

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & 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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Introduction

Qualifications Pack- Blade Sawyer

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Rough cutting and sawing

REFERENCE ID: G&J/Q4403

ALIGNED TO: NCO-2004/ NIL

Blade Sawyer: Also known as Blade Cutter or Blade Sawing Machine Operator, the blade sawyer cuts rough diamonds using the blade sawing machine.

Brief Job Description: The individual at work needs to cut the rough diamond along the marking by fixing it on to a dop or pot, then slicing it using the blade sawing machine. A blade sawing operator is responsible for delivering perfect cut roughs in the stipulated time, while minimizing weight loss and breakage.

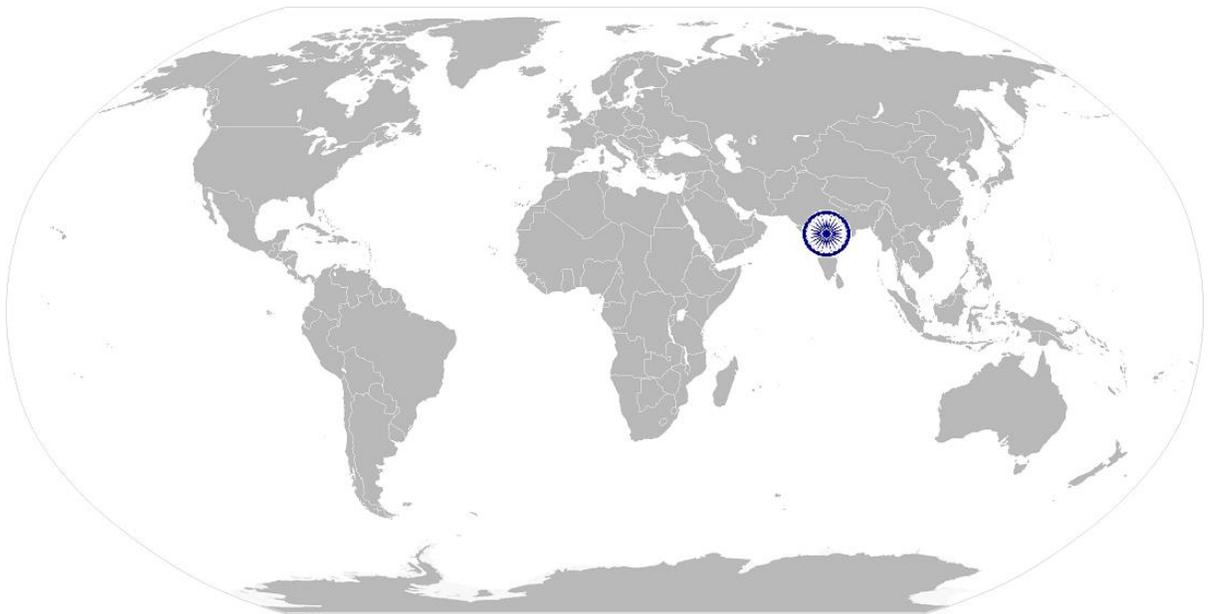
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work in a process driven team; ability to multitask; ability to work for long hours in standing position; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4403		
Job Role	Blade Sawyer		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	20/05/13
Sub-sector	Diamond Processing	Last reviewed on	30/07/13
Occupation	Rough Cutting and Sawing	Next review date	15/07/15

Job Role	Blade Sawyer Also known as 'Blade Cutter ' or 'Blade Sawing Machine Operator '
Role Description	Cutting the rough diamond using a blade sawing machine as per the markings, in order to remove inclusions and maximise yield, while ensuring minimum breakage
NVEQF/NVQF level	3
Minimum Educational Qualifications	Preferably 10 th Standard Passed
Maximum Educational Qualifications	
Training	Not Applicable
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N4401 Fix rough diamond on dop or cassette or holder G&J/N4405 Cut rough diamond using blade sawing machine G&J/N9930 Maintain IPR G&J/N9931 Coordinate with team and superiors G&J/N9933 Maintain safety <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

National Occupational Standard



Overview

This unit is a key pre-sawing stage in diamond processing. It involves fixing rough diamonds securely onto dops or cassette of dops or a holder using adhesives such as white cement in such a way that each diamond is aligned as per the markings for the purpose of cutting by using laser beam or blade sawing.

