

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS AND JEWELLERY INDUSTRY

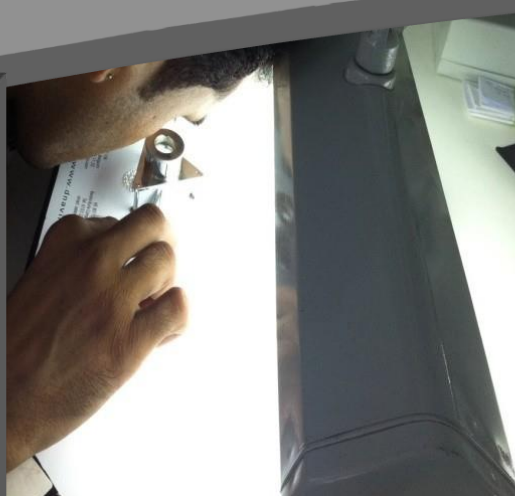
What are Occupational Standards(OS)?

- 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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CONTENTS

1. [Introduction and Contacts.....\[P1\]](#)
2. [Qualifications Pack.....\[P2\]](#)
3. [Glossary of Key Terms\[P3\]](#)
4. [OS Units.....\[P5\]](#)
5. [Annexure: Nomenclature for QP & OS.\[P21\]](#)
6. [Assessment Criteria.....\[P23\]](#)

Introduction

Qualifications Pack - Assorter (Basic)

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Assorting

REFERENCE ID: G&J/Q3601

ALIGNED TO: NCO-2004/7313.35

Assorter (Basic): Also known as Sorter or Grader, the Assorter (basic) segregates prepares fluets & bags the polished diamonds on common characteristics.

Brief Job Description: The individual generally works with a tripod or table loupe to segregate polished diamonds mainly less than 30 cents in size into two or three groups based on some common characteristics like cut, carat, clarity or colour. The individual is responsible for delivering segregated diamonds with no loss.

Personal Attributes: The job requires the individual to have: attention to details; good eyesight; no colour-blindness; steady hands; ability to work for long hours in sitting position; and a lot of patience.

Qualifications Pack Code	G&J/Q3601		
Job Role	Assorter (Basic)		
Credits (NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	28/08/2016
Sub-sector	Diamond Processing, Cast and Diamonds-Set Jewellery	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019
NSQC Clearance on*	DD/MM/YYYY		

Job Role	Assorter (Basic)
Role Description	Segregating polished diamonds into groups having similar characteristics based on the 4 Cs, by looking at the diamonds through a tripod under adequate light
NSQF level	3
Minimum Educational Qualifications*	10th Standard, preferably
Maximum Educational Qualifications*	Not applicable
Training (Suggested but not mandatory)	Not applicable
Minimum job entry age	18 years
Experience	Not applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N3601 Assort small polished diamonds G&J/N3602 Organise diamonds and gemstones in bags G&J/N9901 Coordinate with others G&J/N9902 Maintain health and safety at workplace <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

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.
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.

