

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY



Contents

1. Introduction and Contact.....P1
2. Qualifications PackP2
3. OS Units.....P3
4. Glossary of Key Terms.....P22
5. Nomenclature of QP & NOS.....P24

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:
GJSCI, Mumbai

E-mail: coo@gjsci.org



Introduction

Qualifications Pack-Supervisor: Casting

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Cast and Diamonds-Set Jewellery

OCCUPATION: Casting

REFERENCE ID: G&J/Q2802

ALIGNED TO: NCO-2004/NIL

Supervisor-Casting: The Casting Supervisor is in-charge of running the daily work flow and processes of the casting department.

Brief Job Description: The individual allocates work to subordinates workers; trains and educates them; instructs about the job to be performed every day; checks quality of output; manages departmental accounts, team and systems; interacts with other departments in order to produce cast jewellery pieces on mass scale as per production plan; and delivers on time.

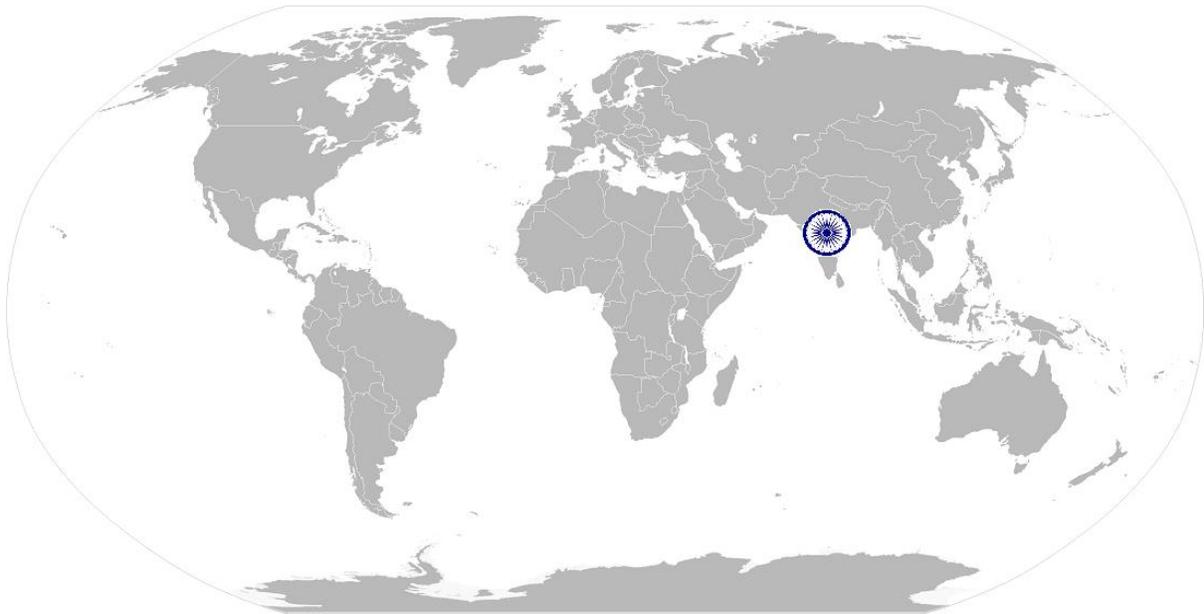
Personal Attributes: The job requires the individual to have: ability to operate computer; attention to details; ability to manage a process driven team and a lot of patience. The individual must have ability to improve quality of output of the team.

Job Details

Qualifications Pack Code	G&J/Q2802		
Job Role	Supervisor - Casting		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	29/07/13
Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	13/08/14
Occupation	Casting	Next review date	13/08/15

Job Role	Supervisor - Casting
Role Description	Supervising the functions of investment and casting machine operations to produce cast jewellery pieces on mass scale
NSQF level	5
Minimum Educational Qualifications	Minimum: 10 th Standard passed
Maximum Educational Qualifications	
Training	Not applicable
Experience	Minimum 3 years of experience in casting
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N2802 Supervise casting department's functions G&J/N9901 Respect and maintain IPR G&J/N9903 Coordinate with team, co-workers and seniors G&J/N9905 Maintain occupational health and safety <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

National Occupational Standard



Overview

This unit is about supervising the functions of the jewellery casting process; providing information and knowledge; and managing work flow and team.

G&J/N2802

Supervise casting department's functions

National Occupational Standard

Unit Code	G&J/N2802
Unit Title (Task)	Supervise casting department functions
Description	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of casting department
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Deliver the wax tree, metal alloy and consumables to respective team • Provide instructions to respective team member • Control precious metal loss and damage to stones • Detect product defects • Receive cast jewellery pieces and check quality • Manage accounts of the products of the casting department • Handle or report problems in time • Interact with inter-departments for the smooth flow of production
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Allocating work and providing materials and instructions	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. collect wax trees and inspect for any imperfections such as loosely soldered wax pieces on central stem</p> <p>PC2. issue to caster, the wax tree for preparing investing a flask as per the job sheet</p> <p>PC3. plan the casting cycle in consultation with Production Manager</p> <p>PC4. calculate and weigh the required amount of precious metal alloy as per job sheet</p> <p>PC5. allocate work to caster as per the schedule required by the production manager</p> <p>PC6. make available tools, machines and consumables required to complete the job</p> <p>PC7. educate based on designs and purity of metal different temperatures and different casting cycles required</p> <p>PC8. explain the hazards involved and precautions to be taken to avoid accidents</p> <p>PC9. demonstrate melting alloys to make the alloy of required purity level</p> <p>PC10. instruct about investment process by explaining appropriate mixture of Plaster of Paris (PoP), boric acid and demineralised (DM) water and drying time</p> <p>PC11. explain about setting the temperature and time of furnace according to its operating parameters for execution of burnout cycle</p> <p>PC12. instruct on casting machine operations and operating specifications such as temperature and duration of casting</p> <p>PC13. explain about cleaning and drying process of metal tree</p> <p>PC14. instruct about the final outcome required as per the job sheet</p> <p>PC15. accurately assess worker's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC16. clearly define delivery schedule and work output requirements</p>