G&J/N4401

Fix rough diamond on dop or cassette or holder

National Occupational Standard

Unit Code	G&J/N4401
Unit Title (Task)	Fix the rough diamond on a dop or holder or cassette
Description	This OS unit is about fixing rough diamond on dop / holder / cassette using adhesives, levelling and aligning them as per the markings as a preparation for cutting on laser machine or blade sawing
Scope	<p>This unit/task covers the following:</p> <p>Collect the rough diamond packet from the supervisor</p> <ul style="list-style-type: none"> match the specifications of the roughs such as shape, size and quantity, as per those mentioned on the packet issued <p>Set the rough diamond on the dop or holder or cassette</p> <ul style="list-style-type: none"> follow the markings in terms of the type of cut, and the number of cuts required select the holder /dop type for the size of the rough to be cut and the method by which it will be cut, e.g., one-sided for single rough and double-sided cassette for multiple roughs to be cut at a time fix the rough on the dye or holder or cassette using adhesives as prescribed by the company such as white cement, glue, or as recommended by the machine manufacturer place the dop or holder or cassette in the oven for the adhesive to dry up and the rough to be securely fixed check the levelling and alignment of the rough using the alignment screen or by an eye glass in case of a cassette, ensure that the alignment of all the roughs is along the same line for continuous sawing <p>Report problems about:</p> <ul style="list-style-type: none"> mismatch in rough issued and received problem with the planned cut which may lead to breakage unclear marking defective or inadequate number of dops/ holders /cassettes inadequate quantity of consumable such as adhesives machine break down or wear and tear of tools, etc.
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Setting rough in the holder	To be competent, the user/individual on the job must be able to: PC1. accurately and securely fix rough as per the planned cut PC2. accurately align and level the rough as per marking
Productivity	To be competent, the user/individual on the job must be able to: PC3. achieve the productivity in terms of carats or number of pieces as set by the company PC4. timely delivery for further processing

G&J/N4401

Fix rough diamond on dop or cassette or holder

Controlling defects	To be competent, the user/individual on the job must be able to: PC5. ensure no damage to the rough during fixing process
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement KA2. work flow involved in company's diamond processing process KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. issue return procedures followed by the company
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. basic characteristics of a diamond KB2. accurate fixing of roughs on dop/holder/cassette as per planned cut KB3. heat requirements such temperature, duration for different adhesives KB4. cleaning techniques of the rough using different chemicals and ultrasonic cleaner KB5. potential work hazards KB6. various tools and machined to be used for the fixing process, its hazards and maintenance KB7. use of magnifying camera with screen or an eye glass in order to check alignment
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills
	The user/individual on the job needs to know and understand how: SA1. to read descriptions on the diamond packets/ bags SA2. to document work done for status and performance appraisal
	Counting and measuring ability
	The user/individual on the job needs to know and understand how: SA3. to count the number of stones and arrange them in order of their size on a cassette
	Communication skills
	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
	Teamwork and multitasking
	The user/individual on the job needs to know and understand how: SA6. to share work load as required SA7. to assist others who require help

G&J/N4401

Fix rough diamond on dop or cassette or holder

B. Professional Skills	Understanding the marking
	The user/individual on the job needs to know and understand how: SB1. the rough needs to be fixed along the marking to achieve the cutting objective
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB2. to use different types of adhesives in different cases SB3. to maintain tools and machines used SB4. to work in a safe environment, i.e., without injuries
	Reducing loss
	The user/individual on the job needs to know and understand how: SB5. to handle diamonds with care SB6. to minimize damage or loss of any diamond during the doping process SB7. to suggest improvements in order to reduce loss
	Decision making
	The user/individual on the job needs to know and understand how: SB8. to make decisions pertaining to the order of fixing roughs in the cassette/dop for cutting
	Problem solving
	The user/individual on the job needs to know and understand how: SB9. to identify the factors such as quality of the glue/white cement, tools and machines used, that contribute to the fixing of roughs SB10. to identify immediate or temporary solutions to avoid delays
	Reflective thinking
	The user/individual on the job needs to know and understand how: SB11. to plan the work to improve productivity and quality of setting the rough
	Critical thinking
The user/individual on the job needs to know and understand how: SB12. to spot process disruptions and delays	

G&J/N4401

Fix rough diamond on dop or cassette or holder

NOS Version Control

NOS Code	G&J/N4401		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	20/05/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

National Occupational Standard



Overview

This unit is about operating the blade sawing machine in order to cut the rough diamond into one or two pieces by holding the rough against a sharp rotating blade along the line of the marking without causing any other damage to the stone.

