

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS AND JEWELLERY INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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CONTENTS

1. Introduction and Contacts.....[P1]
2. Qualifications Pack.....[P2]
3. Glossary of Key Terms[P3]
4. OS Units.....[P5]
5. Annexure: Nomenclature for QP & OS.[P26]
6. Assessment Criteria.....[P28]

Introduction

Qualifications Pack – Planner – Diamond Processing (Option): Marker

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Rough Assorting

REFERENCE ID: G&J/Q4205

ALIGNED TO: NCO-2015/NIL

Brief Job Description: Individuals on this job use the designing software and planning and marking machines to decide where to mark the diamond rough for generating the most profitable polished diamond for the company as per its policy of maximizing value or colour and weight retention.

Option 1 - Marker:

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; ability to work for long hours in sitting position in front of the computer; high level of concentration; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4205		
Job Role	Planner – Diamond Processing		
Credits (NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	28/08/2016
Sub-sector	Diamond Processing	Last reviewed on	10/11/2017
Occupation	Diamond Planning	Next review date	10/11/2021
NSQC Clearance on*	DD/MM/YYYY		

* only after clearance from NSQC

Job Role	Planner – Diamond Processing (Marker)
Role Description	Designing the final dimensions of the diamond using diamond planning software on the computer, as per the company's objectives and mark it using laser marker for further cutting and processing
NSQF level	4
Minimum Educational Qualifications*	8th Standard
Maximum Educational Qualifications*	Not applicable
Training (Suggested but not mandatory)	Not applicable
Minimum job entry age	18 years
Experience	Not applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N4202 Plan the final cut of the diamond G&J/N9901 Coordinate with others G&J/N9902 Maintain health and safety at workplace <p>Options (not mandatory):</p> <p>Option 1: Marker</p> <ol style="list-style-type: none"> G&J/N4205 Mark the rough diamonds
Performance Criteria	As described in the relevant OS units

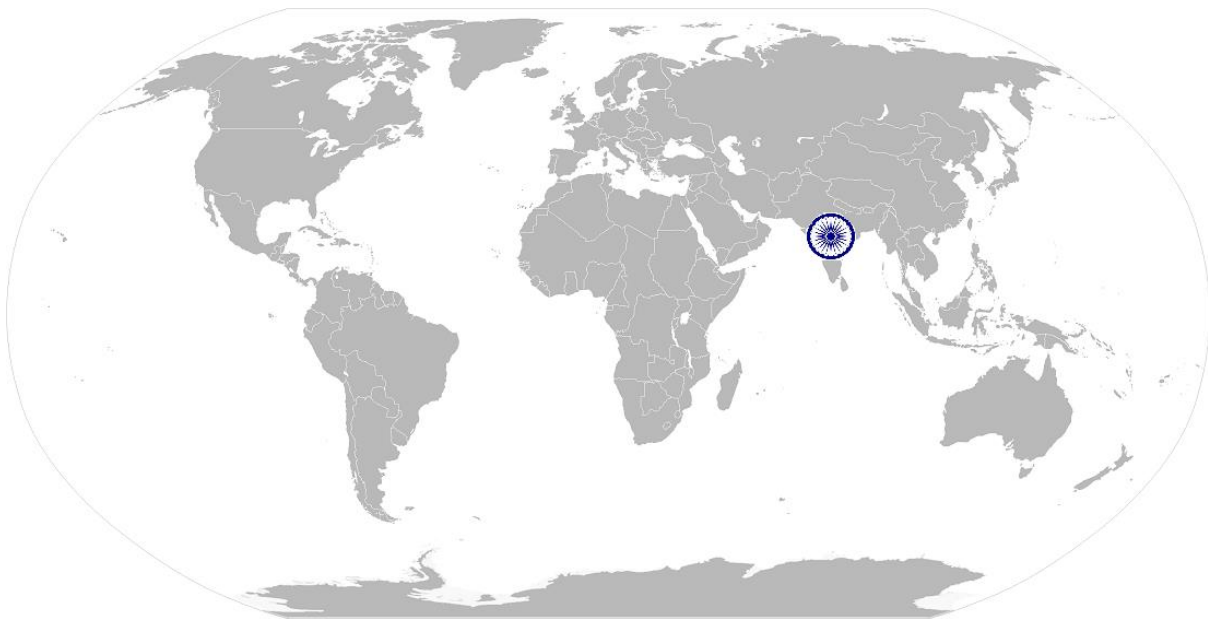
Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. In the context of the OS, these include communication related skills that are applicable to most job roles.

Acronyms

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

National Occupational Standard



Overview

This unit is about analyzing diamond rough to decide how a diamond will be cut, with twin objectives of maximizing return on investment and optimizing its turnaround time. Scanning devices are used to get 3-dimensional computer model of the rough stone. Also, inclusions are photographed and placed on the 3D model, which is then used to decide on an optimum cut for the stone. Incorrect marking by a fraction can make a difference of thousands of dollars.

G&J/N4202

Plan the final cut of the diamond

Unit Code	G&J/N4202
Unit Title (Task)	Plan the final cut of the diamond
Description	This OS unit is about deciding the final dimensions of the rough diamond, in order to maximize the return on investment for the company
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing the rough diamond for planning • Operating the software • Quality of planning • Achieving productivity • Controlling defects • Multitasking
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing the rough diamond for planning	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. analyse the rough diamond using an eye glass, draw a rough figure of the diamond and record first observations such as colour, purity, etc.</p> <p>PC2. mark and send the rough for windowing if required and check on receipt if the windowing is as per requirement</p> <p>PC3. fix the rough on a die pin with a glue meticulously and ensure it is in accord with the alignment</p> <p>PC4. apply whitener and place the rough in the laser mapping machine to create its image without damaging it</p> <p>PC5. remove from laser machine on creation of the image and clean it using cleaning agents such as acetone</p>
Operating the software	<p>PC6. ensure the designing of the rough diamond as done by using designing software</p> <p>PC7. create the image of the rough using the laser machine</p> <p>PC8. enter the data of the parameters such as dimensions with diligence</p>
Quality of planning	<p>PC9. decide the fate of a diamond and pick the optimum plan</p> <p>PC10. extract maximum value from a particular rough as compared to others</p> <p>PC11. ensure that no re-planning is required for any rough</p> <p>PC12. mark the rough for cutting with accuracy</p> <p>PC13. select the right method for inclusion plotting and rough cutting</p> <p>PC14. label and bag the roughs packet before returning</p>
Achieving productivity	<p>PC15. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC16. ensure, delivery for further processing is not delayed</p>
Controlling defects	<p>PC17. ensure no damage to the rough during the planning process</p> <p>PC18. spot and correct a faulty planning</p>

