GJSCI
Gem & Jewellery Skill Council of India

N·S·D·C
National Skill Development Corporation

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS
FOR GEMS & JEWELLERY INDUSTRY

Contents

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 Thread maker

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Gemstone Processing

OCCUPATION: Threading

REFERENCE ID: G&J/Q6901

ALIGNED TO: NCO-2004/ NIL

Gemstone thread maker: The gemstone thread maker threads beads or cabochon or faceted gemstones together into a necklace or ear ring or bracelet.

Brief Job Description: The individual at work uses hands and fine needles to thread several beads or cabochon or faceted stones into a jewellery piece, as per design.

Personal Attributes: The job requires the individual to have: good eyesight; steady hands; and ability to work for long hours in a monotonous job.

Qualifications Pack Code	G&J/Q6901	
Job Role	Gemstone Thread maker	
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	19/06/13
Sub-sector	Gemstone Processing	Last reviewed on	30/07/13
Occupation	Threading	Next review date	15/07/15

(left margin: Job Details)

Job Role	Gemstone Driller
Role Description	Threading the polished and drilled gemstones into a jewellery piece, as per design
NVEQF/NVQF level **Minimum Educational Qualifications** **Maximum Educational Qualifications**	2 Preferably 10th standard passed
Training	Not applicable
Experience	Not applicable
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. G&J/N6901Thread gemstones to make jewellery 2. G&J/N9920 Maintain IPR at work 3. G&J/N9921 Coordinate with colleagues 4. G&J/N9924 Maintain safety at work **Optional:** Not applicable
Performance Criteria	As described in the relevant OS units

National Occupational Standard
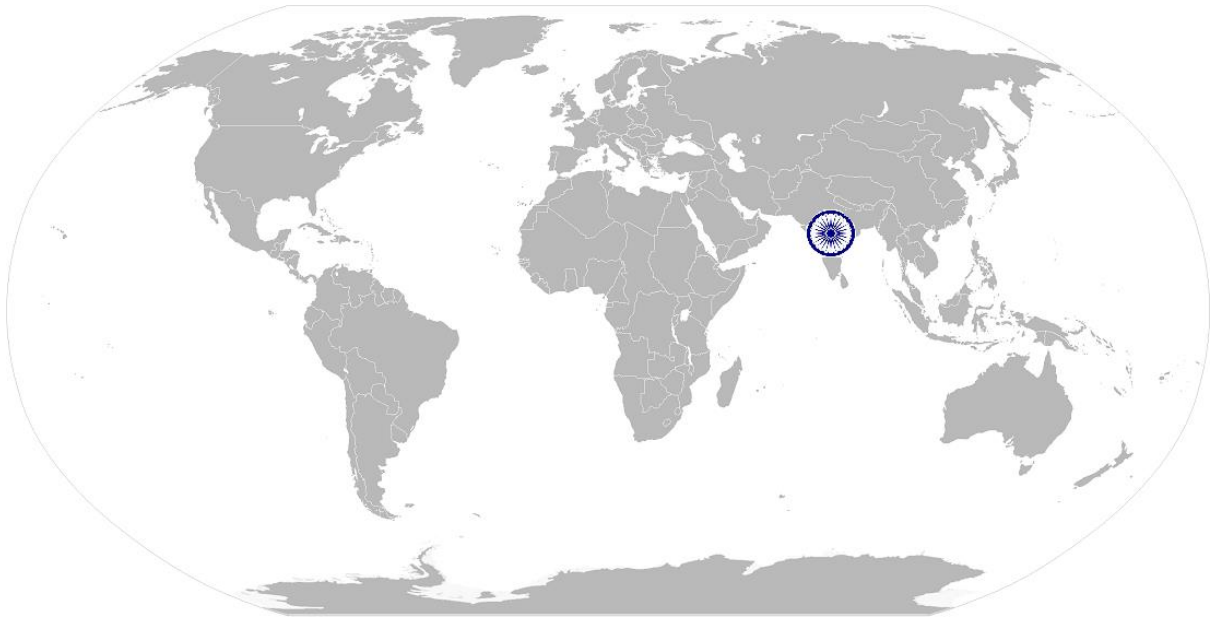
Overview

This unit is about threading different shapes and sizes of polished and faceted gemstones in to a string in order to make jewellery.

