

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY



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### 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-Gemstone Rough Cutter

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Gemstone Processing

**OCCUPATION:** Rough Cutting

**REFERENCE ID:** G&J/Q6502

**ALIGNED TO:** NCO-2004/7313.55

**Gemstone Rough Cutter:** The rough cutter, also known as cutter or sawyer, cuts rough gemstones procured from mines or stone supplier as per the planning and marking given, in order to remove external impurities as well as inclusions if required and deliver scratch free stone for pre-shaping. It is the second stage of processing after assorting.

**Brief Job Description:** The individual works with hands on high-speed rotating blade or sawing machine in order to slice the stone for maximum yield and as per the client order received.

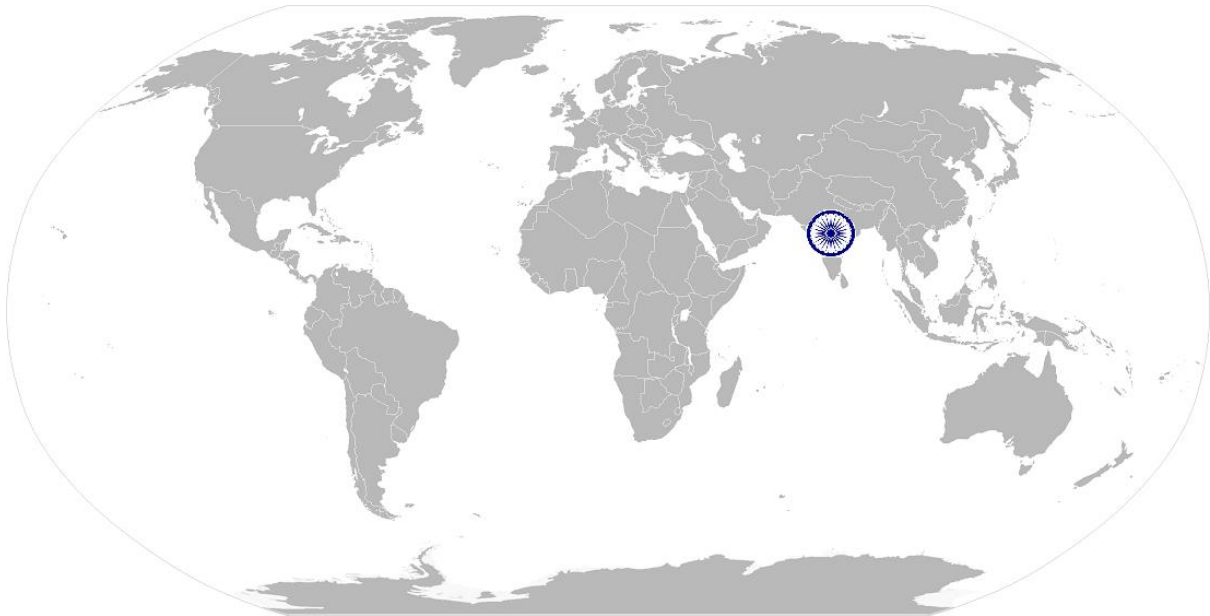
**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work in a process driven team and for long hours in sitting position with a lot of patience and in a high-decibel machine-generated noise environment. The individual must avert machine failures, errors and avoid safety hazards.

Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q6502</b>		
<b>Job Role</b>	<b>Gemstone Rough Cutter</b>		
<b>Credits(NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>31/05/13</b>
<b>Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
<b>Occupation</b>	<b>Gemstone Faceting</b>	<b>Next review date</b>	<b>15/07/15</b>

<b>Job Role</b>	<b>Gemstone Rough Cutter</b> Also called 'Cutter' or 'Sawyer'
<b>Role Description</b>	Slicing rough gemstone into smaller pieces for further processing
<b>NVEQF/NVQF level</b>	3
<b>Minimum Educational Qualifications</b>	Preferably 10 <sup>th</sup> standard passed
<b>Maximum Educational Qualifications</b>	
<b>Training</b>	Not applicable
<b>Experience</b>	Not applicable
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N6501 Cut rough gemstone</a></li> <li><a href="#">G&amp;J/N9920 Maintain IPR at work</a></li> <li><a href="#">G&amp;J/N9921 Coordinate with colleagues</a></li> <li><a href="#">G&amp;J/N9924 Maintain safety at work</a></li> </ol> <p><b>Optional:</b> Not applicable</p>
<b>Performance Criteria</b>	As described in the relevant OS units

# National Occupational Standard



## Overview

This unit is about cutting the rough gemstone procured from mine or supplier as per planning and marking, in order to achieve maximum yield and customer's exact requirement. It is a crucial role in processing that determines the shape and weight of the gemstone, with or without inclusions. The rough may be a precious, semi-precious or synthetic stone.

