

## 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- Girdle Polisher

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Diamond processing

**OCCUPATION:** Faceting and polishing

**REFERENCE ID:** G&J/Q4704

**ALIGNED TO:** NCO-2004/ 7313.60

**Girdle Polisher:** Also known as the Girdle Rounder or Rounder, the girdle polisher gives a final round finish to the girdle of the diamond.

**Brief Job Description:** Individuals working on this job use girdle rounding and polishing machines to create a clean polished or faceted surface of the girdle in order to achieve a perfectly round girdle and yield maximum brilliance. This is the final process after all the facets of the diamond have been polished and provides a final finish for maximising its brilliance.

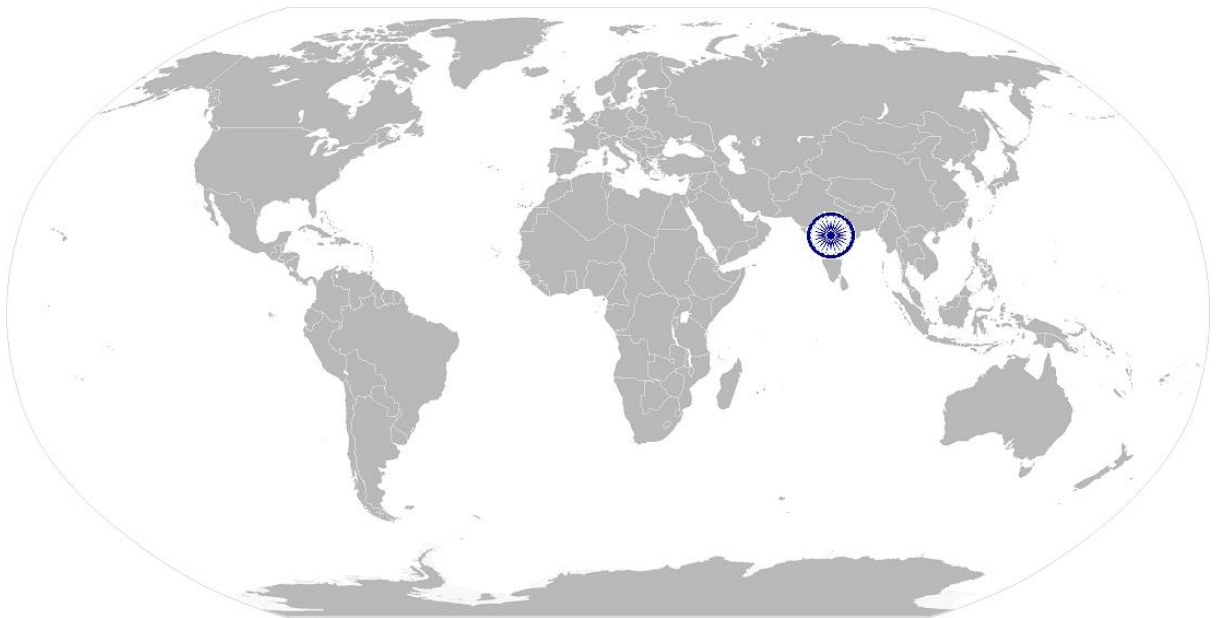
**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; ability to work for long hours in sitting position; and a lot of patience.

Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q4704</b>		
<b>Job Role</b>	<b>Girdle Polisher</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>29/05/13</b>
<b>Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
<b>Occupation</b>	<b>Faceting and Polishing</b>	<b>Next review date</b>	<b>13/08/15</b>

<b>Job Role</b>	<b>Girdle Polisher</b> Also known as the 'Girdle Rounder' or 'Rounder'
<b>Role Description</b>	Achieving a perfectly round girdle, with plain polish or facets, as per plan to maximize brilliance, using the girdle rounding and polishing machine
<b>NSQF level</b>	2
<b>Minimum Educational Qualifications</b>	Minimally Qualified
<b>Maximum Educational Qualifications</b>	
<b>Training</b>	Not Applicable
<b>Experience</b>	Not Applicable
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N4705 Round the girdle of the diamond</a></li> <li><a href="#">G&amp;J/N9930 Maintain IPR</a></li> <li><a href="#">G&amp;J/N9931 Coordinate with team and superiors</a></li> <li><a href="#">G&amp;J/N9933 Maintain safety</a></li> </ol> <p><b>Optional:</b> Not applicable</p>
<b>Performance Criteria</b>	As described in the relevant OS units

# National Occupational Standard



## Overview

This unit is about using the girdle rounding and polishing machine to achieve a perfectly round girdle, with plain polish or facets, as per plan to maximize its brilliance. The objective is to ensure: a perfectly round girdle, with the finish as per plan.

