

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-Rough Marker

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Rough assorting

REFERENCE ID: G&J/Q4102

ALIGNED TO: NCO-2004/ NIL

Rough Marker: Also known as Marker, a rough marker marks the assorted roughs to provide a direction for further processing.

Brief Job Description: The individual at work needs to mark assorted rough diamonds manually, using a marker pen for various requirements like identification, windowing, cleaving, laser or blade sawing, bruising, etc. A marker needs to use his/her experience and make precise marking as the accuracy of the following process depends on the accuracy of the marking. The marking must be made with the objective of maximizing the value, or any other as fixed by the company.

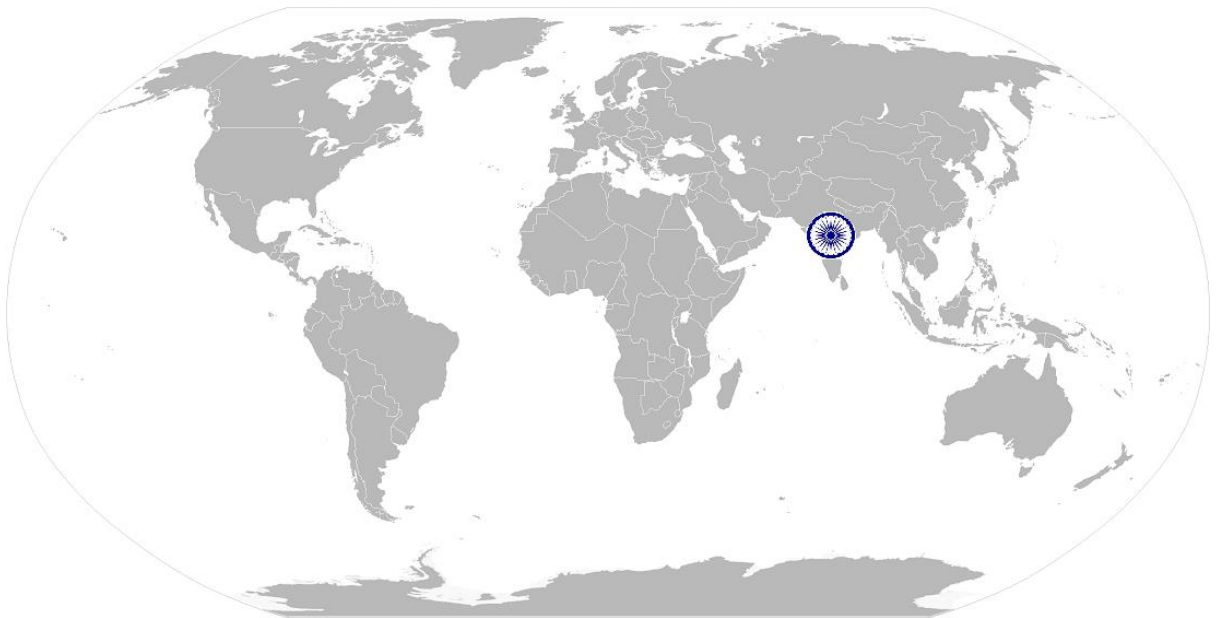
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work for long hours in sitting position; high concentration; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4102		
Job Role	Rough Marker		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	05/06/13
Sub-sector	Diamond Processing	Last reviewed on	30/07/13
Occupation	Rough Assorting	Next review date	15/07/15

Job Role	Rough Marker Also known as 'Marker'
Role Description	Making markings on the rough diamond using a fine marker pen, to provide a direction for the next process like windowing, cleaving, sawing, etc.
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/N4102 Mark the rough diamonds 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 about marking assorted rough diamonds using a marker pen for various purposes like identification, windowing, cleaving, laser or blade sawing, bruising, etc. A marker must make precise marking as the accuracy of the following process depends on the accuracy of the marking. The marking must be made with the objective of maximizing the value, or any other as fixed by the company.

