

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- Laser Supervisor

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Rough cutting and sawing

REFERENCE ID: G&J/Q4401

ALIGNED TO: NCO-2004/ NIL

Laser Supervisor: In the Indian diamond processing industry, Laser supervisor is in-charge running the day-to-day work flow and processes of the laser cutting department.

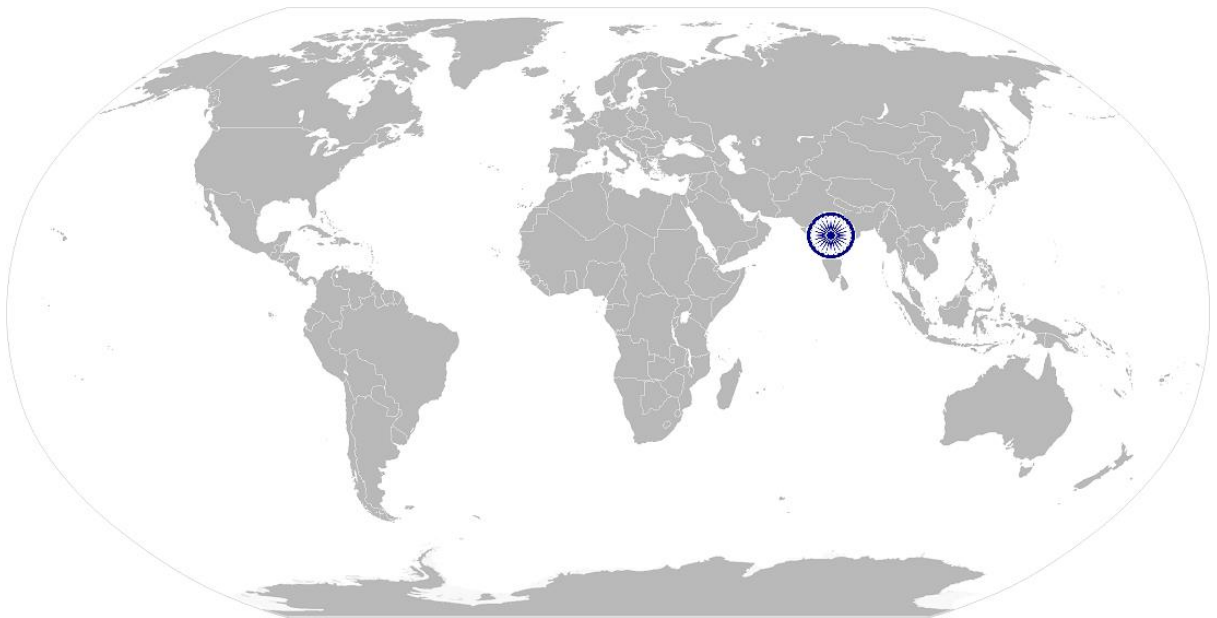
Brief Job Description: The individual on this job, allocates work to subordinate workers, trains and educates them, instructs about the job to be performed on daily basis, checks quality of output, manages team and systems, carries out performance appraisal, ensures safety of the diamond, and interacts with other departments in order to ensure accurate cut as per marking to derive maximum value from a rough as per company's objectives and delivers on time.

Personal Attributes: The job requires the individual to have: attention to details; good eyesight; ability to work on machines and computer; a sharp mind to spot and correct errors; ability work for long hours not necessarily on one desk; high level of concentration and patience.