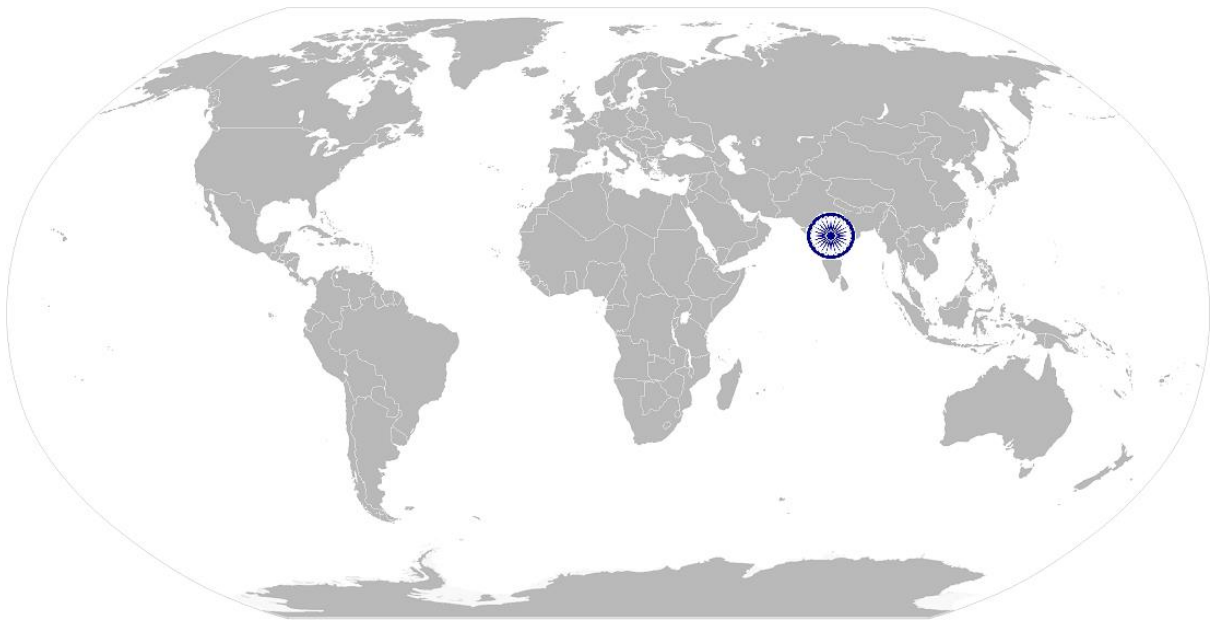
Acronyms

Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack

G&J/N3601

Assort small polished diamonds

National Occupational Standard



Overview

This unit is the final stage prior to packaging and dispatch in diamond processing. It involves segregation of small polished diamonds of similar characteristics into two or three groups as per company's requirements. Each diamond is assessed according to its colour, clarity, carat and cut for sorting.

G&J/N3601

Assort small polished diamonds

National Occupational Standard

Unit Code	G&J/N3601
Unit Title (Task)	Assort small polished diamonds
Description	This OS unit is about segregating small (< 30 cents) diamonds into two to three groups based on 4Cs as per the company's requirement
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preparing for carrying out assortment of polished diamonds • Assorting the diamonds into groups based on 4Cs • Ensuring quality of output • Ensuring productivity
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing for carrying out assortment of polished diamonds	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Receive and record the packet of polished diamonds from supervisor PC2. Check the weight and number of stones, with respect to what is mentioned on the packet PC3. Remove the diamonds from the packet and place them on the tray under the light PC4. Clean the diamonds using a cleaning cloth if required PC5. Classify broadly using sieve PC6. Place the tripod or table loupe on the tray to view the diamonds one by one
Assorting the diamonds into groups based on 4Cs	<ul style="list-style-type: none"> PC7. Based on the understanding of the 4Cs judge its carat, cut, colour and clarity PC8. Distribute into two or three groups as per the company policy PC9. Scoop and place segregated diamonds in packets, label as per the company's policy and return to the supervisor PC10. Report problems to reporting authority
Ensuring quality of output	<ul style="list-style-type: none"> PC11. Accurately segregate the polished diamonds consistently as per company's policy PC12. Deliver in time to next process PC13. Complete work with no loss of diamonds
Ensuring productivity	PC14. Achieve the productivity in terms of carats or number of pieces as set by the company
Knowledge and Understanding (K)	
A. Organizational Context	The individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement KA2. Non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential KA3. Liability arising out of loss, theft or inadvertent disclosure of confidential information KA4. Work flow involved in company's diamond processing

G&J/N3601

Assort small polished diamonds

	<p>KA5. Importance of the individual's role in the workflow</p> <p>KA6. Reporting structure</p> <p>KA7. Issue return procedures followed by the company</p> <p>KA8. Typical customer profile and market trends</p> <p>KA9. Specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</p> <p>KA10. Diamond processing objective of the company, e.g. maximizing yield, maximizing clarity etc.</p>
B. Technical Knowledge	<p>KB1. Identification of a diamond</p> <p>KB2. 4Cs of a diamond</p> <p>KB3. Gauging and sieving</p> <p>KB4. Use of various scopes in diamond processing</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. To label each segregated lot appropriately according to its characteristics
	SA2. To document work done for status and performance appraisal
	Reading Skills
	SA3. To read descriptions on the diamond packets or bags
SA4. Read company manuals	
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	SA5. To discuss task, schedules, and work-loads with co-workers and supervisors
	SA6. To understand instructions and report problems
	Decision Making
	SB1. To decide on correct matching colour, clarity, cut, and size of diamonds
	Plan and Organise
SB2. Plan and organize the diamond assortment operation for delivering output to desired standard	
Customer Centricity	
N. A.	
Problem Solving	
SB3. Resolve issues of mismatch and size before fluting	
Analytical Thinking	
N. A.	
Critical Thinking	
SB4. To spot process disruptions and delays	