G&J/N4202

Plan the final cut of the diamond

	PC19. asses that the marking is correct for the cut required and will not damage the diamond
Multitasking	PC20. work on multiple roughs at the same time and switch the planning quickly depending on the type of rough
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and personnel management</p> <p>KA2. Non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</p> <p>KA3. Liability arising out of loss, theft, or inadvertent disclosure of confidential information</p> <p>KA4. Work flow involved in gemstone processing of company</p> <p>KA5. Importance of the individual's role in the workflow</p> <p>KA6. Reporting structure</p> <p>KA7. Issue return procedures followed by the company</p> <p>KA8. Typical customer profile and market trends</p> <p>KA9. Specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</p> <p>KA10. Diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</p>
B. Technical Knowledge	<p>KB1. Computer and laser marking machine operations</p> <p>KB2. Using different diamond planning software</p> <p>KB3. Different types of diamond roughs and its properties</p> <p>KB4. Rough assortment</p> <p>KB5. Windowing process</p> <p>KB6. Rough cutting process (Cleaving and Sawing)</p> <p>KB7. Polishing process in the factory (Bruting, Blocking, Bottom, Top, Table, Rounding, etc.)</p> <p>KB8. Rough diamond shading – colour wise (LB-LC-White-Fancy)</p> <p>KB9. Use of various scopes in diamond processing</p> <p>KB10. Shape, cut, clarity, carat, colour and physical characteristics of the diamond</p> <p>KB11. Tension in a diamond and use of tension machine</p> <p>KB12. Fluorescence level of the diamond</p> <p>KB13. Types of inclusions in a diamond</p> <p>KB14. Inclusion planning methods (Box, IG, Galaxy, etc.) and its software</p> <p>KB15. Spectrum process</p> <p>KB16. File sharing on company's server</p> <p>KB17. Valuation of a diamond</p> <p>KB18. Potential ways that may cause damage to a diamond</p> <p>KB19. Potential work hazards, particularly, when using laser marking machine</p> <p>KB20. Techniques of cutting a rough diamond</p> <p>KB21. Windowing process</p> <p>KB22. Bruting and polishing process</p>

G&J/N4202

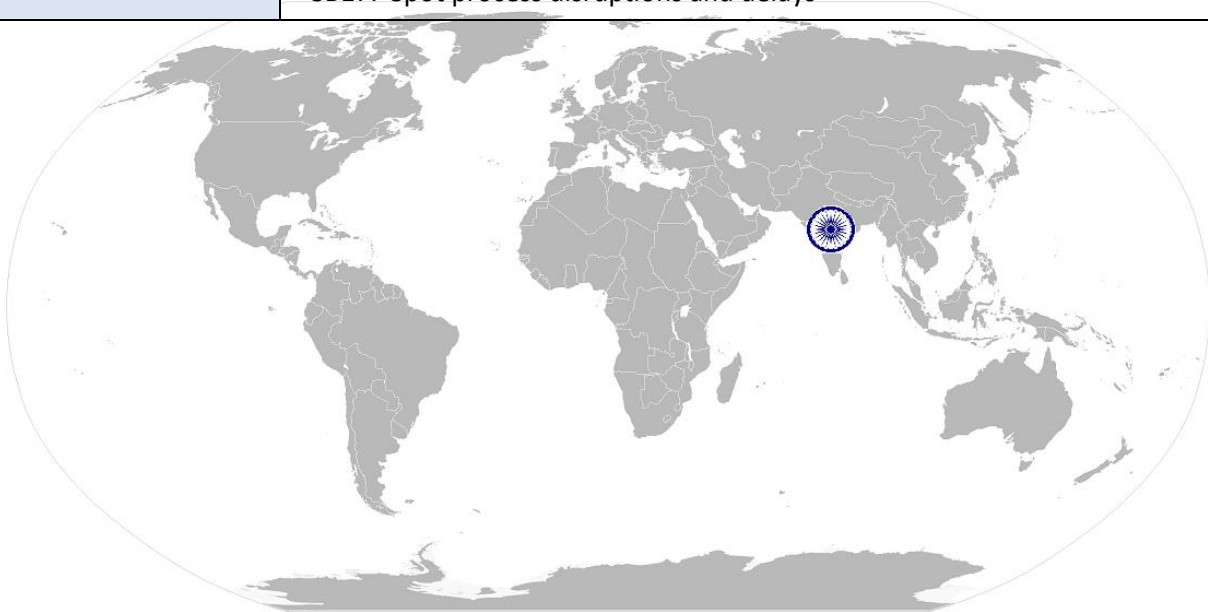
Plan the final cut of the diamond

	<p>KB23. Use of various scopes in diamond processing KB24. Geometry to understand the angles and symmetry KB25. GIA diamond grading criteria KB26. Repair work</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Document work done for status and performance appraisal SA2. Document damage to the rough while marking as per companies rules
	Reading Skills
	SA3. To read descriptions on the diamond packets/ bags SA4. Understand the results displayed by the computer and read manuals
	Oral Communication (Listening and Speaking skills)
	SA5. Discuss task, schedules, and work-loads with co-workers and supervisors SA6. Understand instructions and report problems SA7. Obtain approval from the supervisor for the final plan SA8. Share work load as required SA9. Assist others who require help SA10. Share knowledge with co-workers
	B. Professional Skills
	Decision Making
	SB1. Decide the angles, size and shapes of the diamond SB2. Make decisions pertaining to the inclusion plotting and the cutting technology to be used SB3. To decide the final plan to be selected for diamond polishing SB4. To decide on the windowing, spectrum, etc. requirements
	Plan and Organize
SB5. How to plan work for maximum productivity SB6. How to plan the cut on the given rough to maximize return as per company's objectives SB7. How to make various plans of the final cut diamond of different shapes, sizes, colour, clarity and value SB8. How to re plan the cut to obtain approval from supervisor	
Customer Centricity	
N.A.	
Problem Solving	