Job Details	Qualifications Pack Code	G&J/Q4401		
	Job Role	Laser Supervisor		
	Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
	Sector	Gems & Jewellery	Drafted on	20/06/13
	Sub-sector	Diamond Processing	Last reviewed on	30/07/13
	Occupation	Rough Cutting and Sawing	Next review date	15/07/15

Job Role	Laser Supervisor
Role Description	Monitoring the work of laser machine operators and other helpers , for the purpose of ensuring accurate cutting of the diamond as per its marking
NVEQF/NVQF level	5
Minimum Educational Qualifications	12 th standard passed
Maximum Educational Qualifications	
Training	Rough cutting and laser operations
Experience	3 years minimum
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N4402 Supervise laser cutting operations G&J/N9930 Maintain IPR G&J/N9932 Coordinate with the team and others 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 about supervising the laser cutting operations by monitoring, instructing, educating and training in order to ensure accurate cut along the marking, without any damage to the stone and the weight loss as per the company's policies. Dissemination of information and knowledge and management of work flow and team are important aspects of this job role.

G&J/N4402

Supervise laser cutting operations

National Occupational Standard

Unit Code	G&J/N4402
Unit Title (Task)	Supervise the laser cutting operations
Description	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of laser machine operations including the dopers/helpers
Scope	<p>This unit/task covers the following:</p> <p>Deliver the bag of rough diamonds to laser operator/doper</p> <ul style="list-style-type: none"> • match the stone type, weight and number as mentioned on the bag • allocate work to doper, operator according to their work load and level of expertise, e.g., type of roughs handled in the past, size and weight of rough, type of cut required • instruct about the delivery time, tools and machines, and consumables to be used and quality requirements • educate about a new requirements or different type of doping/ cutting requirement • explain the hazards involved and precautions to be taken to avoid accidents <p>Describe the doping requirement to doper</p> <ul style="list-style-type: none"> • instruct about the sequence of side, angle and alignment as per marking for doping • remind about secure doping and type of dop/cassette to be used • remind about the precautions to be taken while using heating oven • explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone as well as workers • describe the final outcome as desired as per plan <p>Monitor work done by the laser operator</p> <ul style="list-style-type: none"> • ensure the placement of the rough in the laser machine is correct by the operator • point out the mistakes in data entry made by the operator • instruct the operator about the speed of work and to handle multiple machines to ensure timely delivery <p>Perform quality check</p> <ul style="list-style-type: none"> • ensure the work done by the laser operator or helper is complete and correct • ensure that all diamond has been cut accurately along the line of marking as per plan and there has been no damage to the stone in the process • ensure that the weight loss in the process is under the prescribed limit <p>Ensure safety and security</p> <ul style="list-style-type: none"> • ensure that there is no damage to any team member or to a stone while using the machines and tools. • instruct the correct way of using machine and tools to avoid accidents • explain the hazards of dealing with different chemicals, machines and tools

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Supervise laser cutting operations

	<ul style="list-style-type: none"> ensure each team member follows proper safety procedures and wears safety gear as prescribes by the company train the team members about maintenance of the machine tools and the way to organize the same <p>Manage accounts of stones</p> <ul style="list-style-type: none"> match the rough type, weight and number of diamonds received against those handed over to dooper or the operator ensure that there is no loss of stone by any team member during the entire sawing process return bagged cut roughs to the Manager through the issue return person <p>Review the performance of the team members for performance appraisal</p> <p>Handle problems related to:</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. workforce shortage personal issues among workers reasons for anticipated delays that may adversely affect delivery
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Quality of output	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. judge the accuracy of cut as per the marking</p> <p>PC2. ensure accurate alignment and secure doping</p> <p>PC3. ensure weight loss planned is within company's prescribe limit</p> <p>PC4. ensure accurate bagging and labelling of the cut diamonds before returning</p>
Productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC6. deliver in time to next process</p>
Allocating work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC7. accurately assess the worker's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC8. accurately describe the job at hand to the worker</p> <p>PC9. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC10. clearly define delivery schedule and work output requirements</p> <p>PC11. anticipate and be alert about any disruptions and worker's capabilities</p>

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Supervise laser cutting operations

