

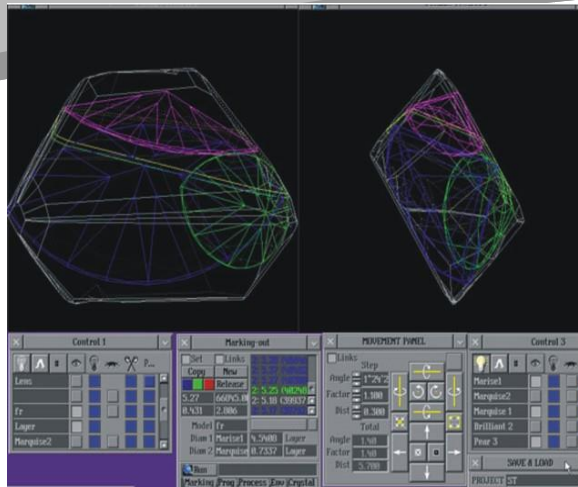
QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY

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-Planning Supervisor

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Diamond planning

REFERENCE ID: G&J/Q4205

ALIGNED TO: NCO-2004/ NIL

Planning Supervisor: In the Indian diamond processing industry, Planning Supervisor is in-charge running the day-to-day work flow and processes of the planning 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 planning to derive maximum value from a rough as per company's objectives and delivers on time.

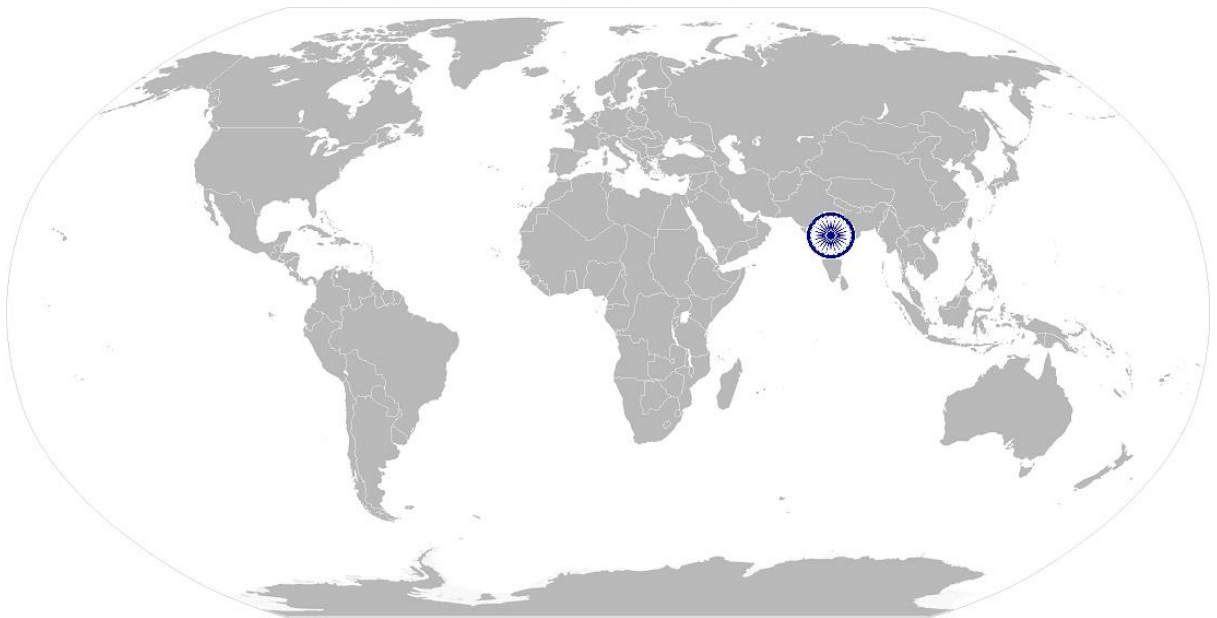
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; steady hands; a sharp mind to spot and correct errors; ability work for long hours not necessarily on one desk; high level of concentration and patience. The individual must have ability to manage team and skills to improve quality of output of the team.