G&J/N3601

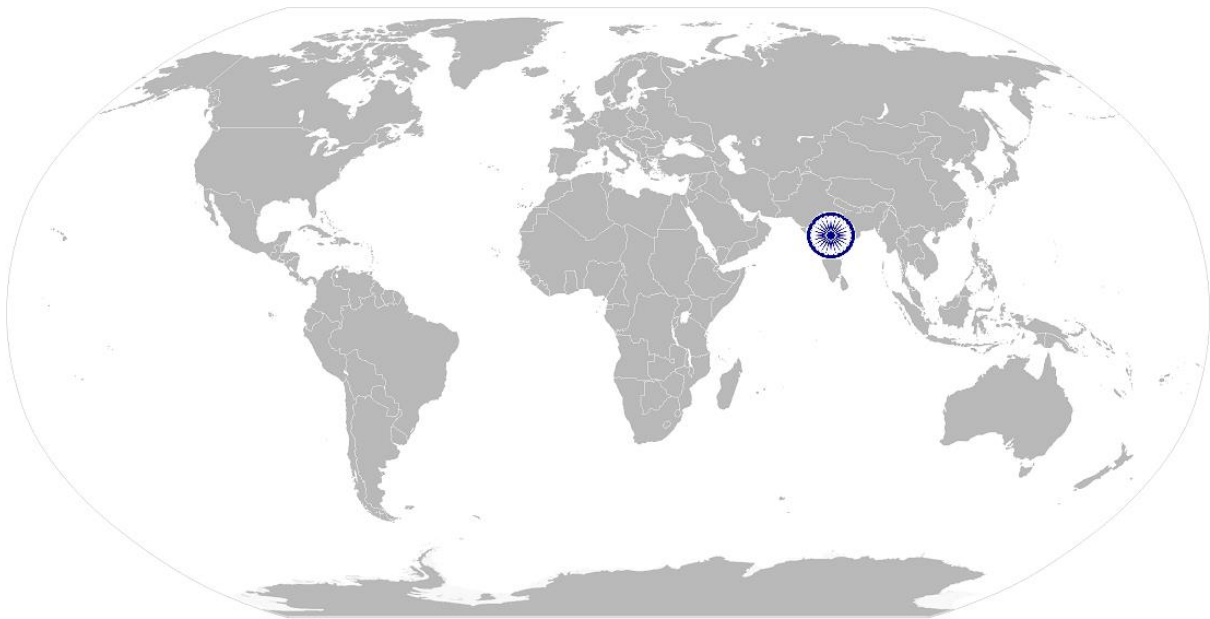
Assort small polished diamonds

NOS Version Control

NOS Code	G&J/N3601		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019



National Occupational Standard



Overview

This unit is about counting diamonds and gemstones and putting in labelled bags as per the product requirement for any given jewellery design.

G&J/N3602

Organise diamonds and gemstones in bags

National Occupational Standard	Unit Code	G&J/N3602
	Unit Title (Task)	Organise diamonds and gemstones in bags
	Description	This OS unit is about counting diamonds and gemstones and putting in labelled bags as per the product requirement for any given jewellery design
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Bagging and fluting of diamonds and gemstones • Ensuring productivity
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Bagging and fluting of diamonds and gemstones	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Read and comprehend the job sheet for the diamond and gemstone requirement PC2. Collect diamonds and gemstones from supervisor PC3. Count and measure weight of the number of diamonds and gemstones and match with the requirement in job sheet PC4. Segregate the diamonds and gemstones in terms of shades PC5. Identify surface defects in diamonds and gemstones PC6. Label the bag as per job sheet instructions PC7. Report mismatch in the numbers, weight and shades of the diamonds and gemstones
	Ensuring productivity	<ul style="list-style-type: none"> PC8. Timely deliver diamond bags to next process PC9. Complete bagging and fluting number of diamonds and gemstones as per target deliverable and quality approved by the supervisor PC10. Improve productivity by organising the workspace
	Knowledge and Understanding (K)	
	A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company's policies on: quality, incentives, delivery standards, safety and hazards, integrity and IPR, personnel management and dress code KA2. Importance of the individual's role in the workflow KA3. Reporting structure
B. Technical Knowledge	<ul style="list-style-type: none"> KB1. Basics of types and shades of diamonds and gemstones KB2. Methods of calculating required quantities of diamonds and gemstones 	
Skills (S) [Optional]		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Label the bags correctly SA2. To report diamond losses via documentation as per company policy SA3. To document work done for status and performance appraisal 	