National Occupational Standard

Unit Code	G&J/N6901
Unit Title (Task)	**Thread polished and faceted gemstones into a jewellry piece**
Description	This OS unit is about threading beads, cabochons and faceted gemstones into jewellery such as necklace, ear rings or bracelets.
Scope	This unit/task covers the following: Receive bag of gemstones from supervisor • match the stone type, weight and number as mentioned on the bag • understand the jewellery design for threading in terms of shape, size, type of product, number of layers of thread and type of thread to be used • understand the permitted level of stone loss for the stone and product type Thread the gemstones • select the type of thread to be used such as plastics or metal wire • prepare the *sarafa*. i.e., bunched silk threads as per design • thread the gemstones on plastics or metal wire • follow convention as instructed such as big stones at the lower end and smaller on the higher • attach the chain or linker (or *sarafa* for necklace) Return threaded gemstones and jewellery to supervisor • return the threaded gemstone as jewellery • return any damaged stones Report problems related to: • shortage of or damaged gemstones • mismatch of stones provided for threading with design • reasons for anticipated delays that may adversely affect delivery Interact with superior or polisher or QC department • receive instructions and materials from reporting supervisor • give feedback to supervisor or polisher on any specific stone handling requirement • rework based on feedback from Quality Control department

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Threading	To be competent, the user/ individual on the job must be able to: PC1. maintain symmetry and colour scheme as per design PC2. check evenness of colour as per design PC3. check evens flow of the jewel as per design PC4. ensure utility of wearing by cutting and loose ends of wire PC5. ensure no damaged stones are threaded PC6. ensure threaded gemstones match with jewellery design

	PC7. ensure no damaged or poorly polished stones included in threading PC8. achieve look and feel of finished jewellery is as per design PC9. use correct thread type PC10. achieve maximum number of QC okayed threads
Productivity	To be competent, the user/ individual on the job must be able to: PC11. deliver the number and carats of stones threaded per day against target given PC12. deliver scratch-less threading PC13. maintain stone loss within prescribed limits
Handling problems	To be competent, the user/ individual on the job must be able to: PC11. deliver threaded stones in time by reporting problems faced or anticipated well in advance

Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, 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	The user/individual on the job needs to know and understand: KB1. different types of stones such as precious, semi-precious, synthetic, their shapes and sizes KB2. market value of stone to understand the rationale for different acceptable levels of stone loss KB3. different types of threads and their use with different types and sizes of stones KB4. design interpretation for threading into jewellery KB5. making the *sarafa* of silk or other threads KB6. market trends and customer preferences of different regions KB7. colour matching as per design or for achieving desired look

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Basic reading and writing skills**
	The user/ individual on the job needs to know and understand how to: SA1. read height, weight, dimensions of the stones threadedas given on job sheets SA2. read company rules and compliance documents required to complete the work
	Calculation and geometry skills
	The user/individual on the job needs to know and understand how to: SA3. achieve symmetry of threaded jewellery SA4. count gemstones to be threaded for exact jewellery output

G&J/N6901   **Thread gemstones to make jewellery**

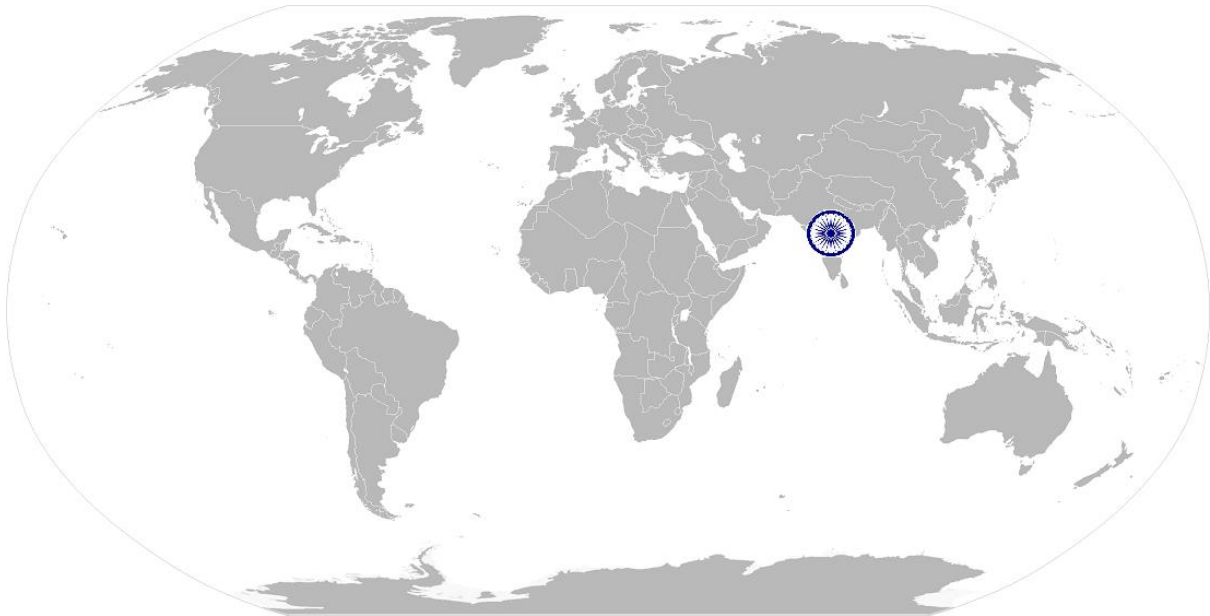|	
	Teamwork and multi-tasking
	The user/individual on the job needs to know and understand how to: SA5. share work load when multiple deliverables are required SA6. deliver the threaded jewellery on time
B. Professional Skills	**Reading the jewellery design**
	The user/individual on the job needs to know and understand how to: SB1. convert design on paper into final jewellery SB2. spot difficulties with respect to practicality of design SB3. achieve wearable output without any discomfort
	Reflective thinking
	The user/individual on the job needs to know and understand how to: SB8. improve work processes for greater productivity SB9. reduce stone loss
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB10. spot process disruption and reasons for delay