G&J/N4202

Plan the final cut of the diamond

	SB9. Refer inability to select method of inclusion plotting / cutting to reporting authority to spot process disruptions and delays
	SB10. Refer difficulty in plan selection to reporting authority
	SB11. Refer damage to the rough while marking to reporting authority
	SB12. Report about machine/ software failure to reporting authority
	Analytical Thinking
	SB13. Assess the accuracy of the inclusion plotting of the rough given
	SB14. Analyze the options as per company's objectives before final plan selection
	SB15. Use the knowledge/experience about similar quality of roughs in the past to predict the final outcome/quality of the current lot
	SB16. Analyze the expected yield, clarity from the rough, while marking
	Critical Thinking
	SB17. Spot process disruptions and delays



G&J/N4202

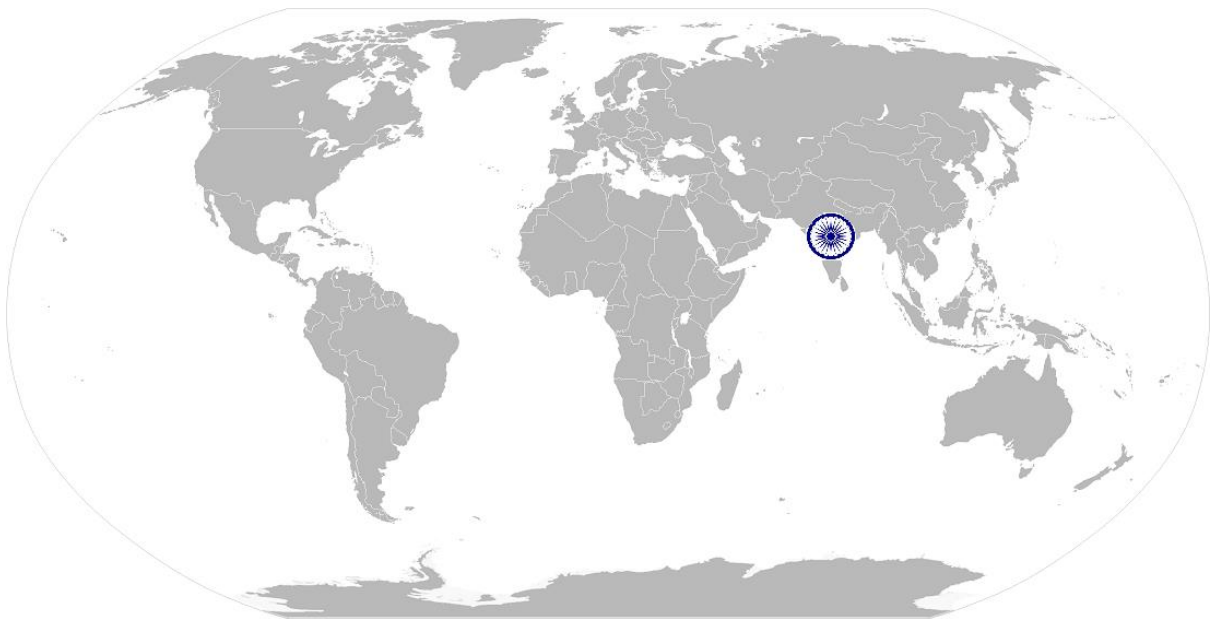
Plan the final cut of the diamond

NOS Version Control

NOS Code	G&J/N4202		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	10/11/2017
Occupation	Diamond Planning	Next review date	10/11/2021



National Occupational Standard



Overview

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

G&J/N9901

Coordinate with others

Unit Code	G&J/N9901
Unit Title (Task)	Coordinate with others
Description	This OS unit is about communicating with colleagues, seniors and outside parties in order to achieve the deliverables on schedule
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Interacting with supervisor • Interacting with colleagues within and outside the department • Interacting with outside parties
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interacting with supervisor	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. coordinate for receiving work instructions and raw materials from reporting supervisor PC2. communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required PC3. communicate to reporting supervisor about operation details and hazards PC4. interact with supervisor regarding compliance of company policy and rules
Interacting with colleagues within and outside the department	<ul style="list-style-type: none"> PC5. coordinate with colleagues to share work, as per the workload PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement PC7. coordinate and receive feedback from quality control department PC8. coordinate for putting team goals over individual goals PC9. resolve conflicts by communicating with colleagues and other departments PC10. coordinate with colleagues regarding multitasking in other departments with requirements
Interacting with outside parties	PC11. adhere to nondisclosure policy of the company in all outside coordination
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management KA2. Company's policies on non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential KA3. Liability arising out of loss, theft, or inadvertent disclosure of confidential information KA4. Reporting structure KA5. Sharing knowledge with co-workers