G&J/N3602

Organise diamonds and gemstones in bags

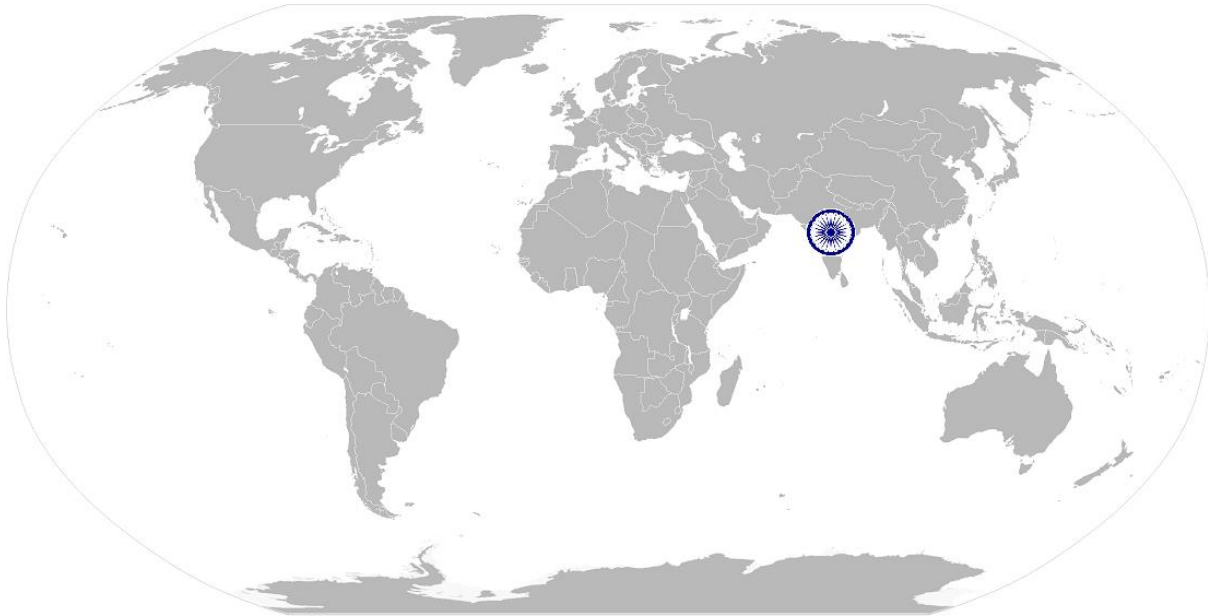
	Reading Skills
	SA4. Read notes, designs and instructions on job sheet SA5. Read company rules and compliance documents required to complete the work
	Oral Communication (Listening and Speaking Skills)
	SA6. To discuss task, schedules, and work-loads with co-workers and supervisors SA7. To understand instructions and report problems SA8. Calculate and weigh the correct quantities of diamonds and gemstones required as per job sheet
B. Professional Skills	Decision Making
	SB1. To decide on matching of 4C's needed for carrying out bagging operation
	Plan and Organise
	SB2. To plan the bagging and flueting of diamonds as per the instructions on the job sheet SB3. To improve productivity based on the past experience
	Customer Centricity
	N. A.
	Problem Solving
	SB4. Report problems to the reporting authority with regards to mismatch of diamonds
	Analytical Thinking
	N. A.
Critical Thinking	
SB5. To spot process disruptions and delays	