Problems handling	To be competent, the user/individual on the job must be able to: PC12. resolve problems related to machine and tools to deliver on time PC13. resolve problems related to workers and their productivity PC14. encourage workers to achieve higher productivity PC15. rectify faulty marking
Controlling defects	To be competent, the user/individual on the job must be able to: PC16. ensure there is no loss or damage to the diamond while sawing PC17. judge that the marking is correct for the cut required and will not damage the diamond
Process Compliances	To be competent, the user/individual on the job must be able to: PC18. comply with relevant legislation, standards, policies and procedures
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; personnel management; delivery standards; safety practices and procedures; customer orientation; performance measurement and incentive policies KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. issue return procedures followed by the company KA6. typical customer profile and market trends KA7. specialization area of the company (size, clarity, shape, quality, etc. of diamonds) KA8. diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc. KA9. management of worker, quality and productivity KA10. conflict resolution and problem solving KA11. performance appraisal
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. shape, cut, clarity, carat, and physical characteristics of the diamond KB2. alignments for different cuts in a diamond KB3. potential ways that may cause damage to a diamond KB4. potential work hazards, particularly, when using laser sawing machine KB5. computer and laser machine operations KB6. types of inclusions in a diamond KB7. other techniques of cutting KB8. use of various scopes in diamond processing KB9. geometry to understand the angles and symmetry KB10. repair work KB11. uses of different types of tools and materials for different purposes and end results KB12. how to maintain and prepare the tools as per job requirement KB13. tension in a diamond and use of tension machine KB14. use of various scopes in diamond processing

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Supervise laser cutting operations

	KB15. accounting of stones and documentation KB16. team management	
Skills (S) [Optional]		
A. Core Skills/ Generic Skills	Reading and writing skills	
	The user/individual on the job needs to know and understand how: SA1. to read about different types of roughs and their properties SA2. to read descriptions on the diamond packets/ bags SA3. to document work flow, quality standards and outcomes as per company policy SA4. to read company rules/compliance documents required to complete the work	
	Calculation and geometry skills	
	The user/individual on the job needs to know and understand how: SA5. to check the angles, size and alignment of the diamond	
	Communication skills	
	The user/individual on the job needs to know and understand how: SA6. to discuss task, schedules, and work-loads with team members, co-workers, manager and other supervisors SA7. to give instructions to the team members about the cut required SA8. to give appropriate instructions and feedback to different levels of workers under his supervision SA9. to educate about safety and work hazards SA10. to train on loss avoidance, productivity and correct steps to follow on the job SA11. to inform about IPR issues pertaining to the company and detecting violations SA12. to resolve inter-personal conflicts between workers and co-workers	
	Team management skills	
	The user/individual on the job needs to know and understand how: SA13. to distribute work equitably and according to seniority and experience of worker SA14. to encourage workers to share workload and deliver on time SA15. to assess worker requirements in terms of training, tools, machinery, workspace and other facilities SA16. to appraise based on company's standards and workers' performance SA17. to encourage workers to multitask, update and work on new technologies	
	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 laser sawing machine and computers SB3. to dop a rough on a die pin/ cassette using an adhesive and heating it in an oven		

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Supervise laser cutting operations

	<p>SB4. to use tools like tweezers, eye glass, etc. to hold and view the diamond</p> <p>SB5. the precautions to be taken while using heating ovens, laser machine, hand held dryers, etc.</p> <p>SB6. to clean a diamond using agents like acetone, water, etc.</p> <p>SB7. to maintain tools and machines used</p> <p>SB8. to work in a safe environment, i.e., without injuries</p>
	Planning skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB9. to plan work for of the team members according to work load and immediate delivery commitments</p>
	Decision making skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB10. to decide which team member should be assigned what type of rough</p> <p>SB11. the safety of cutting a rough along the marking</p> <p>SB12. the correctness of the selection of which marking to be cut first by operator</p>
	Reducing loss
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB13. to handle diamonds with care</p> <p>SB14. to minimize damage or loss of any diamond during the sawing process</p> <p>SB15. to report diamond losses via documentation as per company policy</p> <p>SB16. to suggest improvements in order to reduce loss</p>
	Innovative thinking
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB17. to devise new means of working to improve productivity</p> <p>SB18. to suggest different or innovative plans, which may yield higher returns for the company</p>
	Analytical thinking
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB19. to assess the accuracy of the work done by the operator or the dopper</p>
	Reflective thinking
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB20. to make people work for long hours in a sitting/standing position without health problems</p>
	Critical thinking
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB21. to spot process disruptions and delays</p> <p>SB22. to arrange for tools, machines and consumables in time</p>