G&J/N2802

Supervise casting department's functions

	<p>PC17. assess and alert about any disruptions PC18. motivate workers to multi-task, work on different processes and techniques PC19. receive cast jewellery pieces PC20. inspect the jewellery pieces for casting defects and missing diamonds</p>
<p>Controlling precious metal and gemstones loss and managing accounts</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC21. collect gold residual from melting and casting machine PC22. maintain the proportion of re-use versus new gold as per company's standards PC23. report metal losses via documentation as per company's policy PC24. recover gold particles from investment powder before it is drained out by using Effluent Treatment Plant PC25. control casting process as per the company's norm of gold loss PC26. report any incidents of high precious-metal loss PC27. suggest improvements in order to reduce precious-metal loss PC28. set up an effective casting parameters as per the company's norm of minimum damage to the diamonds and precious stones PC29. wash hands at the specified wash basin as per the company's policy PC30. tally accounts for cast jewellery pieces and return all the casted pieces stub, sprue and casting fallen diamond/colour stone in loose form to the custodian as per the company policies</p>
<p>Achieving productivity and quality</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC31. cast number of jewellery pieces as per target deliverable given by the company PC32. minimise casting defects in the jewellery pieces PC33. maintain precious metal and stone loss within prescribed limit for the design PC34. timely deliver cast jewellery pieces to next process PC35. short fill casting and suggest changes required in the model to avoid such defects PC36. Identify casting defects such as porosity, blisters, bubbles, and cracks and suggest solutions to the Production Manager to minimise these defects in casting process</p>
<p>Handling problems and interacting with other departments</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC37. regular maintenance of all machines in the casting department PC38. in case of any machine failure follow up with maintenance department to repair in order to avoid any production delay PC39. should maintain all the critical parts required for all the equipment in the department to avoid delay in production cycle PC40. take precaution to minimise missing or damaged diamonds and gemstones PC41. minimise casting defects such as porosity, blisters, bubbles, cracks, in the casting pieces PC42. plan manpower requirement as per the production schedules considering offseason and peak season requirements PC43. anticipate delays that may adversely affect delivery and take a corrective measures in advance PC44. train workers for multi-tasking to bring down the cost and smooth flow of work flow</p>

G&J/N2802

Supervise casting department's functions

	<p>PC45. receive instructions from production manager about deliverables and work flow</p> <p>PC46. interact with stores department to arrange for tools, machines, work space, consumables and other facilities for the workers</p> <p>PC47. give feedback to caster regarding any casting defects reported by the production department and analyse the reasons for defect, take preventive measures to eliminate these defects for the future</p> <p>PC48. resolve problems related to machine, tools and consumable to deliver on time</p> <p>PC49. resolve problems related to workers and their productivity</p> <p>PC50. encourage workers to achieve higher productivity</p>																		
Knowledge and Understanding (K)																			
<p>A. Organizational Context</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: salaries and wages, incentive system, delivery standards, safety and hazards, integrity and IPR, and personnel management</p> <p>KA2. work flow involved in jewellery manufacturing company</p> <p>KA3. management of worker, quality and productivity</p> <p>KA4. conflict resolution and problem solving</p> <p>KA5. performance appraisal system of the company</p> <p>KA6. reporting structure</p>																		
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. metallurgy, e.g., gold alloy properties including malleability</p> <p>KB2. methods of calculating required quantities of alloys</p> <p>KB3. production planning</p> <p>KB4. uses of different types of tools, consumables and machines in jewellery casting process</p> <p>KB5. potential work hazards while handling casting process</p> <p>KB6. basics of complete cast and diamond-set jewellery manufacturing process</p> <p>KB7. quality standards as per company guidelines</p> <p>KB8. accounting of casting department and documentation as per company policy</p>																		
Skills (S) [Optional]																			
<p>A. Core Skills/ Generic Skills</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" data-bbox="475 1398 1516 1434" style="background-color: #e6f2ff;">Basic reading and writing skills</td> </tr> <tr> <td colspan="2" data-bbox="475 1434 1516 1470">The user/ individual on the job needs to know and understand how to:</td> </tr> <tr> <td data-bbox="475 1470 560 1505">SA1.</td> <td data-bbox="560 1470 1516 1505">read notes and instructions in terms of casting department processes</td> </tr> <tr> <td data-bbox="475 1505 560 1541">SA2.</td> <td data-bbox="560 1505 1516 1541">read company rules and compliance documents required to complete the work</td> </tr> <tr> <td data-bbox="475 1541 560 1577">SA3.</td> <td data-bbox="560 1541 1516 1577">document work flow, quality standards and outcomes as per company policy</td> </tr> <tr> <td colspan="2" data-bbox="475 1577 1516 1612" style="background-color: #e6f2ff;">Calculation skills</td> </tr> <tr> <td colspan="2" data-bbox="475 1612 1516 1648">The user/individual on the job needs to know and understand how to:</td> </tr> <tr> <td data-bbox="475 1648 560 1684">SA4.</td> <td data-bbox="560 1648 1516 1684">calculate and weigh the correct amount of alloyed gold required as per wax tree and job sheet</td> </tr> <tr> <td data-bbox="475 1684 560 1719">SA5.</td> <td data-bbox="560 1684 1516 1719">maintain gold loss in casting process as per the parameter set by the company</td> </tr> </table>	Basic reading and writing skills		The user/ individual on the job needs to know and understand how to:		SA1.	read notes and instructions in terms of casting department processes	SA2.	read company rules and compliance documents required to complete the work	SA3.	document work flow, quality standards and outcomes as per company policy	Calculation skills		The user/individual on the job needs to know and understand how to:		SA4.	calculate and weigh the correct amount of alloyed gold required as per wax tree and job sheet	SA5.	maintain gold loss in casting process as per the parameter set by the company
Basic reading and writing skills																			
The user/ individual on the job needs to know and understand how to:																			
SA1.	read notes and instructions in terms of casting department processes																		
SA2.	read company rules and compliance documents required to complete the work																		
SA3.	document work flow, quality standards and outcomes as per company policy																		
Calculation skills																			
The user/individual on the job needs to know and understand how to:																			
SA4.	calculate and weigh the correct amount of alloyed gold required as per wax tree and job sheet																		
SA5.	maintain gold loss in casting process as per the parameter set by the company																		