G&J/N3602

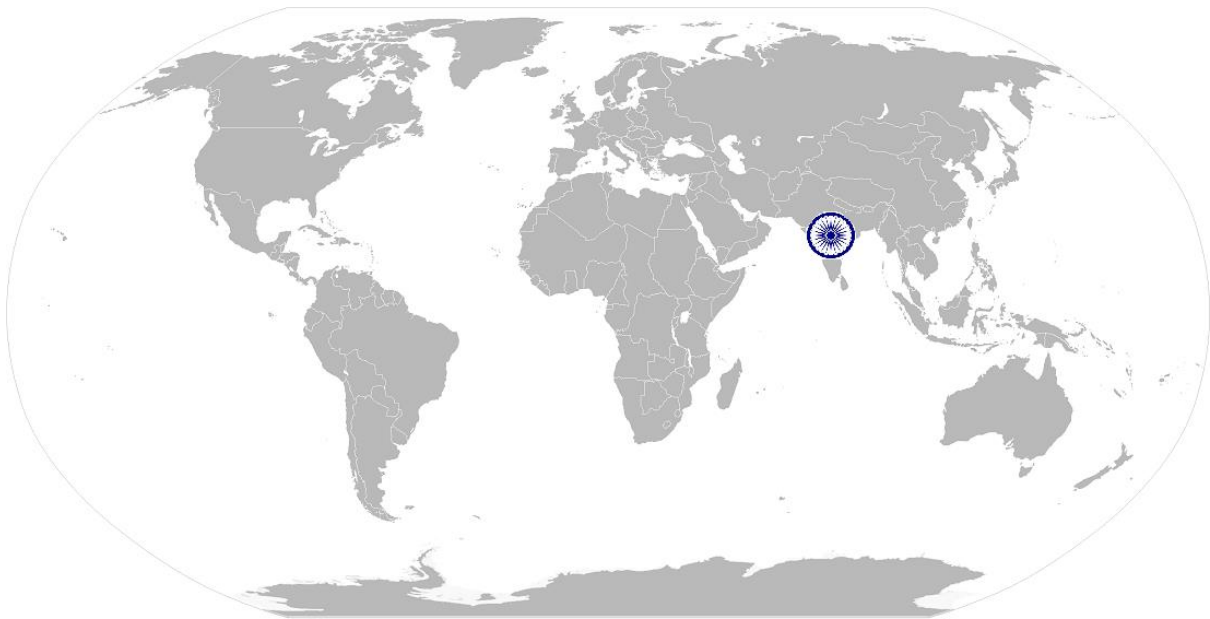
Organise diamonds and gemstones in bags

NOS Version Control

NOS Code	G&J/N3602		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019



National Occupational Standard



Overview

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

G&J/N9901

Coordinate with others

National Occupational Standard

Unit Code	G&J/ N9901
Unit Title (Task)	Coordinate with others
Description	This OS unit is about communicating with colleagues, seniors and outside parties in order to achieve the deliverables on schedule
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Interacting with supervisor • Interacting with colleagues within and outside the department • Interacting with outside parties
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interacting with supervisor	To be competent, the user/individual on the job must be able to <ul style="list-style-type: none"> PC1. Coordinate for receiving work instructions and raw materials from reporting supervisor PC2. Communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required PC3. Communicate to reporting supervisor about operation details and hazards PC4. Interact with supervisor regarding compliance of company policy and rules
Interacting with colleagues within and outside the department	<ul style="list-style-type: none"> PC5. Coordinate with colleagues to share work, as per the workload PC6. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement PC7. Coordinate and receive feedback from quality control department PC8. Coordinate for putting team goals over individual goals PC9. Resolve conflicts by communicating with colleagues and other departments PC10. Coordinate with colleagues regarding multitasking in other departments with requirements
Interacting with outside parties	PC11. Adhere to nondisclosure policy of the company in all outside coordination
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management KA2. Company's policies on non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential KA3. Liability arising out of loss, theft, or inadvertent disclosure of confidential information KA4. Reporting structure

G&J/N9901

Coordinate with others

<p>B. Technical Knowledge</p>	<p>KB1. Various categories of people that one is required to communicate and coordinate within the organization</p> <p>KB2. Importance of effective communication in the workplace</p> <p>KB3. Importance of teamwork in organization and individual success</p> <p>KB4. Various components of effective communication</p> <p>KB5. Key elements of active listening</p> <p>KB6. Barriers to effective communication</p> <p>KB7. Importance of avoiding casual expletives and unpleasant terms while communicating professional circles</p> <p>KB8. Common reasons for interpersonal conflict</p> <p>KB9. Expressing and addressing grievances appropriately and effectively</p> <p>KB10. What constitutes disciplined behavior for a working professional</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write instructions, remarks, job sheets, basic information, technical details etc. in preferred local language of communication and English</p> <p>Reading Skills</p> <p>SA2. Read preferred language of communication as prescribed by the company</p> <p>SA3. Read job sheets and interpret technical details mentioned in the job sheet</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA4. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. Be a good listener</p> <p>SA6. Be effective in communicating the issues faced to the supervisor</p> <p>SA7. Avoid using jargon, slang or acronyms when communicating</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>SB1. Spot and communicate potential areas of disruptions to work process and report the same</p> <p>SB2. Report to supervisor and or to deal with a colleague individually, depending on the type of concern</p> <p>Plan and Organize</p> <p>SB3. Collate information and communicate in a manner that is clear and comprehensive to colleagues and supervisor</p> <p>Customer Centricity</p> <p>SB4. Convey accurate information to all internal as well as external customers (or right information to right person)</p>