NOS Version Control

NOS Code	G&J/N6901		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	19/06/13
Industry Sub-sector	Gemstone Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

National Occupational Standard

Overview

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

National Occupational Standard

Unit Code	G&J/N9920
Unit Title (Task)	Maintain IPR of company
Description	This OS unit is about protecting company's Intellectual Property Rights
Scope	This unit/task covers the following: Protect company's Intellectual Property Rights (IPR) • to prevent leak of new designs/ plans to competitors by reporting on time • to be aware of any of company's product, process or design patents • to report IPR violations observed in the market, to supervisor or company heads

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Reducing stone loss and maintaining IPR	To be competent, the user/individual on the job must: PC1.　be aware of patents and IPR PC2.　not be involved in IPR violations

Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1.　company's policies on: integrity, IPR and personnel management KA2.　work flow involved in gemstone processing of company KA3.　importance of the individual's role in the organisation KA4.　reporting structure
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1.　patents and IPR laws KB2.　how IPR protection is important for competitiveness of a company KB3.　market trends

Skills (S) [Optional]	
C. Core Skills/ Generic Skills	**Communication skills**
	The user/ individual on the job needs to know and understand how to: SA1.　effectively communicate any observed IPR violations or order leaks
D. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand: SB1.　when and how to report potential sources of violations
	Reflective thinking
	The user/individual on the job needs to know and understand how to: SB2.　learn from past mistakes and report IPR violations on time

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

NOS Version Control

NOS Code		G&J/N9920		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number		1.0
Industry	Gems & Jewellery	Drafted on		19/06/13
Industry Sub-sector	Gemstone Processing	Last reviewed on		30/07/13
		Next review date		15/07/15