**G&J/N4705**

**Round the girdle of the diamond**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N4705</b>
<b>Unit Title (Task)</b>	<b>Polish / Round the girdle of the diamond</b>
<b>Description</b>	This OS unit is about giving a final finish to the diamond by rounding the girdle, polishing it plain or faceting it as per the planning or the objective fixed by the company, to increase its brilliance
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Collect the polished diamond packet/ bag and understand the requirement</li> <li>• Polish the girdle using the rounding machine</li> <li>• Perform quality check</li> <li>• Follow safety procedures</li> <li>• Report problems to supervisor</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Receiving the diamond</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. match specifications of diamond as per that mentioned on the packet, such as shape, size, quantity, dimensions</p> <p>PC2. understand the finishing requirement, i.e., if the girdle finish should be rough/bruted, polished or faceted</p>
<b>Polishing the girdle</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC3. understand the planning on the job sheet for the final finish of the diamond</p> <p>PC4. plan the work</p> <p>PC5. fix the polished diamond in rounding and polishing machine</p> <p>PC6. start the machine and constantly observe the rounding process</p> <p>PC7. check that dimensions of the girdle are as per plan (e.g. diameter, thickness)</p> <p>PC8. avoid over rounding</p> <p>PC9. improve speed of polishing while maintaining facet's proportion, symmetry and weight loss as per planning</p>
<b>Performing quality check</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC10. check polish quality with the help of an eye glass, or on the screen (if provided)</p> <p>PC11. check the dimensions of the girdle using the proportion and symmetry analyser machine, if necessary</p> <p>PC12. repair the table to match the planning exactly, as per the results of the machine</p> <p>PC13. ensure there are no problems such as nicks, naturals, scratches, polish lines, burn marks, abrasions, etc. on the girdle</p> <p>PC14. achieve accurate girdle dimensions as per design requirement</p> <p>PC15. achieve finish and brilliance of the girdle as planned</p> <p>PC16. remove all the nicks and naturals while polishing as per plan</p>

**G&J/N4705**

**Round the girdle of the diamond**

	<p>PC17. accurately fix the diamond in the rounding machine          PC18. set up the bench/mill without vibration and level all its parts correctly          PC19. achieve a cut grading up to the required standards          PC20. accurately bag and label the diamonds before returning</p>
<b>Achieving productivity</b>	<p>To be competent, the user/individual on the job must be able to:          PC21. achieve the productivity in terms of carats or number of pieces as set by the company          PC22. achieve timely delivery for further processing</p>
<b>Controlling defects</b>	<p>To be competent, the user/individual on the job must be able to:          PC23. ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions          PC24. minimize damage, weight loss and breakage          PC25. repair a damaged stone</p>
<b>Following safety procedures</b>	<p>To be competent, the user/individual on the job must be able to:          PC26. ensure safety while using the rounding machine as per company's norms          PC27. ensure safety of the diamond while polishing</p>
<b>Reporting problems to supervisor</b>	<p>To be competent, the user/individual on the job must be able to:          PC28. report in time technical problems with the rounding machine          PC29. avoid higher weight loss than planned          PC30. avoid damage while polishing          PC31. report problems related to the machines and tools' wear and tear</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement</li> <li>KA2. work flow involved in company's diamond processing process</li> <li>KA3. importance of the individual's role in the workflow</li> <li>KA4. reporting structure</li> <li>KA5. issue return procedures followed by the company</li> <li>KA6. specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</li> <li>KA7. diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</li> </ul>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. working on girdle rounding and polishing machine</li> <li>KB2. basic 4Cs of a diamond (Colour, Cut, Clarity and Carat)</li> <li>KB3. use of various scopes in diamond processing</li> <li>KB4. results of proportion and symmetry analyzer machine</li> <li>KB5. geometry to understand the angles and symmetry</li> <li>KB6. repair work</li> <li>KB7. to know how to maintain and prepare the tools as per job requirement</li> <li>KB8. to know potential work hazards, particularly, when using machine tools</li> </ul>