G&J/N9901

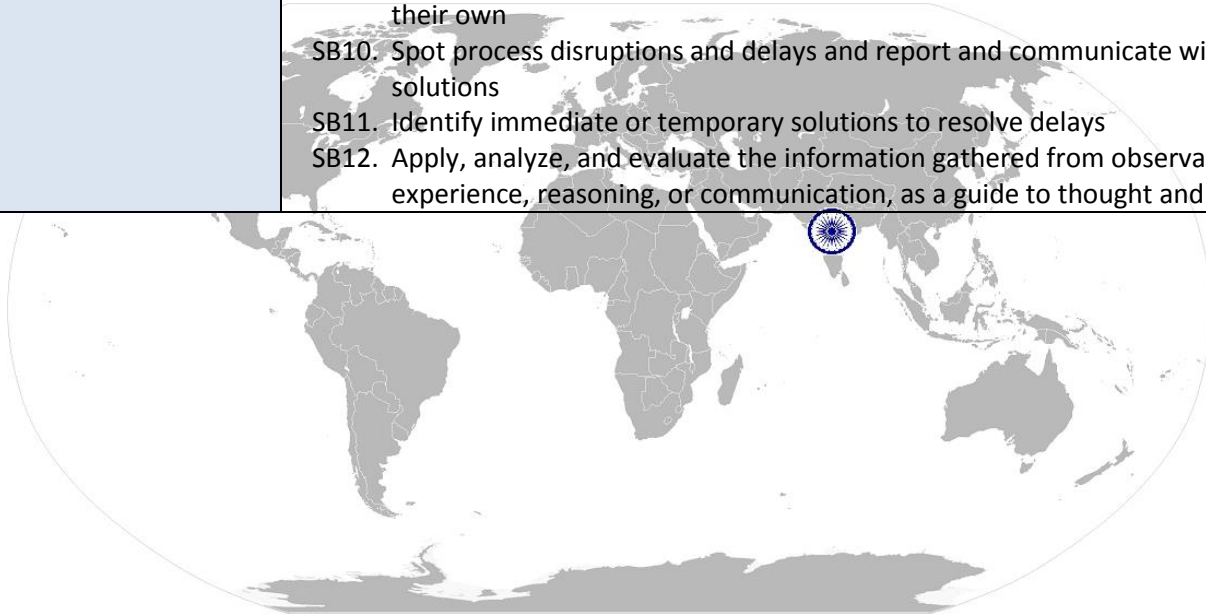
Coordinate with others

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

G&J/N9901

Coordinate with others

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

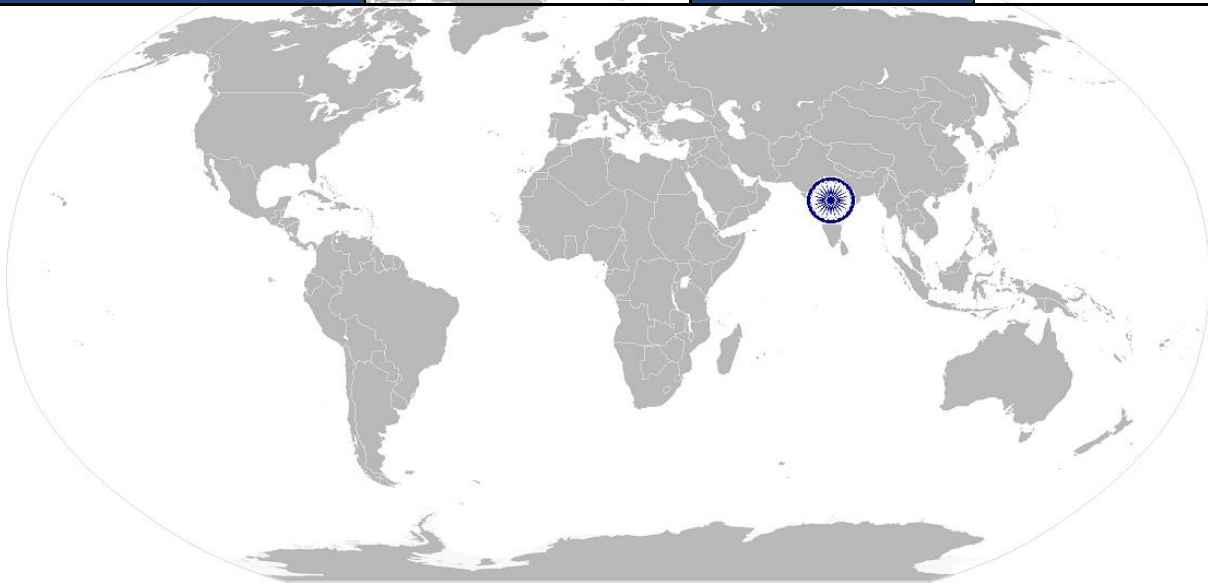


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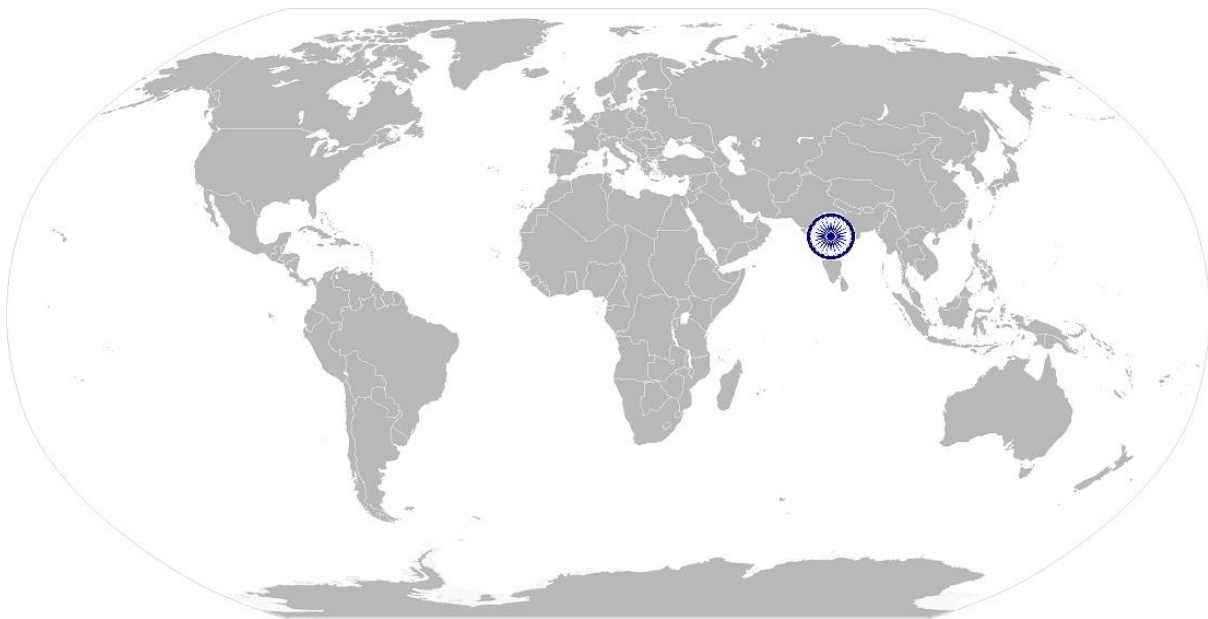
Coordinate with others

NOS Version Control

NOS Code	G&J/N9901		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
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Occupation	Diamond Planning	Next review date	10/11/2021



National Occupational Standard



Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to avoid accidents in order to make the work environment safe for self and colleagues and also helps in maintaining health and safety at workplace.