G&J/N9901

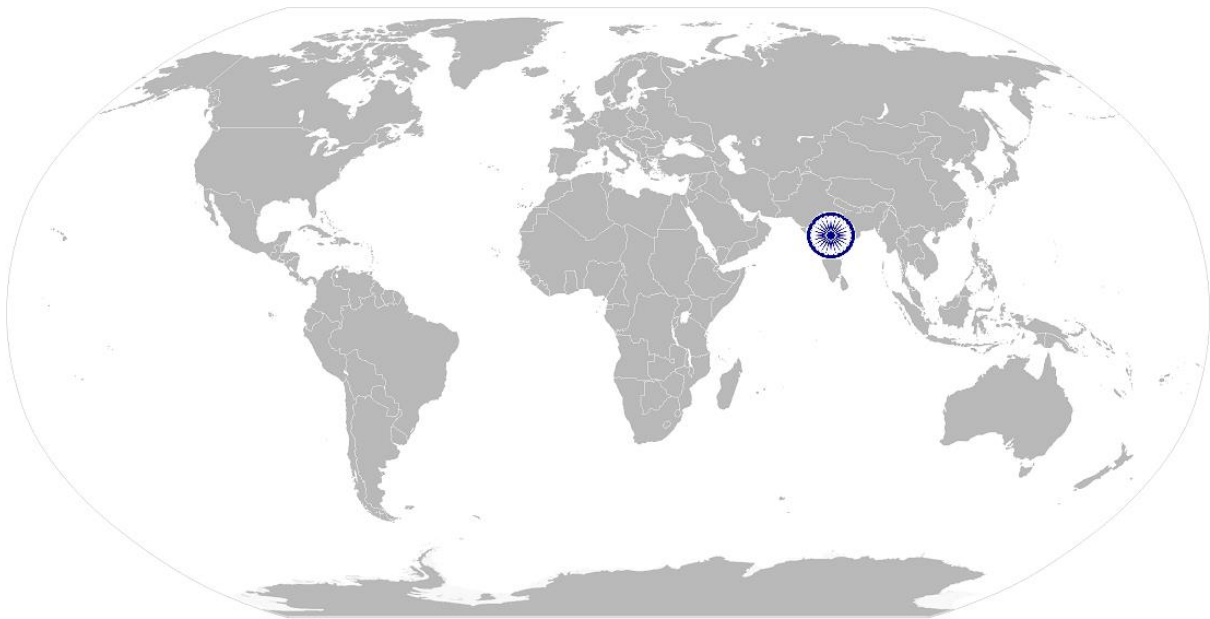
Coordinate with others

	Problem Solving
	SB5. How to handle critical situations caused due to communication issues at workplace and solve problems without blaming others
	Analytical Thinking
	SB6. Analyse the work processes by interacting with others and adopting best practices
	SB7. Use prior experience to observe and reflect for development of ideas
	Critical Thinking
	SB8. Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB9. Deal with clients lacking the technical background to solve the problem on their own SB10. Spot process disruptions and delays and report and communicate with solutions SB11. Identify immediate or temporary solutions to resolve delays SB12. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

NOS Code	G&J/N9901		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing, Cast and Diamonds-Set Jewellery	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019

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/N9902

Maintain health and safety at workplace

National Occupational Standard

Unit Code	G&J/N9902
Unit Title (Task)	Maintain health and safety at workplace
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 style="list-style-type: none"> • Health and safety in work area • Fire safety • Emergencies, rescue and first aid procedures
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Health and safety in work area	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Identify and use appropriate protective clothing/equipment for specific tasks and work PC2. Identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace PC3. Carry out safe working practices while dealing with hazards to ensure safety of self and others PC4. Identify and avoid doing any tasks or activities in a bad working position PC5. Practice appropriate working postures to minimise occupational health related issues
Fire safety	<ul style="list-style-type: none"> PC6. Use the appropriate fire extinguishers on different types of fire PC7. Demonstrate rescue techniques applied during fire hazard PC8. Demonstrate good housekeeping in order to prevent fire hazards PC9. Demonstrate the correct use of any fire extinguisher
Emergencies, rescue and first aid procedures	<ul style="list-style-type: none"> PC10. Administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc. PC11. Respond promptly and appropriately to an accident situation or medical emergency PC12. Participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company's policies on: safety and hazards and personnel management KA2. Names and location of documents that refer to health and safety in work place KA3. Reporting structure
B. Technical Knowledge	<ul style="list-style-type: none"> KB1. Meaning of "hazards" and risks KB2. Health and safety hazards commonly present in the work place and related precautions

G&J/N9902

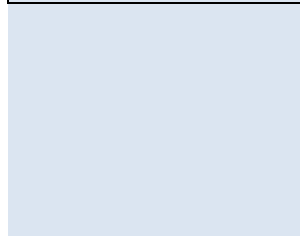
Maintain health and safety at workplace

	<p>KB3. Various dangers associate with use of electrical equipment</p> <p>KB4. Preventative and remedial actions to be taken in case of exposure to toxic material</p> <p>KB5. Methods of accident prevention</p> <p>KB6. How different chemicals react and what could be the danger from them</p> <p>KB7. How to use machines and tools without suffering bodily harm</p> <p>KB8. Importance of using protective clothing/ equipment while working</p> <p>KB9. Precautionary activities to prevent the fire accident</p> <p>KB10. Various causes of fire</p> <p>KB11. Techniques of using different fire extinguishers</p> <p>KB12. Different materials used for extinguishing fire</p> <p>KB13. Rescue techniques applied during a fire hazard</p> <p>KB14. Various types of safety signs and what they mean</p> <p>KB15. Appropriate basic first aid treatment relevant to condition e.g. bleeding, minor burns, eye injuries etc.</p> <p>KB16. Potential impact to a person who is moved incorrectly</p>
Skills (S) [Optional]	
<p>A. Core Skills/ Generic Skills</p>	Writing Skills
	<p>The individual on the job needs to know and understand how to: N.A.</p>
	Reading Skills
	<p>SA1. Read and comprehend basic content to read labels, charts, signage's SA2. Read and comprehend basic English to read manuals of operations</p>
	Oral Communication (Listening and Speaking skills)
<p>B. Professional Skills</p>	Decision Making
	<p>SB1. Report potential sources of danger SB2. Follow the relevant prescribed procedure in the event of an accident SB3. Wear appropriate safety gear to avoid an accident</p>
	Plan and Organize
	<p>SB4. Learn from past mistakes regarding use of hazardous machines or chemicals</p>
	Customer Centricity
	<p>N. A.</p>
	Problem Solving
<p>SB5. Adhere to and guide others to follow prescribed procedures related to occupational health and safety</p>	