G&J/N4102

Mark the rough diamonds

National Occupational Standard

Unit Code	G&J/N4102
Unit Title (Task)	Mark the rough diamond
Description	This OS unit is about marking the rough diamonds for providing a line of action to further processing like windowing, sawing, cleaving, etc. or for the purpose of identification
Scope	<p>This unit/task covers the following:</p> <p>Receive the packet of roughs from the assorter</p> <ul style="list-style-type: none"> • check the weight and number of stones, against what is mentioned on the packet • remove the roughs from the packet and place them on the tray under the light <p>Look at each rough individually through an eye glass and make the required markings</p> <ul style="list-style-type: none"> • hold the rough with the help of tweezers under light and view it through a loupe one by one • mark them as per its classification, e.g. <ul style="list-style-type: none"> ○ windowing – In the roughs for windowing mark the area where windowing must be done ○ cleavable – Mark the point where the groove needs to be created on the plane of weakness of the stone ○ sawable – Mark the line across which the rough needs to be cut ○ makeable – Mark the girdle of the diamond for bruiting ○ identification – In some cases where markings need to be made just for identification of the diamond and not for further processing, a marker must make appropriate markings as per company policy <p>Perform quality check</p> <ul style="list-style-type: none"> • markings must be made in accordance to the objective of the company like maximizing the value, maximizing yield, colour retention, etc. • one must ensure that the marking is precise and the further process on the marking should not damage the diamond • in case of a faulty marking, use appropriate cleaning agent, remove the wrong marking and repeat the marking process <p>Label the marked roughs as per the company policy and send it for further processing</p> <p>Report problems about:</p> <ul style="list-style-type: none"> • mismatch in the number of roughs • difference in the actual quality of roughs vis-à-vis specified on packet • any problems in marking of roughs, like difficulty in identifying the plane of weakness for cleaving, etc. • quality of the marker pen

G&J/N4102

Mark the rough diamonds

Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Quality of Marking	To be competent, the user/individual on the job must be able to: PC1. accurately and clearly mark the roughs as per the company's policies PC2. ensure no damage to the stone due to faulty marking PC3. complete work with no loss of roughs
Productivity	To be competent, the user/individual on the job must be able to: PC4. achieve the productivity in terms of carats or number of pieces as set by the company PC5. deliver in time to next process
Problems Handling	To be competent, the user/individual on the job must be able to: PC6. detect and correct / repair a faulty marking
Process Compliances	To be competent, the user/individual on the job must be able to: PC7. 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; 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 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.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of diamond roughs and its properties KB2. rough assortment KB3. windowing process KB4. rough cutting process (Cleaving and Sawing) KB5. polishing process in the factory (Bruting, Blocking, Bottom, Top, Table, Rounding, etc.) KB6. 4Cs of diamond (Colour, Cut, Clarity and Carat) KB7. rough diamond shading – colour wise (LB-LC-White-Fancy) KB8. use of various scopes in diamond processing KB9. stress (tension) of the diamond KB10. types of diamond inclusions KB11. valuation as per market practice KB12. windowing process to look inside a rough KB13. repair work

G&J/N4102

Mark the rough diamonds

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 rough packets/ bags SA2. to make markings as per requirement on the rough SA3. 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: SA4. to judge the planes, angles and other dimensions of the rough, to make appropriate markings SA5. to judge the extent of marking required for a particular type of rough (size of the groove, cut, etc.) SA6. to approximately estimate the value of the diamond
	Communication skills
	The user/individual on the job needs to know and understand how: SA7. to discuss task, schedules, and work-loads with co-workers and supervisors SA8. to understand instructions and report problems
	Teamwork and multitasking skills
	The user/individual on the job needs to know and understand how: SA9. to share work load as required SA10. to assist others who require help SA11. to share knowledge with co-workers
B. Professional Skills	Decision making
	The user/individual on the job needs to know and understand how: SB1. to decide which plane to mark in order to achieve the company's objective of maximizing value and minimizing the damage to the rough SB2. to decide the size of marking and the number of markings required
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB3. to work with the tools and machines used in assorting process such as loupe/eye glass, tweezers and marking pen SB4. to maintain tools and machines used SB5. to adjust lighting to view the diamonds clearly SB6. to work in a safe environment, i.e., without injuries
	Reducing loss
	The user/individual on the job needs to know and understand how: SB7. to handle rough diamonds with care SB8. to minimize damage or loss of any diamond during the sorting process SB9. to report diamond losses via documentation as per company policy SB10. to suggest improvements in order to reduce loss

