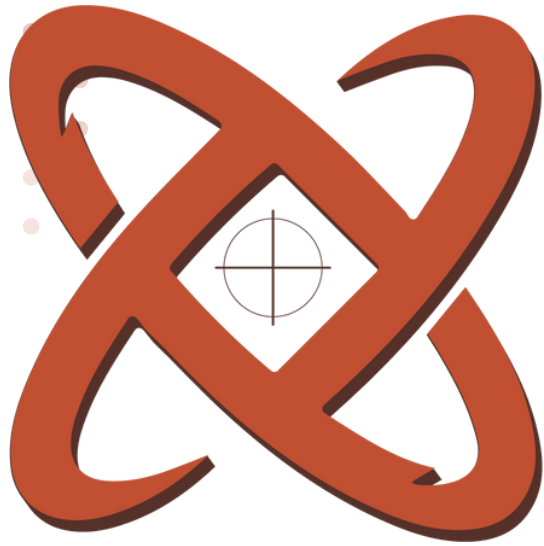
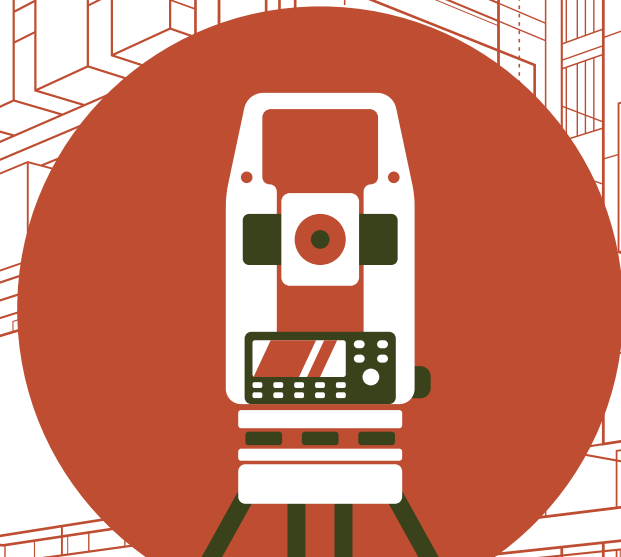
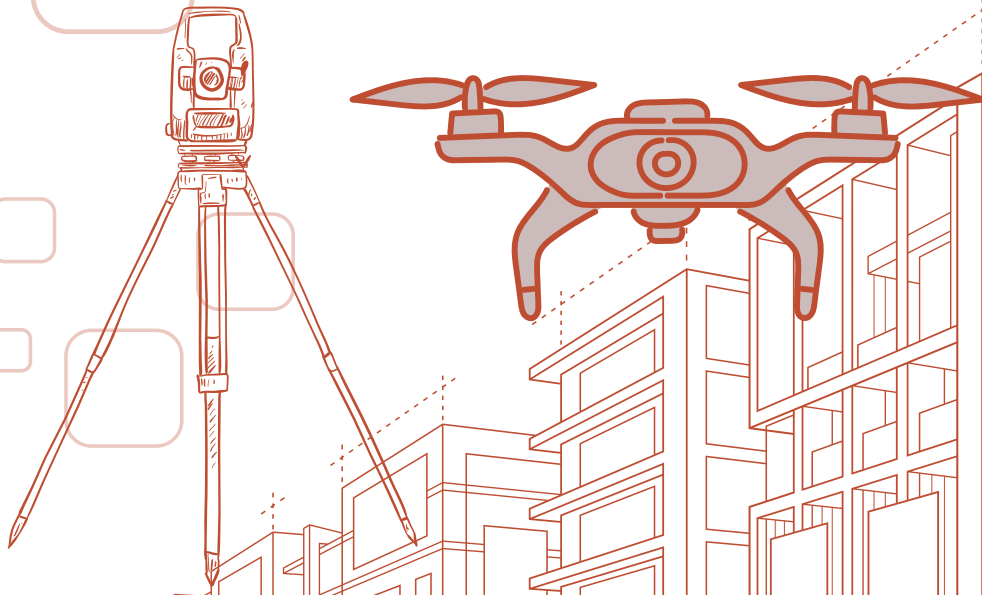




SURVEYING CAREERS

Surveying Work Experience Plan

Your Guide to Getting Started



Work Experience Weekly Plan

We are excited to present a work experience designed to support surveying firms in providing insightful experiences for our potential future surveyors. At Surveying Careers, we believe that hands-on learning one of the best ways to showcase the breadth and depth of the profession, we've collaborated with representatives from a variety of firms—small, medium, large, and across government sectors—to create a flexible, comprehensive plan.

