



# QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY



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# 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

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#### Introduction

#### Qualifications Pack - Wax tree maker

**SECTOR: GEMS & JEWELLERY** 

**SUB-SECTOR:** Cast and Diamonds-Set Jewellery

**OCCUPATION:** Wax model making

REFERENCE ID: G&J/Q2601

**ALIGNED TO: NCO-NIL** 

Wax tree maker: A wax tree maker assembles wax replicas of jewellery pieces on to a wax tree with a central sprue. The tree is placed in the investment mould for casting process where the melted wax leaves cavities in the cast and molten metal is poured in for adopting the shape of the cavities left by the wax. Since the shape of the assembled wax pieces resembles a tree, hence the name, wax tree.

**Brief Job Description:** A wax tree maker works with different types of waxes, wax soldering machine and consumables in order to assemble wax pieces in a tree like structure.

**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; steady hands; quick response; ability to work in a process driven team and for long hours in sitting position. The individual must also have problem solving skills in order to avert machine failures, errors and hazards.





Qualifications Pack Code		G&J/Q2601	
Job Role	Wax tree maker		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	29/05/13
Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	30/07/13
Occupation	Wax model making	Next review date	15/07/15

Job Role	Wax tree maker		
Role Description	Assembling wax replica of jewellery components by soldering the wax pieces on central wax sprue, for mass production of		
NVEQF/NVQF level	jewellery piece through casting process  3		
Minimum Educational Qualifications	Preferably 10 <sup>th</sup> standard passed		
·	Preferably 10 Standard passed		
Maximum Educational Qualifications			
Training	Computer operations		
Experience	Not applicable		
	Compulsory:		
	1. G&J/N2601 Make the wax tree		
	2. <u>G&amp;J/N9901 Respect and maintain IPR</u>		
Applicable National Occupational	3. <u>G&amp;J/N9902 Coordinate with others</u>		
Standards (NOS)	4. <u>G&amp;J/N9905 Maintain occupational health and safety</u>		
	Optional:		
	Not applicable		
Performance Criteria	As described in the relevant OS units		

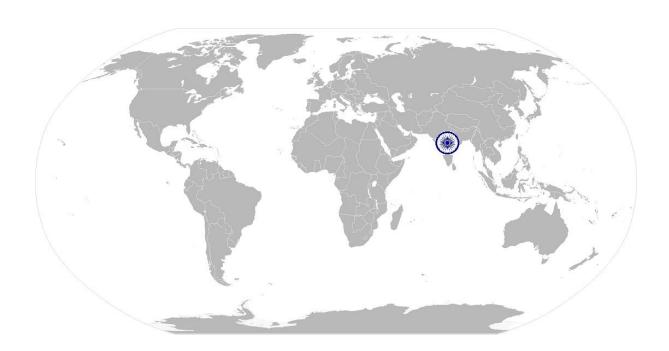






Make the wax tree

# National Occupational Standard



#### **Overview**

This unit is about assembling wax replica of jewellery piece by soldering wax pieces on central wax sprue in order to use it for mass production of jewellery piece through casting process.







#### Make the wax tree

Unit Code	G&J/N2601
Unit Title (Task)	Make the wax tree
Description	This OS unit is about assembling wax replica of jewellery components by soldering wax pieces on central wax sprue, in order to use it for mass production of jewellery piece through casting process
Scope	This unit/task covers the following:  Receive the wax pieces, consumables and instructions from supervisor  collect wax pieces, including studded with diamond and gemstones  count the number of pieces and match with the job sheet  read the instructions for number and type of wax pieces to be assembled on a wax tree  select the type of central sprue as per design specified by the product development department or job sheet
	Clean and check each wax piece  inspect all wax pieces for signs of defects or blemishes and missing diamonds and gemstones to avoid transporting defects to the metal cast jewellery clean and smooth wax patterns in preparation for making wax tree
	<ul> <li>Make the wax tree as per job sheet</li> <li>select the rubber base for the tree, preferably in a conical shape</li> <li>clean the rubber base and check for any residue and defects</li> <li>use QC okayed rubber base</li> <li>select central sprue with lower melting range than the wax pieces, so that central stem melts first in the burnout cycle and help avoid stress in the invested flask</li> </ul>
	<ul> <li>select sprue with optimised dimension (tapered diameter is preferred), which helps reduce weight of alloy used in the casting process</li> <li>fit rubber base to the central sprue</li> </ul>
	<ul> <li>arrange the wax pieces to be assembled, e.g., thin or lighter wax pieces at top or complex designs at top</li> </ul>
	<ul> <li>join the wax piece sprue to the central sprue by soldering at the recommended angle of, say, 45° – 60°</li> <li>measure the weight of the assembled tree and note in the job sheet</li> </ul>
	Return prepared wax tree to supervisor  • self-check each wax tree for angle and spacing between the wax pieces  • ensure timely delivery of the required number of quality okayed trees
	Report problems related to:  • missing diamonds and gemstones on the wax pieces  • imperfect wax pieces  • completely different wax pieces in terms of its shape, size and weight are assigned for the same wax tree







