

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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Introduction

Qualifications Pack-Packager, Labeller and Dispatcher – Diamond Processing

(Option): Gemstone packager / Tagger and Labeller)

SECTOR/S: GEMS AND JEWELLERY

SUB-SECTOR: Diamond processing, Gemstone Processing, Jewellery Retail

OCCUPATION: Inventory management

REFERENCE ID: G&J/Q5002

ALIGNED TO: NCO-2015/NIL

Brief Job Description: The individual at work uses computers, design or plan to pack and label the polished diamonds, gemstones or jewellery ready for dispatch. Packager and Labeller does weighing, checking the attributes, tagging and appropriately labelling of diamonds/gemstones/jewellery pieces. This also includes recording the stock details.

Option 1 - Gemstone Packager:

Weighs, Packs & labels gemstones

Option 2 - Tagger and Labeller :

Weighs, checks piece details, appropriately tags the Jewellery pieces

Personal Attributes: The job requires the individual to have: attention to details and ability to work on computers for long hours. The individual must also be able to use reflective skills in order to develop improved work processes.

Job Details

Qualifications Pack Code	G&J/Q5002		
Job Role	Packager, Labeller and Dispatcher – 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	Inventory Management	Next review date	10/11/2021
NSQC Clearance on*	DD/MM/YYYY		

* only after clearance from NSQC

Job Role	Packager, Labeller and Dispatcher – Diamond Processing
Role Description	Packing and labelling the polished diamonds/gemstone/finished jewellery pieces for dispatch
NSQF level	2
Minimum Educational Qualifications*	8th Standard
Maximum Educational Qualifications*	
Training (Suggested but not mandatory)	N.A.
Minimum job entry age	18 years
Experience	N.A.
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N5001 Pack, tag and label diamonds G&J/N9901 Coordinate with others G&J/N9902 Maintain health and safety at workplace <p>Option (not mandatory):</p> <p>Option 1 : Gemstone Packager</p> <ol style="list-style-type: none"> G&J/N5002 Pack, tag and label gemstone <p>Option 2 : Retail Tagger and Labeller</p> <ol style="list-style-type: none"> G&J/N5003 Tag and label the jewellery product
Performance Criteria	As described in the relevant OS units

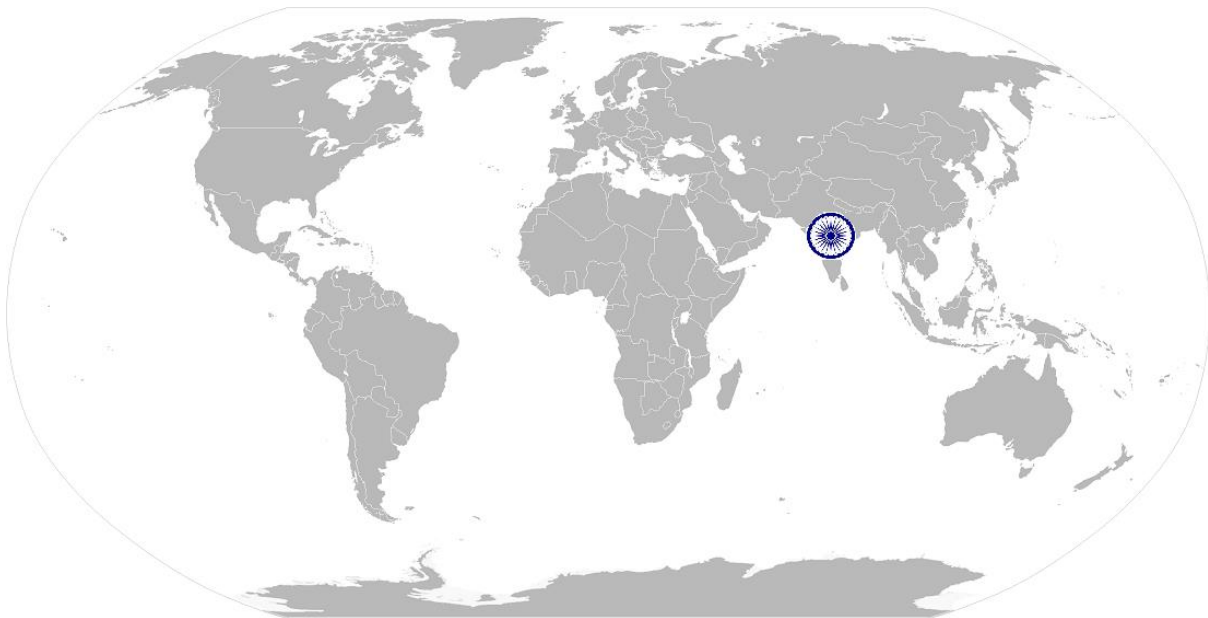
Definitions

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 matching the processed design against its plan, packing it, tagging and labeling before sending for dispatch.