G&J/N4102

Mark the rough diamonds

	Planning and organizing
	The user/individual on the job needs to know and understand how: SB11. to plan and organize work in order to ensure maximum productivity
	Diamond valuation
	The user/individual on the job needs to know and understand how: SB12. to derive the approximate value of the diamond based on the rough provided, if different markings are made
	Analytical thinking
	The user/individual on the job needs to know and understand how: SB13. to use the knowledge/experience about similar quality of roughs in the past to predict the final outcome/quality of the current lot SB14. to analyze the expected yield, clarity from the rough, while marking
	Problem solving
	The user/individual on the job needs to know and understand how: SB15. to rectify defects occurred
	Reflective thinking
	The user/individual on the job needs to know and understand how: SB16. to 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: SB17. to apply, analyze, and evaluate the knowledge gathered from observation, experience, reasoning, or communication, as a guide to thought and action SB18. to spot process disruptions and delays

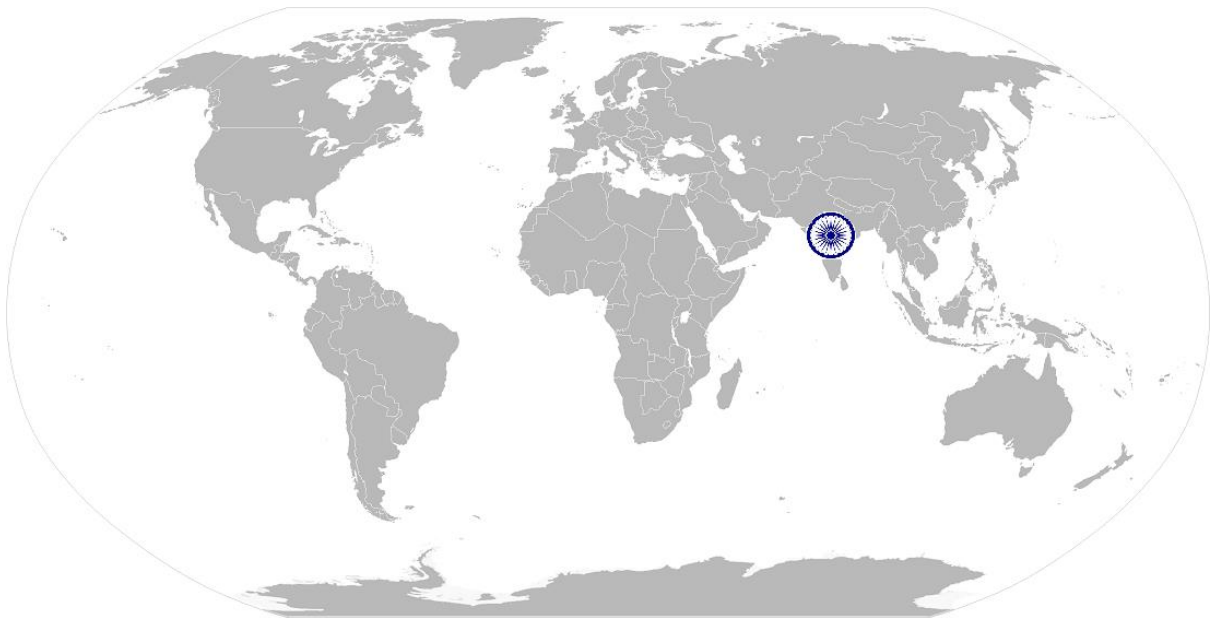
G&J/N4102

Mark the rough diamonds

NOS Version Control

NOS Code	G&J/N4102		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	05/06/13
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>	