#### G&J/N2601 Make the wax tree

G&J/N2601	Make the wax tree
	shortage of wax, consumables and tools
	reasons for anticipated delays that may adversely affect delivery
	Interact with superior or master model maker to:
	<ul> <li>receive instructions and materials from reporting supervisor</li> </ul>
	receive instructions and materials from reporting supervisor
Performance Criteria(PC)	w.r.t. the Scope
Element	Performance Criteria
Wax tree making	To be competent, the user/individual on the job must be able to:
	PC1. select appropriate rubber base and central sprue
	PC2. select appropriate length of the sprue for the number of wax pieces
	PC3. assemble wax pieces according to instructions and standard operating
	procedure in terms of sequence, angle and spacing of the wax pieces
Productivity	To be competent, the user/individual on the job must be able to:
	PC4. timely deliver wax pieces to next process
	PC5. produce number of wax tree per day as per target given
	PC6. ensure damage free output with minimal hazards
Quality of output	To be competent, the user/individual on the job must be able to:
	PC7. inspect all wax pieces, rubber base, nozzle and central sprue for imperfect
	surface finishing
	PC8. solder wax piece to central sprue without damaging wax pieces
	PC9. produce wax tree is quality okayed
Knowledge and Understa	nding (K)
	The user/individual on the job needs to know and understand:
A. Organizational Context	KA1. company's policies on: quality, incentives, delivery standards, safety and
Context	hazards, integrity and IPR, and personnel management
	KA2. importance of the individual's role in the workflow
	KA3. reporting structure
B. Technical	The user/individual on the job needs to know and understand:  KB1. different types of wax and their properties, particularly, with respect to
Knowledge	heat and pressure sensitivity
	KB2. uses of different qualities of wax and its properties in terms of shrinkage
	KB3. different types of central sprue and rubber base
	KB4. potential work hazards, particularly, when using wax soldering machine
	and sharp tools
Skills (S) [Optional]	
	Paris and writing skills
A. Core Skills/ Generic	Basic reading and writing skills  The user/individual on the job, peeds to know and understand how to:
Skills	The user/ individual on the job needs to know and understand how to:  SA1. read notes, designs and instructions on job sheet
	SA2. read notes, designs and instructions on job sneet SA2. read company rules and compliance documents required to complete the
	work







#### G&J/N2601 Make the wax tree

	Calculation and Geometry skills		
	The user/individual on the job needs to know and understand how to:  SA3. count the number of wax pieces to be assembled on the same wax tree  SA4. assess accuracy of alignment and measure symmetry		
	Teamwork and multitasking		
	The user/individual on the job needs to know and understand how to: SA5. share work load when multiple deliverables are required SA6. deliver the wax tree to next work process on time		
B. Professional Skills	Understanding wax and other consumables		
	The user/individual on the job needs to know and understand: SB1. wax types and its properties SB2. dimensions of central stem and rubber base SB3. prescribed melting temperature of the different types of wax		
	Using tools and machines		
	The user/individual on the job needs to know and understand how:  SB4. to use the wax soldering machine  SB5. to work in a safe environment, i.e., without injuries		
	Reflective thinking		
	The user/individual on the job needs to know and understand how to:  SB6. improve work processes or greater productivity  SB7. inspect all wax pieces, rubber base, nozzle and central stem for imperfect surface finishing  SB8. self-check each wax tree for angle and spacing between the wax pieces		
	Critical thinking		
	The user/individual on the job needs to know and understand how to:  SB9. anticipate process disruption and reasons for delay		



