team Working**

**Level 1** *(Demonstrate knowledge and understanding)*

* Understanding the role of team members
* Appointing the project team
* Relationships with other team members
* Communicating with other team members
* Partnering and collaborative working

**3.3 CORE COMPETENCIES**

**Three** competencies to **Level 3** from the list below:

**3.3.1 Cadastre and Land Management:**

This competency deals with assessing documents relating to the demarcation, registration and transfer of land in order to define, on the ground, the extent of legal and/or registered title. It involves the preparation of expert lucid reports for the legal profession and provision of opinions to the legal profession and property owners.

**Level 1** *(Demonstrate knowledge and understanding of field and office procedures for boundary and/or cadastral surveys appropriate to your national and/or international location. Understand legal and physical boundaries and provide examples of these. Understand the principles of land management.)*

**Level 2** *(Apply your knowledge of the principles of land registration, land management, administration and legislation related to rights in real estate internationally and nationally. Understand the relationship between the surveyor, client and legal profession and preparation of evidence for the legal process.)*

**Level 3** *(Provide evidence of reasoned advice and fully understand the role and responsibility of an expert witness, on the resolution of disputes by litigation and alternative procedures.)*

* Understanding property registers in use
* Understanding of all plans relating to the registration process
* Limitations of national mapping
* Definition of ‘extent of registered title’
* Understanding of paper-title (the deeds)
* Understanding common law presumptions regarding property boundaries
* Understanding the law relating to ‘moving boundaries’, accretion, erosion, foreshore
* An appreciation of alternative dispute resolution options, particularly the differences and advantages/ disadvantages when comparing mediation with arbitration.

**3.3.2 Engineering Surveying\***

Engineering surveying is the art of determining, and/or setting-out the position of features on, above, or below the earth’s surface to facilitate the design and construction of engineering projects, and buildings.

**Level 1** *(Demonstrate knowledge and understanding of the principles of construction setting out, deformation and as-built surveys. Be fully conversant with all forms of construction drawings, plans and surveys.)*

**Level 2** *(Apply your knowledge on site and be aware of safety, site management procedures and civil engineering/ structural principles.)*

**Level 3** *(Plan, specify and give reasoned advice on engineering surveys; define and assess accuracies and tolerances; manage the engineering surveying element in large projects; and understand the principles of good engineering practice.)*

* Types of ground markers, installation techniques and suitability for use
* Requirements for survey data capture and presentation for design purposes in your field of operation
* Setting-out techniques
* Understand the importance of comparison of designed and as-built spatial locations
* Be conversant with construction drawings, plans and surveys
* Understand Site Health and Safety issues
* Basic principles of civil engineering, terminology and construction techniques
* Understanding accuracies and errors and how they apply
* Producing method statements for site survey activities
* Advising other construction/design professionals on all aspects of site measurement; contributing to project management team decision making.

**3.3.3 Geodesy**

Geodesy is primarily concerned with positioning and the gravity field and geometrical aspects of their temporal variations, although it can also include the study of the earth’s magnetic field. Geodesy can be divided in geo-mensuration, which is concerned with measuring the earth on a global scale, and surveying, which is concerned with measuring parts of the surface. Geodesy is a primary skill set of all land and hydrographic surveyors.

**Level 1** *(Demonstrate knowledge and understanding of the principles of geodesy, Global Navigation Satellite Systems, global/ regional/ national geodetic reference systems, geoids, datums and projections.)*

**Level 2** *(Apply your knowledge in practice, specify and plan surveys and instrumentation needs. Be aware of error sources and ‘fitness for purpose’ of data. Use industry standard software and apply network adjustments and/ or transformations.)*

**Level 3** *(Provide evidence of reasoned advice on advanced practice and planning. Use advanced software and carryout adjustments and analysis. Advise on client specifications and final product needs.)*