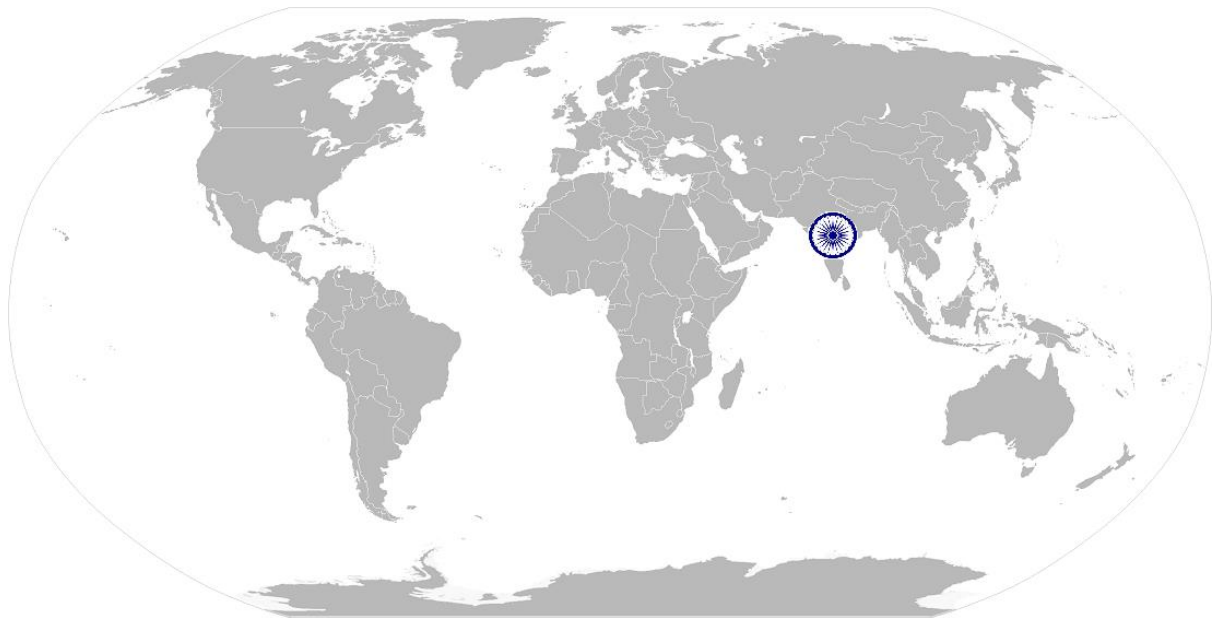
G&J/N9930

Maintain IPR

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Industry	Gems & Jewellery	Drafted on	05/06/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
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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