Job Details

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|---------------------------------|-----------------------------|-------------------------|-----------------|
| Qualifications Pack Code | G&J/Q4205 | | |
| Job Role | Planning Supervisor | | |
| Credits(NVEQF/NVQF/NSQF) | TBD | Version number | 1.0 |
| Sector | Gems & Jewellery | Drafted on | 18/06/13 |
| Sub-sector | Diamond Processing | Last reviewed on | 30/07/13 |
| Occupation | Diamond Planning | Next review date | 15/07/15 |

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| Job Role | Planning Supervisor |
| Role Description | Monitoring the work of planners and other helpers , for the purpose of deriving maximum value from a rough for the company |
| NVEQF/NVQF level | 5 |
| Minimum Educational Qualifications | 12 th standard passed |
| Maximum Educational Qualifications | |
| Training | Diamond Planning |
| Experience | 3 years minimum |
| Applicable National Occupational Standards (NOS) | <p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N4205 Supervise planning 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 planning operations by monitoring, instructing, educating and training in order to ensure that maximum value from the rough can be derived 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/N4205

Supervise planning operations

National Occupational Standard

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| Unit Code | G&J/N4205 |
| Unit Title (Task) | Supervise the planning, inclusion plotting and spectrum operations |
| Description | This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of planners including the dopers/helpers |
| Scope | <p>This unit/task covers the following:</p> <p>Deliver the bag of rough diamonds to planner/ doper</p> <ul style="list-style-type: none"> • match the stone type, weight and number as mentioned on the bag • allocate work to doper, planner according to their work load and level of expertise, e.g., type of roughs handled in the past, size and weight of rough, clarity of the rough • 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, updated prices, if required • explain the hazards involved and precautions to be taken to avoid accidents <p>Check the requirements stated by the planner</p> <ul style="list-style-type: none"> • check the windowing requirement stated by the planner if required or not, if required check the marking and send for windowing • check the inclusion plotting technology selected by the planner and send to the respective supervisor for plotting • check if the doping requirement stated by the planner to the doper is correct or some change is required • check the accuracy of the labeling on the packet by the planner before sending it to any other process <p>Describe the doping requirement to doper</p> <ul style="list-style-type: none"> • instruct about the sequence of side, angle and alignment of doping • remind about secure doping and type of dop/stage/pin to be used • describe the final outcome as desired as per plan <p>Monitor work done by the planner</p> <ul style="list-style-type: none"> • check if the final plan suggested by the planner has estimated the best dimensions like the shape, colour, clarity, carat, cut, etc. which can be derived from the rough to maximize the value for the company as per its policy • suggest a different plan if planning does not seem to be optimum • check if the colour estimation is correct or a spectrum is needed for confirmation • check if the means of rough cutting suggested by the planner is best suited for the planned cut • check the marking and send the rough for cutting/sawing; after cutting receive the cut pieces, check the accuracy of the cut and give it to the planner for final planning • check if the final plan made by the planner for the cut pieces is optimum, then |

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Supervise planning operations

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| | <p>make a packet for production and return it to the manager</p> <p>Perform quality check</p> <ul style="list-style-type: none"> • ensure the work done by the planner or helper is complete and correct • revise the planning for a particular rough at a later stage (like post cutting) if required due to circumstances like change in the prices or demand <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 • 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 planner • ensure that there is no loss of stone by any team member during the entire planning process • track the movement of all the roughs initially received for planning, and at each moment know the status of each rough (i.e. where is it and who is handling how many stones) • return bagged roughs ready for production 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"> • difficulty in plan selection • inability to select method of inclusion plotting / cutting • damage to the rough while marking • machine failure • shortage of dops, pins, holders, etc. • shortage of consumables like, cleaning agents, marker pens, etc. • workforce shortage • personal issues among workers • reasons for anticipated delays that may adversely affect |
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Supervise planning operations