G&J/N5001

Pack, tag and label diamonds

Unit Code	G&J/N5001
Unit Title (Task)	Pack, tag and label diamonds
Description	This OS unit is about packing the polished diamonds for dispatch
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Packing and dispatching polished diamonds
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Packing and dispatching polished diamonds	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. match the stone type, weight and number as mentioned on the bag received PC2. check diamonds order against plan PC3. record details such as order number, design, size, weight, colour and type PC4. make accurate and complete entry of details on tag and label as per company policy PC5. put the diamond(s) in packets or boxes as per company rule PC6. ensure that no diamond is damaged or discoloured PC7. use appropriate packing material depending on dispatch destination and type of diamond packed PC8. tag the pack and label using barcoding or printed details PC9. pack diamonds as per company policy and securely PC10. send to marketing or dispatch for sending to customer PC11. record, the dispatch details on computer, as per company policy
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 KA3. Importance of the individual's role in the workflow KA4. Reporting structure KA5. Issue return procedures followed by the company.
B. Technical Knowledge	<ul style="list-style-type: none"> KB1. Different types of diamonds KB2. Computer operations KB3. To use software for generating tags, labels and barcode KB4. Exports and local destinations of the company's products KB5. General product QC parameters (4Cs) KB6. Plan details and job sheet or order form information KB7. Types of diamonds processed by the company

G&J/N5001

Pack, tag and label diamonds

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Report diamond losses via documentation as per company policy SA2. Enter data on computer SA3. Fill the performance appraisal form
	Reading Skills
	SA4. Read plan requirements SA5. Read order form
	Oral Communication (Listening and Speaking skills)
	SA6. Communicate effectively with customer, seniors and colleagues SA7. Understand instructions and report problems SA8. Interact with marketing department to inform about dispatch or delivery schedule SA9. Interact with final assorting department about any defect in the processed diamonds
	B. Professional Skills
	Decision Making
	SB1. Inform superior about any mismatch of plan with processed diamonds SB2. Assess value of the stones, destination and pack without damage to destination
Plan and Organize	
SB3. To plan details and job sheet or order form information SB4. To achieve the productivity in terms of carats or number of pieces as set by the company by proper planning and execution	
Customer Centricity	
N.A.	
Problem Solving	
SB5. Inform superior about any mismatch of plan with processed diamonds SB6. Minimize damage or loss of any diamond during the packing process identify and report mismatch of diamonds against plan or order SB7. Report barcoding or computer systems failure	
Analytical Thinking	
SB8. Suggest improvements in order to reduce loss	
Critical Thinking	
SB9. Spot process disruptions	