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	

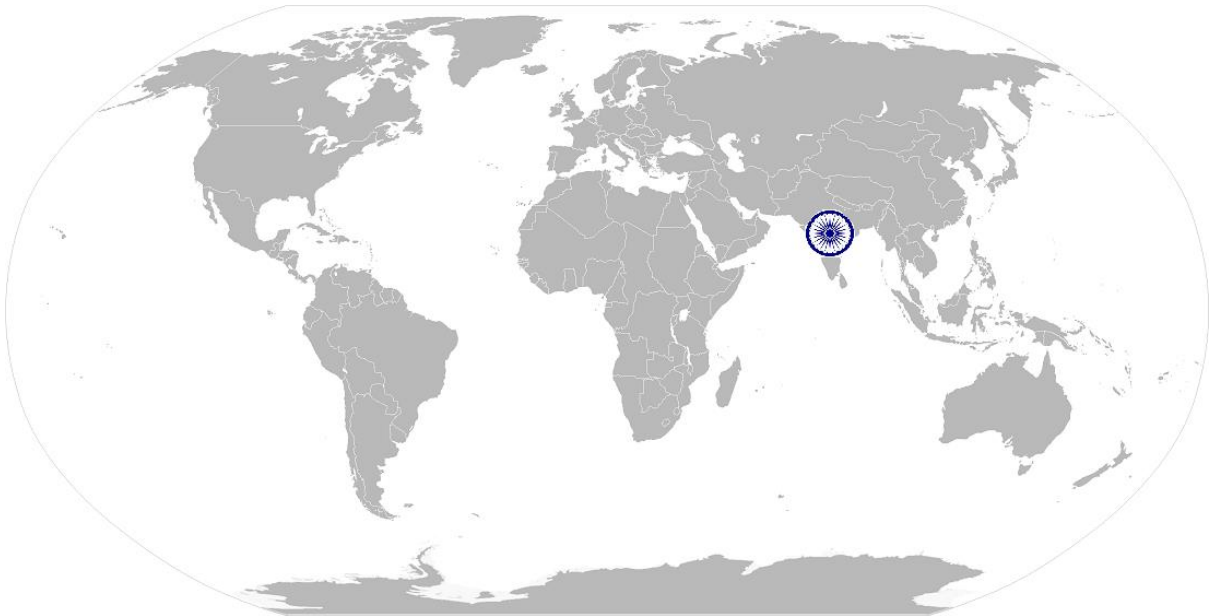
G&J/N9931

Coordinate with team and superiors

NOS Version Control

NOS Code	G&J/N9931		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	05/06/13
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 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

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Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	05/06/13
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

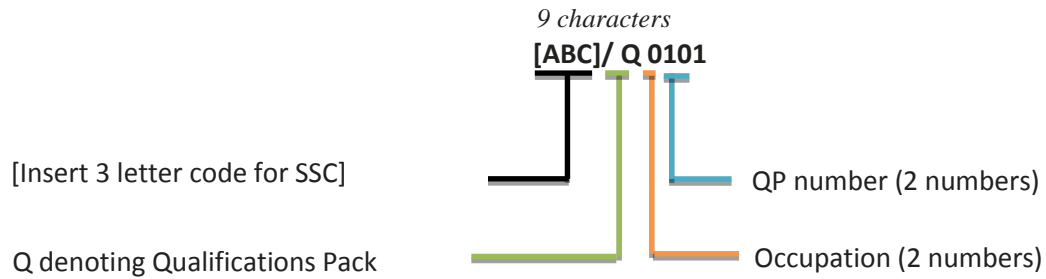
Acronyms

	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

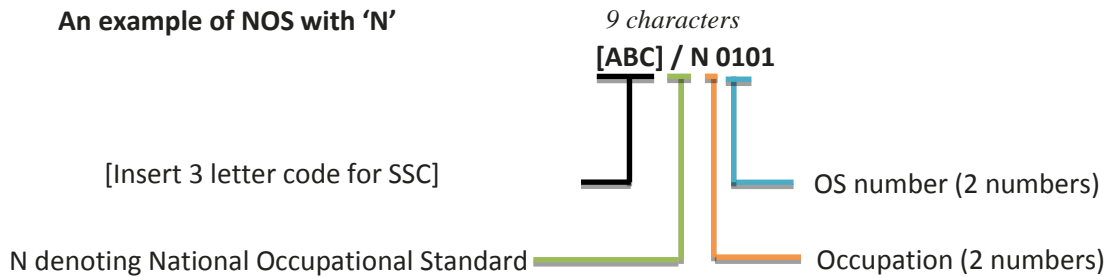
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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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	41
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

-			
<u>Job Role</u>	<u>Rough Marker</u>		
<u>Qualification Pack</u>	<u>Rough Marker</u>		
<u>Sector Skill Council</u>	GEMS & JEWELLERY		
<u>Guidelines for Assessment:</u>			
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/N4102 This OS unit is about marking the rough diamonds for providing a line of action to further processing like windowing, sawing, cleaving, etc. or for the purpose of identification	PC1. accurately and clearly mark the roughs as per the company's policies	2	13
	PC2. ensure no damage to the stone due to faulty marking	1	12
	PC3. complete work with no loss of roughs	1	10
	PC4. achieve the productivity in terms of carats or number of pieces as set by the company	1	10
	PC5. deliver in time to next process	1	10
	PC6. detect and correct / repair a faulty marking	1	10
	PC7. comply with relevant legislation, standards, policies and procedures	1	10

		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/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	PC1. spot and report potential hazards on time	1	0
	PC2. follow company policy and rules regarding hazardous materials	1	0

dangers of accidents on the job	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	