



CONSULTING SURVEYORS NATIONAL PROFESSIONAL STANDARDS SCHEME

CONTINUING OCCUPATIONAL EDUCATION (COE)

IMPORTANT NOTICE: Under the Consulting Surveyors National Professional Standards Scheme, <u>all staff members</u> of participating Survey Practices are required to complete the appropriate amount of COE through the approved training organisation **Consulting Surveyors Campus**. Training requirements are outlined in the Consulting Surveyors National COE Policy. Please use this form to register staff participants (including CSN Individual Members) required to undertake the appropriate training.

Survey Practice Name:	
Business Address:	
Scheme Participation	
	ent Participant in the Consulting Surveyors National Professional Standards Scheme? YES/NO
Scheme Co-ordinat	(must be an CSN Individual Member and principal of the practice)
Scheme Co-ordinator Na	

PART A – COE PARTICIPANT REGISTRATION

Section 1 - Participant Categories

Please use the table below to determine the category of each employee based on their job title/role/description and minimum level number COE hours required under the CSN COE Policy:

CATEGORY	EXAMPLES	COE HOURS REQ'D
1	1 Individual CSN Members, Principals/Directors, Licenced/Registered Surveyors, Town Planners, Engineers.	
2	Support Employees possessing a TAFE qualification, diploma or advanced diploma. Senior Managers, Office Managers, Client Managers, Graduates.	4 Hrs
3	Support Employees who are CAD Operators/Draftspersons, Field Party Leaders, WHS Supervisors.	3 Hrs
4	All other Support Employees.	2 Hrs

PART A – COE PARTICIPANT REGISTRATION (CONTINUED)

Section 2 – Participant Details

Please list all COE participants and their details in the table below. Their job title/role/description will be used to determine the level of COE required and number of hours. Use PART B – ADDITIONAL PARTICIPANTS if space below is prohibitive.

NAME	JOB TITLE/ROLE/DESCRIPTION	EMAIL	HOURS REQ'D.
Total hours required			

Section 3 – Fees Payable

The following application fees are applicable for the COE training provided by Consulting Surveyors Campus:

FEE PER HOUR PER PARTICIPANT	TOTAL NUMBER OF HOURS REQ'D
\$65 (ex GST)	
Total amount payable	\$

Method	d
	Metho

0	Cheque (made payable to Consulting Surveyors Campus and attached to this application)
\bigcirc	Direct debit (see details below)

Account Name: Consulting Surveyors Campus

BSB: 122 711

Account Number: 226 854 71

TO SUBMIT THIS REGISTRATION FORM

Please complete these forms and email to Steve Bishop at Consulting Surveyors Campus: sbishop@csadmin.com.au

LODGEMENT AND ENQUIRIES: Steve Bishop



Consulting Surveyors Campus ABN: 66 926 775 926 Suite C101, Level 1, Lee Wharf

19 Honeysuckle Drive, NEWCASTLE NSW 2300 PO Box 195, ADAMSTOWN NSW 2289

T: 0412 453 290

E: sbishop@csadmin.com.au W: www.csnpss.com.au

PART B – ADDITIONAL PARTICIPANTS

Additional Participant Details

 $Please\ use\ this\ form\ to\ list\ additional\ participants\ as\ require.\ Make\ multiple\ copies\ of\ this\ sheet\ as\ required.$

Survey Practice Name:		

NAME	JOB TITLE/ROLE/DESCRIPTION	EMAIL	HOURS REQ'D.
Total hours required			