| Performance Criteria(PC) w.r.t. the Scope | |
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| Element | Performance Criteria |
| Quality of output | To be competent, the user/individual on the job must be able to: PC1. judge the accuracy of planning PC2. ensure maximum value from the rough given for planning PC3. ensure weight loss planned is within company's prescribe limit PC4. ensure the cut planned is as per company's objectives, market demand to ensure customer's satisfaction PC5. ensure accurate labeling on the packet created for production |
| Productivity | To be competent, the user/individual on the job must be able to: PC6. achieve the productivity in terms of carats or number of pieces as set by the company PC7. deliver in time to next process |
| Allocating work | To be competent, the user/individual on the job must be able to: PC8. accurately assess the worker's capabilities and work load in order to distribute work for maximum productivity PC9. Accurately describe the job at hand to the worker PC10. instruct about precautions to be taken to deliver the job at hand as planned PC11. clearly define delivery schedule and work output requirements PC12. anticipate and be alert about any disruptions and worker's capabilities |
| Problems handling | To be competent, the user/individual on the job must be able to: PC13. resolve problems related to machine and tools to deliver on time PC14. resolve problems related to workers and their productivity PC15. encourage workers to achieve higher productivity PC16. rectify faulty planning |
| Controlling defects | To be competent, the user/individual on the job must be able to: PC17. ensure there is no loss or damage to the diamond while planning |
| Multitasking | To be competent, the user/individual on the job must be able to: PC18. handle the team of another supervisor in the department in case of his/her absence |
| Process Compliances | To be competent, the user/individual on the job must be able to: PC19. 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 |

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Supervise planning operations

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| | <p>diamonds)</p> <p>KA8. diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</p> <p>KA9. management of worker, quality and productivity</p> <p>KA10. conflict resolution and problem solving</p> <p>KA11. performance appraisal</p> |
| <p>B. Technical Knowledge</p> | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. computer and laser marking machine operations</p> <p>KB2. using different diamond planning software</p> <p>KB3. shape, cut, clarity, carat, colour and physical characteristics of the diamond</p> <p>KB4. tension in a diamond and use of tension machine</p> <p>KB5. fluorescence level of the diamond</p> <p>KB6. types of inclusions in a diamond</p> <p>KB7. inclusion planning methods (MBox, IG, Galaxy, etc.) and its software</p> <p>KB8. spectrum process</p> <p>KB9. file sharing on company's server</p> <p>KB10. valuation of a diamond</p> <p>KB11. potential ways that may cause damage to a diamond</p> <p>KB12. potential work hazards, particularly, when using laser marking machine</p> <p>KB13. techniques of cutting a rough diamond</p> <p>KB14. windowing process</p> <p>KB15. bruting and polishing process</p> <p>KB16. use of various scopes in diamond processing</p> <p>KB17. geometry to understand the angles and symmetry</p> <p>KB18. grading standards followed by GIA, IGI and HRD</p> <p>KB19. repair work</p> <p>KB20. accounting of stones and documentation</p> <p>KB21. team management</p> |
| <p>Skills (S) [Optional]</p> | |
| <p>A. Core Skills/ Generic Skills</p> | <p>Reading and writing skills</p> <p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to read about different types of roughs and their properties</p> <p>SA2. to read descriptions on the diamond packets/ bags</p> <p>SA3. to document work flow, quality standards and outcomes as per company policy</p> <p>SA4. to read company rules/compliance documents required to complete the work</p> <p>Calculation and geometry skills</p> <p>The user/individual on the job needs to know and understand how:</p> <p>SA5. to check the angles, size and shapes of the diamond in the plan</p> <p>SA6. to calculate the approximate value of the diamond</p> <p>Communication skills</p> <p>The user/individual on the job needs to know and understand how:</p> <p>SA7. to discuss task, schedules, and work-loads with team members, co-workers,</p> |

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Supervise planning operations