G&J/N5001

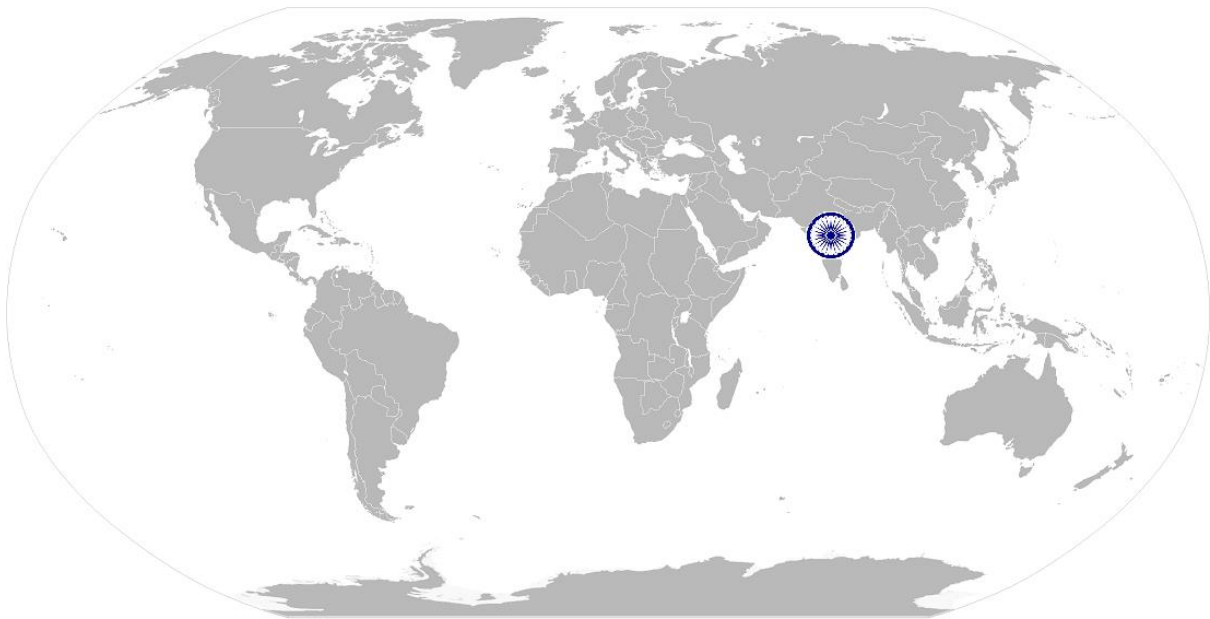
Pack, tag and label diamonds

NOS Version Control

NOS Code	G&J/N5001		
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	Inventory Management	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

National Occupational Standard

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

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> <p>Problem Solving</p>

G&J/N9901

Coordinate with others

	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	



G&J/N9901

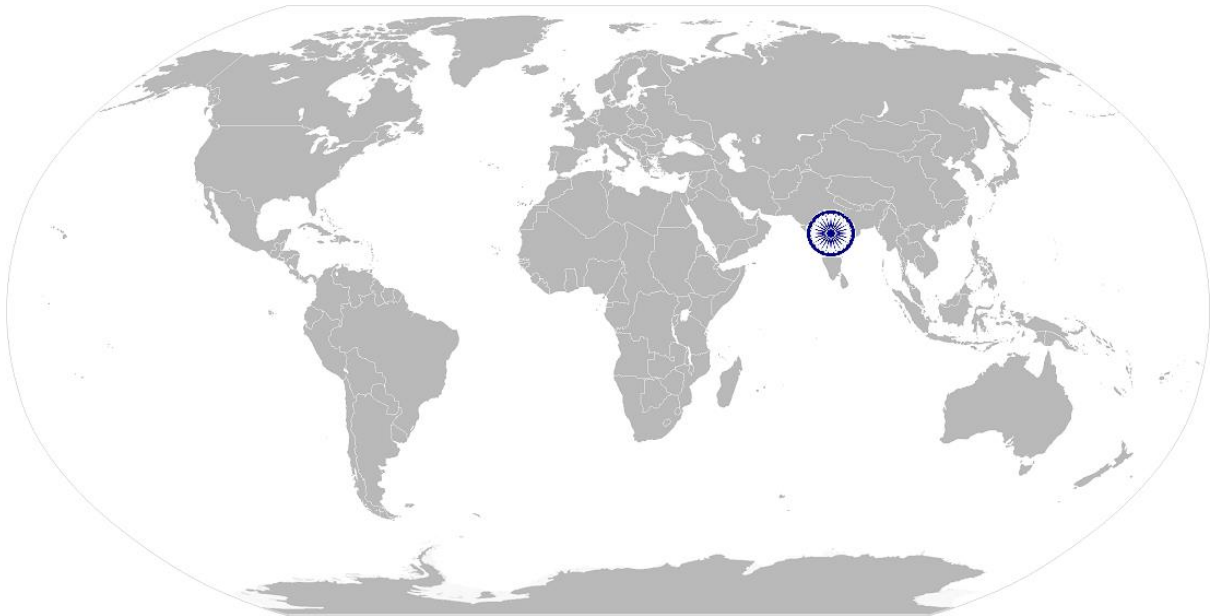
Coordinate with others

NOS Version Control

NOS Code	G&J/N9901		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing, Cast and Diamonds-Set Jewellery	Last reviewed on	10/11/2017
Occupation	Assorting	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.