G&J/N4405

Cut the rough diamond using blade sawing machine

National Occupational Standard

Unit Code	G&J/N4405
Unit Title (Task)	Cut the rough diamond using a blade sawing machine
Description	This OS unit is about cutting the rough diamond into smaller pieces as per the markings so that inclusions are removed and maximum yield is achieved as per the planned cut
Scope	<p>This unit/task covers the following:</p> <p>Collect the rough diamond from the supervisor</p> <ul style="list-style-type: none"> • match specifications such as shape, size, dimensions, etc., and marking of the fixed rough received as per those mentioned on the bag • check the tension of the rough in the tension machine • stick the roughs on the dop <p>Set the dopped rough diamond in the blade sawing machine</p> <ul style="list-style-type: none"> • follow the marking specifications in terms of the type of cut, and the number of cuts required • place the fixed rough on the holder of blade sawing machine • check the alignment of the fixed rough on the holder with respect to marking for the planned cut • align the cutting blade with the marking on the rough before starting to cut • start the blade sawing machine • frequently monitor the cutting process • keep on supplying air on the blade while cutting to keep it cool • stop the blade sawing machine immediately in case any problem such as faulty cut or damage to the stone is observed • stop the blade sawing machine once the rough has been sawed as per the marked line • change the alignment and repeat the process if another cut is required • remove the cut pieces from the blade sawing machine and clean the platform • operate multiple machines (8-10) at the same time • bag the cut pieces and label as per the company's procedure • return to the supervisor for further processing <p>Return the uncut roughs if:</p> <ul style="list-style-type: none"> • the alignment on the holder is not proper • there is anticipated problem with the planned cut such that sawing can lead to breakage • too much tension in the rough, can lead to breakage while sawing <p>Follow safety procedures at work</p> <ul style="list-style-type: none"> • to ensure that no accidents take place while operating the sharp blade • not to operate the machine while touching rough • to wear proper safety equipment like gloves and eye glasses while working

G&J/N4405

Cut the rough diamond using blade sawing machine

	<p>Report problems to Supervisor/reporting authority about</p> <ul style="list-style-type: none"> • impractical markings • machine failures • reasons for anticipated delays that may adversely affect delivery
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Quality of Cutting	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. accurately cut the roughs along the markings</p> <p>PC2. accurately bag and label the roughs before returning</p>
Operating the Blade Sawing Machine	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC3. accurately and securely place the dop /stage on the machine</p> <p>PC4. accurately align blade edge with the marking for proper cut</p> <p>PC5. regulate airflow provided to keep the blade/rough cool</p>
Productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC7. achieve timely delivery for further processing</p> <p>PC8. maintain cycle time</p>
Controlling defects	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC9. accurately assess that the marking is correct for the cut required</p> <p>PC10. minimize damage, weight loss and breakage</p> <p>PC11. accurately assess the tension in the rough</p>
Multitasking	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC12. work on multiple machines at the same time</p>
Knowledge and Understanding (K)	
B. Organizational Context (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: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement</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> <p>KA5. issue return procedures followed by the company</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. shape, cut, clarity, carat, and physical characteristics of the diamond</p> <p>KB2. alignments for different cuts in a diamond</p> <p>KB3. tension in a diamond</p> <p>KB4. potential ways that may cause damage to a diamond</p> <p>KB5. potential work hazards, particularly, when using blade sawing machine</p> <p>KB6. blade sawing machine operations</p> <p>KB7. use of the tension machine</p> <p>KB8. types of inclusions in a diamond</p>