G&J/N2802

Supervise casting department's functions

	Team management
	The user/individual on the job needs to know and understand how to: SA6. distribute work according to expertise of worker SA7. motivate workers to work as a team, share workload and deliver on time SA8. assess worker requirements in terms of training, tools, machinery, workspace and other facilities SA9. appraise based on company's standards and workers' performance SA10. encourage workers to multi-task and work on different processes SA11. make progression plan for every team member and give necessary training
	B. Professional Skills
	Reading the design
	The user/individual on the job needs to know and understand: SB1. parameters required for casting of different design trees SB2. check quality of wax tree for any potential issues in flow of molten metal and decide on parameters for casting
	Using consumables, tools and machines
	The user/individual on the job needs to know and understand how to use: SB8. use following key tools, machines and consumables for casting: <ul style="list-style-type: none"> • Investment flasks • Measuring flask • Carbon stirring rod • Investment powder or Plaster of Paris (PoP) • PoP particulate filters • Slurry mixing equipment • Metal Melter or carbon crucible/ceramic crucible • Casting machine • Burnout ovens/furnace • Water jet spray • Gripper • Metal cutter • Weighing machine • Safety gears SB9. organise required toolkit at the work bench for better time management SB10. work in a safe environment, i.e., without injuries
	Communication skills
	The user/individual on the job needs to know and understand how to communicate effectively in order to: SB11. give appropriate instructions and feedback to different levels of workers SB12. educate about safety and work hazards SB13. train on productivity and correct steps to follow on the job SB14. inform about IPR issues pertaining to the company and detecting violations SB15. resolve inter-personal conflicts between workers and co-workers

G&J/N2802

Supervise casting department's functions

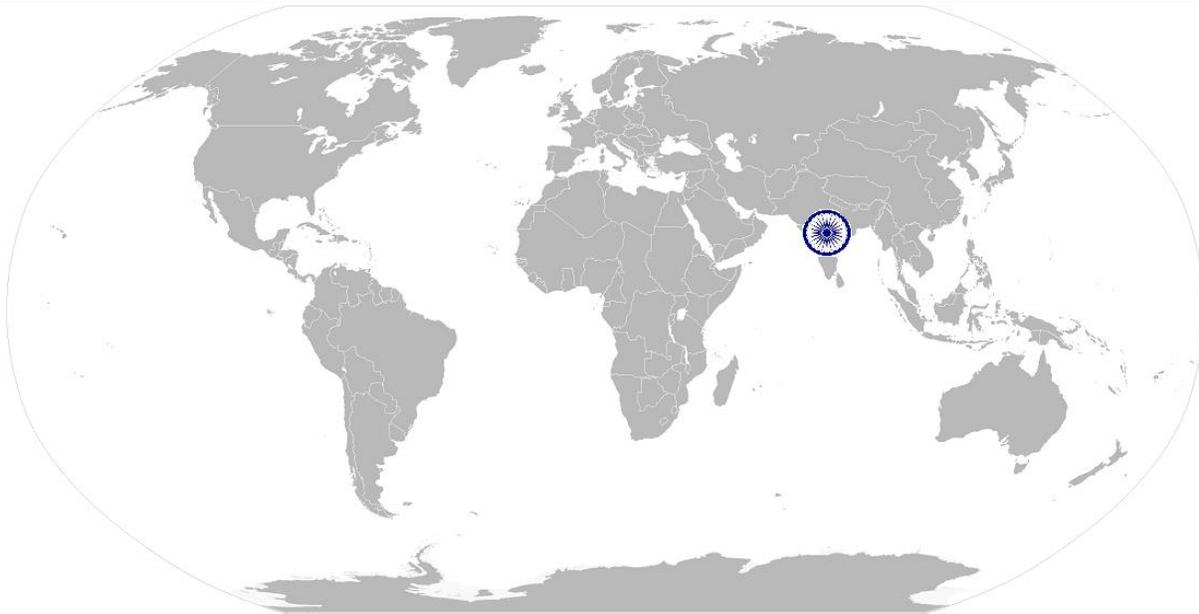
	Decision making
	The user/individual on the job needs to know and understand how to: SB16. plan the casting batches for optimum utilisation of the casting machine
	Reflective thinking
	The user/individual on the job needs to know and understand how to: SB17. give design inputs, for example, the number and size of sprue added to master model, for required flow of molten metal SB18. reduce precious metal loss SB19. place the tools on the working bench for effective work management SB20. improve productivity and increase efficiency based on past working experience
	Human Resource management skills
	The user/individual on the job needs to know and understand: SB21. stress management SB22. organising work and conflict resolution
	Critical thinking
The user/individual on the job needs to know and understand how to: SB23. use logic and reasoning to identify the probable solutions for minimising defects in the jewellery pieces during casting process SB24. spot process disruption and reasons for delay SB25. arrange for tools and consumables as per the production schedule SB26. ensure machines are maintained in a workable condition	