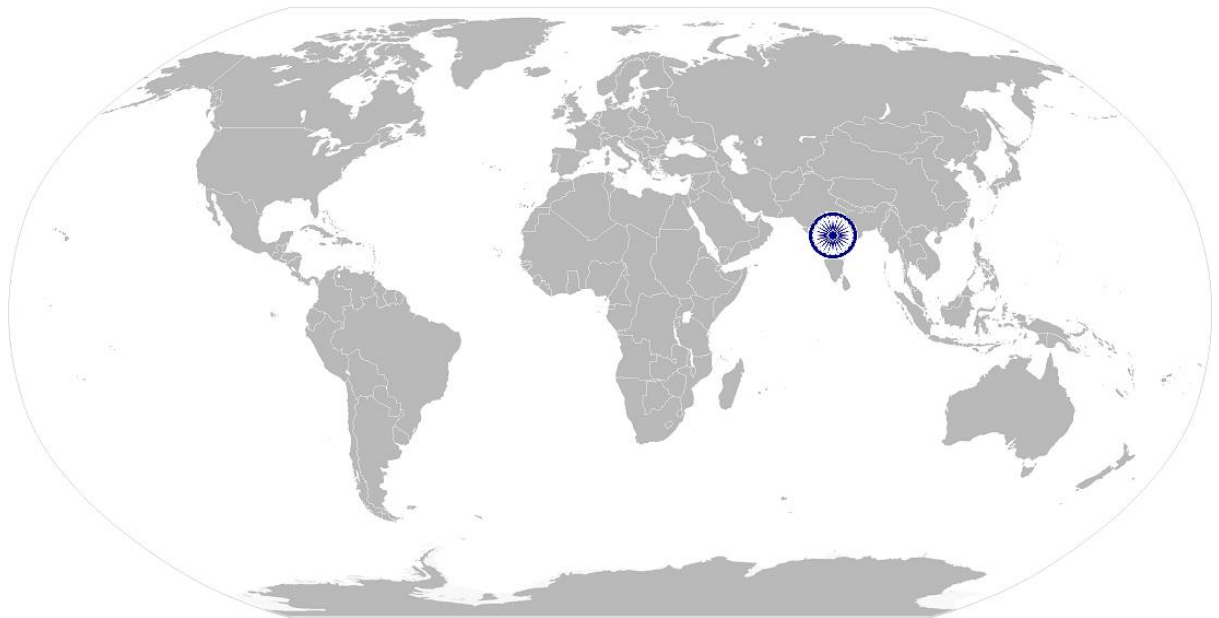
G&J/N4402

Supervise laser cutting operations

NOS Version Control

NOS Code	G&J/N4402		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	20/06/13
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>	