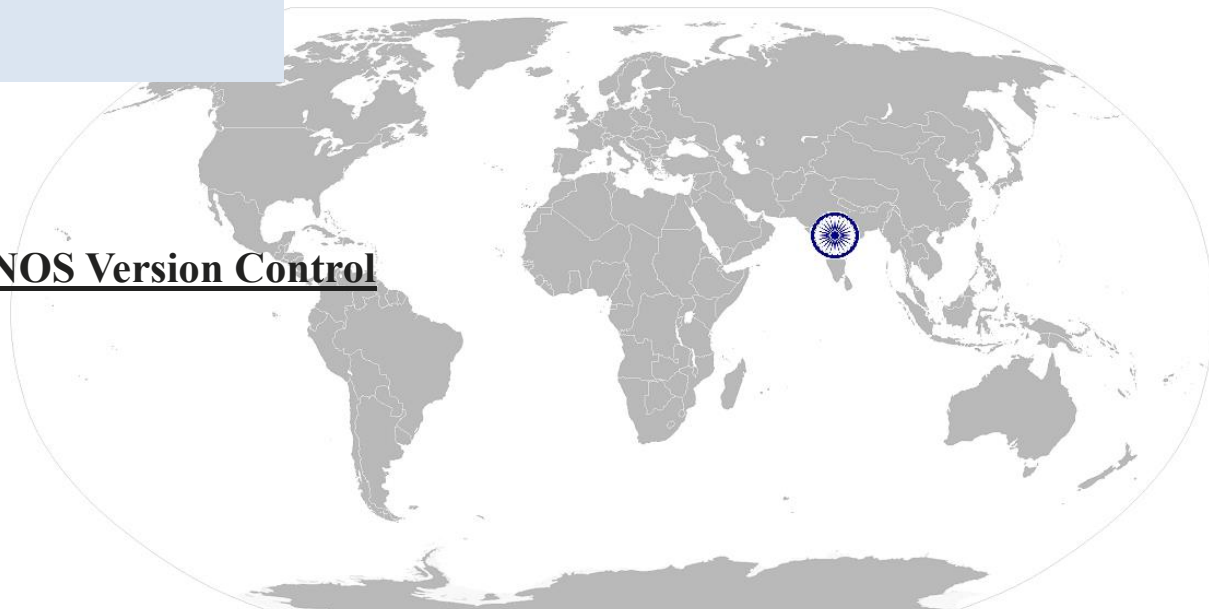
G&J/N9902

Maintain health and safety at workplace

	Analytical Thinking
	SB6. Analyse untoward incidents from the past and implement correct use of machines, tools or hazardous chemicals
	Critical Thinking
	SB7. Critically analyse the processes carried out by self and by colleagues in the department to spot potential hazards and safety issues



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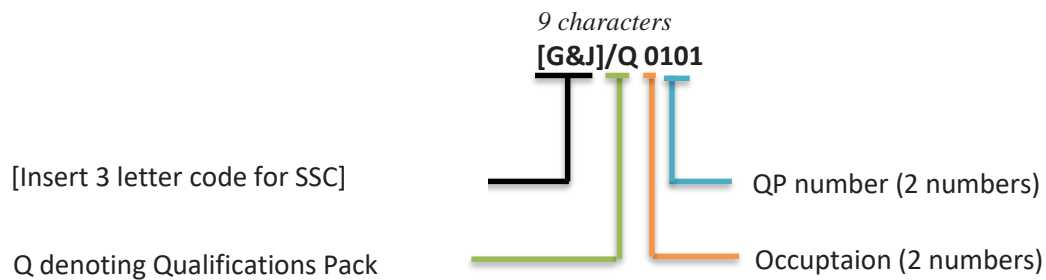


NOS Code	G&J/N9901		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing, Cast and Diamonds-Set Jewellery	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019

Annexure

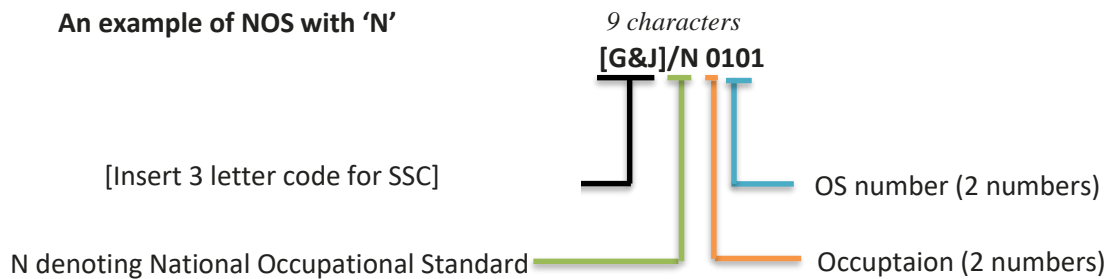
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



G&J/Q3601

Qualifications Pack For Assorter (Basic)

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

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-15
Cast and diamond-set jewellery	16-35
Diamond processing	36-50
Gemstone processing	51-65
Jewellery retailing	66-75
Fashion jewellery	76-85
Common	86-98

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

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assorter (Basic)

Qualification Pack G&J/Q3601

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 50% of aggregate marks to successfully clear the assessment.
6. In case of successfully passing only certain number of NOSs, the candidate is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack.

