

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- Engraver – Gemstone Processing

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Gemstone Processing

OCCUPATION: Gemstone Faceting and Polishing

REFERENCE ID: G&J/Q6702

ALIGNED TO: NCO-2015/7313.1900

Brief Job Description: The individual works with high-speed rotating machines and individual sets of hand-made tools to etch out patterns on gemstones for further polishing and use in jewellery making. It is a traditional and highly creative role. The person is also called, '*Naqquashi maker*', the Engraver carves out different types of patterns on precious and semi-precious gemstones.

Personal Attributes: The job requires the individual to have: creativity; attention to details; good eyesight; firm grip; ability to work for longer duration with correct sitting posture while performing a task.

Job Details

Qualifications Pack Code	G&J/Q6702		
Job Role	Engraver – Gemstone Processing		
Credits (NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	28/08/2016
Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Gemstone Faceting & Polishing	Next review date	17/01/2022
NSQC Clearance on*	DD/MM/YYYY		

* only after clearance from NSQC

Job Role	Engraver – Gemstone Processing
Role Description	Etching and carving different types of patterns on gemstones for use in jewellery
NSQF level	4
Minimum Educational Qualifications*	8th standard
Maximum Educational Qualifications*	Not applicable
Training (Suggested but not mandatory)	Not applicable
Minimum job entry age	21 years
Experience	3 year experience in gemstone Shaping, Faceting and polishing
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> G&J/N6705 Carve patterns on gemstones G&J/N9901 Coordinate with others G&J/N9902 Maintain health and safety at workplace
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 organization.
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 organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational context includes the way the organization 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. In the context of the OS, these include communication related skills that are applicable to most job roles.

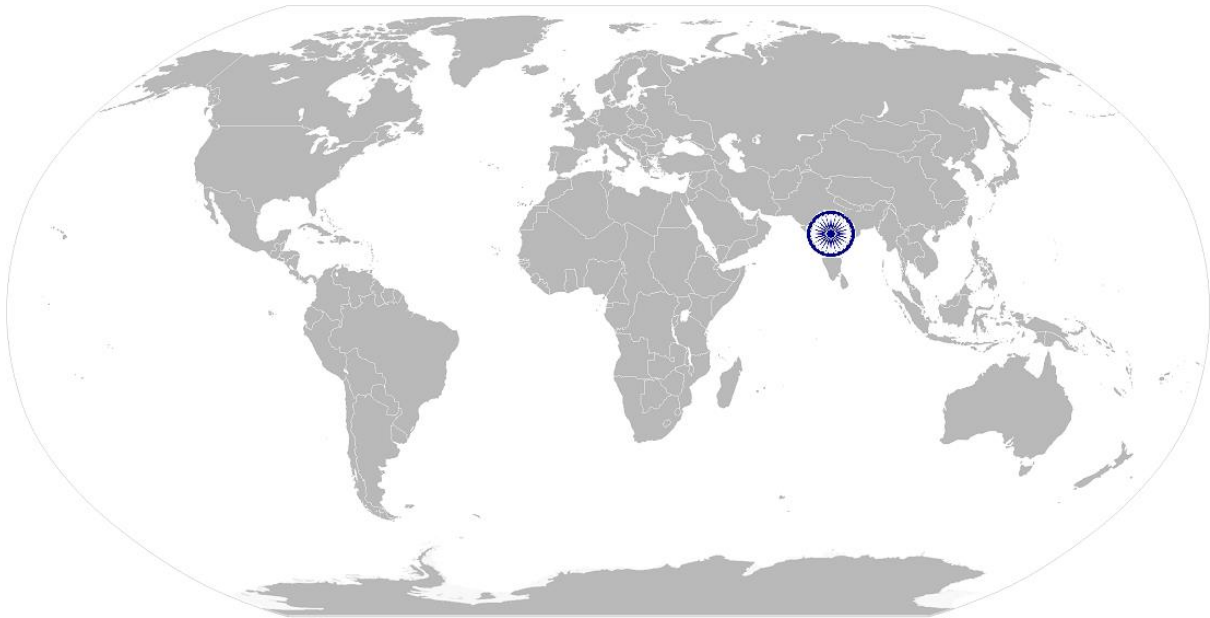
Acronyms

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

G&J/N6705

Carve patterns on gemstones

National Occupational Standard



Overview

This unit is about etching and carving different types of patterns on gemstones as per requirements. It requires creativity in making new designs and tools for carving.