**G&J/N4705**

**Round the girdle of the diamond**

<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Basic reading and writing skills</b>
	The user/individual on the job needs to know and understand how: SA1. to read descriptions on the job packets/ bags SA2. to read the dimensions specified by the proportion analyser machine SA3. to document work done for status and performance appraisal
	<b>Communication skills</b>
	The user/individual on the job needs to know and understand how: SA4. to discuss task, schedules, and work-loads with co-workers and supervisors SA5. to understand instructions and report problems
	<b>Calculation and geometry skills</b>
	The user/individual on the job needs to know and understand how: SA6. to understand and check the roundness and other dimension requirements, and setting the same on the machine for rounding
<b>B. Professional Skills</b>	<b>Reading design dimensions</b>
	The user/individual on the job needs to know and understand how: SB1. to work on dimensions mentioned on the job packet, in order to achieve perfect proportion and symmetry as required by design
	<b>Using tools and machines</b>
	The user/individual on the job needs to know and understand how: SB2. to use the rounding machine correctly to achieve the finish as per design SB3. to maintain tools and machines used SB4. to work in a safe environment, i.e., without injuries
	<b>Polishing technique</b>
	The user/individual on the job needs to know and understand: SB5. the extent or duration of rounding required to achieve the required finish
	<b>Reducing loss</b>
	The user/individual on the job needs to know and understand how: SB6. to handle diamonds with care SB7. to minimize damage or loss of any diamond during the polishing process SB8. to suggest improvements in order to reduce loss
	<b>Plan and organize</b>
	The user/individual on the job needs to know and understand how: SB9. to plan and organize work in order to ensure accurate and timely process SB10. to improve productivity
	<b>Problem solving</b>
	The user/individual on the job needs to know and understand how: SB11. to rectify defects occurred SB12. to identify immediate or temporary solutions to avoid delays
	<b>Critical thinking</b>
The user/individual on the job needs to know and understand how: SB13. to spot process disruptions and delays	

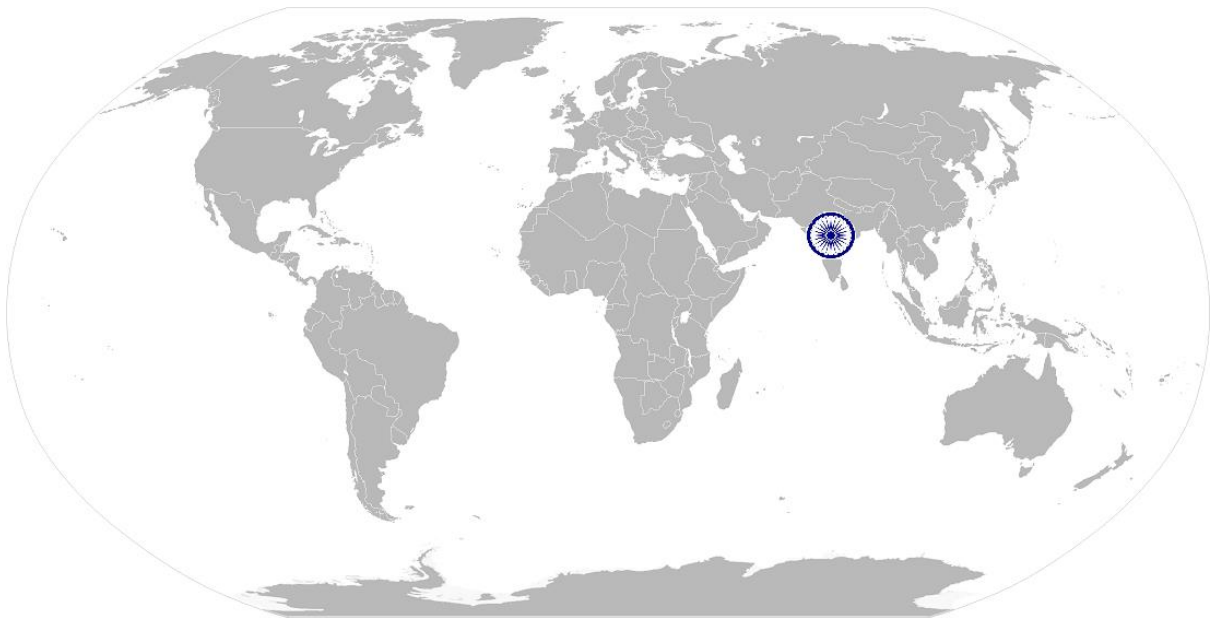
**G&J/N4705**

**Round the girdle of the diamond**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N4705</b>		
<b>Credits(NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>29/05/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>13/08/15</b>

# National Occupational Standard



## Overview

This unit is about and respecting intellectual property rights (IPR) of the company's products, policies, procedures and orders.



