

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY

What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack- Supervisor-Rough Cutting

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Gemstone Processing

OCCUPATION: Rough Cutting

REFERENCE ID: G&J/Q6501

ALIGNED TO: NCO-2004/ NIL

Gemstone Rough-cutting Supervisor: The Rough-cutting Supervisor is in-charge of running the day-to-day work flow and processes of the rough cutting department.

Brief Job Description: The individual allocates work to subordinates workers, trains and educates them, instructs about the job to be performed on daily basis, checks quality of output, manages departmental accounts, manages team and systems, and interacts with other departments in order to produce lots of rough cut gemstones as per customer's end requirement and delivers on time.

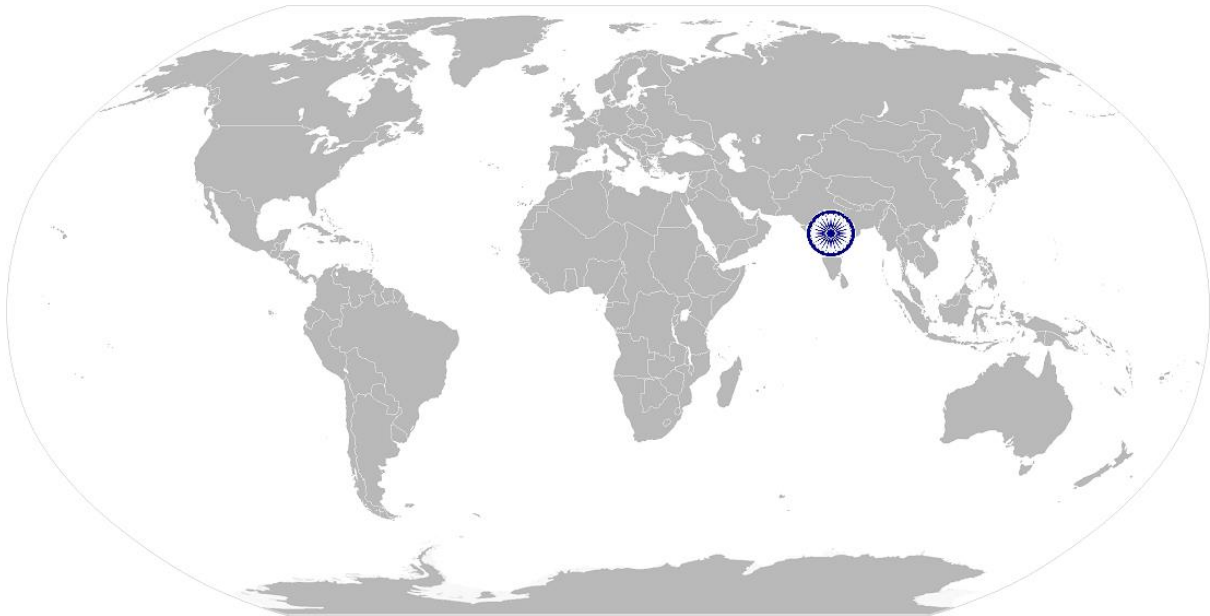
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; ability to manage a process driven team and for long hours in sitting position with a lot of patience and in a high-decibel machine-generated noise environment. The individual must have ability to manage team.

Job Details

| | | | |
|---------------------------------|--|-------------------------|-----------------|
| Qualifications Pack Code | G&J/Q6501 | | |
| Job Role | Supervisor – Gemstone Rough-cutting | | |
| Credits(NSQF) | TBD | Version number | 1.0 |
| Sector | Gems & Jewellery | Drafted on | 28/08/13 |
| Sub-sector | Gemstone Processing | Last reviewed on | 13/08/14 |
| Occupation | Gemstone Rough Cutting | Next review date | 12/08/15 |