G&J/N9902

Maintain health and safety at workplace

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

G&J/N9902

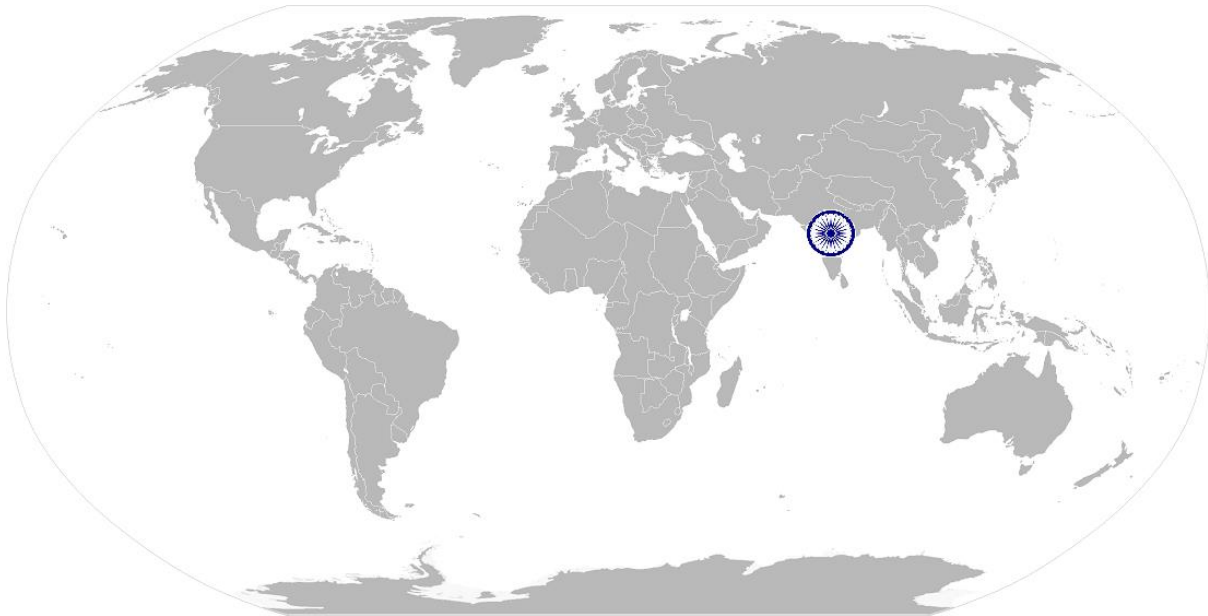
Maintain health and safety at workplace

<p>B. Technical Knowledge</p>	<p>KB1. Meaning of “hazard’s” and risks KB2. Health and safety hazards commonly present in the work place and related precautions KB3. Various dangers associate with use of electrical equipment KB4. Preventative and remedial actions to be taken in case of exposure to toxic material KB5. Methods of accident prevention KB6. How different chemicals react and what could be the danger from them KB7. How to use machines and tools without suffering bodily harm KB8. Importance of using protective clothing/ equipment while working KB9. Precautionary activities to prevent the fire accident KB10. Various causes of fire KB11. Techniques of using different fire extinguishers KB12. Different materials used for extinguishing fire KB13. Rescue techniques applied during a fire hazard KB14. Various types of safety signs and what they mean KB15. Appropriate basic first aid treatment relevant to condition e.g. bleeding, minor burns, eye injuries etc. KB16. Potential impact to a person who is moved incorrectly</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills The individual on the job needs to know and understand how to: N.A.</p> <p>Reading Skills SA1. Read and comprehend basic content to read labels, charts, signage’s SA2. Read and comprehend basic English to read manuals of operations</p> <p>Oral Communication (Listening and Speaking skills) SA3. Effectively communicate the risk</p>
<p>B. Professional Skills</p>	<p>Decision Making SB1. Report potential sources of danger SB2. Follow the relevant prescribed procedure in the event of an accident SB3. Wear appropriate safety gear to avoid an accident</p> <p>Plan and Organize SB4. Learn from past mistakes regarding use of hazardous machines or chemicals</p> <p>Customer Centricity N. A.</p> <p>Problem Solving SB5. Adhere to and guide others to follow prescribed procedures related to health and safety at workplace</p>