**G&J/N9930**

**Maintain IPR**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9930</b>
<b>Unit Title (Task)</b>	<b>Respect IPR of company</b>
<b>Description</b>	This OS unit is about maintaining company's intellectual property
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> <li>• prevent leak of new orders to competitors by reporting on time</li> <li>• prevent leak of the manufacturing processes or the policies followed by the company</li> <li>• be aware of any of company's product patents</li> <li>• report IPR violations observed in the market, to supervisor or company heads</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Respecting IPR</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot plagiarism and report</p> <p>PC2. understand rationale of patents and IPR</p> <p>PC3. avoid being involved in IPR violations</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on IPR, plagiarism and order leaks</p> <p>KA2. company's patented products</p> <p>KA3. market trends and company's unique product range</p> <p>KA4. reporting structure</p>
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. basics of patents and IPR laws</p> <p>KB2. how IPR protection is important for competitiveness of a company</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate any observed IPR violations or leaks</p>
<b>B. Professional Skills</b>	<b>Decision making</b>
	<p>The user/individual on the job needs to know and understand when and how:</p> <p>SB2. to report sources of IPR violations</p>
	<b>Reflective thinking</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB3. to learn from past mistakes and report IPR violations on time</p>
	<b>Critical thinking</b>
<p>The user/individual on the job needs to know and understand how:</p> <p>SB4. to spot signs of violations and alert authorities in time</p>	

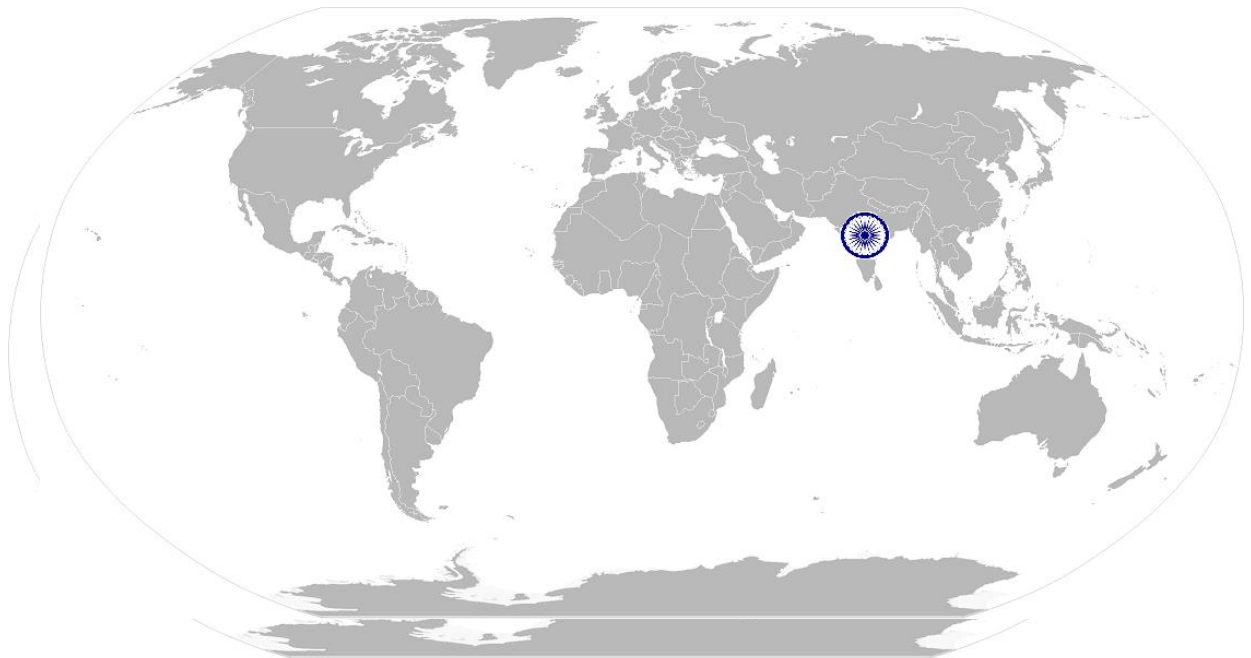
**G&J/N9930**

**Maintain IPR**

**NOS Version Control**

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<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
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# National Occupational Standard