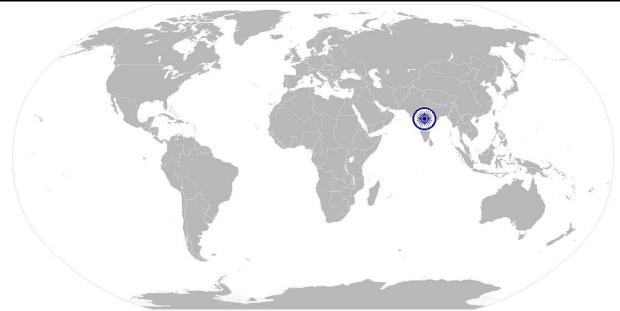




#### Make the wax tree

## **NOS Version Control**

NOS Code	G&J/N2601		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	30/07/13
Occupation	Wax model making	Next review date	15/06/15





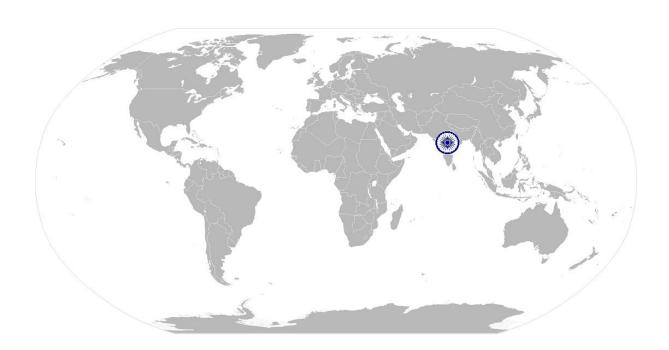






Respect and maintain IPR

# **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.







#### 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	This unit/task covers the following:  Protect company's Intellectual Property Rights (IPR)  • prevent leak of new designs to competitors by reporting on time  • be aware of any of company's product or design patents  • report IPR violations observed in the market, to supervisor or company heads  Avoid infringement to IPR of other companies  • read copyright clause of the material published on the internet and any other printed material  • consult supervisor or senior management when in doubt about using publicly available information
	report any infringement observed in the company
Performance Criteria(P	
Element	Performance Criteria
Respecting and Maintaining IPR	To be competent, the user/individual on the job must: PC1. be able to spot plagiarism and report PC2. be aware of patents and IPR PC3. not be involved in IPR violations
Knowledge and	Understanding (K)
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on IPR and plagiarism KA2. reporting structure KA3. company's unique product range
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. patents and IPR laws KB2. how IPR protection is important for competitiveness of a company
Skills (S) [Optional]	
A. Core Skills/	Communication skills
Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. effectively communicate any observed IPR violations or order leaks
B. Professional Skills	Decision making
	The user/individual on the job needs to know and understand how to: SA2. report potential sources of violations

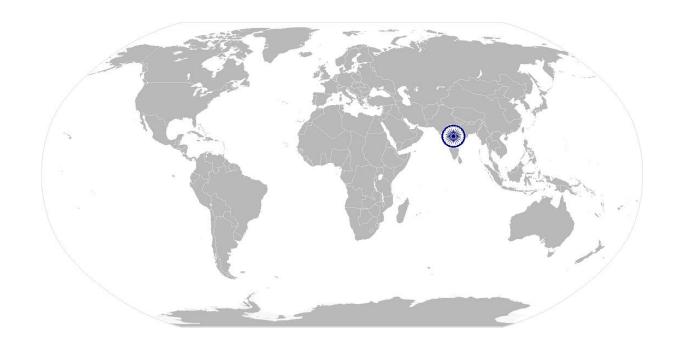






G&J/N9901 Respect and maintain IPR

G&J/N9901	Respect and maintain IPR
	Reflective thinking
	The user/individual on the job needs to know and understand to:
	SA3. 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:
	SA4. spot signs of violations and alert authorities in time