National Occupational Standard
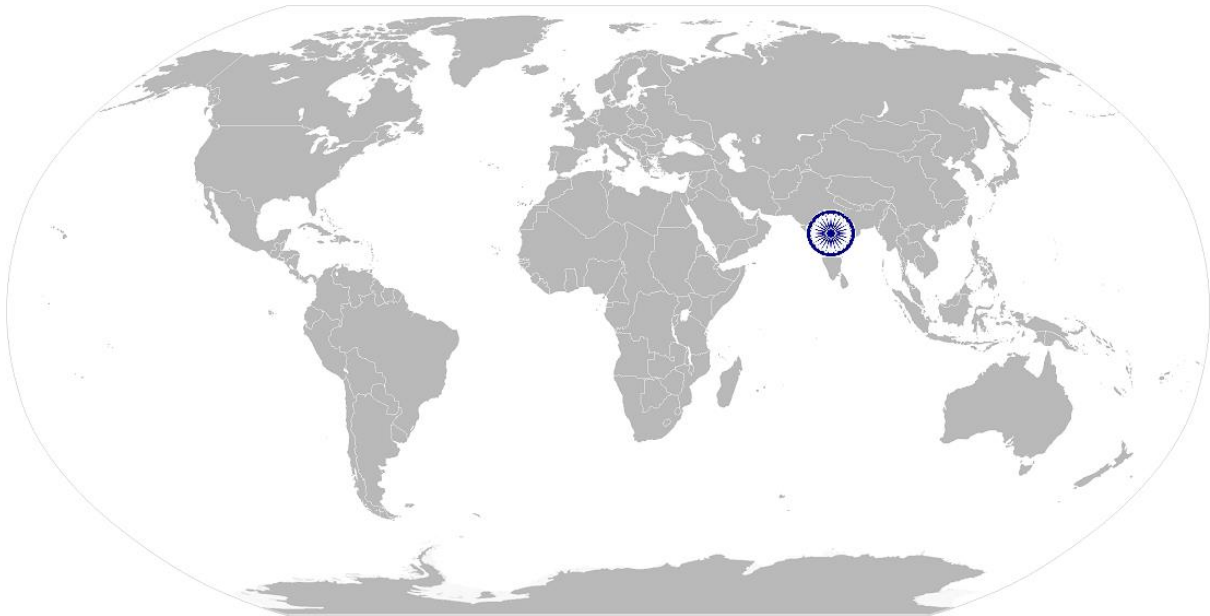
Overview

This unit is about team work and level of communication with 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.

National Occupational Standard

Unit Code	G&J/N9921
Unit Title (Task)	Coordinate with colleagues and seniors
Description	This OS unit is about communicating with colleagues and seniors in order to achieve smooth and hazard-free work flow
Scope	This unit/task covers the following:

Interact with supervisor to:
- receive work instructions and raw materials from reporting supervisor
- communicate to reporting supervisor about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required
- communicate any potential hazards or expected process disruptions
- handover completed work to supervisor

Interact with colleagues within and outside the department to:
- work as a team with colleagues and share work as per their or own work load and skills
- work with colleagues of other departments
- communicate an discuss work flow related difficulties in order to find solutions with mutual agreement
- receive feedback from QC and rework in order to complete work on time

Performance Criteria(PC) w.r.t. the Scope

Element	Performance Criteria
Interaction with supervisor	To be competent, the user/individual on the job must: PC1. understand the work output requirements PC2. comply with company policy and rule PC3. deliver quality work on time as required by reporting any anticipated reasons for delays
Interactions with colleagues and other departments	To be competent, the user/individual on the job must: PC4. put team over individual goals PC5. resolve conflicts and multi-task

Knowledge and Understanding (K)

A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on 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	The user/individual on the job needs to know and understand how to: KB1. Communicate effectively KB2. build team coordination

Skills (S) [Optional]	
A. **Core Skills/ Generic Skills**	**Teamwork and multitasking**
	The individual on the job needs to know and understand: SA1. importance of sharing work load as required SA2. significance of delivering product to next work process on time
B. **Professional Skills**	**Decision making**
	The individual on the job needs to know and understand: 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
	Reflective thinking
	The individual on the job needs to know and understand how to: SB3. improve work processes
	Critical thinking
	The individual on the job needs know and understand how to: SB4. spot process disruptions and delays

NOS Version Control

NOS Code	G&J/N9921		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	19/06/13
Industry Sub-sector	Gemstone Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

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.

National Occupational Standard

Unit Code	G&J/N9924
Unit Title (Task)	Maintain safety at work
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 a clean work environment
Scope	This unit/task covers the following: Understand potential sources of accidents • 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 Use safety gear to avoid accidents • wear safety gear such as goggles, mask, gloves, ear plugs Keep the work environment clean and organised • keep the work station, machine, tools clean • keep all the tools in an organised manner • not litter or spit on work premises Communicate to reporting supervisor about: • process flow improvements that can reduce anticipated or repetitive hazards • mishandling of tools, machines or hazardous materials • electrical problems that could result in accident

Performance Criteria(PC) w.r.t. the Scope

Element	Performance Criteria
Communicating potential accident points	To be competent, the user/individual on the job must: PC1.　spot and report potential hazards on time PC2.　follow company policy and rules regarding use of hazardous materials PC3.　deliver quality work on time as required by reporting any anticipated reasons for delays
Using safety gear	To be competent, the user/individual on the job must: PC4.　use or wear safety gear as per the rules of the company
Cleanliness and hygiene	To be competent, the user/individual on the job must: PC5.　clean the work station PC6.　organise tools and equipment in use

Knowledge and Understanding (K)	
A. Organizational Context	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. Technical Knowledge	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]	
A. Core Skills/ Generic Skills	**Communication skills**
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	Organising skills
	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. Professional Skills	**Decision making**
	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
	Reflective thinking
	The individual on the job needs to know and understand how to: SB4. learn from past mistakes regarding use of hazardous machines or chemicals
	Critical thinking
	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
	Decision making
	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

NOS Version Control

NOS Code	G&J/N9924		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	19/06/13
Industry Sub-sector	Gemstone Processing	Last reviewed on	30/07/13
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Definitions