**G&J/N6501**

**Cut rough gemstone**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N6501</b>
<b>Unit Title (Task)</b>	<b>Cut the rough gemstone procured from mine or supplier</b>
<b>Description</b>	This OS unit is about slicing or cutting the rough gemstone either for fulfilling customer's specific requirement of shape and size or for maximising yield, with or without inclusions
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Receive bag of gemstones from supervisor</p> <ul style="list-style-type: none"> <li>• match the stone type, shape, weight and number as mentioned on the bag</li> <li>• understand the requirement of cutting, i.e., whether it is for customised shape, size and inclusion free irrespective of yield or for standardised set of stone lot of same shape, size and weight with maximum yield</li> <li>• check the gemstone's properties such as hardness and sensitivity to heat and pressure in terms of colour and breakage</li> <li>• understand the permitted level of stone loss and level of inclusions to be retained depending in the type of gemstone, i.e., based on precious or semiprecious; or the design of the final jewel to be made from stone, e.g., ear hangings with inclusions in semi-precious stone</li> <li>• any treatment required on the precious stone to remove inclusions</li> </ul> <p>Cut precious or semiprecious gemstone</p> <ul style="list-style-type: none"> <li>• plan the stone cut by visual examination in terms of cut to be made in order to achieve the required shape, size and weight of finally processed stone</li> <li>• check for external impurities and inclusions that can be removed and those that have to be retained</li> <li>• mark with ink, the contours of cut to be made in order to achieve the best possible shape, size and weight of stones obtained from the rough</li> <li>• slice the stone using a diamond ringed cutting machine or a hand blade saw along the marking</li> </ul> <p>Cut synthetic or Cubic Zirconia (CZ)</p> <ul style="list-style-type: none"> <li>• plan the stone cut for required shape and size</li> <li>• mark the cut</li> <li>• slice the stone for required shape and size</li> </ul> <p>Return cut stones to supervisor</p> <ul style="list-style-type: none"> <li>• return the counted stones for quality check</li> <li>• return any damaged stones</li> </ul> <p>Report problems related to:</p> <ul style="list-style-type: none"> <li>• machine failure</li> <li>• unavailability of different types of blades or saw required</li> <li>• reasons for anticipated delays that may adversely affect delivery</li> </ul>

**G&J/N6501**

**Cut rough gemstone**

	<p>Interact with superior or polisher or QC department</p> <ul style="list-style-type: none"> <li>• receive instructions and stones from reporting supervisor</li> <li>• give feedback to supervisor on any specific stone handling requirement in the subsequent processes</li> <li>• rework based on feedback from Quality Control department</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Cutting the rough gemstone</b>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. cut stones cut within acceptable limits of weight loss</p> <p>PC2. accurately plan and mark for required shape, size and weight</p> <p>PC3. use correct blade or saw</p> <p>PC4. produce easy to shape cut stones in further processing</p> <p>PC5. achieve accurate calibration</p> <p>PC6. achieve maximum number of QC okayed stones</p>
<b>Productivity</b>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC7. achieve number and carats of stones cut per day against target given</p> <p>PC8. deliver scratch-less surface of cut stones</p> <p>PC9. maintain stone loss within prescribed limits, particularly, in precious stones</p>
<b>Handling problems</b>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC11. deliver cut stones in time by reporting problems faced or anticipated well in advance</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<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 IPR, and personnel management</p> <p>KA2. work flow involved in gemstone processing of company</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. basic Gemmology and properties of different types of stones</p> <p>KB2. different types of stones such as precious, semi-precious, synthetic</p> <p>KB3. Market value of stone to understand the rationale for different acceptable levels of stone loss</p> <p>KB4. origin of the stone, i.e., which mine, particularly, precious stones to read the softness/ hardness as developed from precedence of use</p> <p>KB5. which stone can be cabochon and which can be faceted?</p> <p>KB6. treatment of inclusions depending on the value of stone</p> <p>KB7. different types of saw and their use for a specific stone</p>

