



CERTIFIED PROFESSIONAL  
SOIL SCIENTIST

Updated  
January 2017



# CPSS Competency in Contaminated Site Assessment and Management Application Form



SOIL SCIENCE  
AUSTRALIA

*Soil Science Australia*  
PO Box 737, PROSPECT EAST SA 5082

Email: [cpssadmin@soilscienceaustralia.org.au](mailto:cpssadmin@soilscienceaustralia.org.au)

Web: [www.cpssaccreditation.com.au](http://www.cpssaccreditation.com.au)

ABN: 96 080 783 106

Only CPSS accredited members of Soil Science Australia may apply for this competency.

Please use this form to apply for competency in Contaminated Site Assessment and Management (CSAM). It is recommended that prior to completing this form, you read the CSAM Description document and CSAM Guide for Applicants available from [www.cpssaccreditation.com.au](http://www.cpssaccreditation.com.au). Please ensure your application contains all of the required information before it is submitted. **Incomplete applications will not be assessed.**

Completed applications\* should be lodged with the Soil Science Australia federal office by email ([cpssadmin@soilscienceaustralia.org.au](mailto:cpssadmin@soilscienceaustralia.org.au)) and if necessary by arranging with the CPSS Administrator to set up a Dropbox location.

1. the application form including details of four referees;
2. a curriculum vitae including a publications list;
3. all relevant reports and publications in digital or PDF format;
4. completed Ongoing Professional Development Diary with 75 hours, which must include 50 hours of relevant contaminated land work (Excel spreadsheet format); and
5. other evidence, if applicable.

**\*Please note:**

If you have applied for CPSS accreditation after 2013 using the new competency based application form you will not need to resubmit the proof of identification and educational qualifications unless you have changed your name or gained additional qualifications that you wish to have considered. Members with CPSS awarded prior to 2013 are required to provide the full documentation listed in this application form.

Where client confidentiality limits disclosure of information please advise the CPSS Administrator to discuss confidentiality arrangements to enable all the information relevant to your application to be reviewed.

**In addition** to the information electronically submitted to Soil Science Australia, a printed copy of this form which has been completed and signed must be received by Soil Science Australia along with:

1. a current passport style photograph;
2. proof of identity (*Proof of identity should be a certified true copy of your passport bio-data page or Australian driver's license. Where these are not available, a certified copy of your Birth Certificate or Official Identity Document along with certification of the passport photograph may be acceptable.*); and
3. the application fee of \$165.00. (*Please note that this fee includes GST and is not refundable. Applicants should contact the CPSS Administrator by email to request an invoice.*)

Where necessary, the Contaminated Site Assessment and Management Assessment Panel may seek further information from applicants.

### **Applicant Details, Proof of Identity, and Applicant Declaration**

Please complete this section, print it, sign it and attach the proof of identity documentation and post to Soil Science Australia, then submit the entire form electronically.

|  |   |
|--|---|
| <b>Title and Name in full</b><br><i>(as it appears on your birth certificate)</i>  |   |
| <b>Preferred name</b> <i>(if different to above)</i>                               |   |
| <b>CPSS Accreditation</b> <i>(please confirm)</i>                                  |   |
| <b>Soil Science Australia Membership No.</b><br><i>(5 digits prefixed with S).</i> | <b>S</b>  |
| <b>Date of Birth</b> <i>(day/month/year)</i>                                       | / /   |
| <b>Residential Address</b>   | Street: _____ State: _____ Postcode: _____<br>Suburb: _____ |

|                         |   |
|-------------------------|---|
| <b>Business Address</b> | Business Name:<br>Street:<br>Suburb: State: Postcode: |
| <b>Phone Numbers</b>    | B/H: Mob:   |
| <b>Email</b>            |   |

### Applicant Declaration

I certify that all information I have submitted in this application is true and correct and if admitted as an accredited Certified Professional Soil Scientist member competent in Contaminated Site Assessment and Management of Soil Science Australia I further:

- consent to Soil Science Australia disclosing that I am an accredited member of the Society, and my area of competency;
- agree to be bound by, and conform to, the Rules and By-Laws of the Australian Society of Soil Science Inc.;
- agree to adhere to the Standards for Professionals in Soil Science, ethical standards set out in the CPSS Code of Ethics and the CPSS Rules of Conduct;
- agree to meet the requirements for ongoing professional development required of a CPSS competent in Contaminated Site Assessment and Management;
- agree to furnish any other information the Accreditation Board may request from me as part of CPSS Contaminated Site Assessment and Management and general accreditation; and
- agree to only use the CPSS post-nominals of membership and the current year CPSS electronic seal whilst I remain an accredited financial member.

Signature: .....

Date: ...../...../.....

### Educational qualifications

Please provide evidence of all educational qualifications\* below as certified true copies of academic testamur/s or certificate/s and certified true copies of academic transcripts, showing courses, subjects or units studied and results gained in each. If your current name is not the same as on the original documents you must provide evidence of your name change.

\*Please note: if you lodged these documents with a recent CPSS application please advise the submission date.

**List of Educational qualifications** (Provide the following details for all relevant educational qualifications or details of a pass in the Fundamentals Exam.)

| <b>Provider</b> | <b>Year Conferred</b> | <b>Qualification</b> |
|-----------------|-----------------------|----------------------|
|                 |                       |                      |
|                 |                       |                      |
|                 |                       |                      |
|                 |                       |                      |

## Curriculum vitae (CV)

You must provide a CV covering your employment experience since completing your undergraduate studies to date. Please ensure that your CV contains information relevant to Contaminated Site Assessment and Management. Your CV should contain a Publications List and any relevant industry training.