G&J/N9902

Maintain health and safety at workplace

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

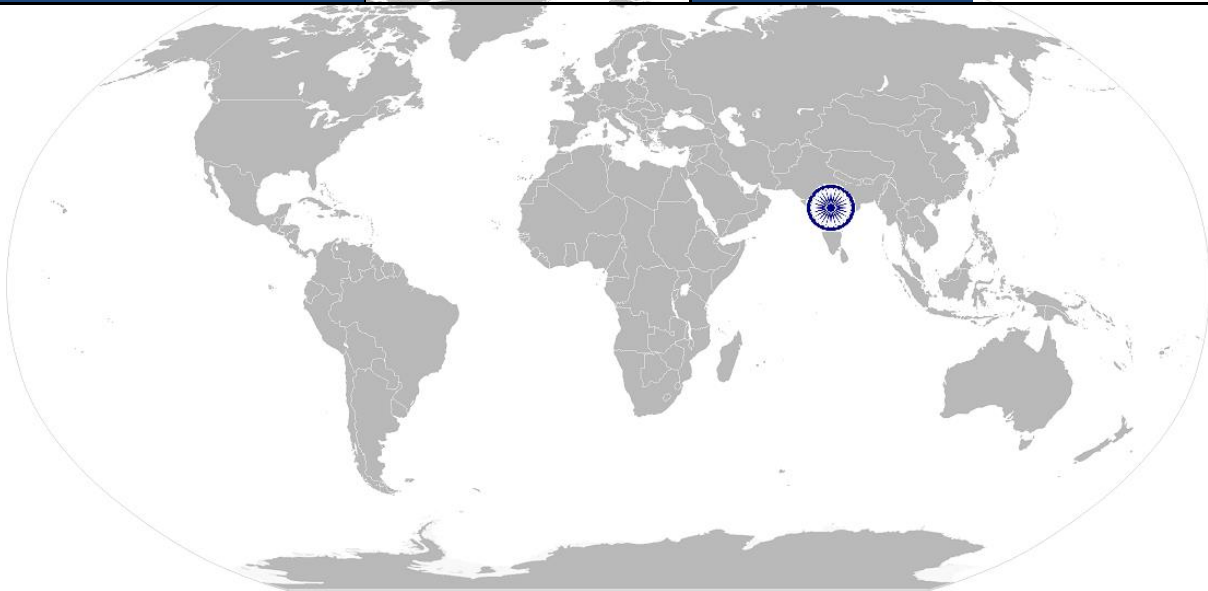


G&J/N9902

Maintain health and safety at workplace

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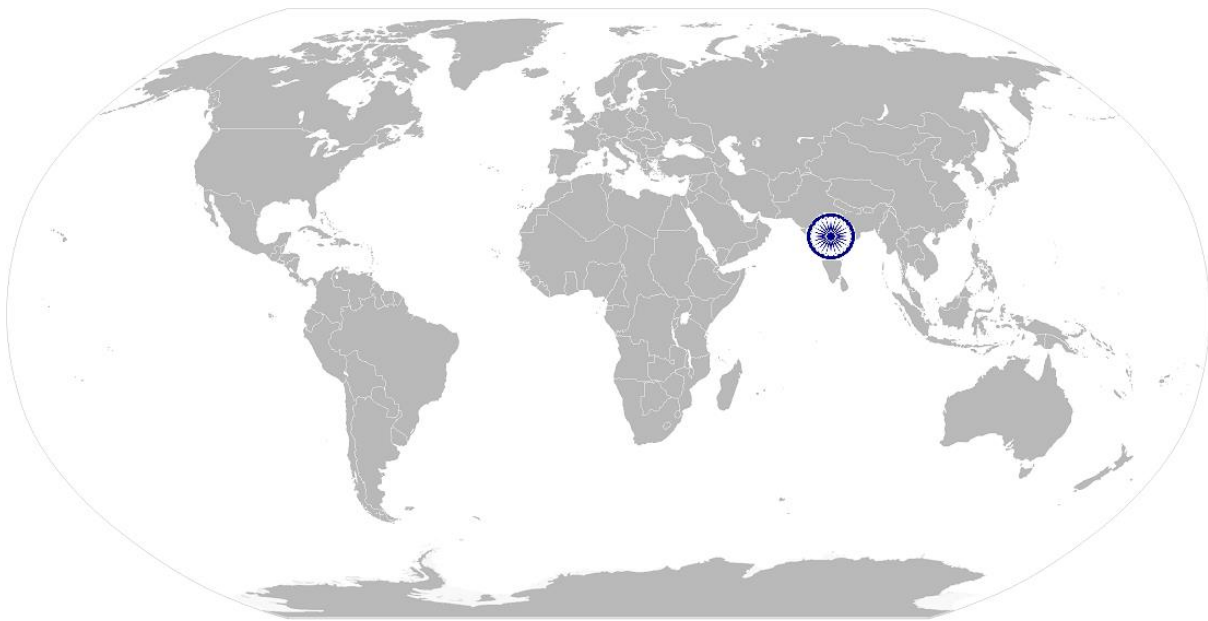
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Industry Sub-sector	Diamond Processing	Last reviewed on	10/11/2017
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G&J/N4205

Mark the rough diamonds

National Occupational Standard



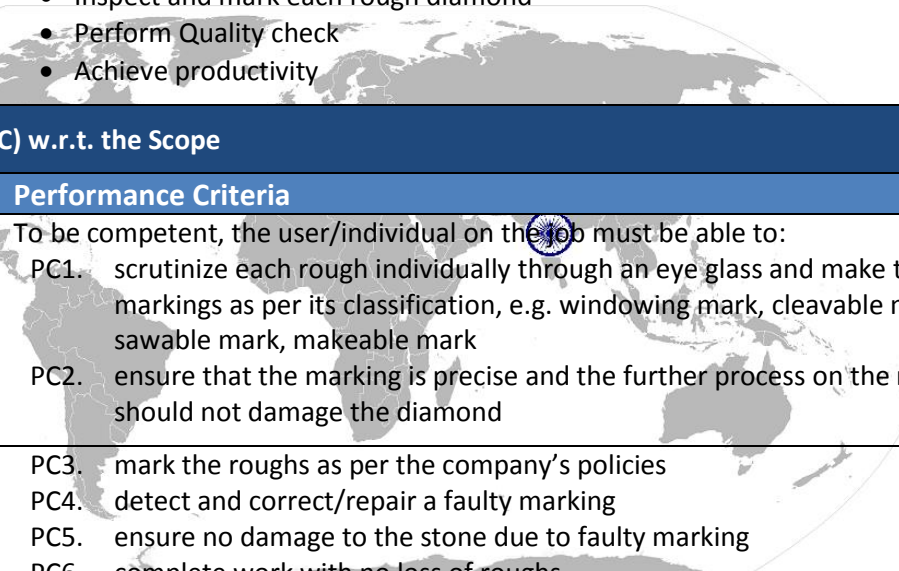
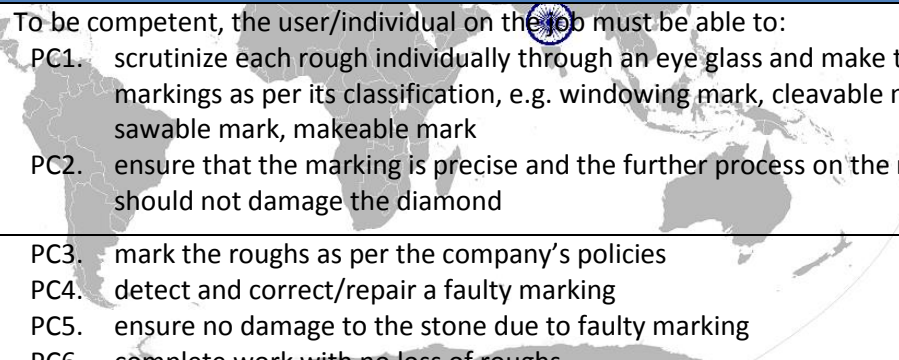
Overview

This unit is about marking assorted rough diamonds using a marker pen for various purposes like identification, windowing, cleaving, laser or blade sawing, bruiting, etc.