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| Job Role | Supervisor - Gemstone Rough-cutting |
| Role Description | Managing the process of slicing the rough gemstone and removing extra rock and inclusions for pre-shaping or pre-forming and then faceting and polishing it |
| NSQF level | 5 |
| Minimum Educational Qualifications | Minimum: 10 th Standard passed |
| Maximum Educational Qualifications | |
| Training | Rough cutting |
| Experience | 3 years minimum in gemstone processing |
| Applicable National Occupational Standards (NOS) | <p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N6502 Supervise the rough cutting activity G&J/N9920 Maintain IPR at work G&J/N9922 Interact with colleagues G&J/N9924 Maintain safety at work <p>Optional: Not applicable</p> |
| Performance Criteria | As described in the relevant OS units |

National Occupational Standard



Overview

This unit is about supervising the doping, pre-shaping and final shaping activities by instructing, educating and training in order to achieve the planned outcome for the different lots of gemstones allocated in terms of quality, grade, stone loss permitted and customer's requirement. Dissemination of information and knowledge, management of work flow and team are important aspects of this job role.

G&J/N6502

Supervise the rough-cutting activity

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| National Occupational Standard | Unit Code | G&J/N6502 |
| | Unit Title (Task) | Supervise doping, pre-forming or pre-shaping and final shaping |
| | Description | This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of rough cutting functions |
| | Scope | <p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Deliver the bag of gemstones to Rough Cutter • Describe the cut required to the Rough Cutter • Receive rough-cut stone and conduct quality check • Manage accounts of stones • Handle or report problems related to: • Interact with Operations Manager, rough cutter, doper, pre-shaper, facet maker, polisher and other departments |
| Performance Criteria(PC) w.r.t. the Scope | | |
| Element | Performance Criteria | |
| Allocating work | <p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. match the stone type, weight and number as mentioned on the bag and handover to Rough Cutter</p> <p>PC2. allocate work the Rough Cutter according to their work load and level of expertise, e.g., type of stones handled in the past, size and weight of stone</p> <p>PC3. instruct about the delivery time, tools and machines, and consumables to be used and quality requirements</p> <p>PC4. educate about a new cut and demonstrate if required</p> <p>PC5. explain the hazards involved and precautions to be taken to avoid accidents</p> <p>PC6. educate about the stone type such as soft or hard and cut required, e.g., bead, cabochon or faceting</p> <p>PC7. explain the shapes requirements as per plan such round, cabochon, faceted</p> <p>PC8. explain about the marking and inclusions to be removed or retained</p> <p>PC9. explain about the external impurities to be removed</p> <p>PC10. instruct on type of saw to be used</p> <p>PC11. explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone</p> <p>PC12. describe the final outcome as desired by the customer or as per plan</p> <p>PC13. accurately assess worker’s capabilities and work load in order to distribute work for maximum productivity</p> <p>PC14. accurately read and describe job at hand to worker</p> <p>PC15. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC16. clearly define delivery schedule and work output requirements</p> <p>PC17. anticipate and alert about any disruptions and worker’s capabilities</p> | |