G&J/N4405

Cut the rough diamond using blade sawing machine

	<p>KB9. other techniques of cutting</p> <p>KB10. use of various scopes in diamond processing</p> <p>KB11. geometry to understand the angles and symmetry</p> <p>KB12. repair work</p> <p>KB13. uses of different types of tools and materials for different purposes and end results</p> <p>KB14. how to maintain and prepare the tools as per job requirement</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills
	The user/individual on the job needs to know and understand how: SA1. to read descriptions on the job packets/ bags SA2. to document work done for status and performance appraisal
	Calculation and geometry skills
	The user/individual on the job needs to know and understand how: SA3. to judge the extent of rotation and angling required to cut along the marking
	Communication skills
	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
	Teamwork and multitasking
The user/individual on the job needs to know and understand how: SA6. to share work load as required SA7. to assist others who require help SA8. to share knowledge with co-workers SA9. to operate multiple machines as required or as instructed	
B. Professional Skills	Understanding planning and marking
	The user/individual on the job needs to know and understand how: SB1. the diamond has to be cut along the marking in order to achieve the planned cut
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB2. to work with tension machine and blade sawing machine SB3. to maintain tools and machines used SB4. to work in a safe environment, i.e., without injuries
	Reducing loss
The user/individual on the job needs to know and understand how: SB5. to handle diamonds with care SB6. to minimize damage or loss of any diamond during the cutting process SB7. to report diamond losses via documentation as per company policy SB8. to suggest improvements in order to reduce loss	

G&J/N4405

Cut the rough diamond using blade sawing machine

	Decision making
	The user/individual on the job needs to know and understand how: SB9. to decide if a particular rough must be cut along the marking provided SB10. to determine what should be the order of the cut and which marking should be cut first to avoid breakage
	Analytical thinking
	The user/individual on the job needs to know and understand how: SB11. to assess accuracy of the marking, alignment of doped rough SB12. to identify solutions to avoid delays because of machine failure
	Reflective thinking
	The user/individual on the job needs to know and understand how: SB13. to work for long hours standing in front of blade sawing machine without health problems SB14. to minimise weight loss
	Problem solving
	The user/individual on the job needs to know and understand how: SB15. to rectify defects occurred in sawing
	Planning skills
	The user/individual on the job needs to know and understand how: SB16. to plan work for maximum productivity
	Critical thinking
	The user/individual on the job needs to know and understand how: SB17. to spot process disruptions and delays