**G&J/N6501**

**Cut rough gemstone**

<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Basic reading and writing skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. read height, weight, dimensions of the stones facets as given on job sheets for planning and marking accordingly SA2. read company rules and compliance documents required to complete the work
	<b>Calculation and geometry skills</b>
	The user/individual on the job needs to know and understand how to: SA3. calculate stone loss at different stages of processing to determine the line of cut for a given shape, size and weight output SA4. plan for achieving the required symmetry on the finally processed stone
	<b>Teamwork and multi-tasking</b>
	The user/individual on the job needs to know and understand how to: SA5. share work load when multiple deliverables are required SA6. deliver the dop to next work process on time
<b>B. Professional Skills</b>	<b>Reading the design or plan for the stone</b>
	The user/individual on the job needs to know and understand how to: SB1. convert shape on paper into cut stone SB2. spot difficulties with respect to practicality of plan
	<b>Using tools and machines</b>
	The user/individual on the job needs to know and understand how: SB3. to read size of stone using vernier callipers SB4. to weigh the stone on weigh scale SB5. to use blade sawing machine SB6. to maintain the upkeep of the machine SB7. to use water jet and keep the stone cool and cutting oil for lubrication SB8. to work in a safe environment, i.e., without injuries
	<b>Reducing stone loss</b>
	The user/individual on the job needs to know and understand how: SB9. to report stone losses via documentation as per company policy SB10. to minimise stone loss below the prescribed limits SB11. to report any incidents of high stone loss SB12. to follow company's policies on stone fragments SB13. to suggest improvements in order to reduce stone loss limits
<b>Reflective thinking</b>	
The user/individual on the job needs to know and understand how to: SB14. improve work processes or greater productivity SB15. maintain good posture while working in a sitting position for long hours	

**G&J/N6501**

**Cut rough gemstone**

	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how to: SB16. spot process disruption and reasons for delay

**G&J/N6501**

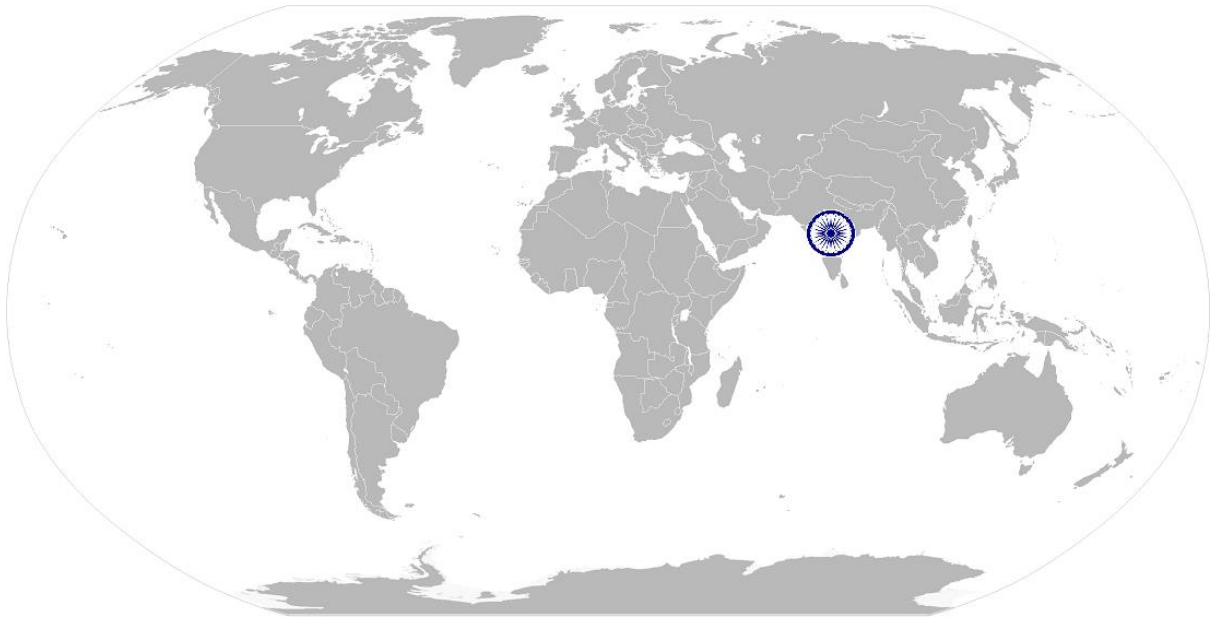
**Cut rough gemstone**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N6501</b>		
<b>Credits(NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
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<b>Industry Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
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# National Occupational Standard



## Overview

This unit is about respecting intellectual property rights of the company's products and designs.