G&J/N2802

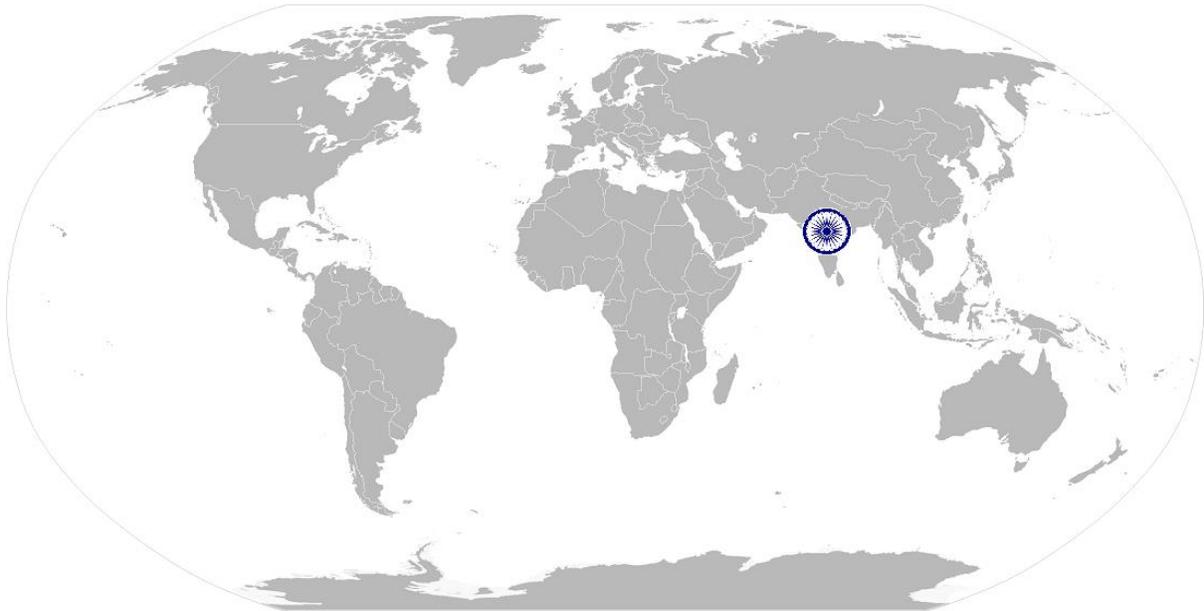
Supervise casting department's functions

NOS Version Control

NOS Code	G&J/N2802		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/07/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	13/08/14
Occupation	Casting	Next review date	13/08/15



National Occupational Standard



Overview

This unit is about respecting intellectual property rights of the company's products and designs as well as avoiding infringement on IPR of other companies.

G&J/N9901

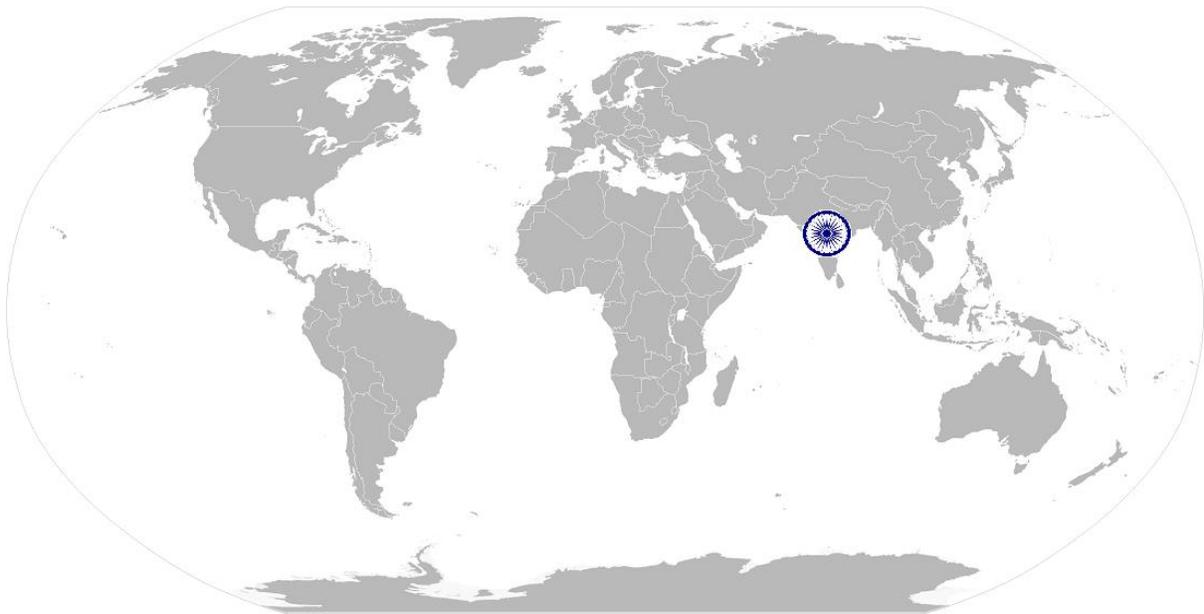
Respect and maintain IPR

Unit Code	G&J/N9901
Unit Title (Task)	Maintain IPR of company and respect IPR of other companies
Description	This OS unit is about protecting company's IPR and avoiding infringement to IPR of other companies
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Protect company's Intellectual Property Rights (IPR) Avoid infringement to IPR of other companies
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Respecting and Maintaining IPR	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. prevent leak of new designs to competitors by reporting on time</p> <p>PC2. be aware of any of company's product or design patents</p> <p>PC3. report IPR violations observed in the market, to supervisor or company heads</p> <p>PC4. read copyright clause of the material published on the internet and any other printed material</p> <p>PC5. consult supervisor or senior management when in doubt about using publicly available information</p> <p>PC6. report any infringement observed in the company</p> <p>PC7. spot plagiarism and report</p> <p>PC8. understand significance of patents and IPR</p> <p>PC9. avoid being involved in IPR violations</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on IPR and plagiarism</p> <p>KA2. reporting structure</p> <p>KA3. company's unique product range</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. patents and IPR laws</p> <p>KB2. how IPR protection is important for competitiveness of a company</p>
Skills (S) [Optional]	
C. Core Skills/ Generic Skills	Communication skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. effectively communicate any observed IPR violations or order leaks</p>
D. Professional Skills	Decision making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. report potential sources of violations</p>