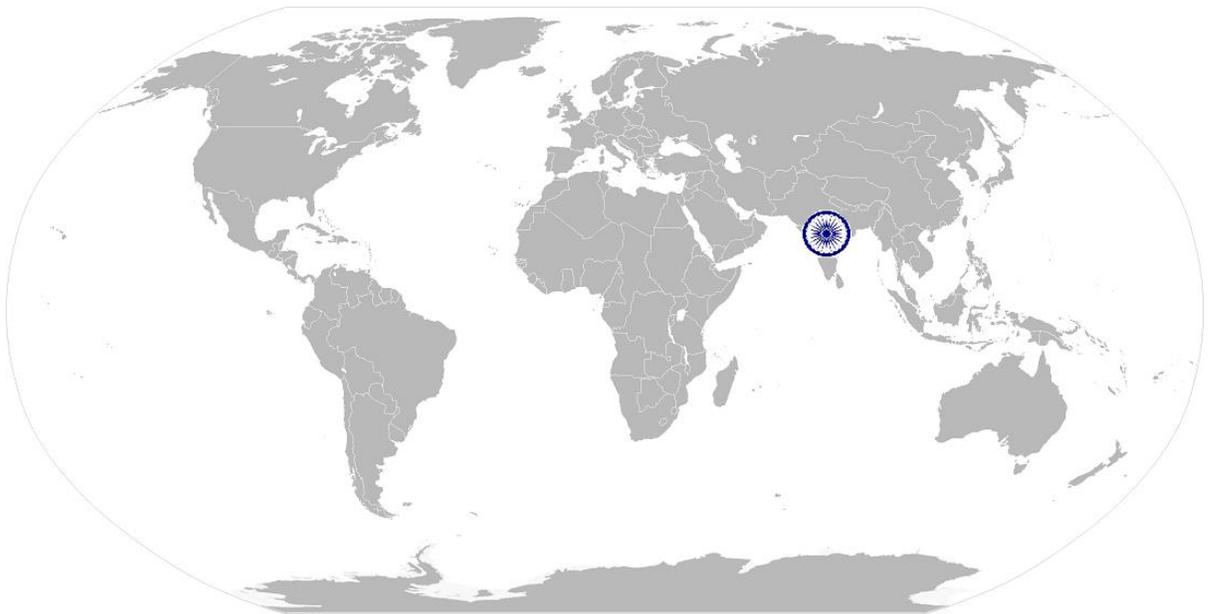
G&J/N4405

Cut the rough diamond using blade sawing machine

NOS Version Control

NOS Code	G&J/N4205		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	20/05/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

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

Unit Code	G&J/N9930
Unit Title (Task)	Respect IPR of company
Description	This OS unit is about maintaining company's intellectual property
Scope	<p>This unit/task covers the following:</p> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> • prevent leak of new orders to competitors by reporting on time • prevent leak of the manufacturing processes or the policies followed by the company • be aware of any of company's product patents • report IPR violations observed in the market, to supervisor or company heads
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Respecting IPR	<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>
Knowledge and Understanding (K)	
A. Organizational Context	<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. Technical Knowledge	<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>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	<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. Professional Skills	Decision making
	<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>
	Reflective thinking
	<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>
	Critical thinking
<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>	

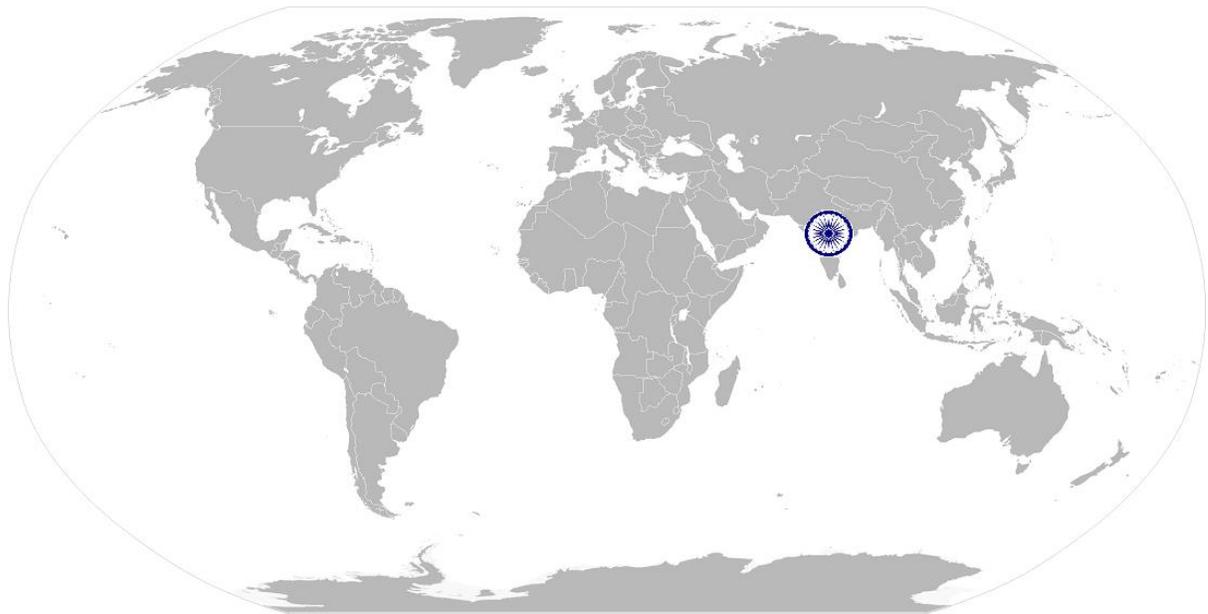
G&J/N9930

Maintain IPR

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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