* Understanding the difference between geoid and ellipsoid
* Awareness of the difference between types of projections, with their advantages and disadvantages
* Applications and limitations of Global Navigation Satellite System (GNSS), with particular emphasis on GPS
* Be aware of the definition of a datum, and the existence of datums
* Understanding the various modes of GNSS (GPS) positioning (static, rapid static, kinematic, real-time kinematic)
* Understanding the levels of accuracy achievable, equipment, data collection and processing strategies required for a variety of surveying/ engineering tasks including topographic survey, setting out, control establishment
* Planning and executing relevant GNSS (GPS) surveys to appropriate levels of accuracy, including data processing
* Using standard commercial GNSS (GPS) processing packages and appropriate transformation routines to transform GPS based coordinates to National datums
* Being able to advise clients on detailed design, observation and processing requirements for high precision or large scale projects
* Producing and commenting final processing reports and comment from a strong knowledge base on levels of achieved accuracies
* Supervising and training junior colleagues in the field use of GPS equipment and data processing techniques.

**3.3.4 GIS (Geographical Information Systems)**

A GIS uses computer technology to integrate, manipulate and display a wide range of information to create a picture of an area’s geography, environment and socio-economic characteristics. Beginning with a computerised topographic map as its base, a GIS overlays and integrates graphic and textual information from separate databases. The end result is a tool that can support decision making and problem solving and provide almost instantaneous answers to complex questions.

**Level 1** *(Demonstrate knowledge and understanding of the principles of geographic information science and systems. Be aware of industry standard GIS, data structures, types and their applications, and of appropriate capture and output systems.)*

**Level 2** *(Apply your knowledge and assess data quality: define and use appropriate input and data transfer methods: analyse data and prepare databases; identify digital data sources and assess ‘fitness for use’. Understand and be aware of national and international data standards.)*

**Level 3** *(Assess client’s needs and advise them accordingly. Define specifications including data and process modelling, customise systems, carry out advanced spatial analyses, and manage data and observe data standards.)*

* Designing and conducting user requirements analysis at consultancy level
* Analysing and synthesising user requirements analysis at consultancy level
* Presenting, explaining and justifying findings and advice in a language appropriate to the customer
* Defining data standards to meet specific user requirements
* Analysing customer processes and presenting options to model these as appropriate with respect to availability of resources, criticality and customer expectations
* Customising GIS software using a high level programming language in order to implement data specifications, data models, process models, etc.
* Analysing, defining and implementing appropriate analytical methods.

**3.3.5 Mapping**

Mapping in this context, is an exceptionally broad potential area of practice. Encompassing everything from LIDAR, IFSAR, aerial photography and other primary data capture techniques to ground control using GPS and/or traditional techniques and the production of digital elevation models, DTMs or any form of geographical output including GIS data capture and output.

**Level 1** *(Demonstrate knowledge and understanding of the principles of mapping and geographic information sciences appropriate to your area of practice. Be aware of accuracy, scale, currency and fitness for purpose of hardcopy and/ or digital maps, drawings, imagery and plans.)*

**Level 2** *(Apply your knowledge of mapping and geographical sciences in relation to your area of practice.)*

**Level 3** *(Provide evidence of reasoned advice on the design and specification of mapping and/or geo-information projects in a national and/or international context.)*

* Full awareness of data capture techniques and the knock on effects regarding accuracy and precision
* Awareness of instrument checking techniques
* Awareness and understanding of the basic principles of geodesy and its application to mapping according to your area of practice
* Knowledge and use of basic survey software
* Using modern survey instrumentation and understanding checking/ calibration techniques
* Explaining complex mapping issues to clients and discerning their ‘actual’ needs.

**3.3.6 Measurement of land and property**

This competency is relevant to all data capture and surveying/ measurement areas of practice. Particularly, land survey, engineering survey and measured building survey.

**Level 1** *(Demonstrate knowledge and understanding of the principles and limitations of measurement relevant to your area of practice.)*

**Level 2** *(Apply your knowledge to undertake measurement. Use basic and/or advanced instrumentation to collect data. Present appropriate information gained from measurement.)*

**Level 3** *(Evaluate, present, manage, analyse data and/or apply spatial data and information. Show an advanced understanding of accuracy, precision and error sources.)*

* Be aware of all checking procedures and be able to ascertain the suitability of different instrumentation and measurement techniques
* Understand the principles of error sources
* Understand data capture techniques and limitations of use
* Understand and use different basic survey instrumentation (EDMs, automatic levels, lasers, etc.)
* Understand the principles of data representation and the use of appropriate data capture techniques to achieve agreed survey output
* Explaining complex survey data capture techniques and terminology to clients.