G&J/N4205

Mark the rough diamonds

National Occupational Standard

Unit Code	G&J/N4205
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. 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.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Inspect and mark each rough diamond • Perform Quality check • Achieve productivity 
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Inspect and mark each rough diamond	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. scrutinize each rough individually through an eye glass and make the required markings as per its classification, e.g. windowing mark, cleavable mark, sawable mark, makeable mark PC2. ensure that the marking is precise and the further process on the marking should not damage the diamond 
Perform quality check	<ul style="list-style-type: none"> PC3. mark the roughs as per the company's policies PC4. detect and correct/repair a faulty marking PC5. ensure no damage to the stone due to faulty marking PC6. complete work with no loss of roughs
Achieve productivity	<ul style="list-style-type: none"> PC7. achieve the productivity in terms of carats or number of pieces as set by the company PC8. deliver in time to next process
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company's policies on: 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

G&J/N4205

Mark the rough diamonds

	<p>KA7. Specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</p> <p>KA8. Diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</p>
B. Technical Knowledge	<p>KB1. Different types of diamond roughs and its properties</p> <p>KB2. Rough assortment</p> <p>KB3. Windowing process</p> <p>KB4. Rough cutting process (Cleaving and Sawing)</p> <p>KB5. Polishing process in the factory (Bruting, Blocking, Bottom, Top, Table, Rounding, etc.)</p> <p>KB6. 4Cs of diamond (Colour, Cut, Clarity and Carat)</p> <p>KB7. Rough diamond shading – colour wise (LB-LC-White-Fancy)</p> <p>KB8. Use of various scopes in diamond processing</p> <p>KB9. Stress (tension) of the diamond</p> <p>KB10. Types of diamond inclusions</p> <p>KB11. Valuation as per market practice</p> <p>KB12. Windowing process to look inside a rough</p> <p>KB13. Repair work</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Document work done for status and performance appraisal SA2. Report diamond losses via documentation as per company policy
	Reading Skills
	SA3. To read descriptions on the rough packets/ bags
	Oral Communication (Listening and Speaking skills)
	SA4. Receive the packet of roughs from the supervisor along with instructions SA5. Discuss task lists, schedules, and work-loads with co-workers and supervisor SA6. Understand instructions and report problems
B. Professional Skills	Decision Making
	SB1. Decide which plane to mark in order to achieve the company's objective of maximizing value and minimizing the damage to the rough SB2. Decide the size of marking and the number of markings required
	Plan and Organize
	SB3. Make markings as per requirement on the rough SB4. Plan and organize work in order to ensure maximum productivity
	Customer Centricity

G&J/N4205

Mark the rough diamonds

	N.A.
	Problem Solving
	SB5. Detect and correct / repair a faulty marking SB6. Suggest improvements in order to reduce loss
	Analytical Thinking
	SB7. Use the knowledge/experience about similar quality of roughs in the past to predict the final outcome/quality of the current lot SB8. Analyze the expected yield, clarity from the rough, while marking SB9. Judge the planes, angles and other dimensions of the rough, to make appropriate markings SB10. Judge the extent of marking required for a particular type of rough (size of the groove, cut, etc.) SB11. Approximately estimate the value of the diamond
	Critical Thinking
	SB12. Spot process disruptions and delays

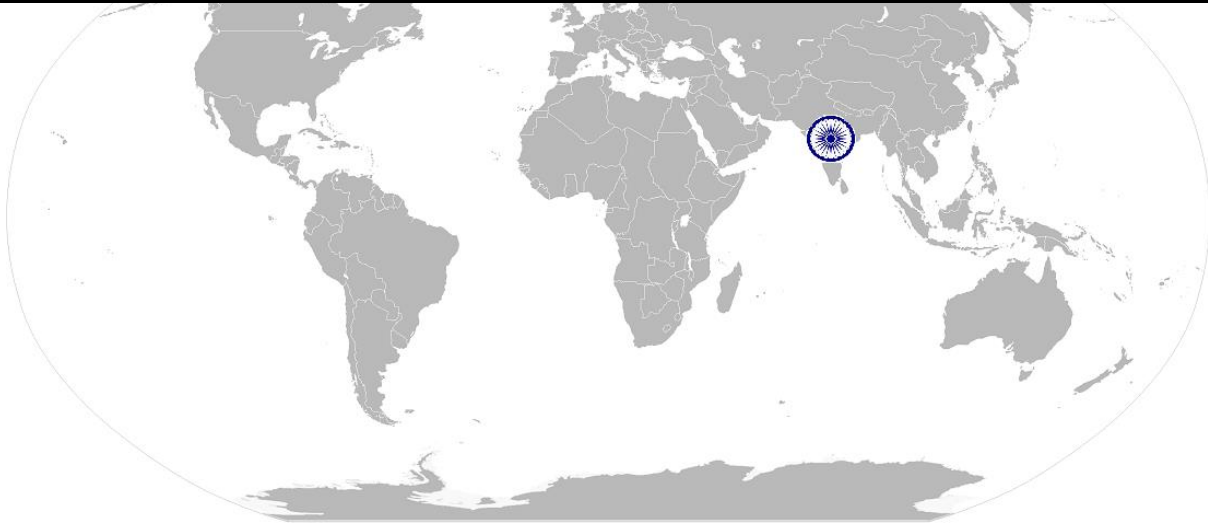


G&J/N4205

Mark the rough diamonds

NOS Version Control

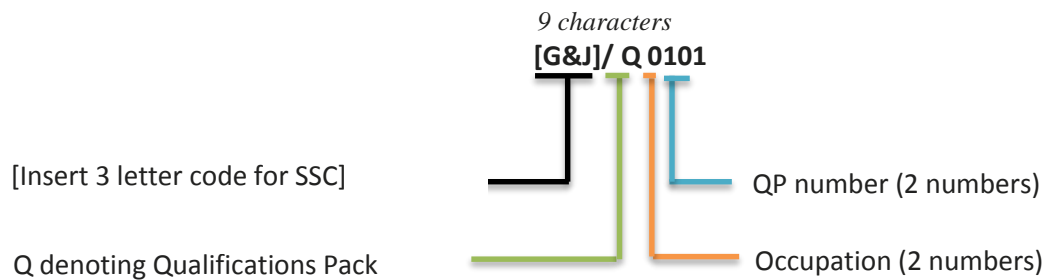
NOS Code	G&J/N4205		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	10/11/2017
Occupation	Diamond Planning	Next review date	10/11/2021