G&J/N6705

Carve patterns on gemstones

Unit Code	G&J/N6705
Unit Title (Task)	Carve patterns on gemstones
Description	This OS unit is about carving design patterns on gemstones by using hand and machine tools
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Checking bag of faceted gemstones received from supervisor • Carving and etching patterns on the gemstone • Polishing and calibrating the carved gemstone • Maintaining Quality • Achieving productivity
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Checking bag of faceted gemstones received from supervisor	<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</p> <p>PC2. check shape and size of stone as per job sheet for symmetry, colour defects and potential problems in carving process</p> <p>PC3. check the permitted level of stone loss</p> <p>PC4. comprehend the type of stone to be polished either as soft or hard, transparent, translucent or opaque</p>
Carving and etching patterns on the gemstone	<p>PC5. mark design pattern on the stone as per the design given on the job sheet to be carved and ensure the same is followed thorough out the process</p> <p>PC6. select the appropriate hand or machine tool with required speed to be used for carving</p> <p>PC7. select rotating machine's speed for the type of stone, tool and pattern</p> <p>PC8. use water jet to reduce adverse effect of overheating of stone, such as change of colour or breakage</p> <p>PC9. maintain and calibrate for shape, size of the gemstones as per design</p> <p>PC10. avoid damage to any facets that were previously created</p> <p>PC11. use correct lap, powder and buff</p> <p>PC12. ensure to attain maximum number of QC approved carved gemstones</p>
Polishing and calibrating the carved gemstone	<p>PC13. select the buffing plate to be used for the stone type such as cloth, wool, wood according to the stone hardness and colour changing properties and polish</p> <p>PC14. calibrate the gemstone as per job sheet and allowed losses</p>
Maintaining Quality	<p>PC15. return the carved gemstones for quality check</p> <p>PC16. return any damaged stones</p> <p>PC17. rework based on feedback from Quality Control department</p>
Achieving productivity	<p>PC18. meet the target for the number of carved stones per day</p> <p>PC19. deliver scratch-less and well-polished stones as per job sheet</p> <p>PC20. maintain stone loss within prescribed limits, particularly, in precious stones</p>

G&J/N6705

Carve patterns on gemstones

	PC21. create new designs in accordance with changing customer preferences and company's targets
Knowledge and Understanding (K)	
A. Organizational Context (knowledge of the company/organisation and its process)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and personnel management</p> <p>KA2. non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</p> <p>KA3. liability arising out of loss, theft or inadvertent disclosure of confidential information</p> <p>KA4. work flow involved in gemstone processing of company</p> <p>KA5. importance of the individual's role in the workflow</p> <p>KA6. reporting structure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the process of shaping, faceting and polishing</p> <p>KB2. basic Gemology and properties of different stones</p> <p>KB3. different types of stones such as precious, semi-precious, synthetic etc.</p> <p>KB4. market value of stone to understand the rationale for different acceptable levels of stone loss</p> <p>KB5. origin of the stone, i.e., which mine it has originated from, particularly, precious stones to read the softness/ hardness as developed from precedence of use</p> <p>KB6. tools to be used for different types of carving and etching and stones</p> <p>KB7. make different types of pointed tools for etching and carving</p> <p>KB8. how to maintain rotating machine and tools</p> <p>KB9. many different types of laps available in terms of material such as diamond or steel or the grits</p> <p>KB10. how to use water jet and keep the stone cool</p> <p>KB11. how to use different types of buff for different stone types such as wool, wood, and leather and buffing powders such as chrome oxide</p> <p>KB12. how to work in a safe environment, i.e., without injuries</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. report any stone loss via documentation as per company policy
	Reading Skills
	<p>SA2. read height, weight, dimensions of the stones as given on job sheets</p> <p>SA3. read company rules and compliance documents required to complete the work</p>
Oral Communication (Listening and Speaking skills)	