G&J/N6502

Supervise the rough-cutting activity

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| <p>Receiving cut roughs and managing accounts</p> | <p>To be competent, the user/ individual on the job must be able to:</p> <p>PC18. receive rough cut stone</p> <p>PC19. receive any damaged stone from rough cutter</p> <p>PC20. perform quality check – of all stones in a lot or sample from a lot depending on the type of stone, e.g., precious or semi-precious and as per company policy – based on: calibration, weight loss, cut and shape as per plan</p> <p>PC21. match the stone type, weight and number of stones received against those handed over</p> <p>PC22. count and send rejects back for rework</p> <p>PC23. count and bag all quality checked stones of the lot and document on job sheet</p> <p>PC24. return bagged QC okayed damaged stones to Operations Manager</p> |
| <p>Achieving productivity</p> | <p>To be competent, the user/ individual on the job must be able to:</p> <p>PC25. deliver the number of rough stones cut per day against target given</p> <p>PC26. achieve maximum number of QC okayed stones that pass final QC</p> <p>PC27. maintain stone loss as per company’s prescribed limit</p> <p>PC28. complete work as per customer’s satisfaction</p> |
| <p>Interactions with co-workers and seniors</p> | <p>To be competent, the user/ individual on the job must be able to:</p> <p>PC29. receive instructions and job sheet from Operations Manager about deliverables and work flow</p> <p>PC30. distribute work to rough cutter</p> <p>PC31. interact with Operations Manager to arrange for tools, machines, work space, consumables and other facilities for the workers</p> <p>PC32. discuss with co-workers in other relevant department any practical difficulties that may arise in cutting the rough</p> <p>PC33. give feedback to rough cutter or other department on handling of particular stone or order</p> <p>PC34. receive instructions on final quality check and grading from Final QC department and pass them to rough cutter</p> |
| <p>Handling problems</p> | <p>To be competent, the user/ individual on the job must be able to:</p> <p>PC35. report machine failure</p> <p>PC36. inform about shortage of consumables</p> <p>PC37. assess and address workforce shortage</p> <p>PC38. identify reasons for anticipated delays that may adversely affect delivery</p> <p>PC39. resolve problems related to machine, tools and consumable to deliver on time</p> <p>PC40. resolve problems related to workers and their productivity</p> <p>PC41. encourage and motivate workers to achieve higher productivity</p> |

G&J/N6502

Supervise the rough-cutting activity

| Knowledge and Understanding (K) | |
|---------------------------------------|--|
| A. Organizational Context | <p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and IPR, and personnel management</p> <p>KA2. work flow involved in gemstone processing of company</p> <p>KA3. management of worker, quality and productivity</p> <p>KA4. conflict resolution and problem solving</p> <p>KA5. performance appraisal procedure and standards</p> <p>KA6. reporting structure</p> |
| B. Technical Knowledge | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. gemmology and properties of different types of stones</p> <p>KB2. grading standards of gemstones</p> <p>KB3. calibration of gemstones</p> <p>KB4. different types of stones such as precious, semi-precious, synthetic</p> <p>KB5. market value of stone to understand the rationale for different acceptable levels of stone loss</p> <p>KB6. origin of the stone, i.e., which mine, particularly, precious stones to read the softness/ hardness as developed from precedence of use</p> <p>KB7. different types of shapes and facets possible for different gemstones and the number of steps shaping</p> <p>KB8. processes of cutting, doping, shaping, faceting and polishing of gemstones</p> <p>KB9. accounting of stones and documentation</p> <p>KB10. market trends and customer requirements</p> <p>KB11. team management</p> |
| Skills (S) [Optional] | |
| A. Core Skills/ Generic Skills | Reading and writing skills |
| | <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read about different types of gemstones and their properties</p> <p>SA2. read height, weight, dimensions of the stones as given on job sheets</p> <p>SA3. document work flow, quality standards and outcomes as per company policy</p> <p>SA4. read company rules and compliance documents required to complete the work</p> |
| | Calculation and geometry skills |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. assess the angle indexing required</p> <p>SA6. read symmetry requirements of stones as per job sheet</p> <p>SA7. calculate stone loss at every step of processing in order to achieve losses within acceptable limits</p> |
| | Team management |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. distribute work equitably and according to seniority and experience of worker</p> <p>SA9. encourage workers to share workload and deliver on time</p> <p>SA10. assess worker requirements in terms of training, tools, machinery, workspace</p> |

