

Guidelines for Training of Articled Students

The following are the guidelines concerning the training of articling students which have been prepared and approved by the Board of Examiners.

This Guideline is prepared by the Board of Examiners for the guidance of articled students and the Surveyors to whom they are articled. The Board is charged under The Surveyors Act with the responsibility for admitting new members to the Association. In discharging this responsibility, the Board must guarantee to the public that any new member admitted has attained a level of professional competence consistent with the requirements for the practice of Professional Land Surveying in Ontario.

As the two year period of articles is rather short considering the extent of skill and knowledge which must be assimilated by the student, the Board has developed the following policy with respect to the supervision of articled students:

Each Articled Student under O.Reg. 35/73 shall be assigned to a member of the Board for supervision of his or her training and experience during the term of articles. The Board member may require a personal interview in order that the conditions required by the Board may be explained to the student. The conditions shall comprise at least the following:

- (a) A quarterly log to be compiled by the student and authorized by the O.L.S. to whom he or she is articled and forwarded to the Board.
- (b) The log should be detailed enough that the various types of work performed and the student's performance may be evaluated. The log may contain samples of plans prepared and the type of work done or supervised by the student.
- (c) The Board member should be prepared to make recommendations to the student and if necessary to the O.L.S. if the quality and/or type of work does not meet Board requirements.
- (d) The Board member should monitor the progress of the student and report to the Board in writing, a short summary of progress just prior to the completion of the term of articles or more often, if necessary.
- (e) The above does not preclude the Board from assigning an articled student to any member of the Association for such supervision.

The Board recognizes the advantages, both to the profession and to the public, of an integrated approach to professional surveying in which Cadastral, Photogrammetric and Geodetic surveying

are treated as parts of the total field of surveying. Subject to the requirements set out below for cadastral experience, the Board is prepared to recognize satisfactory experience at the professional level in the other fields of surveying as forming part of the student's training under articles.

The Board assumes that the student, prior to entering into his term of articles, will have reached a reasonable level of technical competence in the manual skills of surveying such as measuring angles and distances, carrying out routine calculations etc.

In the case of students articled to surveyors in private practice, the following guidelines for training and experience shall apply:

- (1) At least 12 months field experience satisfactory to the Board at the party-chief level or higher in the field of cadastral surveying, with as much variety of experience as is practical;
- (2) At least 6 months experience in the office carrying out such duties as researching survey information, land registry office searches, receiving instructions from clients, preparing job

files and indexing completed jobs carrying out final calculations for surveys, preparing or supervising the preparation of plans of survey, and preparation and delivery of final survey returns to the client.

In the case of students articled to surveyors in government practice or employed by other public agencies, the guideline for cadastral field experience is the same as for the student articled to a surveyor in private practice.

The office training and experience of such a student is to parallel as closely as possible the requirements for a student in a private firm.

The Board recognizes that a student serving his or her articles in a public agency will lack experience at dealing with clients and carrying out the business oriented duties of a surveyor in private practice. Such students are expected to familiarize themselves with business practices, contractual arrangements, and office organization and procedures through reading or other forms of study and to demonstrate their familiarity with these vital areas of professional practice at the time of their Professional Examination.

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