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| | <p>manager and other supervisors</p> <p>SA8. to give instructions to the team members about the planning required</p> <p>SA9. to give appropriate instructions and feedback to different levels of workers under supervision</p> <p>SA10. to educate about safety and work hazards</p> <p>SA11. to train on loss avoidance, productivity and correct steps to follow on the job</p> <p>SA12. to inform about IPR issues pertaining to the company and detecting violations</p> <p>SA13. to resolve inter-personal conflicts between workers and co-workers</p> <p>Team management skills</p> <p>The user/individual on the job needs to know and understand how:</p> <p>SA14. to distribute work equitably and according to seniority and experience of worker</p> <p>SA15. to encourage workers to share workload and deliver on time</p> <p>SA16. to assess worker requirements in terms of training, tools, machinery, workspace and other facilities</p> <p>SA17. to appraise based on company's standards and workers' performance</p> <p>SA18. to encourage workers to multitask, update and work on new technologies</p> |
| B. Professional Skills | <p>Diamond valuation skills</p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB1. to estimate a basic value of the diamond</p> <p>Using tools and machines</p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB2. to work with laser mapping and marking machine, and computers</p> <p>SB3. to dop a rough on a die pin using a glue and the application of whitener on the rough before putting it in the laser machine</p> <p>SB4. to use use tools like tweezers, eye glass, etc. to hold and view the diamond</p> <p>SB5. To clean a diamond using agents like acetone, water, etc.</p> <p>SB6. to maintain tools and machines used</p> <p>SB7. to work in a safe environment, i.e., without injuries</p> <p>Planning skills</p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB8. to plan work for of the team members according to work load and immediate delivery commitments</p> <p>Decision making skills</p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB9. to decide which team member should be assigned what type of rough</p> <p>SB10. to decide inclusion plotting technology to be selected</p> <p>SB11. to decide the final plan to be selected for diamond polishing</p> <p>SB12. to decide on the windowing, spectrum, etc. requirements</p> <p>Reducing loss</p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB13. to handle diamonds with care</p> |

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| | SB14. to minimize damage or loss of any diamond during the planning process SB15. to report diamond losses via documentation as per company policy SB16. to suggest improvements in order to reduce loss |
| | Innovative thinking |
| | The user/individual on the job needs to know and understand how: SB17. to devise new means of working to improve productivity SB18. to suggest different or innovative plans, which may yield higher returns for the company |
| | Analytical thinking |
| | The user/individual on the job needs to know and understand how: SB19. to analyze the options as per company's objectives before final plan selection SB20. to assess the accuracy of the work done by the plotter, planner, spectrum operator, or the dooper such as accuracy of inclusion plotting of the rough given by the plotter |
| | Reflective thinking |
| | The user/individual on the job needs to know and understand how: SB21. to make people work for long hours in a sitting position without health problems |
| | Critical thinking |
| The user/individual on the job needs to know and understand how: SB22. to spot process disruptions and delays SB23. to arrange for tools, machines and consumables in time | |