This plan offers a balanced approach to fieldwork and office experience, allowing you to tailor the schedule based on your firm's capacity and resources. We have plans for a 4-day field / 1-day office split, 3-day field / 2-day office split, or a 2-day field / 3-day office split. By offering these variations, we aim to accommodate the different structures and accessibility levels of each organisation, ensuring that hosting work experience candidates is as seamless as possible.

We value your commitment to fostering your work experience student and hope this plan equips you with the guidance and flexibility needed to make the experience both rewarding for your firm and the candidate. Thank you for your continued support in promoting the industry.

Quick Tips to think about:

- Begin by introducing your role and explaining the company's work in the surveying industry.
- Encourage students to ask questions to foster learning and curiosity.
- Include students in meetings when appropriate to help them observe professional interactions.
- Let students keep a record of completed tasks to share with family and document their experience.
- At the end, evaluate the student's progress and your team's ability to provide an educational experience.
- Follow social media policy closely and consult guardians before posting about students.
- Share information and tasks you would have valued as a newcomer to surveying.
- Confirm any site-specific safety inductions in addition to students having a white card.

2 / 3 Split

Day One	Day Two	Day Three	Day Four	Day Five
Office Day 1 – Introduction	Field Day 1 - Site and Equipment	Office Day 2 - Data and Processing Software	Field Day 2 - Advanced Fieldwork, Boundary and Elevation Surveying	Office Day 3 - Project Management, Workflow and Wrap Up
Day one will give the student an understanding of surveying, your company's role in the surveying industry, importance of safety, and familiarity with basic equipment. Morning: - General Introduction to company. Have an introduction discussion about Surveying and what surveyors do. - Conduct a safety briefing. Include PPE, inductions - Introduce student to key team members and what their roles are. - Go through basics and uses of surveying equipment & software used. Afternoon: - Introduction to equipment (e.g., total stations, GPS units). Basic hands-on session with equipment in a controlled environment. We recommended given them a hands-on experience - You can also let students to start to complete some surveying activities provided by surveying careers i.e. software or introduction to surveying activity activities that would suit your office/site (surveyingcareers.com.au/teacher/)	Day two will give the student a look into site work in the field and equipment. Throughout the day: - Go over any safety or key information that the student will need to know prior to entering a site. - Practice taking simple measurements under supervision, observing how data is collected and stored - If able, we suggest reviewing the list of activities in section "Instruction to Activities" and see what you can do i.e. set up construction stakeouts, show student how data is collect with drones - We also recommended introduce the student to clients to show to show the scope of your work. - Have a discussion on important interpersonal skills and factors surveyors require.	Day three aims to familiarise students with Data processing, understanding mapping software, converting raw data into useful visuals and information. Morning: - Overview of mapping and data processing software used by the firm (e.g., AutoCAD, GIS applications). - Explain the purpose of each software in the context of surveying, including when and why each tool is used - Demonstrate to students how data is imported from projects and site from data collected. Afternoon: - Hands-on task to create a simple map or visual using the data, under guidance. - Basics of data processing, converting field data into maps, and understanding spatial relationships. - Students can complete software activities from the Surveying Careers Work Experience Support (surveyingcareers.com.au/teacher/)	Day four aims at building fieldwork skills and understanding, involve the student in more advanced data collection tasks. Throughout the day: - Allow the student more independence in setting up equipment and taking initial measurements under supervision. - Work with the field team on a slightly more complex task, such as setting out a boundary or taking elevation readings. - Review data collected in the field, discussing accuracy and techniques for handling challenges encountered during data collection.	Day five Project Management and Workflows & Wrap-Up and Reflection Morning: - Demonstrate project management basics. Provide overview of the stages in a survey project – from planning to completion. - Guidance on preparing simple survey reports and plans, show the various types for projects - Allow students to sit in on client meetings or review sessions to understand client expectations and communication. Afternoon: - Have a discussion session with a senior surveyor on the educational and training requirements for a career in surveying, including TAFE, university degrees, and apprenticeship options. - Discussion industry certifications, professional bodies (like the Surveyors Board), and their importance for career progression