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
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

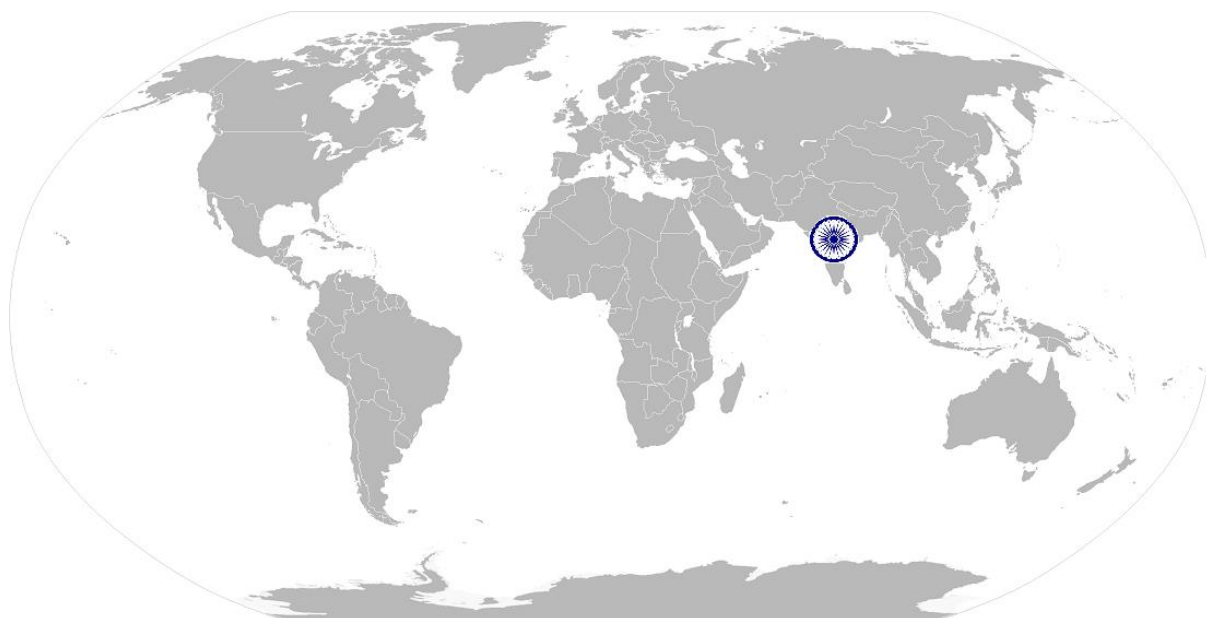
Maintain health and safety at workplace

<p>B. Technical Knowledge</p>	<p>KB1. Meaning of “hazards” 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. 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 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 Plan and Organize SB4. Learn from past mistakes regarding use of hazardous machines or chemicals Customer Centricity N. A. Problem Solving SB5. Adhere to and guide others to follow prescribed procedures related to occupational health and safety</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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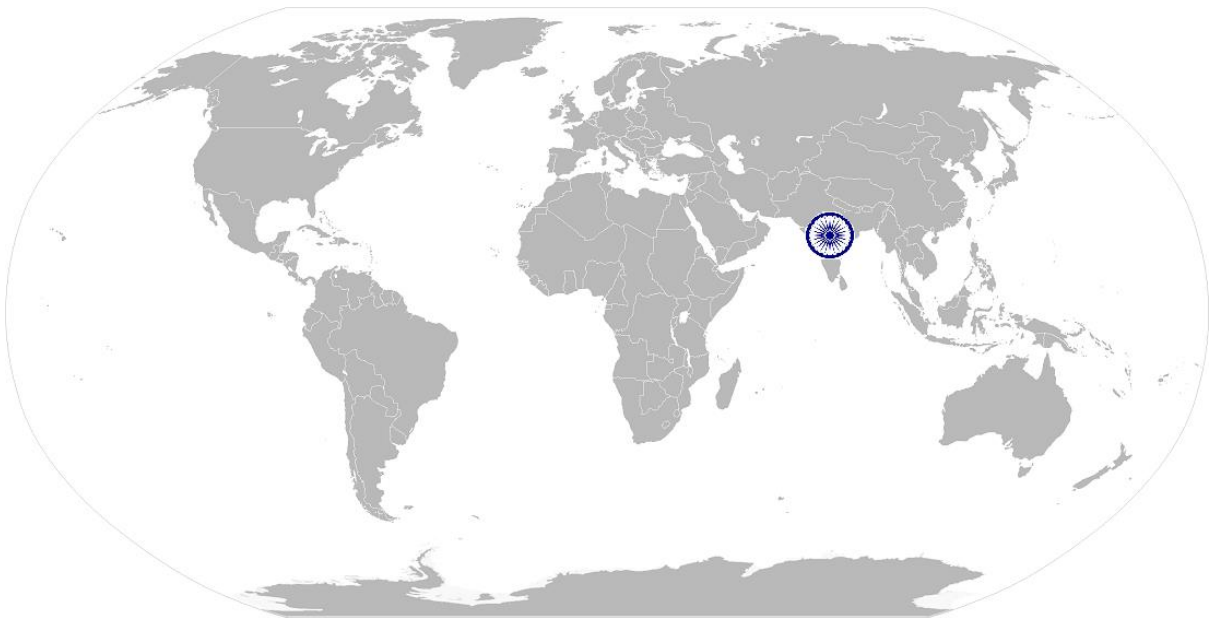
NOS Code	G&J/N9902		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing, Cast and Diamonds-Set Jewellery	Last reviewed on	10/11/2017
Occupation	Assorting	Next review date	10/11/2021