Annexure

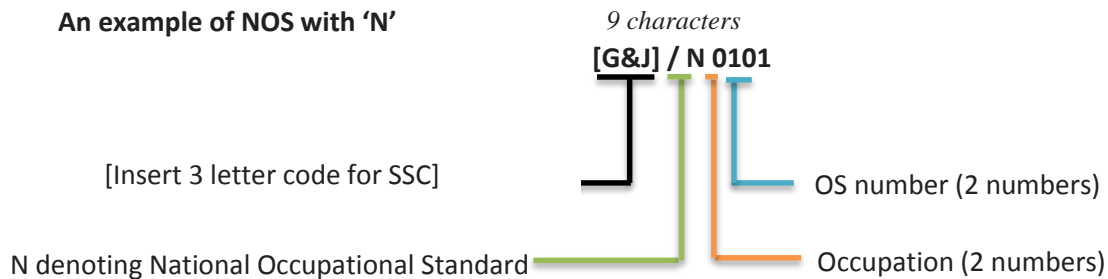
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



G&J/Q4205

Qualifications Pack for Planner – Diamond Processing

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

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-11
Imitation Jewellery	12-20
Cast and diamond-set jewellery	21-40
Diamond processing	41-60
Gemstone processing	61-80
Jewellery retailing	81-90
Silver Smithing	91-98
Common	99

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

Criteria For Assessment Of Trainees

Job Role Planner – Diamond Processing

Qualification Pack G&J/Q4205

Sector Skill Council Gem & Jewellery

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1.G&J/N4202 Plan the final cut of the diamond	PC1. analyse the rough diamond using an eye glass, draw a rough figure of the diamond and record first observations such as colour, purity, etc.	60	4	2	2
	PC2. mark and send the rough for windowing if required and check on receipt if the windowing is as per requirement		3	1	2
	PC3. fix the rough on a die pin with a glue meticulously and ensure it is an accord with the alignment		3	1	2
	PC4. apply whitener and place the rough in the laser mapping machine to create its image without damaging it		2	0	2
	PC5. remove from laser machine on creation of the image and		2	0	2

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	clean it using cleaning agents such as acetone				
	PC6. ensure the designing of the rough diamond as done by using designing software		2	0	2
	PC7. create the image of the rough using the laser machine		2	0	2
	PC8. enter the data of the parameters such as dimensions with diligence		2	0	2
	PC9. decide the fate of a diamond and pick the optimum plan		2	0	2
	PC10. extract maximum value from a particular rough as compared to others		4	1	3
	PC11. ensure that no re-planning is required for any rough		3	1	2
	PC12. mark the rough for cutting with accuracy		4	2	2
	PC13. select the right method for inclusion plotting and rough cutting		4	2	2
	PC14. label and bag the roughs packet before returning		3	2	1
	PC15. achieve the productivity in terms of carats or number of pieces as set by the company		4	1	3
	PC16. ensure, delivery for further processing is not delayed		3	0	3
	PC17. ensure no damage to the rough during the planning process		3	0	3
	PC18. spot and correct a faulty planning		4	0	4
	PC19. asses that the marking is correct for the cut required and will not damage the diamond		5	1	4

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC20. work on multiple roughs at the same time and switch the planning quickly depending on the type of rough		1	0	1
	Total		60	14	46

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
2. G&J/N9901 Coordinate with others	PC1. coordinate for receiving work instructions and raw materials from reporting supervisor	20	1	0	1
	PC2. communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required		1	0	1
	PC3. communicate to reporting supervisor about operation details and hazards		1	0	1
	PC4. interact with supervisor regarding compliance of company policy and rules		2	0	2
	PC5. coordinate with colleagues to share work, as per the workload		3	0	3
	PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		2	0	2
	PC7. coordinate and receive feedback from quality control department		2	1	1
	PC8. coordinate for putting team goals over individual goals		1	0	1

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC9. resolve conflicts by communicating with colleagues and other departments		2	0	2
	PC10. coordinate with colleagues regarding multitasking in other departments with requirements		3	1	2
	PC11. adhere to nondisclosure policy of the company in all outside coordination		2	1	1
	Total		20	3	17

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
3. G&J/N9902 Maintain health and safety at workplace	PC1. identify and use appropriate protective clothing/equipment for specific tasks and work	20	2	0	2
	PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace		1	0	1
	PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others		1	0	1
	PC4. identify and avoid doing any tasks or activities in a bad working position		2	0	2
	PC5. practice appropriate working postures to minimise occupational health related issues		2	1	1
	PC6. use the appropriate fire extinguishers on different types of fire.		1	0	1

Compulsory NOS				Marks Allocation	
Total Marks: 100				Theory	Skills Practical
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC7. demonstrate rescue techniques applied during fire hazard		2	0	2
	PC8. demonstrate good housekeeping in order to prevent fire hazards		1	0	1
	PC9. demonstrate the correct use of any fire extinguisher		2	0	2
	PC10. administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.		1	0	1
	PC11. respond promptly and appropriately to an accident situation or medical emergency		3	1	2
	PC12. participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.		2	1	1
	Total		20	3	17

OPTIONS					
Option 1. Marker				Marks Allocation	
Total Marks: 60				Theory	Skills Practical
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
1.1 G&J/N4205 Mark the rough diamonds	PC1. scrutinize each rough individually through an eye glass and make the required markings as per its classification, e.g. windowing mark, cleavable mark, sawable mark, makeable mark	60	10	2	8

OPTIONS					
Option 1. Marker				Marks Allocation	
Total Marks: 60					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	PC2. ensure that the marking is precise and the further process on the marking should not damage the diamond		10	2	8
	PC3. mark the roughs as per the company's policies		10	2	8
	PC4 detect and correct/repair a faulty marking		10	2	8
	PC5. ensure no damage to the stone due to faulty marking		10	3	7
	PC6. complete work with no loss of roughs		4	1	3
	PC7. achieve the productivity in terms of carats or number of pieces as set by the company		4	2	2
	PC8. deliver in time to next process		2	0	2
	Total		60	14	46