Unit Code	G&J/N9931
Unit Title (Task)	Interact with colleagues and seniors
Description	This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazards free work flow
Scope	<p>This unit/task covers the following:</p> <p>Interact with supervisor to:</p> <ul style="list-style-type: none"> • receive work instructions and raw materials from reporting supervisor • communicate to reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required • communicate any potential hazards or expected process disruptions • handover completed work to supervisor <p>Interact with colleagues within and outside the department to:</p> <ul style="list-style-type: none"> • work as a team with colleagues and share work as per their or own work load and skills • work with colleagues of other departments • communicate and discuss work flow related difficulties in order to find solutions with mutual agreement • receive feedback from QC and rework in order to complete work on time
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. conflicts resolution and multi-tasking
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. company's policies on personnel management KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. how to communicate effectively KB2. how to build team coordination

G&J/N9931

Coordinate with team and superiors

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Teamwork and some multitasking
	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. Professional Skills	Decision making
	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
	Reflective thinking
	The individual on the job needs to know and understand: SB3. how to improve work process
	Critical thinking
The individual on the job needs to know and understand: SB4. how to spot process disruptions and delays	

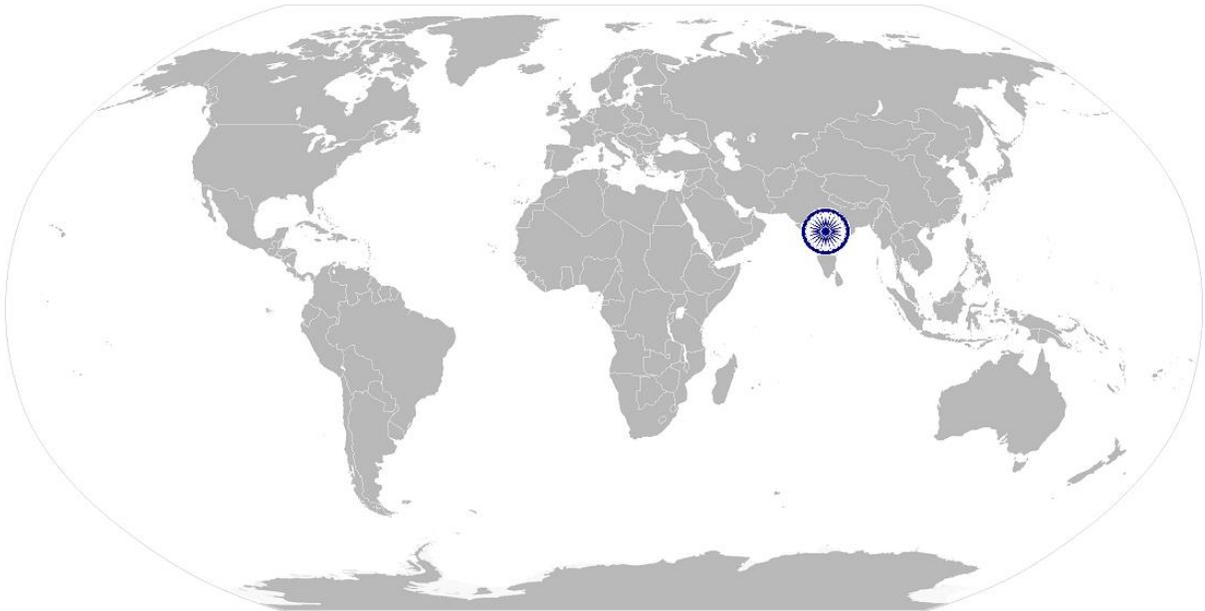
G&J/N9931

Coordinate with team and superiors

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NOS Code	G&J/N9931		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	20/05/13
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		Next review date	15/07/15

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

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

G&J/N9933

Maintain safety

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

G&J/N9933

Maintain safety

NOS Version Control

NOS Code	G&J/N9933		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	20/05/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
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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