G&J/N9901

Respect and maintain IPR

	Reflective thinking
	The user/individual on the job needs to know and understand to: SB2. learn from past mistakes and report IPR violations on time
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB3. spot signs of violations and alert authorities in time

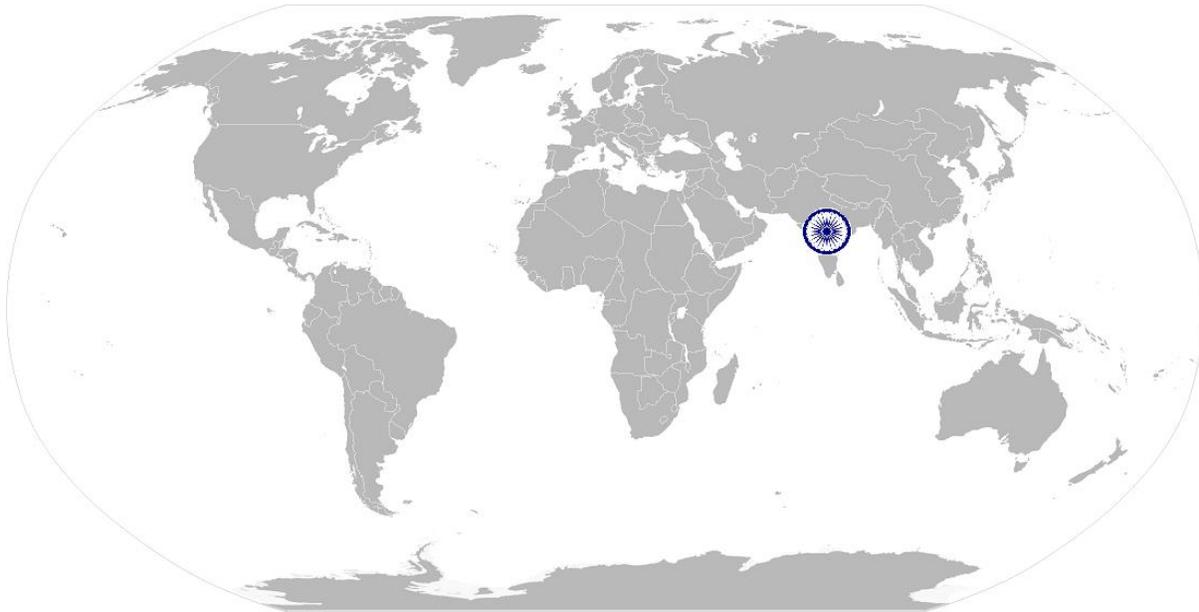


G&J/N9901

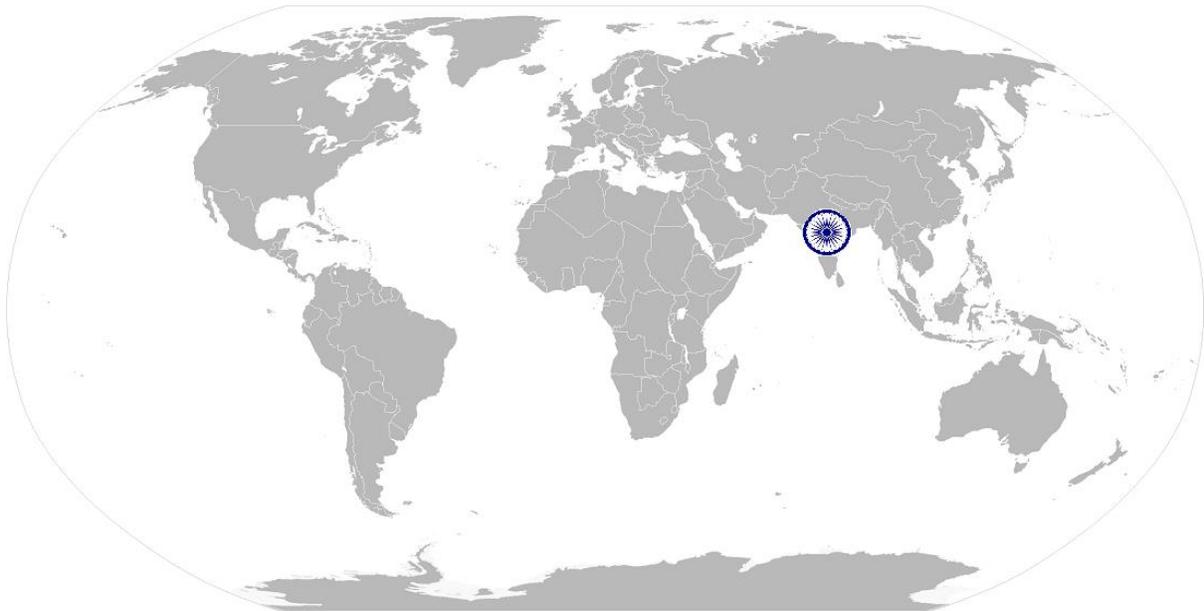
Respect and maintain IPR

NOS Version Control

NOS Code	G&J/N9901		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/07/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	13/08/14
		Next review date	13/08/15



National Occupational Standard



Overview

This unit is about team work and level of communication with colleagues or clients. It determines the ability to work as a team member, share work and multi-task in order to achieve the deliverables on schedule.