Assessment outcomes	Assessment Criteria for outcomes	Total Marks (20+130)	Out of	Marks Allocation	
				Theory	Skills Practical
1. G&J/N3601 Assort small polished diamonds	PC1. Receive and record the packet of polished diamonds from supervisor	60	2	1	1
	PC2. Check the weight and number of stones, with respect to what is mentioned on the packet		2	1	1
	PC3. Remove the diamonds from the packet and place them on the tray under the light		2	0	2
	PC4. Clean the diamonds using a cleaning cloth if required		5	1	4
	PC5. Classify broadly using sieve		5	1	4
	PC6. Place the tripod or table loupe on the tray to view the diamonds one by one		2	0	2

	PC7. Based on the understanding of the 4Cs judge its carat, cut, colour and clarity		14	1	13
	PC8. Distribute into two or three groups as per the company policy		5	1	4
	PC9. Scoop and place segregated diamonds in packets, label as per the company's policy and return to the supervisor		2	1	1
	PC10. Report problems to reporting authority		15	0	15
	PC11. Accurately segregate the polished diamonds consistently as per company's policy		2	0	2
	PC12. Deliver in time to next process		2	0	2
	PC13. Complete work with no loss of diamonds		1	0	1
	PC14. Achieve the productivity in terms of carats or number of pieces as set by the company		1	0	1
	Sub Total		60	7	53
2. G&J/N3602 Organise diamonds and gemstones in bags	PC1. Read and comprehend the job sheet for the diamond and gemstone requirement	50	2	1	1
	PC2. Collect diamonds and gemstones from supervisor		3	1	2
	PC3. Count and measure weight of the number of diamonds and gemstones and match with the requirement in job sheet.		5	1	4
	PC4. Segregate the diamonds and gemstones in terms of shades		10	0	10
	PC5. Identify surface defects in diamonds and gemstones		5	0	5

	PC6. Label the bag as per job sheet instructions		5	2	3
	PC7. Report mismatch and number, weight and shades of the diamonds and gemstones		5	1	4
	PC8. Timely deliver diamond bags to next process		3	0	3
	PC9. Complete bagging and fluting number of diamonds and gemstones as per target deliverable and quality approved by the supervisor		10	1	9
	PC10. Improve productivity by organising the workspace		2	0	2
	Sub Total		50	7	43
3. G&J/N9901 Coordinate with others	PC1. Coordinate for receiving work instructions and raw materials from reporting supervisor	20	1	0	1
	PC2. Communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required		1	0	1
	PC3. Communicate to reporting supervisor about operation details and hazards		1	0	1
	PC4. Interact with supervisor regarding compliance of company policy and rules		2	0	2
	PC5. Coordinate with colleagues to share work, as per the workload		3	0	3
	PC6. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		2	0	2
	PC7. Coordinate and receive feedback from quality control department		2	1	1

	PC8. Coordinate for putting team goals over individual goals		1	0	1
	PC9. Resolve conflicts by communicating with colleagues and other departments		2	0	2
	PC10. Communicate and discuss work Coordinate with colleagues regarding multitasking in other departments with requirements		3	1	2
	PC11. Adhere to nondisclosure policy of the company in all outside coordination		2	1	1
	Sub Total		20	3	17
4. G&J/N9902 Maintain health and safety at workplace	PC1. Identify and use appropriate protective clothing/equipment for specific tasks and work	20	2	0	2
	PC2. Identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace		1	0	1
	PC3. Carry out safe working practices while dealing with hazards to ensure safety of self and others		1	0	1
	PC4. Identify and avoid doing any tasks or activities in a bad working position		2	0	2
	PC5. Practice appropriate working postures to minimise occupational health related issues		2	1	1
	PC6. Use the appropriate fire extinguishers on different types of fire.		1	0	1
	PC7. Demonstrate rescue techniques applied during fire hazard		2	0	2
	PC8. Demonstrate good housekeeping in order to prevent fire hazards		1	0	1

	PC9. Demonstrate the correct use of any fire extinguisher		2	0	2
	PC10. Administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.		1	0	1
	PC11. Respond promptly and appropriately to an accident situation or medical emergency		3	1	2
	PC12. Participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.		2	1	1
	Sub Total		20	3	17