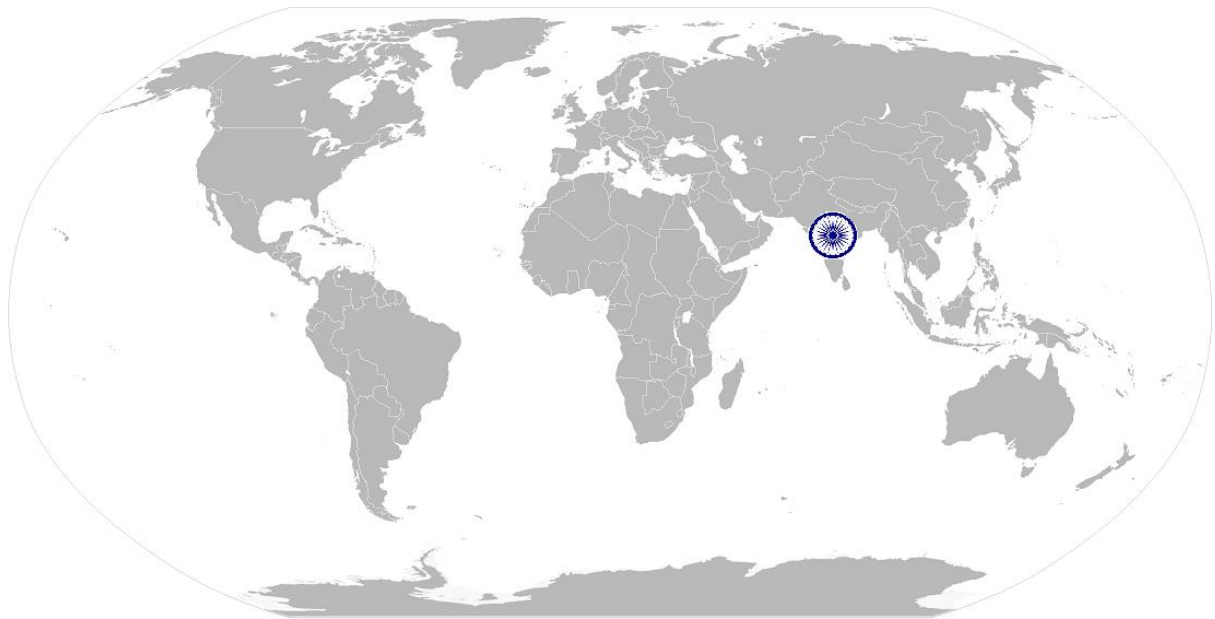
G&J/N9930

Maintain IPR

NOS Version Control

NOS Code	G&J/N9930		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	20/06/13
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 team work and level of communication with subordinates, colleagues, seniors or clients in the diamond processing industry. It determines the ability to work as a team member, team leader and trainer and multi-task in order to achieve the required deliverables on schedule.

G&J/N9932

Coordinate with the team and others

National Occupational Standard

Unit Code	G&J/N9932
Unit Title (Task)	Coordinate with team members, colleagues and seniors
Description	This OS unit is about communicating with subordinates, 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 subordinates (team members) to:</p> <ul style="list-style-type: none"> • give work instructions to the team members • receive communication from team members about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required • instruct about the delivery time, tools and machines, and consumables to be used and quality requirements • educate about a new requirements/objectives of the company • train about using and maintenance of machines and tools • communicate any potential hazards or safety measures to be followed • listen to various problems reported by the team members and provide solution • quality check completed work from the team member and give feedback <p>Interact with superiors to:</p> <ul style="list-style-type: none"> • receive work instructions and feedback from reporting manager or other senior • communicate to reporting superior about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required • communicate to reporting superior about employee management, i.e., shortages or performance related • communicate any potential hazards or expected process disruptions • re-work based on feedback provided by superior on product, process and people • handover completed work to superior <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 an 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 subordinates	To be competent, the user/individual on the job must be able to: PC1. clearly communicate instructions and work requirements PC2. understand the problems