G&J/N5002

Pack, tag and label gemstone

National Occupational Standard



Overview

This unit is about matching the processed design against its plan, packing it and tagging and labeling before sending for dispatch

G&J/N5002

Pack, tag and label gemstone

Unit Code	G&J/N5002
Unit Title (Task)	Pack, tag and label gemstone
Description	This OS unit is about packing the polished and /or faceted gemstones for dispatch
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Packing and dispatching gemstone(s)
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Packing and dispatching gemstone(s)	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. match the stone type, weight and number as mentioned on the bag received PC2. make accurate assessment of gemstones matching with plan or order PC3. ensure that no stone is damaged or discoloured PC4. record details such as order number, design, size, weight, colour and type PC5. make accurate and complete entry of details on tag and label as per company policy PC6. pack gemstones as per company policy and securely PC7. deliver in time to dispatch PC8. enter dispatch details accurately
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: delivery standards, integrity and personnel management KA2. Work flow involved in gemstone processing of company KA3. Importance of the individual's role in the workflow KA4. Reporting structure
B. Technical Knowledge	<ul style="list-style-type: none"> KB1. Different types of stones such as precious, semi-precious, synthetic KB2. Computer operations KB3. Exports and local destinations of the company's products KB4. General product QC parameters KB5. Plan details and job sheet or order form information KB6. Types of gemstones processed by the company
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Enter data on computers SA2. Use software for generating tags, labels and barcode SA3. Use MS Office tools for writing and recording
	Reading Skills
	<ul style="list-style-type: none"> SA4. Read plan requirements SA5. Read order form

G&J/N5002

Pack, tag and label gemstone

	Oral Communication (Listening and Speaking skills)
	SA6. Discuss task lists, schedules, and work-loads with co-workers SA7. Communicate effectively with customer, seniors and colleagues
B. Professional Skills	Decision Making
	SB1. Inform superior about any mismatch of plan with processed gemstones SB2. To assess value of the stones, destination and pack without damage to destination
	Plan and Organize
	SB3. Prioritize and execute tasks within the scheduled time limits SB4. Plan details and job sheet or order form information
	Customer Centricity
	N.A.
	Problem Solving
	SB5. Identify trends/common causes for errors and suggest possible solutions to the reporting authority
	Analytical Thinking
	SB6. Suggest methods to streamline the labeling process
Critical Thinking	
SB7. Spot process disruptions	