G&J/N6502

Supervise the rough-cutting activity

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| | <p>and other facilities</p> <p>SA11. appraise based on company's standards and workers' performance</p> <p>SA12. encourage workers to multitask and work on different types of gemstones</p> |
| B. Professional Skills | Reading the design or plan for the stone |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. explain the plan or design on paper so that worker can cut stone for required shape</p> <p>SB2. spot difficulties with respect to practicality of plan</p> <p>SB3. check quality of cut stone as per plan and allocate appropriate type of rework</p> |
| | Using tools and machines |
| | <p>The user/individual on the job needs to know and understand how:</p> <p>SB4. the cutting saw works</p> <p>SB5. different types of tools and machines are used for sawing and what precautions are required in operating them in terms of desired outcome and safety</p> <p>SB6. to work in a safe environment, i.e., without injuries</p> |
| | Reducing stone loss |
| | <p>The user/individual on the job needs to know and understand how:</p> <p>SB8. to report stone losses via documentation as per company policy</p> <p>SB9. to minimise stone loss below the prescribed limits</p> <p>SB10. to report any incidents of high stone loss</p> <p>SB11. to follow company's policies on stone fragments</p> <p>SB12. to suggest improvements in order to reduce stone loss limits</p> |
| | Communication skills |
| | <p>The user/individual on the job needs to know and understand how to communicate effectively in order to:</p> <p>SB13. give appropriate instructions and feedback to different levels of workers under supervision</p> <p>SB14. educate about safety and work hazards</p> <p>SB15. train on stone loss, productivity and correct steps to follow on the job</p> <p>SB16. inform about IPR issues pertaining to the company and detecting violations</p> <p>SB17. resolve inter-personal conflicts between workers and co-workers</p> |
| | Reflective thinking |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB18. improve work processes for greater productivity</p> <p>SB19. improve grading of output</p> |
| | Critical thinking |
| <p>The user/individual on the job needs to know and understand how to:</p> <p>SB20. spot process disruption and reasons for delay</p> <p>SB21. arrange for tools, machines and consumables in time</p> | |

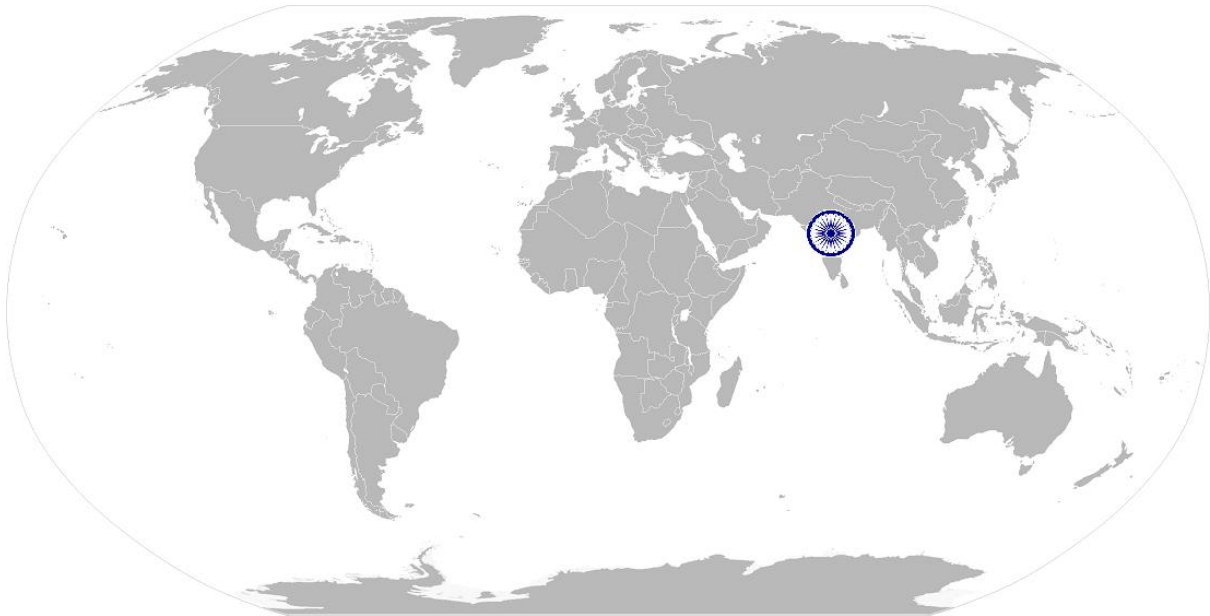
G&J/N6502

Supervise the rough-cutting activity

NOS Version Control

| | | | |
|----------------------------|-----------------------------|-------------------------|-----------------|
| NOS Code | G&J/N6502 | | |
| Credits(NSQF) | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 28/08/13 |
| Industry Sub-sector | Gemstone Processing | Last reviewed on | 13/08/14 |
| | | Next review date | 12/08/15 |