3 / 2 Split

Day One	Day Two	Day Three	Day Four	Day Five
Office Day 1 – Introduction	Field Day 1 – Site and Equipment	Field Day 2 - Advanced Fieldwork, Boundary and Elevation Surveying	Field Day 3 - Knowledge of Fieldwork Tasks.	Office Day 2 - Project Management, Workflow and Wrap Up
Day one will give the student an understanding of surveying, your company's role in the surveying industry, importance of safety, and familiarity with basic equipment. Morning: - General Introduction to company. Have an introduction discussion about Surveying and what surveyors do. - Conduct a safety briefing. Include PPE, inductions - Introduce student to key team members and what their roles are. - Go through basics and uses of surveying equipment & software used. Afternoon: - Introduction to equipment (e.g., total stations, GPS units). Basic hands-on session with equipment in a controlled environment. - You can also let students to start to complete some surveying activities provided by surveying careers i.e. software or introduction to surveying activity activities that would suit your office/site (surveyingcareers.com.au/teacher/)	Day two will give the student a look into site work in the field and equipment. Throughout the day: - Go over any safety or key information that the student will need to know prior to accompany surveyor or relevant on field before entering a site. - Allow the student to observe work and take notes and capture any questions they have. - Allow student to Observe and assist with setting up equipment, marking points, and basic measurements. - Practice taking simple measurements under supervision, observing how data is collected and stored - If able we suggest reviewing the list of activities in section "Instruction to Activities" and see what you can do i.e. set up Construction Stakeouts, show student how data is collect with drones - We also recommended introduce the student to clients to show to show the scope of your work. - Have a discussion on important interpersonal skills and factors surveyors require	Day three will build knowledge of fieldwork tasks. Experience with more complex fieldwork tasks, understanding of boundary and elevation surveys, and increased confidence with equipment Throughout the day: - Involve the student in more advanced field tasks, including boundary and elevation surveys - Set out boundary lines, take elevation readings, and explain the importance of accurate vertical measurements. - Go over boundaries and elevation surveys, discussing how these are used in various surveying projects. - Encourage the student to assist with data collection, checking measurements for consistency, and troubleshooting equipment issues under supervision.	Day four aims at building fieldwork skills and understanding, involve the student in more advanced data collection tasks. Throughout the day: - Head back into the field, this time allowing the student more independence in setting up equipment and taking initial measurements under supervision. - Work with the field team on a slightly more complex task, such as setting out a boundary or taking elevation readings. - Review data collected in the field, discussing accuracy and techniques for handling challenges encountered during data collection. - Give students a Greater confidence in fieldwork, deeper understanding of data accuracy, and exposure to a variety of surveying techniques.	Day five Project Management and Workflows & Wrap-Up and Reflection Morning: - Demonstrate Project Management Basics. Provide overview of the stages in a survey project – from planning to completion. - Guidance on preparing simple survey reports and plans, show the various types for projects - Sit in on client meetings or review sessions to understand client expectations and communication. Afternoon: - Have a discussion session with a senior surveyor on the educational and training requirements for a career in surveying, including TAFE, university degrees, and apprenticeship options. - Discuss industry certifications, professional bodies (like the Surveyors Board), and their importance for career progression.