For each soil science appointment you have held, please include:

- the name, location and contact details of the employing organisation
- the dates and duration of your employment in this appointment
- the title of the position you held
- your defined role and responsibilities.

## Core Knowledge for Contaminated Site Assessment and Management - Evidence of Competency -

Applicants are asked to address the CPSS Recognised Competencies for CSAM and must demonstrate:

1. 100% of the competencies in Section 1 Core Knowledge; and
2. 80% of the skill sets and competencies in Section 2 Practice of CSAM

The assessment approach applied relies strongly on evidence. Applicants must be able to supply copies of their work (papers, reports, plans, or various forms of written communication) that justify their claim to have achieved or applied the required knowledge or skill sets. Where reports or publications have multiple authors, the applicant must identify the extent of their contribution to the document, and co-authors may be required to corroborate that information. Applicants who do not supply sufficient information will be asked to supply additional information. In addition, applicants will be asked to attend an interview.

Please use the Table below to provide documentation and supporting information demonstrating how you have satisfied each competency listed below. This can be a URL, reference or link to a document. (Further instructions are in the application guide).

## Core Knowledge for Contaminated Site Assessment and Management - Evidence of Competency

|                     |  |
|---------------------|--|
| Core Knowledge K-1: |  |
| Core Knowledge K-2: |  |
| Core Knowledge K-3: |  |
| Core Knowledge K-4: |  |
| Core Knowledge K-5: |  |
| Core Knowledge K-6: |  |

## Practice of Contaminated Site Assessment and Management

Applicants need to satisfy 80% of the competencies in the following two skill sets: Planning P1- P6; Investigation I1-I8 and Interpretation C1-C6. It is advisable for candidates to aim to satisfy 100% of the competencies.

### 2.1 Planning (demonstrate all if possible or a minimum of 5)

|               |  |
|---------------|--|
| Planning P-1: |  |
| Planning P-2: |  |
| Planning P-3: |  |
| Planning P-4: |  |
| Planning P-5: |  |
| Planning P-6: |  |

## 2.2 Investigation (demonstrate all if possible or a minimum of 6)

|                    |  |
|--------------------|--|
| Investigation I-1: |  |
| Investigation I-2: |  |
| Investigation I-3: |  |
| Investigation I-4: |  |
| Investigation I-5: |  |
| Investigation I-6: |  |
| Investigation I-7: |  |
| Investigation I-8: |  |

## 2.3 Interpretation (demonstrate all if possible or a minimum of 5)

|                     |  |
|---------------------|--|
| Interpretation C-1: |  |
| Interpretation C-2: |  |
| Interpretation C-3: |  |
| Interpretation C-4: |  |
| Interpretation C-5: |  |
| Interpretation C-6: |  |

## Referees

All applications must include details of professional referees. Prior to submitting your application please contact your referees and ensure they consent to completing a referee report for you.

Referees are required to provide an objective evaluation of your skills and competency in contaminated site assessment and management, respond to the request for a referee report in a timely manner.

The Soil Science Australia office will email a referee report request form to the persons you nominate. You are required to supply details of four referees; at least one must be CPSS accredited, no more than one referee should be from your workplace and all referees must be experienced and accredited professionals.

### Referee #1

|   |   |
|---|---|
| <b>Title and Name in full</b><br><i>(First name, Last Name)</i> |   |
| <b>Occupation</b><br><i>(Job Title and Company name)</i>        |   |
| <b>Business Address</b>   | Business Name:<br>Street:<br>Suburb: State: Postcode: |
| <b>Phone Numbers</b>  | B/H: Mob:   |
| <b>Email</b>  |   |

### Referee #2

|   |   |
|---|---|
| <b>Title and Name in full</b><br><i>(First name, Last Name)</i> |   |
| <b>Occupation</b><br><i>(Job Title and Company name)</i>        |   |
| <b>Business Address</b>   | Business Name:<br>Street:<br>Suburb: State: Postcode: |
| <b>Phone Numbers</b>  | B/H: Mob:   |
| <b>Email</b>  |   |

### Referee #3

|   |   |
|---|---|
| <b>Title and Name in full</b><br><i>(First name, Last Name)</i> |   |
| <b>Occupation</b><br><i>(Job Title and Company name)</i>        |   |
| <b>Business Address</b>   | Business Name:<br>Street:<br>Suburb: State: Postcode: |
| <b>Phone Numbers</b>  | B/H: Mob:   |
| <b>Email</b>  |   |

### Referee #4

|   |   |
|---|---|
| <b>Title and Name in full</b><br><i>(First name, Last Name)</i> |   |
| <b>Occupation</b><br><i>(Job Title and Company name)</i>        |   |
| <b>Business Address</b>   | Business Name:<br>Street:<br>Suburb: State: Postcode: |
| <b>Phone Numbers</b>  | B/H: Mob:   |
| <b>Email</b>  |   |

## Lodgement

Contact the CPSS Administrator to discuss how your application is submitted (by email, or Dropbox, or other method). Where possible files should be uploaded in PDF format (except the OPD diary).

**This form should also be printed, signed and posted to the federal office of Soil Science Australia, PO Box 737 PROSPECT EAST SA 5083.**

**Please use the following checklist to ensure your application is complete**

- Completed application form including information not previously supplied
- Signed Declaration
- Personal identification including a passport style photograph
- All relevant supporting information (digital format)
- Curriculum vitae and publications list
- Contact details of your referees
- Certified true copies of academic testamur/s or certificate/s \*
- Certified true copies of academic transcripts, showing courses, subjects or units studied and results gained in each \*
- Proof of payment of the CPSS fees
- If required other evidence, including work based learning, if applicable

*\* If you have applied for CPSS since 2013 the items marked with an asterisk need not be supplied.*