**G&J/N9920**

**Maintain IPR at work**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9920</b>
<b>Unit Title (Task)</b>	<b>Maintain IPR of company</b>
<b>Description</b>	This OS unit is about protecting company's Intellectual Property Rights
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> <li>to prevent leak of new designs/ plans to competitors by reporting on time</li> <li>to be aware of any of company's product, process or design patents</li> <li>to report IPR violations observed in the market, to supervisor or company heads</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Reducing stone loss and maintaining IPR</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC1. be aware of patents and IPR</p> <p>PC2. not be involved in IPR violations</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: integrity, IPR and personnel management</p> <p>KA2. work flow involved in gemstone processing of company</p> <p>KA3. importance of the individual's role in the organisation</p> <p>KA4. reporting structure</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. patents and IPR laws</p> <p>KB2. how IPR protection is important for competitiveness of a company</p> <p>KB3. market trends</p>
<b>Skills (S) [Optional]</b>	
<b>C. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. effectively communicate any observed IPR violations or order leaks</p>
<b>D. Professional Skills</b>	<b>Decision making</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. when and how to report potential sources of violations</p>
	<b>Reflective thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. learn from past mistakes and report IPR violations on time</p>

**G&J/N9920**

**Maintain IPR at work**

	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how to: SB3. spot signs of violations and alert authorities in time

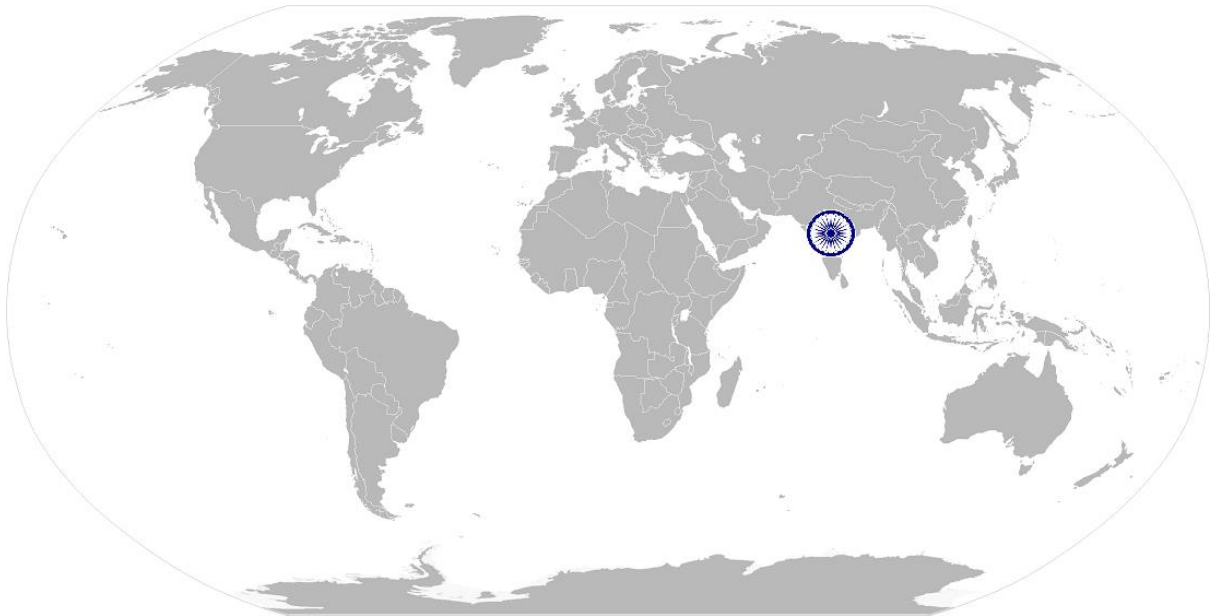
**G&J/N9920**

**Maintain IPR at work**

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<b>Industry Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</b>