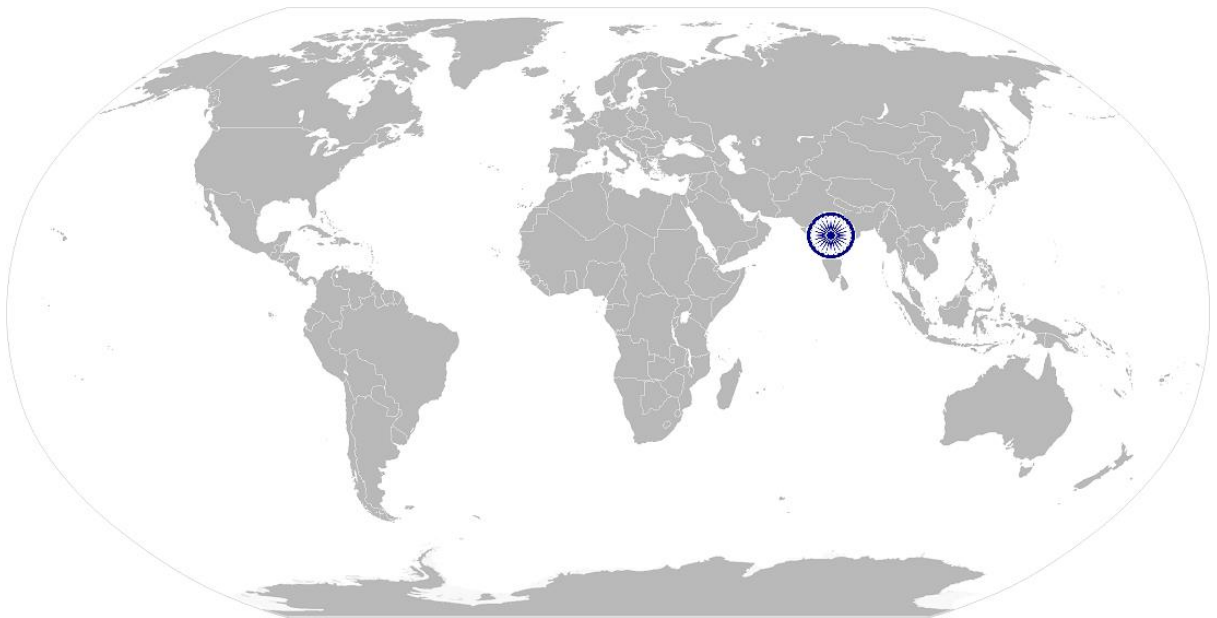
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Supervise planning operations

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| NOS Code | G&J/N4205 | | |
| Credits(NVEQF/NVQF/NSQF) [OPTIONAL] | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 18/06/13 |
| 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

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| 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> | |

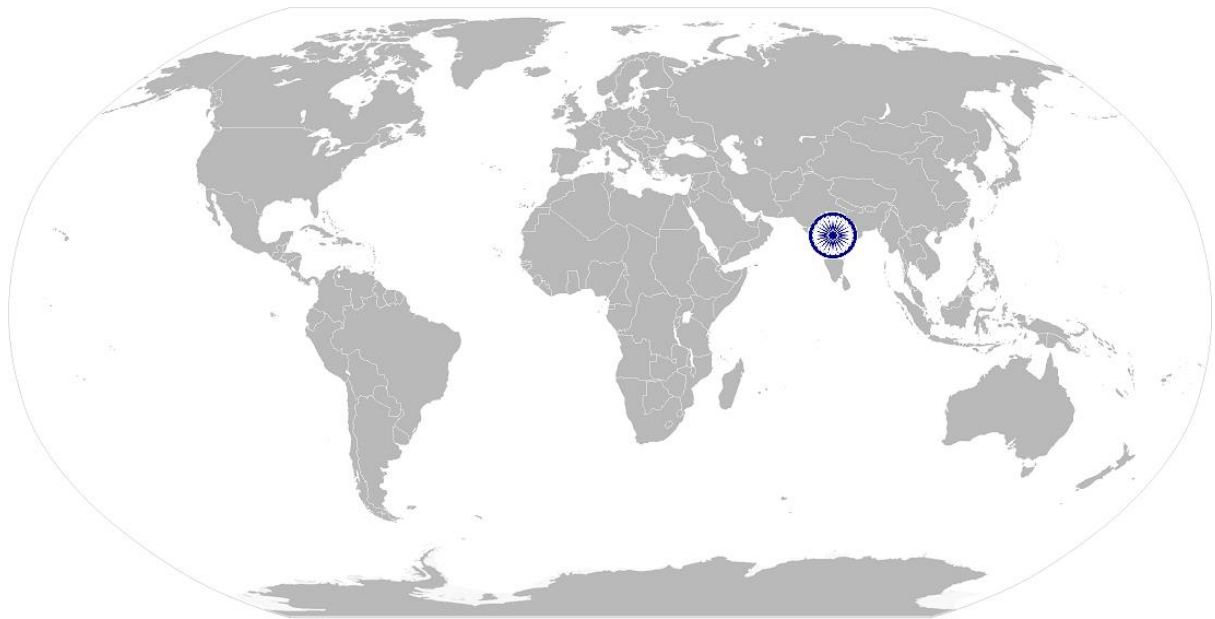
G&J/N9930

Maintain IPR

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| NOS Code | G&J/N9930 | | |
| Credits(NVEQF/NVQF/NSQF) [OPTIONAL] | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 18/06/13 |
| 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