## Overview

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

**G&J/N9931**

**Coordinate with team and superiors**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9931</b>
<b>Unit Title (Task)</b>	<b>Interact with colleagues and seniors</b>
<b>Description</b>	This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazards free work flow
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Interact with supervisor</li> <li>• Interact with colleagues within and outside the department</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interaction with supervisor</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. receive work instructions and raw materials from reporting supervisor</li> <li>PC2. 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>PC3. communicate any potential hazards or expected process disruptions</li> <li>PC4. handover completed work to supervisor</li> <li>PC5. comply with company policy and rule</li> <li>PC6. deliver quality work on time as required by reporting any anticipated reasons for delays</li> </ul>
<b>Interactions with colleagues and other departments</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC7. work as a team with colleagues and share work as per their or own work load and skills</li> <li>PC8. work with colleagues of other departments</li> <li>PC9. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>PC10. receive feedback from QC and rework in order to complete work on time</li> <li>PC11. put team over individual goals</li> <li>PC12. resolve conflicts and multi-task</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. company's policies on personnel management</li> <li>KA2. work flow involved in company's diamond processing</li> <li>KA3. importance of the individual's role in the workflow</li> <li>KA4. reporting structure</li> </ul>
<b>B. Technical Knowledge</b>	The individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. how to communicate effectively</li> <li>KB2. how to build team coordination</li> </ul>

**G&J/N9931**

**Coordinate with team and superiors**

<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Teamwork and some multitasking</b>
	The individual on the job needs to know and understand how: SA1. to share work load as required SA2. to deliver product to next work process on time
<b>B. Professional Skills</b>	<b>Decision making</b>
	The individual on the job needs to know and understand: SB1. how to report potential areas of disruptions to work process SB2. when to report to supervisor and when to deal with a colleague depending on the type of concern
	<b>Reflective thinking</b>
	The individual on the job needs to know and understand: SB3. how to improve work process
	<b>Critical thinking</b>
The individual on the job needs to know and understand: SB4. how to spot process disruptions and delays	

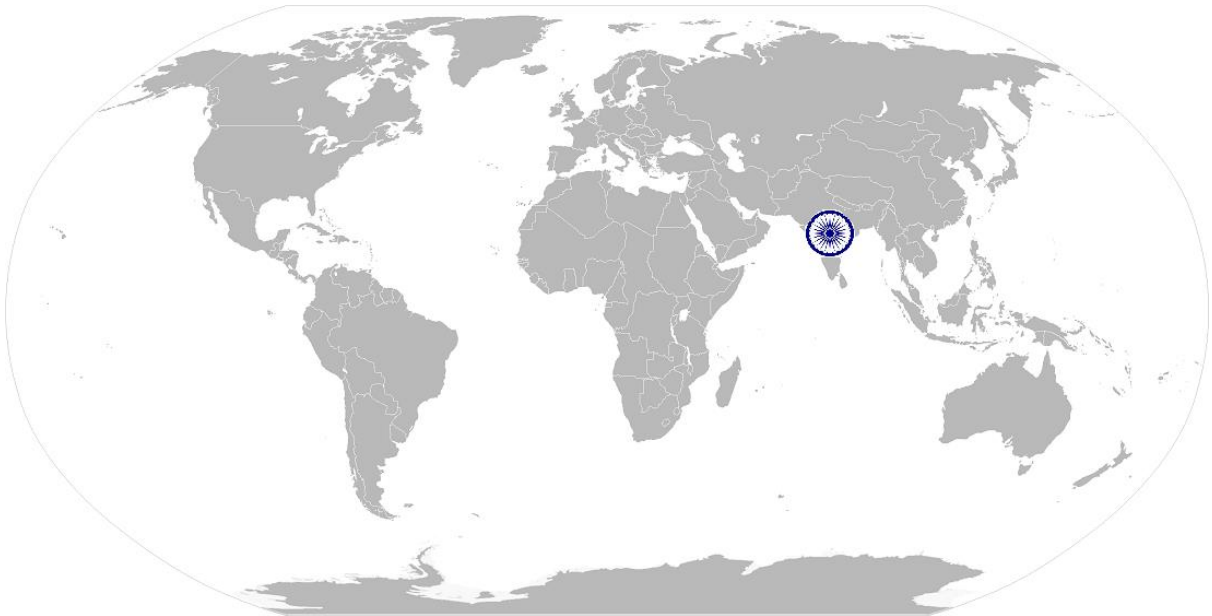
**G&J/N9931**

**Coordinate with team and superiors**

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<b>Credits(NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>29/05/13</b>
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# National Occupational Standard