G&J/N5002

Pack, tag and label gemstone

NOS Version Control

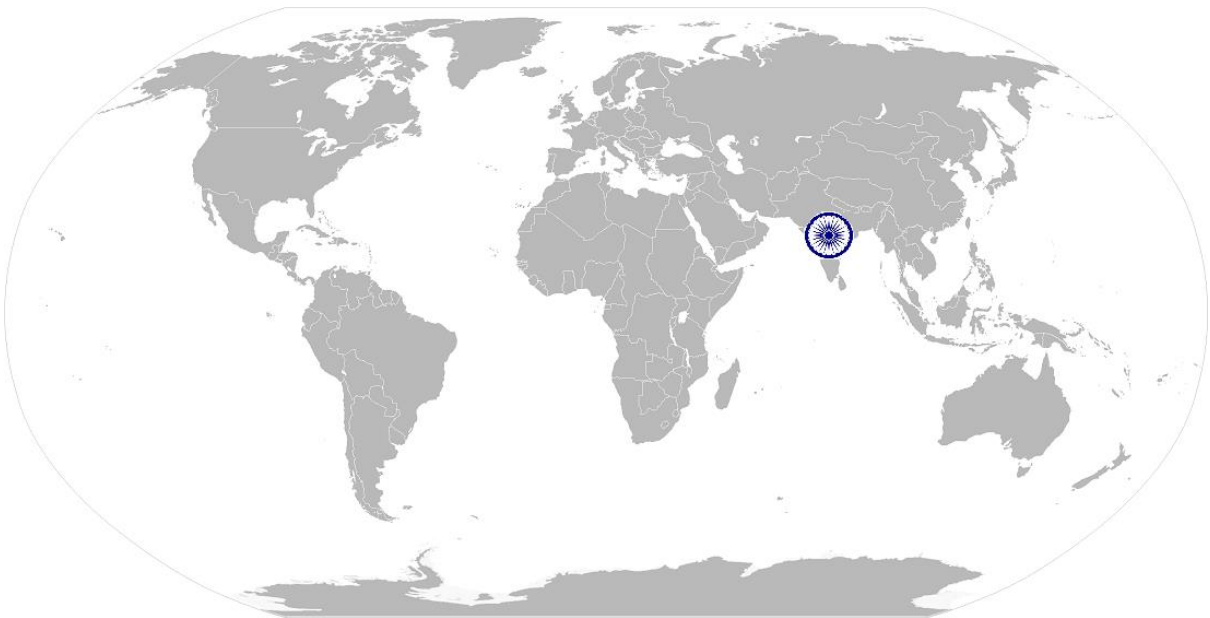
NOS Code	G&J/N5002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	10/11/2017
Occupation	Inventory Management	Next review date	10/11/2021



G&J/N5003

Tag and label the jewellery product

National Occupational Standard



Overview

This unit is about weighing, checking & tagging of attributes of the jewellery product appropriately. This also includes recording the stock details.

G&J/N5003

Tag and label the jewellery product

Unit Code	G&J/N5003
Unit Title (Task)	Tag and label the jewellery product
Description	This OS unit is about weighing, checking for attributes, tagging and appropriately labelling the jewellery product.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Tag and label jewellery product • Escalation of issues
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Tag and label the jewellery product	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. receive the jewellery products from the inventory manager for tagging PC2. record the weight and quantity of jewellery products for tagging and labelling PC3. weigh the jewellery using digital weighing scale (which is attached to system to automatically capture weight) PC4. inspect the product for any defects PC5. prepare label for the jewellery taking consideration the attributes such as weight, type of jewel, selling section, etc. PC6. ensure that all the attributes of the product is defined in case of bar code labelling PC7. ensure that critical aspects such as weight, product code, design code, etc. are mentioned clearly in the label PC8. ensure that label is prepared as per store policy PC9. attach tag to the jewellery PC10. group similar products after labelling and deliver them to inventory manger PC11. record stock details while receiving and delivering the product
Escalation of issues	PC12. find any issues such as mismatch in weight, damage of product, etc. and inform inventory manager
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: Personnel management, relevant legislation, standards, policies, and procedures followed in the company KA2. Pricing and discount policy of the retail store KA3. Company's various savings scheme offerings KA4. Documentation and reporting practices followed in the organisation