**3.3.7 Property records/ information systems**

This competency is relevant to the records that a country keeps and maintains to support its own system of the registration of rights in its land. It requires knowledge and understanding of the systems in use in one country, usually the country in which the candidate works.

**Level 1** *(Demonstrate knowledge and understanding of the factors required for property records/ information systems, including the sourcing and collation of data.)*

**Level 2** *(Demonstrate your ability to apply knowledge to analyse data and assemble it for use in a database.)*

**Level 3** *(Demonstrate your ability to extract data from property records/ information systems in order to use and present data for specific purposes.)*

* Difference between deeds/ registered titles
* General/ surveyed boundaries
* Supporting maps/ plans
* Legal documentation
* Index maps
* Electronic records
* Commissioning surveys/ field investigation
* Interpreting legal language in relation to property records
* Accessing legal advice
* Writing clear and factual reports on the results of surveys/ filed investigations
* Ensuring security of data
* Preparing information for the adjudicator
* Explaining the adjudication process and the information required.

**3.3.8 Remote sensing and photogrammetry**

Remote sensing and photogrammetry are activities and methods within the Geomatics profession related to provision of spatial information. This involves using photographs and digital imagery to provide information about the earth’s surface and changes which occur within the landscape. It also covers the science and technology of making precise measurements on the imagery to model, in three dimensions, the landscape and features or structures on the Earth’s surface.

**3.3.9 Spatial data capture and presentation (advanced mapping)**

This competency is directly related to the mapping competency but puts more emphasis on the specifics behind data capture and visual representations (this also includes mathematical representation in the form of graphs, spreadsheets, etc.).

**3.4 OPTIONAL COMPETENCIES**

**Three** competencies to **Level 2** from the list below (including any core competencies not already used):

**3.4.1 Access and Rights over Land:**

This competency is about access and easements for power, water and communications infrastructure including way-leaves and the differing methods of acquisition and compensation negotiations, including fees.

**3.4.2 Analysis of client requirements:**

This competency is about the establishment and agreement of a client brief, but primarily deals with the inception stage of a building project. This requires sound understanding of the law applying to building projects, the preparation of outline design proposals in various formats, the preparation of budget costs, project programmes, and advising on various procurement options. It also requires an understanding of matters concerning energy efficiency, sustainability and alternative energies.

**3.4.3 Building information modelling (BIM) management:**

This competency encompasses the establishment and management of the information modelling systems on projects. It covers a collaborative process and technological principles involved in implementing Building Information Modelling (BIM) management.

**3.4.4 Construction technology and environmental services:**

This competency covers the design, engineering surveying and construction of buildings and other structures. Candidates should have a clear understanding of the design and construction processes commonly used in the industry. They should have detailed knowledge of construction solutions relevant to their projects. This competency is particularly useful for those practicing engineering surveying.

**3.4.5 Consultancy services:**

This competency is about the provision of management consultancy services to a range of different clients from inception to completion. Consultancy can occur in all areas of geomatics but particularly within the areas of GIS, land management and cadastre, remote sensing/ imagery, geodesy and marine survey. The geomatics emphasis is on a ’holistic’ approach to projects and problem solving. This approach calls for a clear, defined and sometimes in-depth understanding of client needs. Within the context of the actual competency wording, for real estate, read geographic.

**3.4.6 Development/ project briefs:**

The purpose of development briefs is to stimulate interest in development sites whilst project briefs influence the form that a desired development will take. Both provide a framework for developers in the conception of major types of development schemes. Geomatics professionals can play a major role in the spatial and procedural aspects of development/ projects briefs.