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| 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 | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. clearly communicate instructions and work requirements</p> <p>PC2. understand the problems</p> |

G&J/N9932

Coordinate with the team and others

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| 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 |

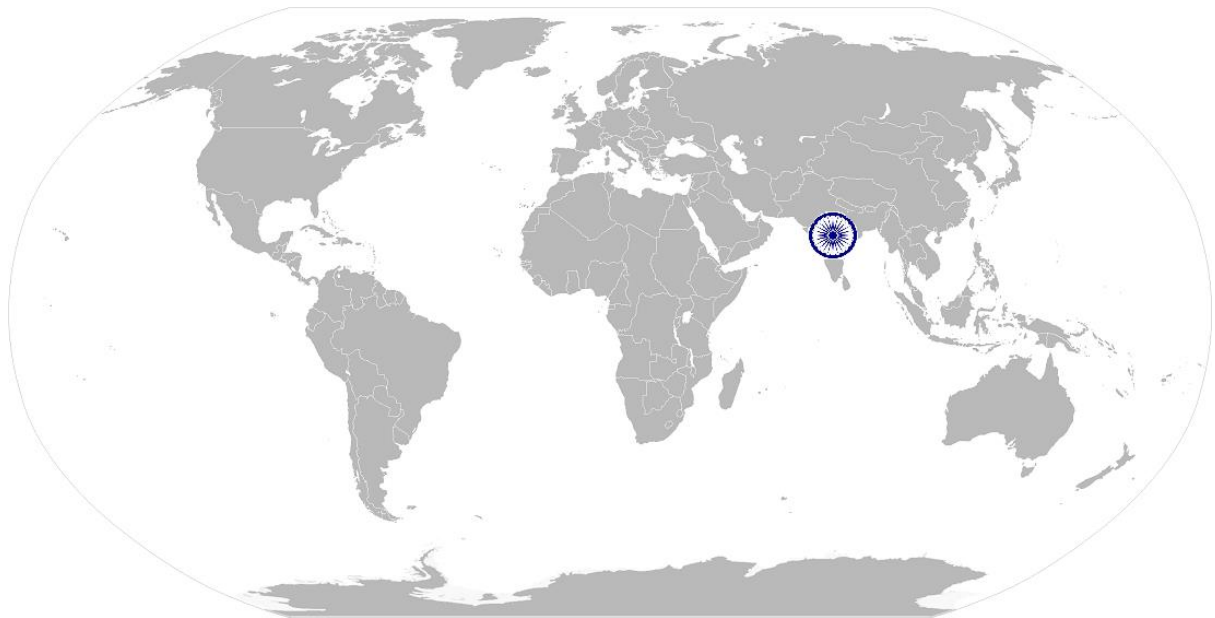
G&J/N9932

Coordinate with the team and others

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| NOS Code | G&J/N9932 | | |
| Credits(NVEQF/NVQF/NSQF) [OPTIONAL] | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 18/06/13 |
| 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

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| 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 KA3. importance of the individual's role in the workflow KA4. reporting structure |

G&J/N9933

Maintain safety

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| <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 | 18/06/13 |
| 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 |