4 / 1 Split

Day One	Day Two	Day Three	Day Four	Day Five
Office/ Field Day 1 – Introduction	Field Day 2 – Site & Equipment	Field Day 3 - Knowledge of Fieldwork Tasks	Office Day - Data Processing and Software	Field Day 4 – Building Fieldwork Skills
- Day one will give the student an understanding of surveying, your company's role in the surveying industry, importance of safety, and familiarity with basic equipment. Morning: - General Introduction to company. Have an introduction discussion about Surveying and what surveyors do. - Conduct a safety briefing. Include PPE, inductions - Introduce student to team members and what their roles are. - Go through basics and uses of surveying equipment & software used. Afternoon: - Introduce to the equipment (e.g., total stations, GPS units). Basic hands-on session with equipment in a controlled environment. - You can also let students to start to complete some surveying activities provided by surveying careers i.e. software or introduction to surveying activity activities that would suit your office/site surveyingcareers.com.au/teacher/	Day two will give the student a look into site work in the field and equipment. Throughout the day: - Go over any safety or key information that the student will need to know prior to accompany surveyor or relevant on field before entering a site. - Allow student to Observe and assist with setting up equipment, marking points, and basic measurements. - Practice taking simple measurements under supervision, observing how data is collected and store - If able we suggest reviewing the list of activities in section "Instruction to Activities" and see what you can do i.e. set up Construction Stakeouts, show student how data is collect with drones - We also recommended introducing the student to clients to show the scope of your work. - Have a discussion on important interpersonal skills and factors surveyors require.	Day three will build knowledge of fieldwork tasks. Experience with more complex fieldwork tasks, understanding of boundary and elevation surveys, and increased confidence with equipment Throughout the day: - Engage the student in more advanced field tasks, including boundary and elevation surveys - Return to the field site or to new site to learn about boundary and elevation surveys, discussing how these are used in various surveying projects. - Work on setting out boundary lines, taking elevation readings, and learning about the importance of accurate vertical measurements. - Assist with additional data collection, checking measurements for consistency, and troubleshooting equipment issues under supervision.	The Office Day aims to familiarise students with Data processing, understanding mapping software, converting raw data into useful visuals and information. Morning: - Overview of mapping and data processing software used by the firm (e.g., AutoCAD, GIS applications). - Explain the purpose of each software in the context of surveying, including when and why each tool is used - Demonstrate to students how data is imported from projects and site from data collected. Afternoon: - Demonstrate Project Management Basics. Provide overview of the stages in a survey project – from planning to completion. - Provide guidance on preparing simple survey reports and plans, show the various types for projects - Sit in on client meetings/ review sessions to understand client expectations and communication.	Day five aims at building fieldwork skills and understanding, involve the student in more advanced data collection tasks. Throughout the day: - Allow the student more independence in setting up equipment and taking initial measurements under supervision. - Review data collected in the field, discussing accuracy and techniques for handling challenges encountered during data collection. Afternoon: - Have a discussion session with a senior surveyor on the educational and training requirements for a career in surveying, including TAFE, university degrees, and apprenticeship options. - Discuss industry certifications, professional bodies (like the Surveyors Board), and their importance for career progression.

Developing a Work Experience Program

Engaging in a work experience program at a surveying company offers students valuable insights into a distinctive and rewarding career, giving them practical skills and hands-on experience. It's also an excellent opportunity for surveying companies to connect with young talent, foster interest in the profession, and build relationships that may lead to future recruitment.

Implementing a work experience program offers numerous benefits for a surveying company below are just a few:

- **Attracting Future Talent** - By giving students hands-on exposure to the field, the company can generate interest in surveying and demonstrate its relevance in areas like land development and environmental sustainability.
- **Enhancing Brand and Community Engagement** - Offering work experience programs showcases the company's commitment to community involvement and education, enhancing its reputation as a socially responsible organisation.
- **Creating Learning Opportunities for Employees** - Mentoring and guiding students provide professional development opportunities for employees, helping them build leadership and communication skills. Below is a framework and prompts to begin to assist in identifying key criteria that would make the best work experience.

Program Objectives

Objective: Establish what your company aims to achieve by offering work experience. This is good as not only does it align with your companies' principals, but it will attract students and future staff interested in your approach and work in the surveying industry.

- Demonstrate your purpose by showing how the firm's work aligns with broader societal goals, such as sustainable land development, infrastructure improvement, and technological innovation.
- What your company has to offer is unique. A work experience program is a wonderful way to highlight and showcase your place in the surveying and broader construction industry.

Prompt: What are your companies' objectives and message, and how can you showcase this to work experience student?

Example: One objective is being leaders in technology advancement, ways you could showcase could be by:

- Introducing students to software, equipment and examples of projects that demonstrates this
- Set up a chat with key internal stakeholders and team members which play a role in this i.e., BIM Modellers, Project managers, Surveyors from relevant projects

- If your firm uses drones for surveying, explain how aerial surveys work and allow them to observe a drone in action. Discuss how this technology complements traditional surveying.