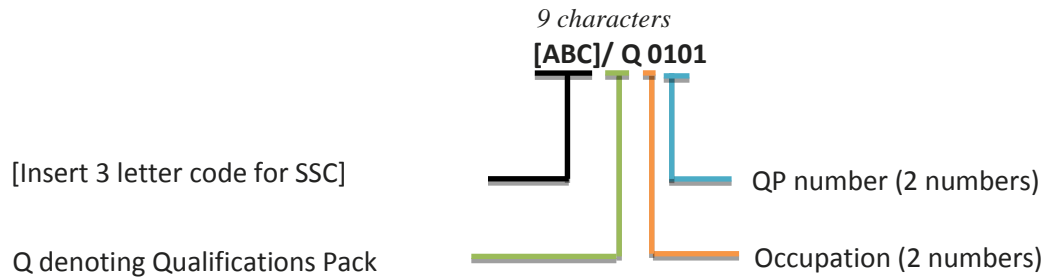| Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further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

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**
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

Acronyms

Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters
[ABC]/ Q 0101

[Insert 3 letter code for SSC]

QP number (2 numbers)

Q denoting Qualifications Pack

Occupation (2 numbers)

Occupational Standard

An example of NOS with 'N'

9 characters
[ABC] / N 0101

[Insert 3 letter code for SSC]

OS number (2 numbers)

N denoting National Occupational Standard

Occupation (2 numbers)
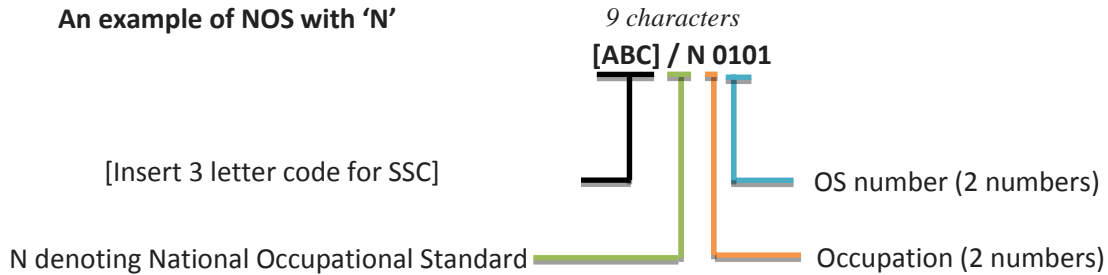
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The following acronyms/codes have been used in the nomenclature above:

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 **Q**Por **N**OS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role	Qualifications Pack- Gemstone Thread maker
Qualification Pack	Qualifications Pack- Gemstone Thread maker
Sector Skill Council	GEMS & JEWELLERY

Assessment Strategy			Marks Allocation	
NOS	Elements	Performance Criteria	Theory	Practical
1. G&J/N6901 Thread gemstones to make jewellery	Threading	PC1. maintain symmetry and colour scheme as per design	1	6
		PC2. check evenness of colour as per design	1	6
		PC3. check evens flow of the jewel as per design	1	6
		PC4. ensure utility of wearing by cutting and loose ends of wire	1	6
		PC5. ensure no damaged stones are threaded	1	5
		PC6. ensure threaded gemstones match with jewellery design	1	5
		PC7. ensure no damaged or poorly polished stones included in threading	1	5
		PC8. achieve look and feel of finished jewellery is as per design	0	5
		PC9. use correct thread type	0	5
		PC10. achieve maximum number of QC okayed threads	0	5
	Productivity	PC11. deliver the number and carats of stones threaded per day against target given	0	4
		PC12. deliver scratch-less threading	0	4
		PC13. maintain stone loss within prescribed limits	0	4
	Handling problems	PC14. deliver threaded stones in time by reporting problems faced or anticipated well in advance	0	4
			7	70
2. G&J/N9920 Maintain IPR at work	Reducing stone loss and maintaining IPR	PC1. be aware of patents and IPR	1	0
		PC2. not be involved in IPR violations	1	0
			2	0
3. G&J/N9921 Coordinate with others	Interaction with supervisor	PC1. understand the work output requirements	1	2
		PC2. comply with company policy and rule	1	2
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	2
	Interactions with colleagues and	PC4. put team over individual goals	1	0

	other departments	PC5. resolve conflicts and multi-task	1	0
			5	6
4. G&J/N9924 Maintain safe work environment	Communicating potential accident points	PC1. spot and report potential hazards on time	1	0
		PC2. follow company policy and rules regarding use of hazardous materials	1	0
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	0
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	1	2
	Cleanliness and hygiene	PC5. clean the work station	1	1
		PC6. organise tools and equipment in use	1	1
			6	4
			20	80
			100	