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

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| Unit Code | G&J/N9920 |
| Unit Title (Task) | Maintain IPR at work |
| Description | This OS unit is about protecting company's Intellectual Property Rights |
| Scope | This unit/task covers the following: <ul style="list-style-type: none"> Protect company's Intellectual Property Rights (IPR) |
| Performance Criteria(PC) w.r.t. the Scope | |
| Element | Performance Criteria |
| Maintaining IPR | To be competent, the user/individual on the job must: <ul style="list-style-type: none"> PC1. prevent leak of new designs/ plans to competitors by reporting on time PC2. be aware of any of company's product, process or design patents PC3. report IPR violations observed in the market, to supervisor or company heads PC4. be aware of patents and IPR PC5. not be involved in IPR violations |
| 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: 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> SB3. spot signs of violations and alert authorities in time |

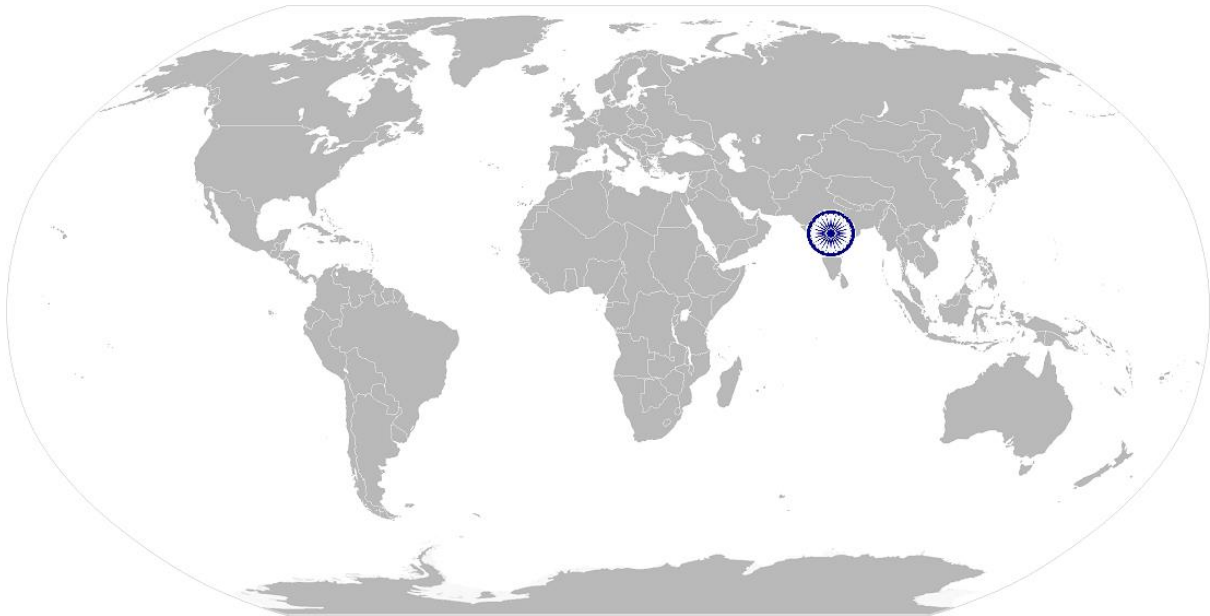
G&J/N9920

Maintain IPR at work

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|----------------------------|-----------------------------|-------------------------|-----------------|
| NOS Code | G&J/N9920 | | |
| Credits(NSQF) | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 28/08/13 |
| Industry Sub-sector | Gemstone Processing | Last reviewed on | 13/08/14 |
| | | Next review date | 12/08/15 |

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.