G&J/N5003

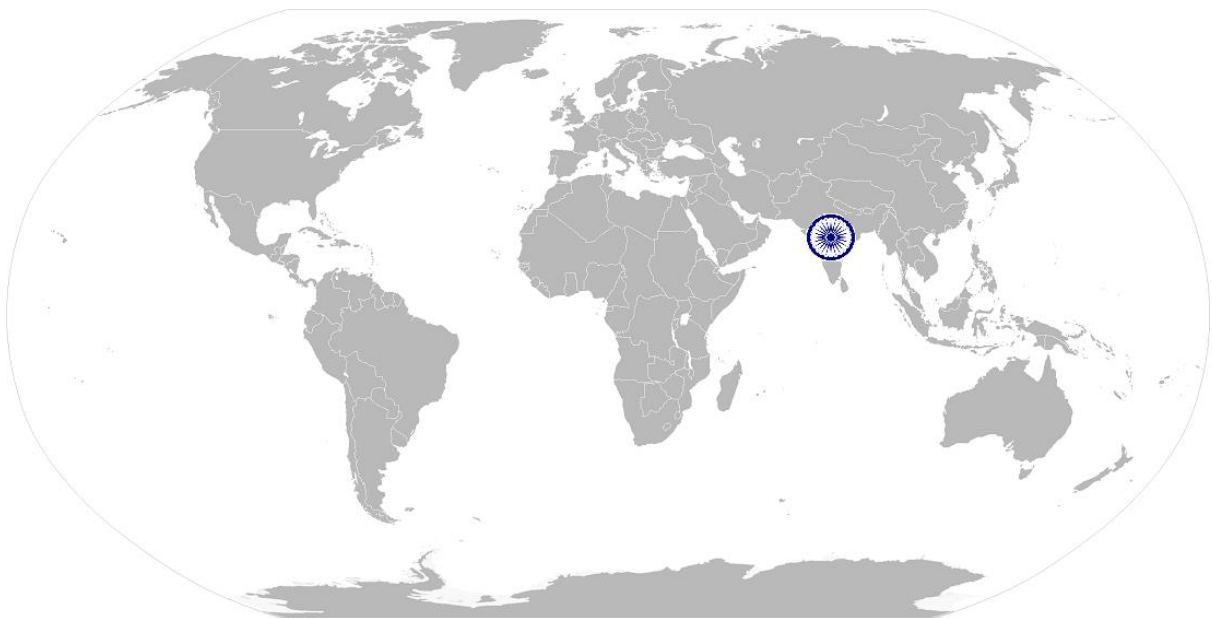
Tag and label the jewellery product

<p>B. Technical Knowledge</p>	<p>KB1. Basic knowledge of the jewellery value chain from mining to consumption</p> <p>KB2. Basics on precious metals jewellery such as Gold, Platinum, Silver along with their characteristics and differences</p> <p>KB3. Jewellery related terminologies used in the industry</p> <p>KB4. Basics on types, design, origin and make of the jewellery product</p> <p>KB5. How to operate computer and use software for stocking and pricing</p> <p>KB6. Use system to generate labels by entering the codes for different attributes of a jewellery (in case of a bar code label)</p> <p>KB7. Weighing jewellery (net and gross weight)</p> <p>KB8. Arithmetic operations</p> <p>KB9. Use karat meter to check jewellery product whenever required</p> <p>KB10. Documentation procedure for stock management</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. Documentation procedure for stock management</p> <p>SA2. Record the stock details of jewellery</p> <p>SA3. Document complete stock details for fresh jewellery, exchange jewellery, jewellery for repairs, etc.</p> <p>SA4. Place order for fresh jewellery through order placement form</p> <p>Reading Skills</p> <p>SA5. Read English and other languages</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA6. Interact with colleagues and others inside the store</p> <p>SA7. Interact with vendor for order placement and any follow up with them</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>SB1. Ability to make a judgment as to whether an issue is crucial, and to be escalated</p> <p>Plan and Organize</p> <p>SB2. Prioritize and execute tasks within the scheduled time limits</p> <p>Customer Centricity</p> <p>N.A.</p> <p>Problem Solving</p> <p>SB3. Identify trends/common causes for errors and suggest possible solutions to the reporting authority</p> <p>Analytical Thinking</p>

G&J/N5003

Tag and label the jewellery product

	SB4. Suggest methods to streamline the labeling process
	Critical Thinking
	SB5. Spot process disruptions



G&J/N5003

Tag and label the jewellery product

NOS Version Control

NOS Code	G&J/N5003		
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	Inventory Management	Next review date	10/11/2021

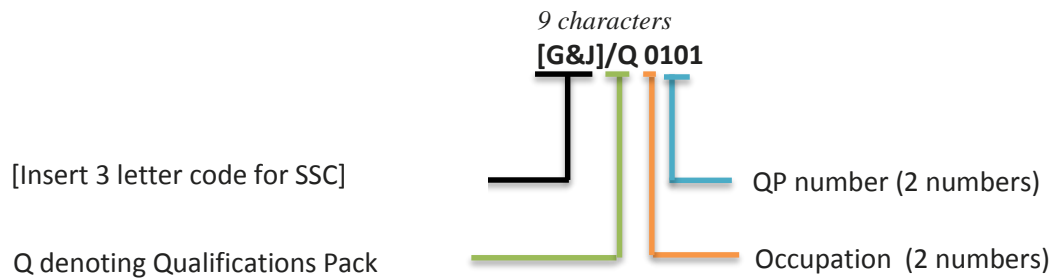


G&J/Q5002 Qualifications Pack For Packager, Labeller and Dispatcher – Diamond Processing