G&J/N6705

Carve patterns on gemstones

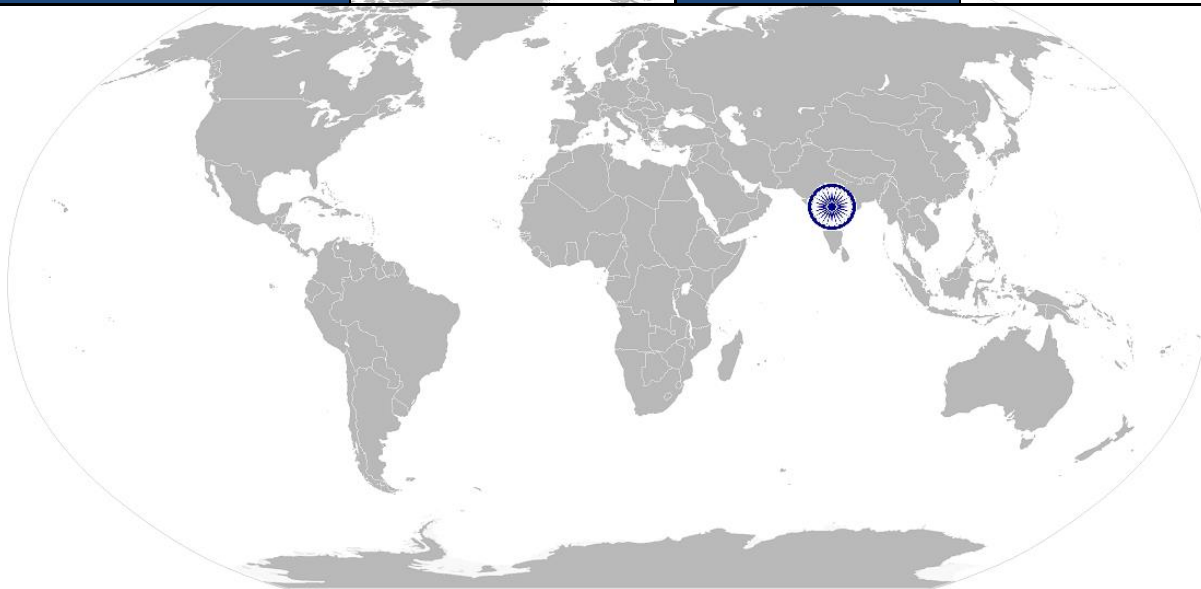
	<p>SA4. receive instructions and materials from reporting supervisor</p> <p>SA5. give feedback to supervisor or co-workers on any specific stone handling requirement</p> <p>SA6. share work load when multiple deliverables are required</p>
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand:
	SB1. decide on correct use of machines, tools and consumables for carving
	Plan and Organize
	SB2. plan and organize the work bench for efficient working
	Customer Centricity
	SB3. adhere to specification, as required by the customer
	Problem Solving
	<p>SB4. resolve the problem faced, by referring to reporting authority</p> <p>SB5. deliver carved stones in time by reporting problems faced or anticipated well in advance</p> <p>SB6. create new tools for new design patterns, if necessary</p> <p>SB7. control Losses during engravings</p>
	Analytical Thinking
	<p>SB8. convert the stone plan on job sheet to a carved and polished stone</p> <p>SB9. spot difficulties with respect to practicality of plan or facets created</p> <p>SB10. improve work processes or greater productivity</p>
	Critical Thinking
	SB11. spot process disruption and reasons for delay

G&J/N6705

Carve patterns on gemstones

NOS Version Control

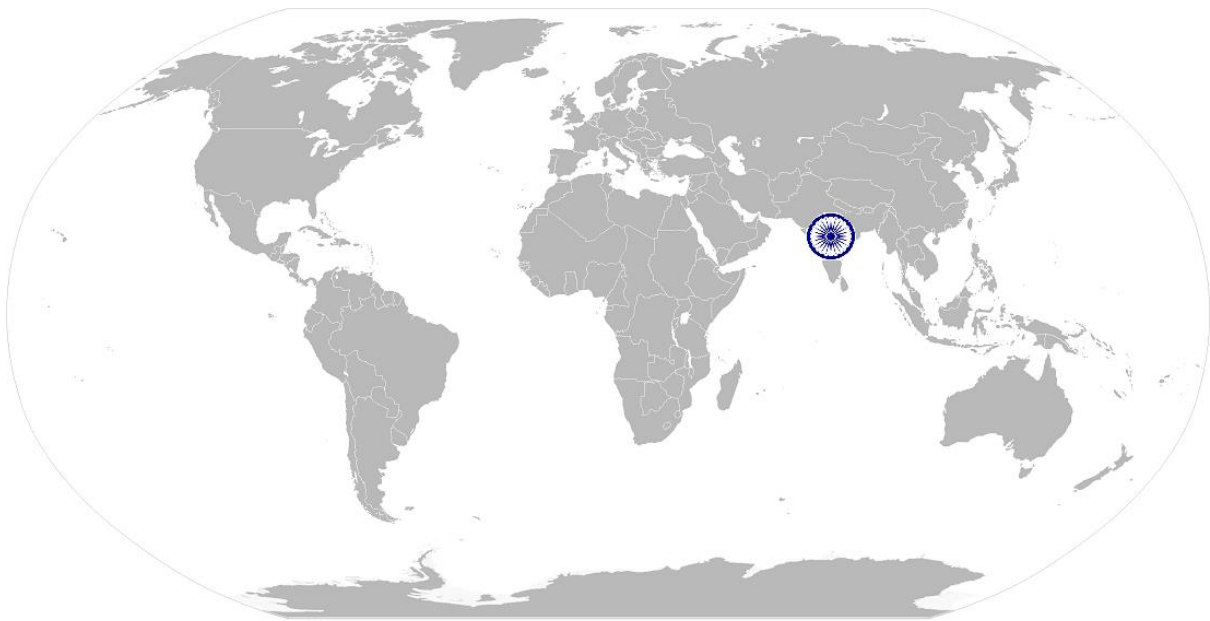
NOS Code	G&J/N6705		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Gemstone Faceting & Polishing	Next review date	17/01/2022



G&J/N9901

Coordinate with others

National Occupational Standard



Overview

This unit is about team work and communication with colleagues or customer. 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 as per schedule.