**3.4.7 Environmental assessment:**

This competency is about an understanding and application of the principles of environmental assessment, particularly Environmental Impact Assessment and Strategic Environmental Impact Assessment for projects, within the planning and regulatory framework.

**3.4.8 Ground engineering and subsidence:**

Understanding of rock and soil mechanics and how these are applied to ground and slope stability problems. Understanding of natural and mining induced subsidence in terms of causation, effect, mitigation and remedies. Understanding of the methodology of large scale metrology (LSM), deformation monitoring and advising on appropriate instrumentation and survey methods.

**3.4.9 Legal/ regulatory compliance:**

Legal issues are at the heart of many areas of traditional land survey practice. All land surveyors should have a good working knowledge of any legislation which may impact on their work whether it is health and safety legislation in engineering surveying, land law and/or cadastral regulations or the law of the sea. Although land/engineering/ hydrographic surveyors are not asked to be expert in legal matters, some are and many add expert witness training to their skillsets. For many international members and prospective members, this competency will be especially applicable in a cadastral context.

**3.4.10 Management of the natural environment and landscape:**

This competency is about the management of landscape and natural resources and habitat.

**3.4.11 Planning:**

The planning system plays a vital role in the opportunities available for any potential development scheme. Planning and development is one of the primary client areas for geomatics professionals. Geomatics has a vital role to play in any successful development.

**3.4.12 Project administration:**

This competency concerns the contractual, legislative/ statutory and other processes required to administer a project. It also covers the reporting and information management systems for projects such as medium/ small scale mapping projects, high tech data capture and integration projects and large scale engineering survey projects. This competency is particularly applicable for geomatics professionals who are expected to data manage and integrate multiple data source and capture techniques.

**4. DECLARATION FORM**



**The Institution of Surveyors of Uganda**

**P. O. Box 2122 Kampala**

**Declaration**

I, the undersigned, declare that the work submitted in the Log Book is a true representation of my efforts under the guidance of the following persons:

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| --- | --- | --- |
| NAME | REGISTRATION NO. | SIGNATURE |
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CANDIDATE NAME:

MEMBERSHIP NUMBER:

SIGNATURE:………………………………………………………..

DATE:

**5. PRACTICAL EXPERIENCE LOG BOOK**

**5.1** The Practical Experience Log Book shall comprise the following fields:

* Log Sheet Number
* Candidate’s Name
* Membership Number
* Discipline of Surveying
* Month and Period of Practical Experience
* Area of Professional Competencies Covered in the Month
* Brief Description of Topic
* Duration in Days or Half-Days
* Supervisor Name, Stamp, Signature and Date
* Employer’s Name, Stamp, Signature and Date

**5.2** Where other relevant work carried out, but outside the identified scope of competencies, it should be described and attached on a separate sheet.

|  |  |  |
| --- | --- | --- |
| **PRACTICAL EXPERIENCE LOG BOOK** | **SHEET NO.** | |
| CANDIDATE NAME: |  | |
| MEMBERSHIP NO.: |  | |
| DISCIPLINE: | **LAND SURVEYING** | |
| MONTH & PERIOD: | **e.g. Month 1, June 2016** | |
| **COMPETENCY** | **BRIEF DESCRIPTION OF TOPIC** | **DURATION** |
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| **SUPERVISOR:** | …………………………………………….. | **STAMP** |
| **SIGNATURE & DATE:** |
| **EMPLOYER:** | …………………………………….………. | **STAMP** |
| **SIGNATURE & DATE:** |

**Appendix A – Diary Entry Template**

Please note that candidates should keep their own records in the form of a training diary on a week to-week basis. These entries should then be summarised at the end of the month and entered into the Log Book. Diaries will not be part of the Submission Documents for the final assessment, but may be requested in order to clarify some issues presented in the Log Book.

The template below is therefore for illustration purposes only.

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| **WEEK** |  | | |
| **DATE (dd/mm/yyyy)** | **NATURE OF PROFESSIONAL WORK CARRIED OUT** | **COMPETENCY REFERENCE** | **DURATION** |
| 16/05/2016 |  |  |  |
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