

# Geospatial Council of Australia Hydrographic Area of Practice Coaching Program 2023



The GCA Hydrographic Area of Practice Coaching Program is an initiative to encourage the professional development of emerging professional hydrographic surveyors to Level 1 and Level 2 in Hydrographic Surveying certification.

The Coaching Program will offer participants connection with industry professionals, access to coaches' technical knowledge as well as guidance towards attainment of Hydrographic Surveying certification. For a trainee seeking certification, the assigned coach may be able to assist in identifying knowledge gaps and addressing them prior to the trainee applying for certification.

## Coach

Certified Hydrographic Surveyors generously offer their time, experience and expertise to the emerging generation of hydrographic surveyors and contribute to the future of the industry. Interactions with certified surveyors are highly valuable in supporting trainees in their preparation for certification, early career and technical pursuits.

CPD points may be claimed in accordance with the [GCA CPD policy](#).

## Trainee

For trainees working towards certification, the program offers interaction with certified professionals who may offer guidance in the application process.

Trainees should note that participation in the program does not guarantee a successful application for certification. However, the program will help trainees identify and work on knowledge gaps prior to their application for certification.

Note: A Hydrographic Surveyor can apply for certification without participating in the Coaching Program.

## 1. Eligibility

Coaches and trainees must be current GCA or S+SNZ members who reside in Australia or New Zealand.

Coaches must be a current Certified Professional Hydrographic Surveyor at Level 1 or Level 2 with a minimum of four years of experience. *The program is not compulsory for certified surveyors - involvement is voluntary.*

Trainees of any level are invited to participate. This includes students, recent graduates or members working towards certification.

Potential trainees may organise with a colleague or contact to participate in the Coaching Program as their coach. This arrangement should be noted on the application form.

## 2. Matching of Coaches and Trainees

Coach and trainee applicants must complete an online application form to assist in the matching process.

The following will be considered when matching trainees and coaches:

1. The trainee's field of interest (i.e., nautical charting, port surveying, offshore construction etc.) will ideally be matched with a coach whose expertise is in that field
2. The trainee's goals for the program – i.e., are they working towards Level 1 or 2 certification, require early career guidance or develop technical knowledge etc.
3. The trainee and the coach's locations

The trainee may seek to expand their scope of knowledge and request a coach in a different field of expertise to his/her own.

## 3. Program Structure and Details

The Coaching Program will commence in November and formally conclude in June 2024.

It is the responsibility of the trainee to contact the coach to introduce themselves and provide any preference for communication. Communication may be made via email, telephone or a virtual meeting platform. The coach or trainee may wish to meet in person, if convenient.

The Coaching Program Coordinator will be in contact with participants throughout the program for a general check-in.

### **Journal**

After initial introductions, the trainee fills out the Coaching Journal document in cooperation with their coach.

The purpose of the journal is to capture the following:

- What the trainee would like to achieve through this program
- Any knowledge gaps the trainee believes they currently have
- Any knowledge gaps identified during the course of the program
- A record of meetings

A template of the Journal will be provided as part of the program.

The record of development and learning in the Journal may be used by both the coach and the trainee as evidence for CPD points if required.

At the conclusion of the program, participants will be reminded to complete their journals and submit them by the deadline. The coaches will confirm the records to be correct and provide any closing notes on the trainee's performance or learnings during the program.

Participants will receive a post-program survey to provide feedback.

### Key deadlines for 2023

Date	Activity
Monday 2 October 2023	Applications open (1 month)
Monday 30 October 2023	Applications close
Monday 6 November 2023	Participants notified of their coach and trainee match
Monday 13 November 2023	Pair self-introduction and program planning
Monday 13 November 2023	Coach and Trainee meetings start
Tuesday 30 April 2024	Coach and Trainee meetings conclude
Tuesday 21 May 2024	Journal due date (6 months)
Tuesday 11 June 2024	Program team finishes review of journals and note claimable CPD points for participants.
Friday 28 June 2024	Program concludes

### Responsibilities of the Coach

The coach will assist in identifying knowledge gaps, provide advice on certification application, assistance with completing the trainee's [curriculum mapping spreadsheet](#) if appropriate, provide general career development advice etc.

For those seeking Hydrographic Certification, suggested discussion topics for coaches to begin with their trainees are:

- An overview and explanation of the hydrographic syllabus
- Correct etiquette for certification logbook entries and matching the experience [curriculum](#).
- Access to resources – the Hydrography Area of Practice may be able to suggest publications for reading, webinars and other online resources to obtain CPD points.

## **Responsibilities of the Trainee**

To ensure an effective and meaningful meeting with their coach, it is recommended that the trainee email their coach prior to their meeting with their questions or requests relating to certification or career progression. This preparation is to allow the coach time to prepare for the meeting.

## **Frequency of meetings**

It is recommended that meetings take place once a month to ensure that the trainee receive regular contact with their coach. The meetings should occur at least 5 times during the course of the program.

If the coach feels the workload is too great or that communications are excessive, the Coaching Program coordinator can approach another potential coach to share the trainee. The trainee may approach other certified professionals to remediate missing competencies identified with their primary coach.

## **4. Code of Conduct**

It is important that both coaches and trainees extend respect to each other's time and experience. It is expected that coaches and trainees respond to communications in a professional, thorough and timely fashion.

In the case of any unprofessional conduct by the coach or the trainee, the other can contact the program coordinator to discuss appropriate action.

## **5. Continuing Professional Development (CPD)**

CPD points are awarded to coaches and trainees in accordance with the [GCA CPD Policy](#). CPD points will be accrued for all meetings at a rate of 1 CPD point per hour, to a maximum of **6** points per year.

For trainees seeking a Level 1 or 2 certification, CPD points achieved through the coaching program can be used in their first year of certification.

## **6. Conflict of Interest**

Should a trainee be employed by the coach's competitor, the assigned coach may wish to withhold details of work methods or similar. The coach may exercise discretion to withhold or decline to communicate business or projects details as they see necessary.

It is important to note that the program does not permit trainees to ask questions specific to a survey or project. Information provided to the trainee is at the discretion of the coach, noting that best practice methods should be shared and encouraged wherever possible. It is for the benefit of the profession that its members are performing work to the highest possible standard.

If there appears to be a conflict of interest, the coach can request that the trainees be assigned to a different coach.

Questions about career, technical and certification goals will be asked on the program application form to minimise conflicts.

## 7. Questions

Questions can be forwarded to the Coaching Program Coordinator at [hydro.coaching@geospatialcouncil.org.au](mailto:hydro.coaching@geospatialcouncil.org.au).

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### 2023 Application Forms

[Coach](#)

[Trainee](#)