G&J/N9922

Interact with colleagues

National Occupational Standard

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|---|---|
| Unit Code | G&J/N9922 |
| 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 | <p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Interact with superior • Interact with colleagues within and outside the department |
| Performance Criteria(PC) w.r.t. the Scope | |
| Element | Performance Criteria |
| Interaction with superior | <p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. receive work instructions and raw materials from reporting superior</p> <p>PC2. communicate to reporting superior about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</p> <p>PC3. communicate any potential hazards or expected process disruptions</p> <p>PC4. handover completed work to superior</p> <p>PC5. understand the work output requirements</p> <p>PC6. comply with company policy and rule</p> <p>PC7. deliver quality work on time as required by reporting any anticipated reasons for delays</p> |
| Interactions with colleagues and other departments | <p>To be competent, the user/ individual on the job must be able to:</p> <p>PC8. work as a team with colleagues and share work as per their or own work load and skills</p> <p>PC9. work with colleagues of other departments</p> <p>PC10. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC11. receive feedback and rework in order to complete work on time</p> <p>PC12. put team over individual goals</p> <p>PC13. resolve conflicts and multi-task</p> |
| Knowledge and Understanding (K) | |
| A. Organizational Context | <p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on 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/N9922

Interact with colleagues

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| <p>B. Technical Knowledge</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>Skills (S) [Optional]</p> | |
| <p>A. Core Skills/ Generic Skills</p> | <p>Teamwork and multitasking</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. Professional Skills</p> | <p>Decision making</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>Reflective thinking</p> <p>The individual on the job needs to know and understand how to:</p> <p>SB3. improve work processes by working with others</p> <p>Critical thinking</p> <p>The individual on the job needs know and understand how to:</p> <p>SB4. spot process disruptions and delays due to unavailability of workers</p> |