G&J/N9903

Coordinate with team, co-workers and seniors

National Occupational Standard

Unit Code	G&J /N9903
Unit Title (Task)	Coordinate with team, co-workers and seniors
Description	This OS unit is about communicating with colleagues, seniors and customers in order to achieve smooth and hazard-free work flow
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Interact with superiors • Interact with team members • Interact with colleagues within and outside the department
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interaction with superiors	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive work instructions and feedback from reporting or other senior</p> <p>PC2. communicate to reporting superior about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</p> <p>PC3. communicate to reporting supervisor about employee management, i.e., shortages or performance related</p> <p>PC4. communicate any potential hazards or expected process disruptions</p> <p>PC5. re-work based on feedback provided by superior on product, process and people</p> <p>PC6. provide documentation as required by senior such as daily reports, job sheets, etc.</p> <p>PC7. understand the work output requirements</p> <p>PC8. comply with company policy and rule</p> <p>PC9. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
Interaction with team members	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC10. allocate work to the team according to their capabilities</p> <p>PC11. explain the expected outcome of each team member</p> <p>PC12. provide training to the team members</p> <p>PC13. discuss and resolve issues concerning team members</p> <p>PC14. understand the team strength and effectively communicate areas of development</p> <p>PC15. train the team members</p>
Interactions with colleagues and other departments	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC16. work as a team with colleagues to ensure smooth work flow and timely delivery</p> <p>PC17. work on feedback and suggestions of colleagues of other departments</p> <p>PC18. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC19. receive feedback from QC and rework in order to complete work on time</p>

G&J/N9903

Coordinate with team, co-workers and seniors

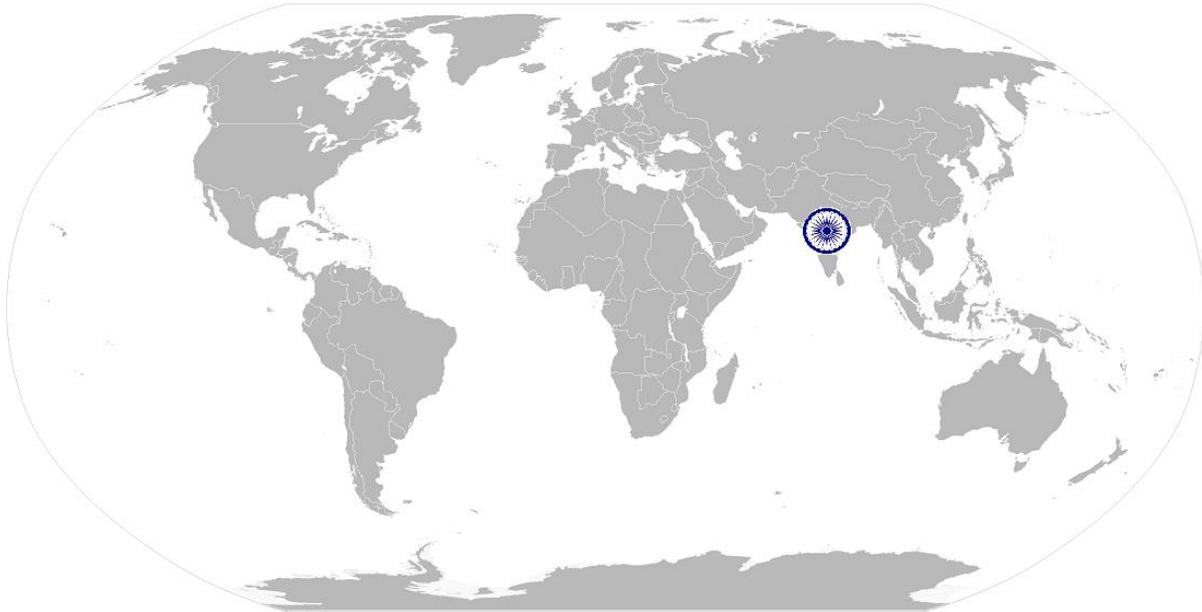
	<p>PC20. put team over individual goals PC21. resolve conflicts PC22. take appropriate action taken at the right time as per company policy</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and IPR, and personnel management KA2. work flow involved in cast and diamond-set jewellery manufacturing of company KA3. importance of the individual's role in the workflow KA4. reporting structure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand how to:</p> <p>KB1. communicate effectively KB2. build team coordination KB3. manage work flow and personnel</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	<p>Communication and motivation skills</p> <p>The individual on the job needs to know and understand:</p> <p>SA1. significance of delivering product to next work process on time SA2. how to motivate team members to deliver required quality of output on time SA3. how to communicate for the purpose of training, resolving problems related to machines or personnel, giving specific instructions and driving work</p>
B. Professional Skills	<p>Decision making</p> <p>The individual on the job needs to know and understand:</p> <p>SB1. how to anticipate potential areas of disruptions to work process and address before it happens SB2. when to report to superior and when to deal with a colleague individually, depending on the type of concern SB3. how the product has to be processed for giving accurate instructions to team members</p> <p>Reflective thinking</p> <p>The individual on the job needs to know and understand how to:</p> <p>SB4. improve work processes for greater output SB5. resolve inter-personal conflicts among workers and departments</p> <p>Critical thinking</p> <p>The individual on the job needs know and understand how to:</p> <p>SB6. spot process disruptions and delays SB7. allocate work for optimum output of required quality and quantity</p>