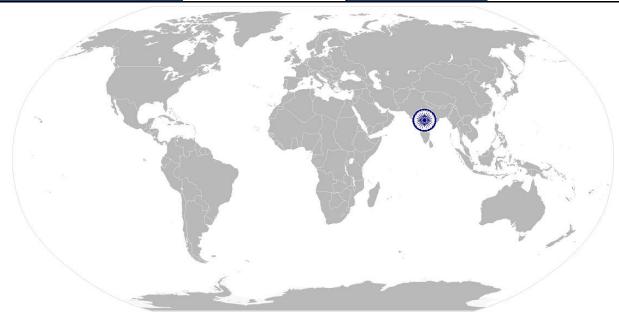




#### Respect and maintain IPR

## **NOS Version Control**

NOS Code	G&J/N9901		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	30/07/13
		Next review date	15/06/15



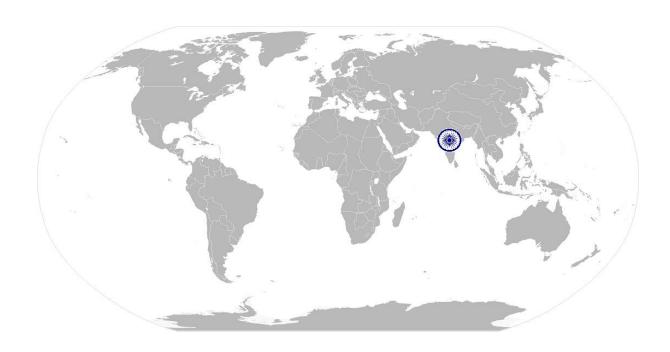






**Coordinate with others** 

# 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.







#### **Coordinate with others**

Unit Code	G&J/N9902
Unit Title (Task)	Interact with colleagues and seniors
Description	This OS unit is about communicating with colleagues and seniors in order to achieve smooth and hazard-free work flow
Scope	<ul> <li>This unit/task covers the following:</li> <li>Interact with supervisor</li> <li>receive work instructions and raw materials from reporting supervisor</li> <li>communicate to reporting supervisor about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</li> <li>communicate any potential hazards or expected process disruptions</li> <li>handover completed work to supervisor</li> </ul> Interact with colleagues within and outside the department
	<ul> <li>work as a team with colleagues and share work as per their or own work load and skills</li> <li>work with colleagues of other departments</li> <li>communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>receive feedback from qc and rework in order to complete work on time</li> </ul>
Performance Crite	eria(PC) w.r.t. the Scope
Element	Performance Criteria

Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	
Interaction with supervisor	To be competent, the user/individual on the job must be able to: PC1. understand the work output requirements PC2. comply with company policy and rule PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	
Interactions with colleagues and other departments	To be competent, the user/individual on the job must be able to:  PC4. put team over individual goals  PC5. be able to resolve conflicts  PC6. learn how to multi-task relevant activities	
Knowledge and Unders	standing (K)	
A. Organizational Context	The user/individual on the job needs to know and understand:  KA1. company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management  KA2. reporting structure	
B. Technical Knowledge	The user/individual on the job needs to know and understand how to:  KB1. communicate effectively  KB2. build team coordination	







#### **Coordinate with others**

Skills (S) [Optional]					
A. Core Skills/	Communication skills				
Generic Skills	The individual on the job needs to know and understand how to:				
	SA1. read and write preferred language of communication as prescribed by the				
	company				
	SA2. read job sheets and interpret technical details mentioned in the job sheet				
B. Professional Skills	Decision making				
	The individual on the job needs to know and understand:				
	SB1. how to spot and communicate potential areas of disruptions to work process				
	and report the same				
	SB2. when to report to supervisor and when to deal with a colleague individually,				
	depending on the type of concern				
	Reflective thinking				
	The individual on the job needs to know and understand how to:				
	SB3. improve work processes by interacting with others and adopting best				
	practices				
	Critical thinking				
	The individual on the job needs know and understand how to:				
	SB4. spot process disruptions and delays and report and communicate with				
	solutions				