G&J/N9932

Coordinate with the team and others

Interaction with superior	To be competent, the user/individual on the job must be able to: PC3. understand the work output requirements PC4. understand company policy and rule PC5. 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: PC6. put team over individual goals PC7. resolve conflicts and multitask
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 at each stage; incentives; delivery standards; safety and hazards; integrity and IPR; and personnel management KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. typical customer profile and market trends
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. how to communicate effectively KB2. how to build team coordination KB3. how to manage work flow and personnel KB4. how to motivate team members
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Teamwork and multitasking The individual on the job needs to know and understand how: SA1. to motivate team members to deliver right quality output on time SA2. to communicate for the purpose of: training, resolving problems related to machines or personnel, giving specific instructions and driving work
B. Professional Skills	Decision making The individual on the job needs to know and understand: SB1. how to report and address potential areas of disruptions to work process SB2. when to report to superior and when to deal with a colleague depending on the type of concern SB3. how the product has to be processed for giving accurate instructions to team members Reflective thinking The individual on the job needs to know and understand: SB4. how to improve work processes for greater output SB5. how to resolve inter-personal conflicts among workers and departments Critical thinking The individual on the job needs to know and understand: SB1. how to spot process disruptions and delays SB2. how to allocate work for optimum output of required quality and quantity

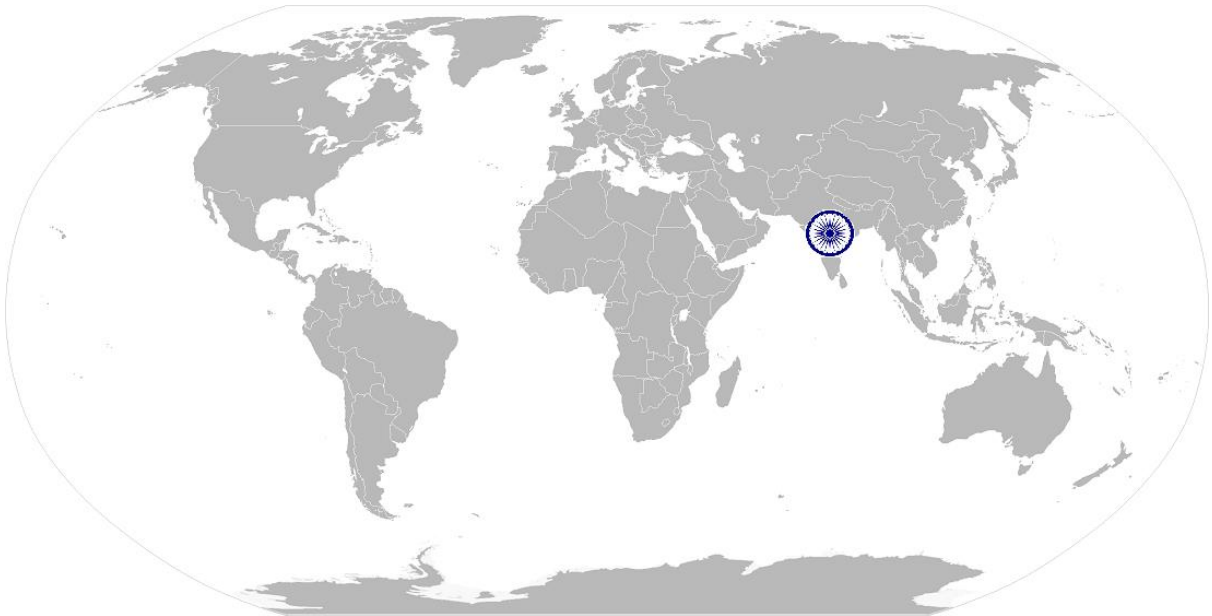
G&J/N9932

Coordinate with the team and others

NOS Version Control

NOS Code	G&J/N9932		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	20/06/13
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 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

<p>B. Technical Knowledge</p>	<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>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<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>
<p>B. Professional Skills</p>	<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	20/06/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