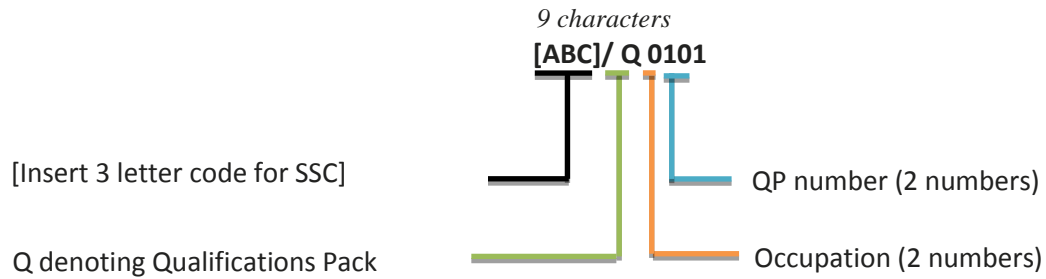
Acronyms

| | 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

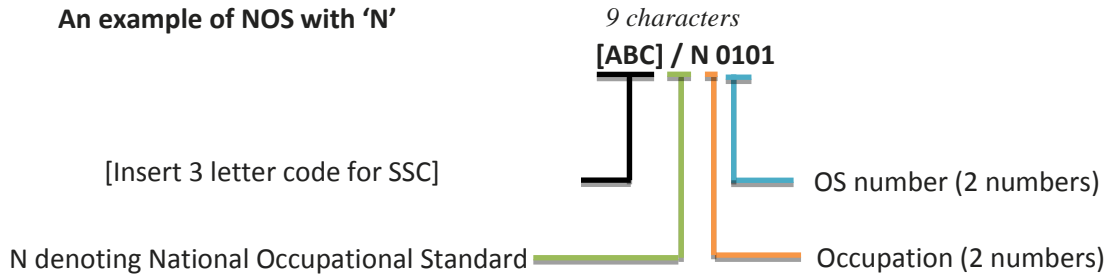
Nomenclature for QP and NOS

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 | 42 |
| Next two numbers | OS number | 02 |

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role - Planning Supervisor
Qualification Pack Planning 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/N4205 This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of planners including the dopers/helpers | PC1. judge the accuracy of planning | 1 | 4 |
| | PC2. ensure maximum value from the rough given for planning | 1 | 4 |
| | PC3. ensure weight loss planned is within company's prescribe limit | 1 | 4 |
| | PC4. ensure the cut planned is as per company's objectives, market demand to ensure customer's satisfaction | 1 | 4 |
| | PC5. ensure accurate labeling on the packet created for production | 1 | 4 |
| | PC6. achieve the productivity in terms of carats or number of pieces as set by the company | 0 | 4 |
| | PC7. deliver in time to next process | 0 | 4 |
| | PC8. accurately assess the worker's capabilities and work load in order to distribute work for maximum productivity | 0 | 4 |
| | PC9. Accurately describe the job at hand to the worker | 1 | 4 |

| | | | |
|---|--|----|----|
| | PC10. instruct about precautions to be taken to deliver the job at hand as planned | 1 | 4 |
| | PC11. clearly define delivery schedule and work output requirements | 0 | 4 |
| | PC12. anticipate and be alert about any disruptions and worker's capabilities | 1 | 4 |
| | PC13. resolve problems related to machine and tools to deliver on time | 0 | 4 |
| | PC14. resolve problems related to workers and their productivity | 0 | 4 |
| | PC15. encourage workers to achieve higher productivity | 0 | 4 |
| | PC16. rectify faulty planning | 1 | 4 |
| | PC17. ensure there is no loss or damage to the diamond while planning | 1 | 4 |
| | PC18. handle the team of another supervisor in the department in case of his/her absence | 0 | 4 |
| | PC19. comply with relevant legislation, standards, policies and procedures | 1 | 3 |
| | | 11 | 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 | PC1. clearly communicate instructions and work requirements | 1 | 0 |

| | | | |
|--|---|---|---|
| subordinates, colleagues and seniors in order to maintain smooth and hazards free work flow | PC2. understand the problems | 1 | 0 |
| | PC3. understand the work output requirements | 1 | 0 |
| | PC4. understand company policy and rule | 1 | 0 |
| | PC5. deliver quality work on time as required by reporting any anticipated reasons for delays | 0 | 2 |
| | PC6. put team over individual goals | 1 | 0 |
| | PC7. resolve conflicts and multitask | 1 | 0 |
| | | 3 | 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 | |