Note: -----

Your Company Message

Introduction to the Company: Start with an orientation that covers the company's mission, values, and purpose. This could include:

- A presentation on how the firm's work contributes to community development and environmental stewardship.
- Discussion of specific projects that align with the company's purpose and the positive impact they have made.

Reflection on Purpose: Include a debrief session where participants reflect on how their work experience connects to the company's purpose, such as:

- How the surveying tasks they performed contribute to community development.
- What role surveyors play in shaping sustainable environments.
- Importance of PPE and best safety and risk management practices

Prompt: What are your companies' objectives and message, and how can you showcase this to work experience student?

Note: -----

Topics and Factors for Considered Integrated Include:

- **Foundation Skills**
 - Introduction to surveying equipment and technology (GPS, drones, etc.).
 - Basic principles of surveying, including types of surveys and measurements.
 - How these tools are used in the firm's projects to align with its purpose.
- **Applied Learning**
 - Hands-on experience with fieldwork under supervision.
 - Practical tasks, such as site measurements, data collection, and mapping.
 - A team project that involves applying learned skills to real-world problems, aligned with company values.
- **Industry Exposure**
 - Visits to project sites to see how different types of surveys contribute to the project's goals.
 - Shadowing professionals on projects aligned with the company's purpose, such as land development or urban planning.
 - Guest presentations from team members on how their roles support the company's mission and impact the community.
- **Prompt Question:** What activities are practical to include in work experience? What activities do you believe would benefit a work experience student?

Note: -----

Mentorship and Identify Key Team Members to Participate

- Assign a mentor or group of key team members to each participant to guide them through the program, answer questions, and provide insights into the industry.
- Schedule regular check-ins and feedback sessions to ensure participants are learning effectively and feel supported.
- At the program's end, hold a one-on-one session to discuss what the participant learned and how their experience went.

Note: -----

Evaluate the Program and Gather Feedback

- **Participant Evaluation:** Have participants complete a survey about their experience, focusing on what they learned, how it changed their perception of surveying, and how well they understood the company's purpose.
- **Prompt question:** How can the company gather feedback from the participant after the experience?

Note: -----

Structuring your Work Experience Plan

Now that you have reviewed key aspects to help design your own tailored work experience program, we have provided a blank work experience template for you to add activities and schedule tasks for a weeklong placement. Please see digital copy [here](#) which can be printed as an A4 page, we have also provided a copy on the next page. Please also see *Introduction to Activities* in the following sections for recommended tasks and activities.

Surveying Work Experience Program

	Mon	Tue	Wed	Thu	Fri
	Date	Date	Date	Date	Date
8:00					
9:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					
18:00					

Introduction to Activities

Fieldwork Activities

1. Introduction to Surveying Equipment

- Teach students how to set up and use essential surveying tools like total stations, GPS units, and levels. Walk them through calibration and demonstrate how to collect accurate data.

2. Hands-On Measurement Tasks

- Allow students to assist in taking measurements for a real project. This could include setting out control points, measuring distances, or using GPS for location data.

3. Site Reconnaissance

- Take the student to a new site and demonstrate how to evaluate and prepare for a survey. Discuss terrain, landmarks, and environmental factors that could impact the work.

4. Boundary Surveys

- Explain the importance of boundary surveys and show them how to verify property lines using maps and field data. If possible, let them assist in staking out a boundary.

5. Topographic Survey

- Involve the student in gathering data to create a topographic map. Let them help record elevation changes and understand how topography influences construction or land use.

6. Construction Staking

- Show them how surveyors mark out the boundaries of a building or road on a construction site. Give them a basic overview of reading site plans and performing staking tasks under supervision.

7. Data Collection with Drones or UAVs

- If your firm uses drones for surveying, explain how aerial surveys work and allow them to observe a drone in action. Discuss how this technology complements traditional surveying.

8. Mapping Using Mobile Apps

- Demonstrate how mobile applications are used for fieldwork, including GIS or mapping tools, and have them participate in logging data from a field survey.