G&J/N9903

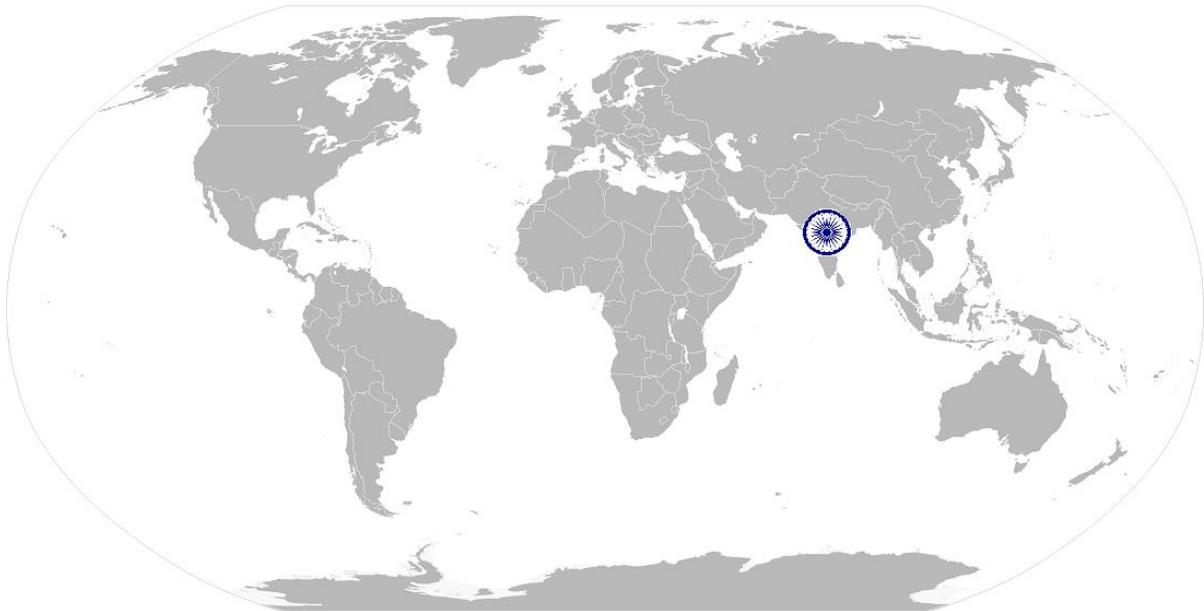
Coordinate with team, co-workers and seniors

NOS Version Control

NOS Code	G&J/N9903		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/07/13
Industry Sub-sector	Cast and diamond-set jewellery	Last reviewed on	13/08/14
		Next review date	13/08/15



National Occupational Standard



Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self and colleagues and maintaining occupational health and safety.

G&J/N9905

Maintain occupational health and safety

National Occupational Standard

Unit Code	G&J/N9905
Unit Title (Task)	Maintain occupational health and safety
Description	This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining occupational health and safety
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Understand potential sources of accidents • Use safety gear to avoid accidents • Actively participate in the health and safety awareness campaigns • Communicate to reporting supervisor about:
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Communicating potential accident points	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. understand potential sources of accidents in order to avoid accidents related to use of potentially dangerous chemicals, sharp tools, hazards from machines and other equipment such as heating lamps</p> <p>PC2. spot and report potential hazards on time</p> <p>PC3. follow company policy and rules regarding use of hazardous materials</p> <p>PC4. attend and actively participate in the health and safety campaigns organised by the company</p> <p>PC5. Process flow improvements that can reduce anticipated or repetitive hazards</p> <p>PC6. Mishandling of tools, machines or hazardous materials</p> <p>PC7. Electrical problems that could result in accident</p>
Using safety gear	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC8. use or wear safety gear as per the rules of the company</p> <p>PC9. attend fire drills organised by the company or industrial zone</p> <p>PC10. learn first aid procedure</p> <p>PC11. be alert about designated assembly area in the event of an emergency</p> <p>PC12. read and understand the evacuation and emergency procedures</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: safety and hazards and personnel management</p> <p>KA2. reporting structure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how different chemicals react and what could be the danger from them</p> <p>KB2. how to use machines and tools without suffering bodily harm</p>

G&J/N9905

Maintain occupational health and safety

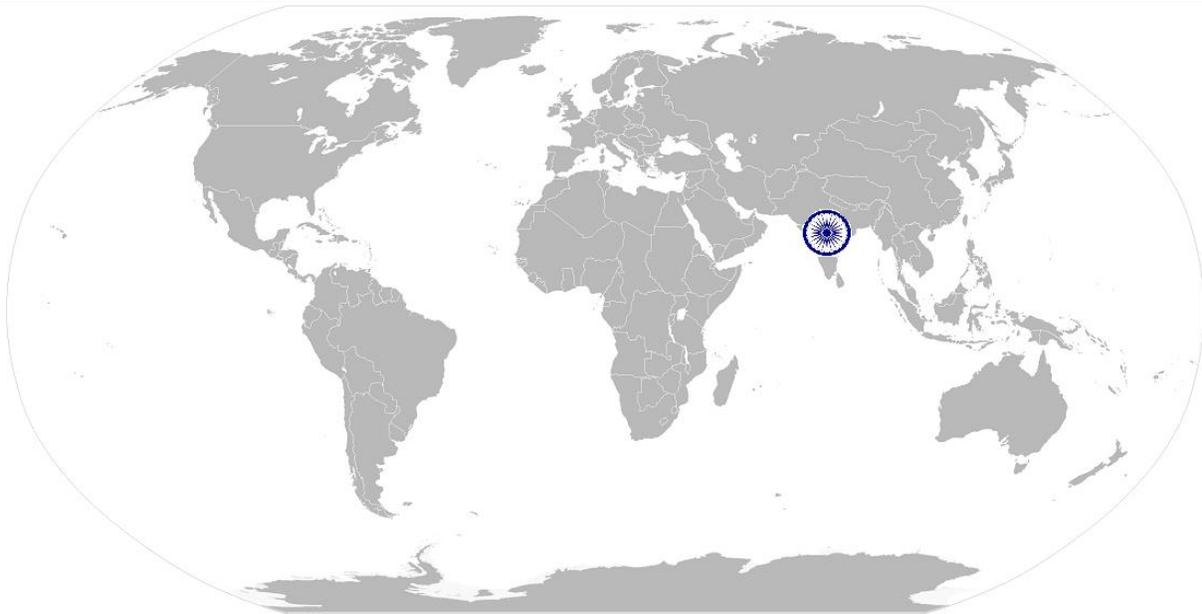
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	Organising skills The individual on the job needs to know and understand how to: SA2. keep all the tools in an organised manner so as to avoid accidents SA3. keep the work environment safe and clean
	B. Professional Skills
	Decision making The individual on the job needs to know and understand how to: SB1. report potential sources of danger SB2. follow prescribed procedure in the event of an accident SB3. wear appropriate safety gear to avoid an accident
	Reflective thinking The individual on the job needs to know and understand to: SB4. learn from past mistakes regarding use of hazardous machines or chemicals
	Critical thinking The individual on the job needs to know and understand how to: SB5. spot dangers
	Decision making The individual on the job needs to know and understand how to: SB6. report potential sources of danger SB7. follow prescribed procedure in the event of an accident SB8. wear appropriate safety gear to avoid an accident