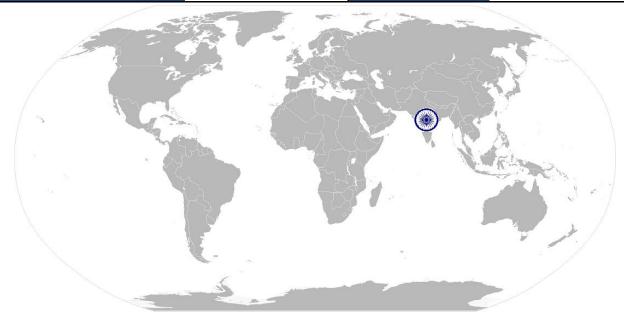




#### **Coordinate with others**

## **NOS Version Control**

NOS Code	G&J/N9902					
Credits(NVEQF/NVQF/NSQF)	TBD	TBD Version number 1.0				
Industry	Gems & Jewellery Drafted on 29/05/13					
Industry Sub-sector	Cast and diamond-set jewellery  Last reviewed on 30/07/13					
		Next review date	15/06/15			



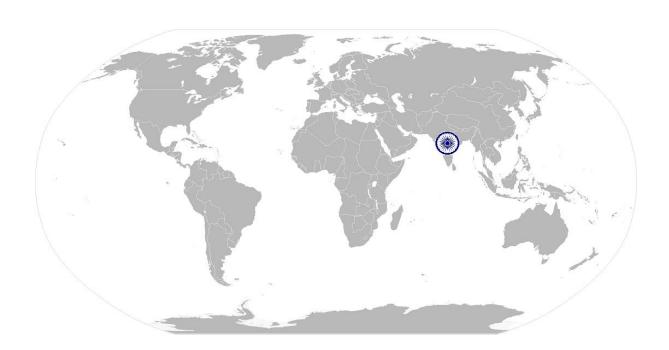








# National Occupational Standard



#### **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.







**Unit Code** 

#### Maintain occupational health and safety

G&J/N9905

	-					
Unit Title	Maintain occupational health and safety					
(Task)  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	This unit/task covers the following:					
	<ul> <li>Understand potential sources of accidents</li> <li>to avoid accidents related to use of potentially dangerous chemicals, sharp tools and machines</li> <li>Use safety gear to avoid accidents</li> <li>wear safety gear such as goggles, mask, gloves, ear plugs</li> <li>Actively participate in the health and safety awareness campaigns</li> <li>attend fire drills organised by the company or industrial zone</li> <li>learn first aid procedure</li> <li>be alert about designated assembly area in the event of an emergency</li> <li>read and understand the evacuation and emergency procedures</li> <li>Communicate to reporting supervisor about:</li> <li>process flow improvements that can reduce anticipated or repetitive hazards</li> <li>mishandling of tools, machines or hazardous materials</li> <li>electrical problems that could result in accident</li> </ul>					
Performance Criteria(P	C) w.r.t. the Scope					
Element	Performance Criteria					
Communicating potential accident points	To be competent, the user/individual on the job must be able to: PC1. spot and report potential hazards on time PC2. follow company policy and rules regarding use of hazardous materials PC3. attend and actively participate in the health and safety campaigns organised by the company					
Using safety gear	To be competent, the user/individual on the job must be able to: PC4. use or wear safety gear as per the rules of the company					
Knowledge and Unders						
A. Organizational	The user/individual on the job needs to know and understand:					
Context	KA1. company's policies on: safety and hazards and personnel management KA2. reporting structure					
B. Technical Knowledge	The user/individual on the job needs to know and understand:  KB1. how different chemicals react and what could be the danger from them  KB2. how to use machines and tools without suffering bodily harm					







G&J/N9905 Maintain occupational health and safety

Ski	ills (S) [Optional]							
A.	Core Skills/	Communication skills						
	Generic 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						
В.	<b>Professional Skills</b>	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 danger						
		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						
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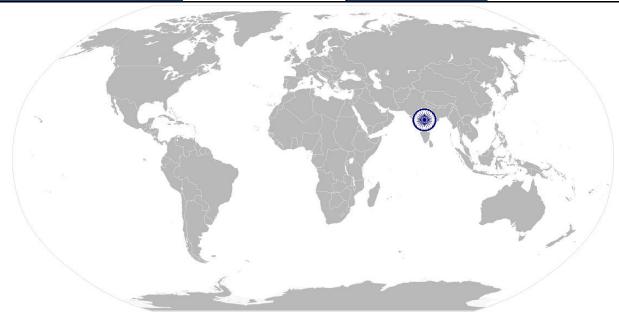