# National Occupational Standard



## Overview

This unit is about team work and level of communication with colleagues or clients. 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/N9921**

**Coordinate with colleagues**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9921</b>
<b>Unit Title (Task)</b>	<b>Coordinate with colleagues and seniors</b>
<b>Description</b>	This OS unit is about communicating with colleagues and seniors in order to achieve smooth and hazard-free work flow
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Interact with supervisor to:</p> <ul style="list-style-type: none"> <li>• receive work instructions and raw materials from reporting supervisor</li> <li>• communicate to reporting supervisor about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</li> <li>• communicate any potential hazards or expected process disruptions</li> <li>• handover completed work to supervisor</li> </ul> <p>Interact with colleagues within and outside the department to:</p> <ul style="list-style-type: none"> <li>• work as a team with colleagues and share work as per their or own work load and skills</li> <li>• work with colleagues of other departments</li> <li>• communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>• receive feedback from QC and rework in order to complete work on time</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interaction with supervisor</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC1. understand the work output requirements</p> <p>PC2. comply with company policy and rule</p> <p>PC3. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
<b>Interactions with colleagues and other departments</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC4. put team over individual goals</p> <p>PC5. resolve conflicts and multi-task</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on personnel management</p> <p>KA2. work flow involved in gemstone processing of company</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>

**G&J/N9921**

**Coordinate with colleagues**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand how to:</p> <p>KB1. communicate effectively KB2. build team coordination</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Teamwork and multitasking</b></p> <p>The individual on the job needs to know and understand:</p> <p>SA1. importance of sharing work load as required SA2. significance of delivering product to next work process on time</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision making</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB1. potential areas of disruptions to work process and report the same SB2. when to report to supervisor and when to deal with a colleague individually, depending on the type of concern</p> <p><b>Reflective thinking</b></p> <p>The individual on the job needs to know and understand how to:</p> <p>SB3. improve work processes</p> <p><b>Critical thinking</b></p> <p>The individual on the job needs know and understand how to:</p> <p>SB4. spot process disruptions and delays</p>

**G&J/N9921**

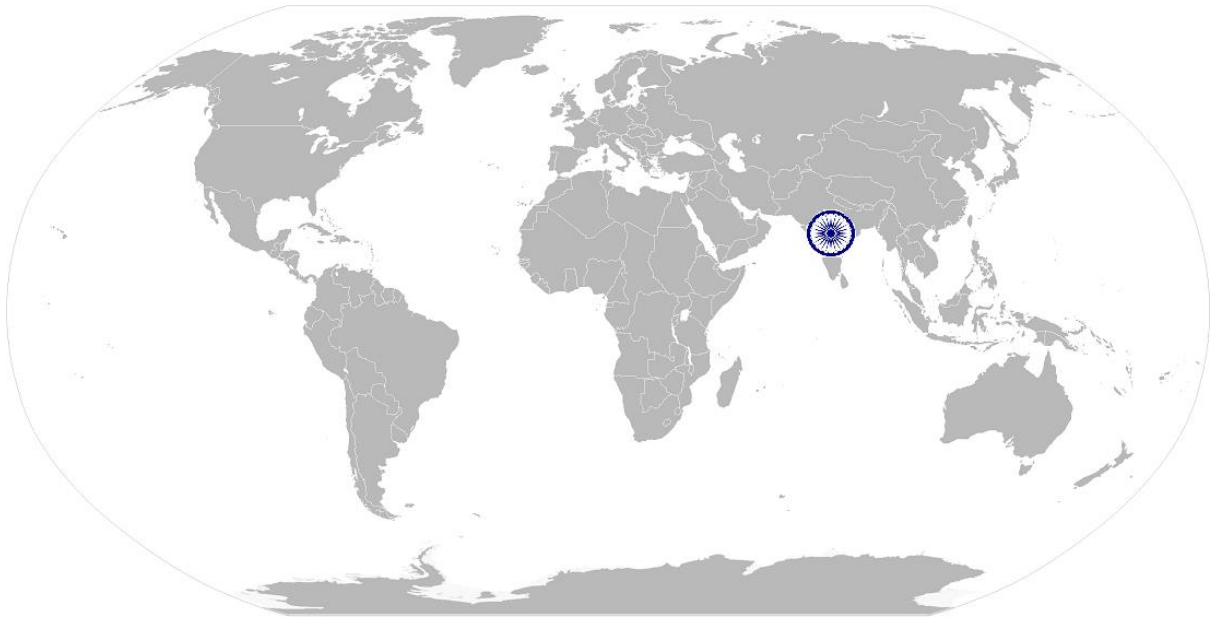
**Coordinate with colleagues**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9921</b>		
<b>Credits(NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
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# National Occupational Standard



## Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self and colleagues and maintaining a clean working environment.