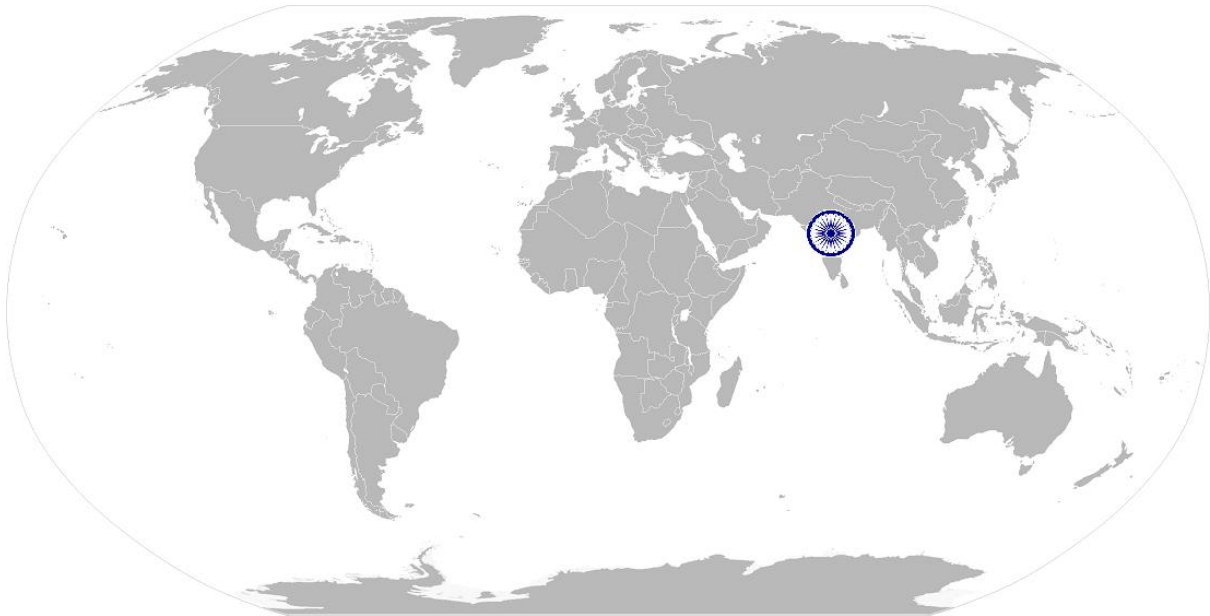
G&J/N9922

Interact with colleagues

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| NOS Code | G&J/N9922 | | |
| Credits(NSQF) | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 28/08/13 |
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| | | Next review date | 12/08/15 |

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.

G&J/N9924

Maintain safety at work

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 | <p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Understand potential sources of accidents • Use safety gear to avoid accidents • Keep the work environment clean and organised • Communicate to reporting supervisor |
| Performance Criteria(PC) w.r.t. the Scope | |
| Element | Performance Criteria |
| Communicating potential accident points | <p>To be competent, the user/individual on the job must:</p> <p>PC1. 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</p> <p>PC2. spot and report potential hazards on time</p> <p>PC3. follow company policy and rules regarding use of hazardous materials</p> <p>PC4. deliver quality work on time as required by reporting any anticipated reasons for delays</p> <p>PC5. Follow process flow improvements that can reduce anticipated or repetitive hazards</p> <p>PC6. report about mishandling of tools, machines or hazardous materials</p> <p>PC7. inform about electrical problems that could result in accident</p> |
| Using safety gear | <p>To be competent, the user/individual on the job must:</p> <p>PC8. wear safety gear such as goggles, mask, gloves, ear plugs</p> <p>PC9. use or wear safety gear as per the rules of the company</p> |
| Cleanliness and hygiene | <p>To be competent, the user/individual on the job must:</p> <p>PC10. keep the work station, machine, tools clean</p> <p>PC11. keep all the tools in an organised manner</p> <p>PC12. not litter or spit on work premises</p> <p>PC13. clean the work station</p> <p>PC14. organise tools and equipment in use</p> |

G&J/N9924

Maintain safety at work

| Knowledge and Understanding (K) | |
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| 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 | |

G&J/N9924

Maintain safety at work

NOS Version Control

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|---------------------------------|-----------------------------|-------------------------|-----------------|
| NOS Code | G&J/N9924 | | |
| Credits(NVEQF/NVQF/NSQF) | TBD | Version number | 1.0 |
| Industry | Gems & Jewellery | Drafted on | 28/08/13 |
| Industry Sub-sector | Gemstone Processing | Last reviewed on | 13/08/14 |
| | | Next review date | 12/08/15 |