G&J/N9905

Maintain occupational health and safety

NOS Version Control

NOS Code	G&J/N9905		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/07/13
Industry Sub-sector	Cast and diamond-set jewellery	Last reviewed on	13/08/14
		Next review date	13/08/15



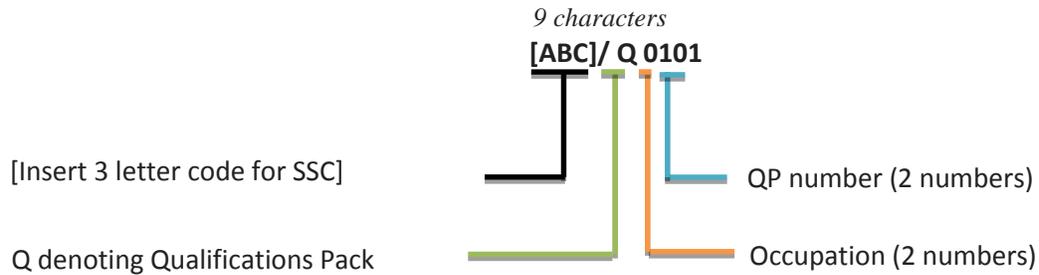
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish

	specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
CAD	Computer Aided Design
CAM	Computer Aided Manufacturing
IPR	Intellectual Property Rights
Mohs	Mohs scale of mineral hardness
NOS	National Occupational Standard(s)
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Annexure

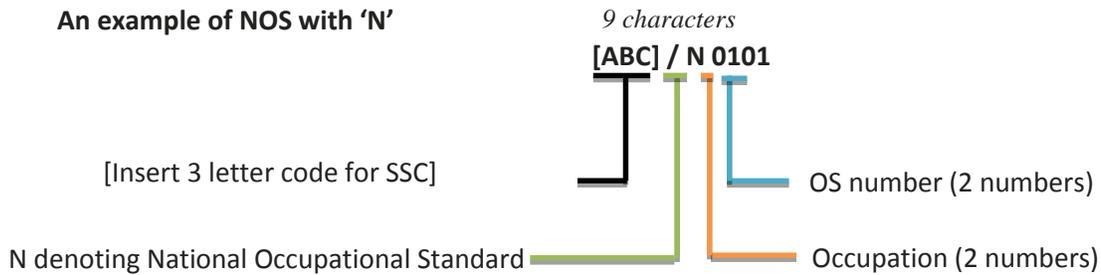
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-20
Cast and diamond-set jewellery	21-40
Diamond processing	41-60
Gemstone processing	61-80
Jewellery retailing	81-98

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

<u>CRITERIA FOR ASSESSMENT OF TRAINEES</u>					
Job Role		Casting Supervisor			
Qualification Pack		Casting Supervisor			
Sector Skill Council		GEMS & JEWELLERY			
To pass the Assessment, a candidate needs to score 50% in Theory and 70% in Practical					
Assessment Strategy				Marks Allocation	
NOS	Elements	Performance Criteria	Theory	Practical	
1. G&J/N2802 Supervise casting department's functions	Allocating work	PC1. accurately assess worker's capabilities and work load in order to distribute work for maximum productivity	2	8	
		PC2. clearly define delivery schedule and work output requirements	1	8	
		PC3. assess and alert about any disruptions	1	8	
		PC4. motivate workers to multi-task, work on different processes and techniques	1	8	
	Productivity & Quality	PC5. cast number of jewellery pieces as per target deliverable given by the company	1	8	
		PC6. minimise casting defects in the jewellery pieces	1	7	
		PC7. maintain precious metal and stone loss within prescribed limit for the design	1	7	
		PC8. timely deliver cast jewellery pieces to next process	1	6	
	Problems handling	PC9. resolve problems related to machine, tools and consumable to deliver on time	1	5	
		PC10. resolve problems related to workers and their productivity	1	5	
		PC11. encourage workers to achieve higher productivity	1	5	
		Sub Total	12	75	
2. G&J/N9901 Respect & Maintain IPR	Respecting & Maintaining IPR	PC1. be able to spot plagiarism and report	1	0	
		PC2. be aware of patents and IPR	1	0	
		PC3. not be involved in IPR violations	1	0	
		Sub Total	3	0	
3. G&J/N9903	Interaction with	PC1. understand the work output requirements	1	1	

CRITERIA FOR ASSESSMENT OF TRAINEES				
Coordinate with team, co-workers and seniors	superior	PC2. comply with company policy and rule	0	1
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	0
	Interactions with colleagues and other departments	PC4. understand the team strength and effectively communicate areas of development	1	0
		PC5. train the team members	0	0
	Interactions with colleagues, customers and/or vendors	PC6. put team over individual goals	0	0
		PC7. resolve conflicts and multi-task	0	0
		PC8. take appropriate action taken at the right time as per company policy	0	0
			Sub Total	3
4. G&J/N9905 Maintain occupational health and safety	Communicating potential accident points	PC1. spot and report potential hazards on time	1	1
		PC2. follow company policy and rules regarding use of hazardous materials	1	0
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	0
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	0	0
		Sub Total	2	1
		Total	20	80