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

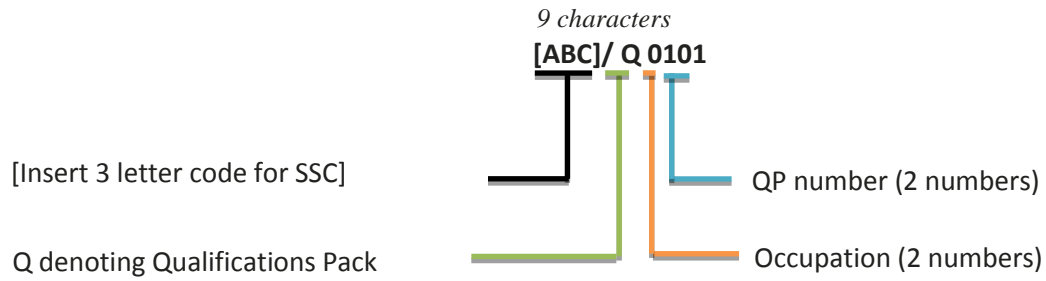
Acronyms

	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

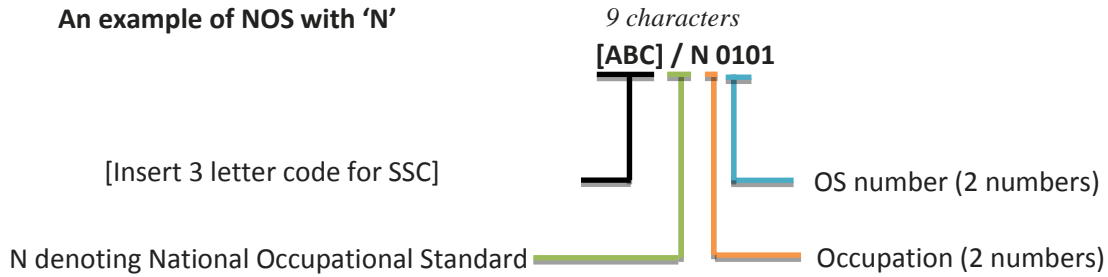
Nomenclature for QP and NOS

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 QP or NOS	Q
Next two numbers	Occupation code	44
Next two numbers	OS number	04

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role - Laser Supervisor

Qualification Pack Laser Supervisor

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/N4402 This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of laser machine operations including the dopers/helpers	PC1. judge the accuracy of cut as per the marking	1	5
	PC2. ensure accurate alignment and secure doping	1	5
	PC3. ensure weight loss planned is within company's prescribe limit	1	4
	PC4. ensure accurate bagging and labelling of the cut diamonds before returning	0	5
	PC5. achieve the productivity in terms of carats or number of pieces as set by the company	0	4
	PC6. deliver in time to next process	0	4
	PC7. accurately assess the worker's capabilities and work load in order to distribute work for maximum productivity	0	4
	PC8. accurately describe the job at hand to the worker	0	4
	PC9. instruct about precautions to be taken to deliver the job at hand as planned	0	4
	PC10. clearly define delivery schedule and work output requirements	0	4
	PC11. anticipate and be alert about any disruptions and worker's capabilities	0	4

	PC12. resolve problems related to machine and tools to deliver on time	1	4
	PC13. resolve problems related to workers and their productivity	0	4
	PC14. encourage workers to achieve higher productivity	0	4
	PC15. rectify faulty marking	1	4
	PC16. ensure there is no loss or damage to the diamond while sawing	1	4
	PC17. judge that the marking is correct for the cut required and will not damage the diamond	1	4
	PC18. comply with relevant legislation, standards, policies and procedures	1	4
		8	75
G&J/N9930 This OS unit is about maintaining company's intellectual property	PC1. spot plagiarism and report	1	0
	PC2. understand rationale of patents and IPR	1	0
	PC3. avoid being involved in IPR violations	1	0
		3	0
G&J/N9932 This OS unit is about communicating with subordinates, colleagues and seniors in order to maintain smooth and hazards free work flow	PC1. clearly communicate instructions and work requirements	1	0
	PC2. understand the problems	1	0
	PC3. understand the work output requirements	1	0

	PC4. understand company policy and rule	0	0
	PC5. deliver quality work on time as required by reporting any anticipated reasons for delays	1	2
	PC6. put team over individual goals	1	0
	PC7. resolve conflicts and multitask	1	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