Annexure

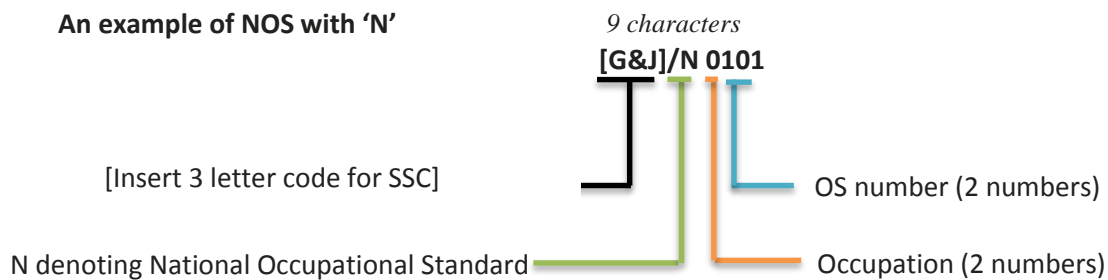
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



G&J/Q5002 *Qualifications Pack For Packager, Labeller and Dispatcher – 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 Packager, Labeller and Dispatcher – Diamond Processing

Qualification Pack G&J/Q5002

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 50% 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/N5001 Pack, tag and label diamonds	PC1. match the stone type, weight and number as mentioned on the bag received	60	2	1	1	
	PC2. check diamonds order against plan		2	1	1	
	PC3. record details such as order number, design, size, weight, colour and type		2	0	2	
	PC4. make accurate and complete entry of details on tag and label as per company policy		5	1	4	
	PC5. put the diamond(s) in packets or boxes as per company rule		5	1	4	
	PC6. ensure that no diamond is damaged or discoloured		2	0	2	
	PC7. use appropriate packing material depending on dispatch		13	3	10	

Compulsory NOS				Marks Allocation	
Total Marks:100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	destination and type of diamond packed				
	PC8. tag the pack and label using barcoding or printed details		10	4	6
	PC9. pack diamonds as per company policy and securely		2	1	1
	PC10. send to marketing or dispatch for sending to customer		15	2	13
	PC11. record, the dispatch details on computer, as per company policy		2	0	2
	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		2	0	2

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	mutual agreement				
	PC7. coordinate and receive feedback from quality control department		2	1	1
	PC8. coordinate for putting team goals over individual goals		1	0	1
	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		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		2	1	1
		20			

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	working postures to minimise occupational health related issues				
	PC6. use the appropriate fire extinguishers on different types of fire.		1	0	1
	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. Gemstone Packager					
Total Marks: 50				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
1.1 G&J/N5002 Pack, tag and label gemstone	PC1. match the stone type, weight and number as mentioned on the bag received	50	2	1	1
	PC2. make accurate assessment of gemstones matching with plan or order		3	1	2
	PC3. ensure that no stone is damaged or discoloured		5	1	4
	PC4. record details such as order number, design, size, weight, colour and type		10	0	10
	PC5. make accurate and complete entry of details on tag and label as per company policy		10	1	9
	PC6. pack jewellery as per company policy and securely		5	2	3
	PC7. deliver in time to dispatch		5	2	3
	PC8. enter dispatch details accurately		10	2	8
	Total		50	10	40

OPTIONS					
Option 2. Retail Tagger and Labeller					
Total Marks: 50				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
2.1 G&J/N5003 Tag and label the jewellery product	PC1. receive the jewellery products from the inventory manager for tagging	50	4	1	3
	PC2. record the weight and quantity of jewellery products for tagging and		4	1	3

OPTIONS					
Option 2.Retail Tagger and Labeller				Marks Allocation	
Total Marks: 50					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	labelling				
	PC3. weigh the jewellery using digital weighing scale (which is attached to system to automatically capture weight)		4	1	3
	PC4. visually check for product for any defects		6	2	4
	PC5. prepare label for the jewellery taking consideration the attributes such as weight, type of jewel, selling section, etc.		8	1	7
	PC6. ensure that all the attributes of the product is defined in case of bar code labelling		6	0	6
	PC7. ensure that critical aspects such as weight, product code, design code, etc. are mentioned clearly in the label		5	0	5
	PC8. ensure that label is prepared as per store policy		3	2	1
	PC9. attach tag to the jewellery		2	0	2
	PC10. group similar products after labelling and deliver them to inventory manger		2	1	1
	PC11. record stock details while receiving and delivering the product		3	1	2
	PC12. find any issues such as mismatch in weight,		3	0	3

OPTIONS					
Option 2.Retail Tagger and Labeller					
Total Marks: 50				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	damage of product, etc. and inform inventory manager				
	Total		50	10	40