**G&J/N9924**

**Maintain safety at work**

National Occupational Standard	<b>Unit Code</b>	<b>G&amp;J/N9924</b>
	<b>Unit Title (Task)</b>	<b>Maintain safety at work</b>
	<b>Description</b>	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 a clean work environment
	<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Understand potential sources of accidents</p> <ul style="list-style-type: none"> <li>to avoid accidents related to use of potentially dangerous chemicals, sharp tools, hazards from machines such as laser sawyer, heating lamps, rotating scaife and lap</li> </ul> <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> <li>wear safety gear such as goggles, mask, gloves, ear plugs</li> </ul> <p>Keep the work environment clean and organised</p> <ul style="list-style-type: none"> <li>keep the work station, machine, tools clean</li> <li>keep all the tools in an organised manner</li> <li>not litter or spit on work premises</li> </ul> <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> <li>process flow improvements that can reduce anticipated or repetitive hazards</li> <li>mishandling of tools, machines or hazardous materials</li> <li>electrical problems that could result in accident</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>		
<b>Element</b>	<b>Performance Criteria</b>	
<b>Communicating potential accident points</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC1. spot and report potential hazards on time</p> <p>PC2. follow company policy and rules regarding use of hazardous materials</p> <p>PC3. deliver quality work on time as required by reporting any anticipated reasons for delays</p>	
<b>Using safety gear</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC4. use or wear safety gear as per the rules of the company</p>	
<b>Cleanliness and hygiene</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC5. clean the work station</p> <p>PC6. organise tools and equipment in use</p>	

**G&J/N9924**

**Maintain safety at work**

Knowledge and Understanding (K)	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: KA1. company's policies on: stone collection, safety and hazards 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>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. how different chemicals react and the danger involved KB2. how to use machines and tools without suffering bodily harm
Skills (S) [Optional]	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	<b>Organising skills</b>
	The individual on the job needs to know and understand how to: SA2. keep all the tools in an organised manner so as to find them quickly SA3. keep the work environment clean
<b>B. Professional Skills</b>	<b>Decision making</b>
	The individual on the job needs to know and understand how to: SB1. report potential sources of danger SB2. follow prescribed procedure in the event of an accident SB3. avoid an accident by wearing appropriate safety gear
	<b>Reflective thinking</b>
	The individual on the job needs to know and understand how to: SB4. learn from past mistakes regarding use of hazardous machines or chemicals
	<b>Critical thinking</b>
	The individual on the job needs to know and understand how to: SB5. spot dangers SB6. organise tools so as the work process is smooth
	<b>Decision making</b>
The individual on the job needs to know and understand how to: SB7. report potential sources of danger SB8. follow prescribed procedure in the event of an accident	

**G&J/N9924**

**Maintain safety at work**

## **NOS Version Control**

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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 defied 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 specific designated responsibilities.
Core Skills/ Generic	Core skills or generic skills are a group of skills that are the key to learning