## Overview

This unit is about the worker's commitment towards reporting potential hazards and containing accidents in order to make the work environment safe for self and colleagues.

**G&J/N9933**

**Maintain safety**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9933</b>
<b>Unit Title (Task)</b>	<b>Maintain safety at work</b>
<b>Description</b>	This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Understand potential sources of accidents</li> <li>• Use safety gear to avoid accidents</li> <li>• Understand the safety procedures followed by the company</li> <li>• Communicate to reporting supervisor about safety improvements</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Understanding of potential sources of accidents and communicating</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. avoid accidents related to use of potentially dangerous chemicals, gases, sharp tools and hazards from machines such as rotating scaife, lasers, heating ovens.</p> <p>PC2. spot and report potential hazards on time</p> <p>PC3. follow company policy and rules regarding hazardous materials</p> <p>PC4. deliver quality work on time as required by reporting any anticipated hazards for delays</p>
<b>Understanding safety procedures</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. understand which safety gear must we used for a particular task</p> <p>PC6. wear safety gear such as goggles, mask, gloves , jacket , etc. as prescribed for the job</p> <p>PC7. participate in activities such as fire drills, emergency/ evacuation procedures, first aid, etc., which will be helpful in case of an emergency</p> <p>PC8. understand and follow the evacuation procedure properly during a fire drill</p> <p>PC9. provide first aid to self or others in case of emergency</p>
<b>Communicating to supervisor about safety and hazards</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC10. suggest process flow improvements to reduce anticipated or repetitive hazards</p> <p>PC11. report mishandling of tools, machines or hazardous materials</p> <p>PC12. identify and report electrical problems that could result in accident</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on handling: harmful chemicals and sharp tools, safety and hazards of machines, fire safety/drill, first aid and, disposal of harmful chemicals and materials</p> <p>KA2. work flow involved in company's diamond processing process</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>
<b>B. Technical Knowledge</b>	<p>The 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>



**G&J/N9933**

**Maintain safety**

	<p>KB2. how to use machines and tools without causing bodily harm          KB3. fire safety education          KB4. first aid execution          KB5. disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	<p>The individual on the job needs to know and understand how:          SA1. to effectively communicate the danger</p>
<b>B. Professional Skills</b>	<b>Decision making</b>
	<p>The individual on the job needs to know and understand:          SB1. importance of reporting potential sources of danger          SB2. appropriate actions to be taken in the event of an accident          SB3. procedure for disposing of hazardous materials, safely and following environmental guidelines</p>
	<b>Reflective thinking</b>
	<p>The individual on the job needs to know and understand how:          SB4. to learn from past mistakes regarding use of hazardous machines, tools or chemicals</p>
	<b>Critical thinking</b>
<p>The individual on the job needs to know and understand:          SB5. how to spot danger          SB6. procedure to follow in the event of a fire or other hazard</p>	

**G&J/N9933**

**Maintain safety**

**NOS Version Control**

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Definitions

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

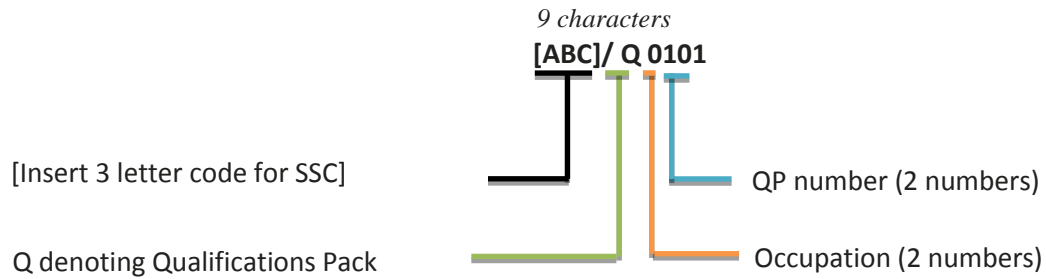
**Acronyms**

	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
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