### Maintain occupational health and safety

## **NOS Version Control**

NOS Code	G&J/N9905					
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0			
Industry	Gems & Jewellery Drafted on 29/05/13					
Industry Sub-sector	Cast and diamond-set jewellery  Last reviewed on 30/07/13					
		Next review date	15/06/15			







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	NOS are occupational standards which apply uniquely in the Indian				
Standards (OS)	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	Knowledge and understanding are statements which together specify the				
Understanding	technical, generic, professional and organisational specific knowledge				
Organisational Context	that an individual needs in order to perform to the required standard.  Organisational context includes the way the organisation is structured				
Organisational Context	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				



#### Qualifications Pack for Wax tree maker



	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
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

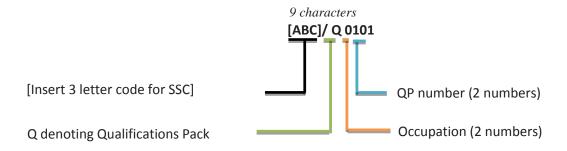




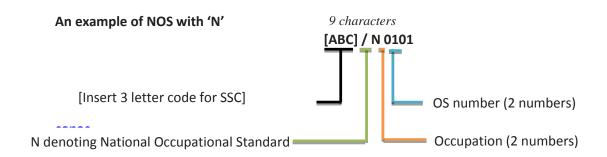
#### **Annexure**

#### **Nomenclature for QP and NOS**

#### **Qualifications Pack**



#### **Occupational Standard**



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#### Qualifications Pack for Wax tree maker



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 <b>Q</b> P or <b>N</b> OS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01





#### **CRITERIA FOR ASSESSMENT OF TRAINEES**

#### Job Role Wax Tree Maker

#### Qualification Pack G&J/Q2601

#### Sector Skill Council Gem & Jewellery

#### **Guidelines for Assessment**

- 1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
- 2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
- 3. Individual assessment agencies will create theory question papers for candidates at every examination/training centre. (as per assessment criteria below)
- 4. Individual assessment agencies will create practical tests for skill evaluation for candidates at every examination/training centre. (as per assessment criteria below)
- 5. To pass the Qualification Pack, every candidate should score a minimum of 50% in theory and 70% in practical to successfully clear the assessment.
- 6. In case of successfully passing only certain number of NOS's, the candidate is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

				Marks A	llocation
		Total Marks (80+20)	Out Of	Theory	Skills Practical
1. G&J/N2601 Make the wax tree	PC1. select appropriate rubber base and central sprue		8	0	8
	PC2. select appropriate length of the sprue for the number of wax pieces	75	10	2	8
	PC3. assemble wax pieces according to instructions and standard operating procedure in terms of sequence, angle and spacing of the wax pieces		13	3	10
	PC4. timely deliver wax pieces to next process		5	0	5
	PC5. produce number of wax tree per day as per target given		5	0	5
	PC6. ensure damage free output with minimal hazards		5	0	5





	PC7. inspect all wax pieces, rubber base, nozzle and central sprue for imperfect surface finishing		10	2	8
	PC8. solder wax piece to central sprue without damaging wax pieces		13	3	10
	PC9. produce wax tree is quality okayed		6	0	6
		Total	75	10	65
2. G&J/N9901 Respect and maintain IPR	PC1. be able to spot plagiarism and report		3	2	1
	PC2. be aware of patents and IPR	9	4	1	3
	PC3. not be involved in IPR violations		2	1	1
		Total	9	4	5
3. G&J/N9902 Coordinate with others	PC1. understand the work output requirements		2	1	1
	PC2. comply with company policy and rule		1	0	1
	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	8	1	0	1
	PC4. put team over individual goals		1	1	0
	PC5. be able to resolve conflicts		1	0	1
	PC6. learn how to multi-task relevant activities		2	1	1
		Total	8	3	5
4. G&J/N9905 Maintain occupational health and safety	PC1. spot and report potential hazards on time		2	1	1
	PC2. follow company policy and rules regarding use of hazardous materials	8	2	0	2
	PC3. attend and actively participate in the health and safety campaigns organised by the company		2	1	1



#### Qualifications Pack for Wax Tree Maker



PC4. use or wea safety gear as p rules of the con	er the	2	1	1
	Total	8	3	5