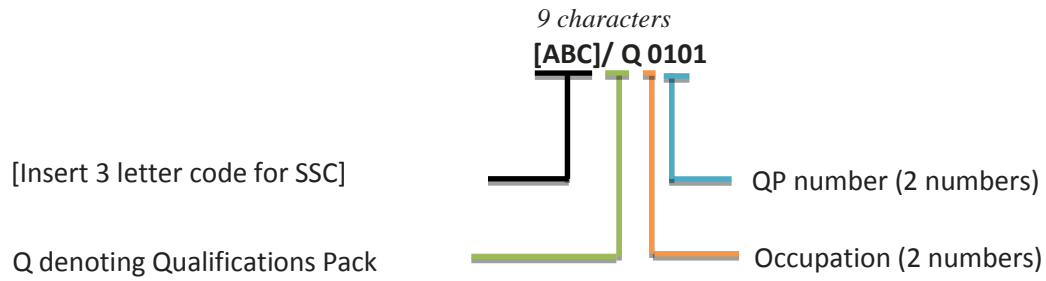
Acronyms

Skills	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

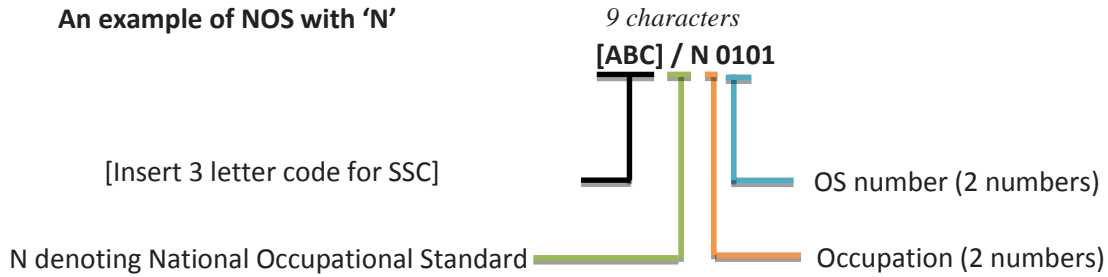
### Nomenclature for QP and NOS

#### 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 <b>QP</b> or <b>NOS</b>	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Gemstone Rough Cutter  
 Qualification Pack Gemstone Rough Cutter  
 Sector Skill Council Gems & Jewellery

To pass the Assessment, a candidate needs to score 50% in Theory and 70% in Practical

Assessment Strategy			Marks Allocation		
NOS	Elements	Performance Criteria	Total	Theory	Practical
1. G&J/N6501 Cut rough gemstone	Cutting the rough gemstone	PC1. cut stones cut within acceptable limits of weight loss	10	2	8
		PC2. accurately plan and mark for required shape, size and weight	10	2	8
		PC3. use correct blade or saw	10	2	8
		PC4. produce easy to shape cut stones in further processing	10	2	8
		PC5. achieve accurate calibration	10	2	8
		PC6. achieve maximum number of QC okayed stones	5	0	5
	Productivity	PC7. achieve number and carats of stones cut per day against target given	5	0	5
		PC8. deliver scratch-less surface of cut stones	5	0	5
		PC9. maintain stone loss within prescribed limits, particularly, in precious stones	5	0	5
	Handling problems	PC11. deliver cut stones in time by reporting problems faced or anticipated well in advance	5	0	5
				75	10
2. G&J/N9920 Maintain IPR at work	Reducing stone loss and maintaining IPR	PC1. be aware of patents and IPR	2	2	0
		PC2. not be involved in IPR violations	1	1	0
			3	3	0
3. G&J/N9921 Coordinate with others	Interaction with supervisor	PC1. understand the work output requirements	4	0	4
		PC2. comply with company policy and rule	1	1	0
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	3	0	3
	Interactions with colleagues and othedeptments	PC4. put team over individual goals	1	1	0
		PC5. resolve conflicts and multi-task	1	1	0
			10	3	7

4. G&J/N9924 Maintain safe work environment	Communicating potential accident points	PC1. spot and report potential hazards on time	1	1	0
		PC2. follow company policy and rules regarding use of hazardous materials	3	1	2
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	1	0
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	3	1	2
	Cleanliness and hygiene	PC5. clean the work station	2	0	2
		PC6. organise tools and equipment in use	2	0	2
			12	4	8
		Total		20	80
		Grand Total		100	

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Assessment Strategy			Marks Allocation		
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		PC9. maintain stone loss within prescribed limits, particularly, in precious stones	5	0	5
	Handling problems	PC11. deliver cut stones in time by reporting problems	5	0	5

		faced or anticipated well in advance			
			75	10	65
2. G&J/N9920 Maintain IPR at work	Reducing stone loss and maintaining IPR	PC1. be aware of patents and IPR	2	2	0
		PC2. not be involved in IPR violations	1	1	0
			3	3	0
3. G&J/N9921 Coordinate with others	Interaction with supervisor	PC1. understand the work output requirements	4	0	4
		PC2. comply with company policy and rule	1	1	0
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	3	0	3
	Interactions with colleagues and othedeptments	PC4. put team over individual goals	1	1	0
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