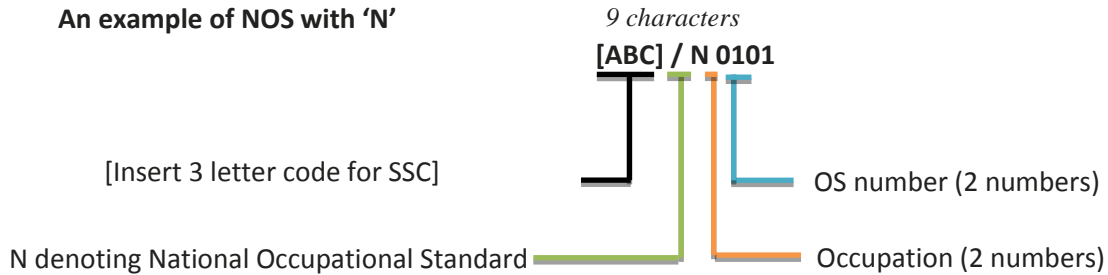
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



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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>QP</b> or <b>NOS</b>	Q
Next two numbers	Occupation code	47
Next two numbers	OS number	07

<p style="text-align: center;"><u>CRITERIA FOR ASSESSMENT OF TRAINEES</u></p>					
<p>Job Role Qualification Pack Sector Skill Council</p>		<p>Girdle Polisher Girdle Polisher</p>			
<p><b>GEMS &amp; JEWELLERY</b></p>					
<p>To pass the Assessment, a candidate needs to score 50% in Theory and 70% in Practical</p>					
Assessment Strategy				Marks Allocation	
NOS	Elements	Performance Criteria	Theory	Practical	
<p>1. G&amp;J/N4705 Round the girdle of the diamond</p>	<p>Quality of output</p>	PC1. achieve accurate girdle dimensions as per design requirement	2	8	
		PC2. achieve finish and brilliance of the girdle as planned	1	7	
		PC3. remove all the nicks and naturals while polishing as per plan	1	6	
		PC4. accurately fix the diamond in the rounding machine	1	6	
		PC5. set up the bench/mill without vibration and level all its parts correctly	1	6	
		PC6. achieve a cut grading upto the required standards	1	6	
		PC7. accurately bag and label the diamonds before returning	1	6	
	<p>Productivity</p>	PC8. achieve the productivity in terms of carats or number of pieces as set by the company	1	5	
		PC9. achieve timely delivery for further processing	1	5	
	<p>Controlling Defects</p>	PC10. ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions	1	5	
		PC11. minimize damage, weight loss and breakage	1	5	
		PC12. repair a damaged stone	0	5	
<b>Sub Total</b>			<b>12</b>	<b>70</b>	
<p>2. G&amp;J/N6001 Maintain IPR at work</p>	<p>Respecting IPR</p>	PC1. spot plagiarism and report	0	1	
		PC2. understand rationale of patents and IPR	0	1	
		PC3. avoid being involved in IPR violations	0	1	
	<b>Sub Total</b>			<b>0</b>	<b>3</b>
<p>3. G&amp;J/N6002 Coordinate with others</p>	<p>Interaction with superior</p>	PC1. understand the work output requirements	1	2	
		PC2. comply with company policy and rule	1	1	
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	1	
	<p>Interactions with colleagues, customers and/or vendors</p>	PC4. put team over individual goals	0	1	
		PC5. conflicts resolution and multi-tasking	0	0	
<b>Sub Total</b>			<b>3</b>	<b>5</b>	
<p>4. G&amp;J/N6004</p>	<p>Communicating</p>	PC1. spot and report potential hazards on time	1	1	

CRITERIA FOR ASSESSMENT OF TRAINEES				
Maintain safe work environment	potential accident points	PC2. follow company policy and rules regarding use of hazardous materials	1	1
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	0
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	1	0
	Understanding safety procedures	PC5. understand and follow the evacuation procedure properly during a fire drill PC6. provide first aid to self or others in case of emergency	1	0
		<b>Sub Total</b>	<b>5</b>	<b>2</b>
		<b>Total</b>	<b>20</b>	<b>80</b>