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 |

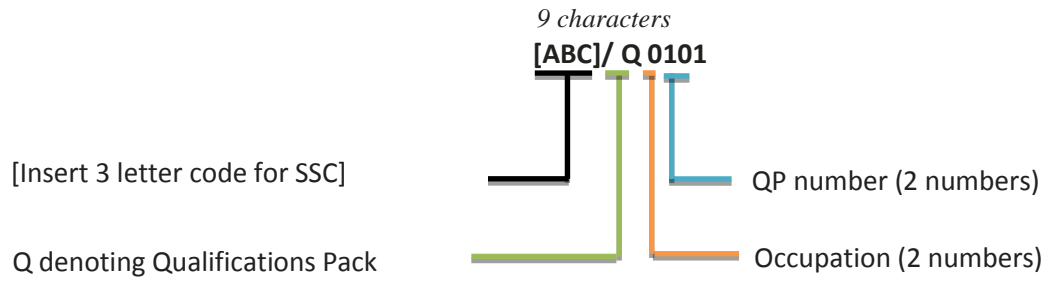
Acronyms

| 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

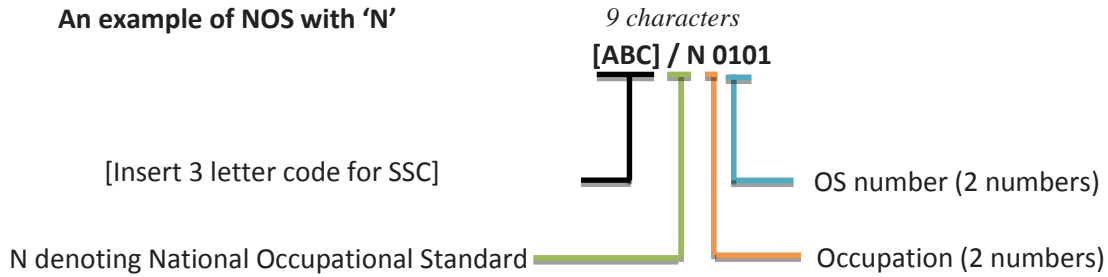
Nomenclature for QP and NOS

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 QPor NOS | N |
| Next two numbers | Occupation code | 01 |
| Next two numbers | OS number | 01 |

| CRITERIA FOR ASSESSMENT OF TRAINEES | | | | | |
|---|--|---|------------------|------------------|-----------|
| Job Role | | Supervisor Rough Cutting | | | |
| Qualification Pack | | Supervisor Rough Cutting | | | |
| 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 | | Theory | Practical |
| 1. G&J/N6502 Supervise the rough cutting activity | Allocating work | PC1. accurately assess worker's capabilities and work load and distribute work for maximum productivity | | 1 | 10 |
| | | PC2. accurately read and describe job at hand to worker | | 0 | 10 |
| | | PC3. instruct about precautions to be taken to deliver the job at hand as planned | | 0 | 8 |
| | | PC4. clearly define delivery schedule and work output requirements | | 2 | 8 |
| | | PC5. anticipate and alert about any disruptions and worker's capabilities | | 1 | 7 |
| | Productivity | PC6. deliver the number of rough stones cut per day against target given | | 0 | 6 |
| | | PC7. achieve maximum number of QC okayed stones that pass final QC | | 2 | 6 |
| | | PC8. maintain stone loss as per company's prescribed limit | | 0 | 5 |
| | | PC9. complete work as per customer's satisfaction | | 0 | 5 |
| | Handling problems | PC11. resolve problems related to machine, tools and consumable to deliver on time | | 2 | 3 |
| | | PC12. resolved problems related to workers and their productivity | | 0 | 1 |
| | | PC13. encourage and motivate workers to achieve higher productivity | | 2 | 1 |
| | | | Sub Total | 10 | 70 |
| 2. G&J/N8001 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 |
| | | Sub Total | 2 | 0 | |
| 3. G&J/N8003 Interact with others | Interaction with superior | PC1. understand the work output requirements | | 1 | 1 |
| | | PC2. comply with company policy and rule | | 2 | 0 |
| | | PC3. deliver quality work on time by reporting any anticipated reasons for delays | | 0 | 1 |
| | Interactions with colleagues, customers and/or vendors | PC4. put team over individual goals | | 0 | 2 |
| | | PC5. resolve conflicts and multi-task | | 2 | 0 |
| | | Sub Total | 5 | 4 | |
| 4. G&J/N8005 | Communicating potential | PC1. spot and report potential hazards on time | | 1 | 1 |

| CRITERIA FOR ASSESSMENT OF TRAINEES | | | | |
|-------------------------------------|-------------------------|---|-----------|-----------|
| Maintain safe work environment | accident points | PC2. follow company policy and rules regarding use of hazardous materials | 0 | 1 |
| | | 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 | 0 | 0 |
| | | PC6. organise tools and equipment in use | 0 | 2 |
| | Sub Total | | | 3 |
| Total | | | 20 | 80 |