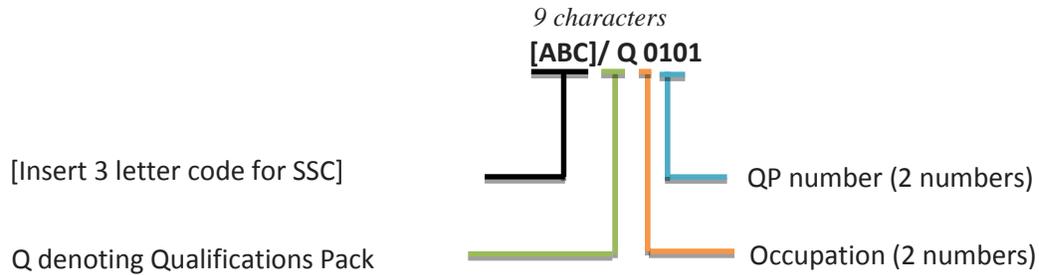
Acronyms

	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

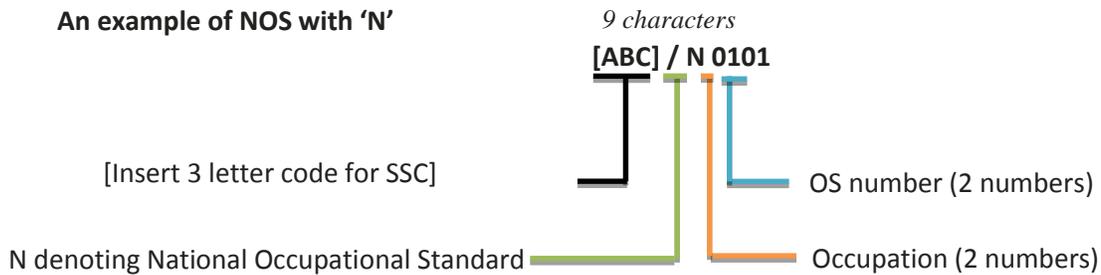
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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

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

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	44
Next two numbers	OS number	04

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role - Blade Sawyer
Qualification Pack Blade Sawyer
Sector Skill Council GEMS & JEWELLERY

Guidelines for Assessment:

1. To pass the Qualification Pack , every trainee should score a minimum of 50% in theory and 70% in practical assessments.

		Marks Allocation	
		Theory	Skills Practical
G&J/N4401 This OS unit is about fixing rough diamond on dop / holder / cassette using adhesives, levelling and aligning them as per the markings as a preparation for cutting on laser machine or blade sawing	PC1. accurately and securely fix rough as per the planned cut	1	5
	PC2. accurately align and level the rough as per marking	1	5
	PC3. achieve the productivity in terms of carats or number of pieces as set by the company	0	5
	PC4. timely delivery for further processing	0	4
	PC5. ensure no damage to the rough during fixing process	1	5
		3	24
G&J/N4405 This OS unit is about cutting the rough	PC1. accurately cut the roughs along the markings	0	4
	PC2. accurately bag and label the roughs before returning	0	4

diamond into smaller pieces as per the markings so that inclusions are removed and maximum yield is achieved as per the planned cut	PC3. accurately and securely place the dop /stage on the machine	1	6
	PC4. accurately align blade edge with the marking for proper cut	0	6
	PC5. regulate airflow provided to keep the blade/rough cool	1	3
	PC6. achieve the productivity in terms of carats or number of pieces as set by the company	0	4
	PC7. achieve timely delivery for further processing	0	4
	PC8. maintain cycle time	1	4
	PC9. accurately assess that the marking is correct for the cut required	0	4
	PC10. minimize damage, weight loss and breakage	1	4
	PC11. accurately assess the tension in the rough	1	4
	PC12. work on multiple machines at the same time	0	4
		5	51
	G&J/N9930 This OS unit is about maintaining company's intellectual property	PC1. spot plagiarism and report	1
PC2. understand rationale of patents and IPR		1	0
PC3. avoid being involved in IPR violations		1	0
	3	0	

G&J/N9931 This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazards free work flow	PC1. understand the work output requirements	1	0
	PC2. comply with company policy and rule	1	0
	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	2
	PC4. put team over individual goals	2	0
	PC5. conflicts resolution and multi-tasking	2	0
		6	2
G&J/N9933 This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job	PC1. spot and report potential hazards on time	1	0
	PC2. follow company policy and rules regarding hazardous materials	1	0
	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	0
	PC4. understand which safety gear must we used for a particular task	0	1
	PC5. understand and follow the evacuation procedure properly during a fire drill	0	1
	PC6. provide first aid to self or others in case of emergency	0	1
		3	3
		20	80
		100	