G&J/N9901

Coordinate with others

Unit Code	G&J/N9901
Unit Title (Task)	Coordinate with others
Description	This OS unit is about communicating with colleagues, seniors and outside parties in order to achieve the deliverables on schedule
Scope	<p>This unit/task covers the following:</p> <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	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. coordinate for receiving work instructions and raw materials from reporting supervisor</p> <p>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</p> <p>PC3. communicate to reporting supervisor about operation details and hazards</p> <p>PC4. interact with supervisor regarding compliance of company policy and rules</p>
Interacting with colleagues within and outside the department	<p>PC5. coordinate with colleagues to share work, as per the workload in order to achieve team goals</p> <p>PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC7. coordinate and receive feedback from quality control department</p> <p>PC8. resolve conflicts by communicating with colleagues and other departments</p> <p>PC9. coordinate with colleagues regarding multitasking in other departments as per the requirements</p>
Interacting with outside parties	<p>PC10. adhere to nondisclosure policy of the company in all outside coordination</p>
Knowledge and Understanding (K)	
A. Organizational Context (knowledge of the company/organisation and its process)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards and personnel management</p> <p>KA2. company's policies on non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</p> <p>KA3. liability arising out of loss, theft or inadvertent disclosure of confidential information</p> <p>KA4. reporting structure</p>

G&J/N9901

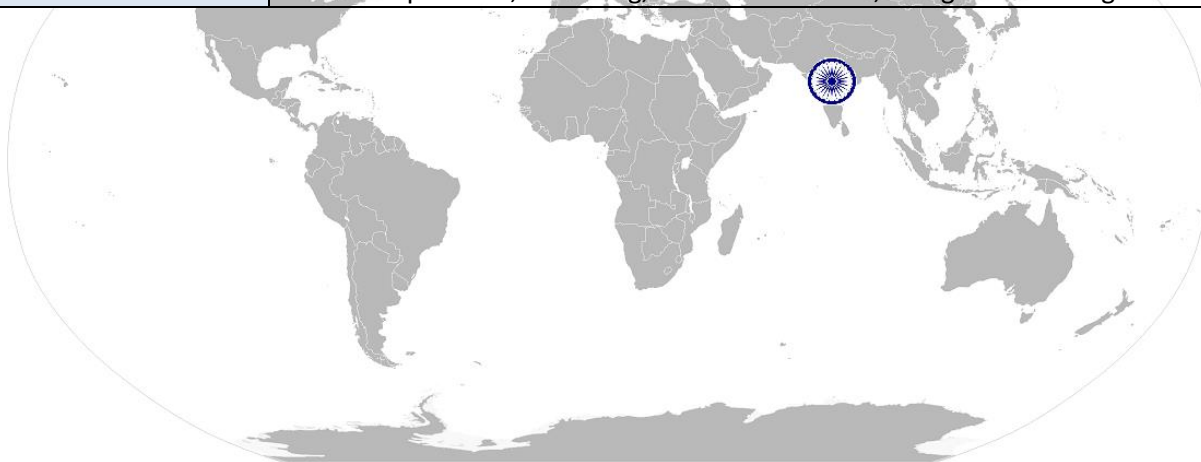
Coordinate with others

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</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 like expressing and addressing grievances appropriately and effectively</p> <p>KB3. importance of teamwork in organization and individual success</p> <p>KB4. various components of effective communication</p> <p>KB5. barriers to effective communication</p> <p>KB6. common reasons for interpersonal conflict</p> <p>KB7. what constitutes disciplined behavior for a working professional</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<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>
	Reading Skills
	<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>
	Oral Communication (Listening and Speaking skills)
	<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>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. spot and communicate potential areas of disruptions in the work process and report the same</p> <p>SB2. report supervisor or deal with a colleague individually, depending on the type of concern</p>
	Plan and Organize
	<p>SB3. to plan work for maximum productivity</p> <p>SB4. to plan and organize the schedule for maintenance of tools and machines</p>
	Customer Centricity
	<p>SB5. convey accurate information to relevant internal as well as external customers</p>
	Problem Solving

G&J/N9901

Coordinate with others

	SB6. how to handle critical situations caused due to communication issues at workplace and solve problems without blaming others
	Analytical Thinking
	SB7. analyse the work processes by interacting with others and adopting best practices
	SB8. use prior experience to observe and reflect for development of ideas
	Critical Thinking
	SB9. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB10. deal with clients lacking the technical background to solve the problem on their own
	SB11. spot process disruptions and delays and report and communicate with solutions
	SB12. identify immediate or temporary solutions to resolve delays
	SB13. 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

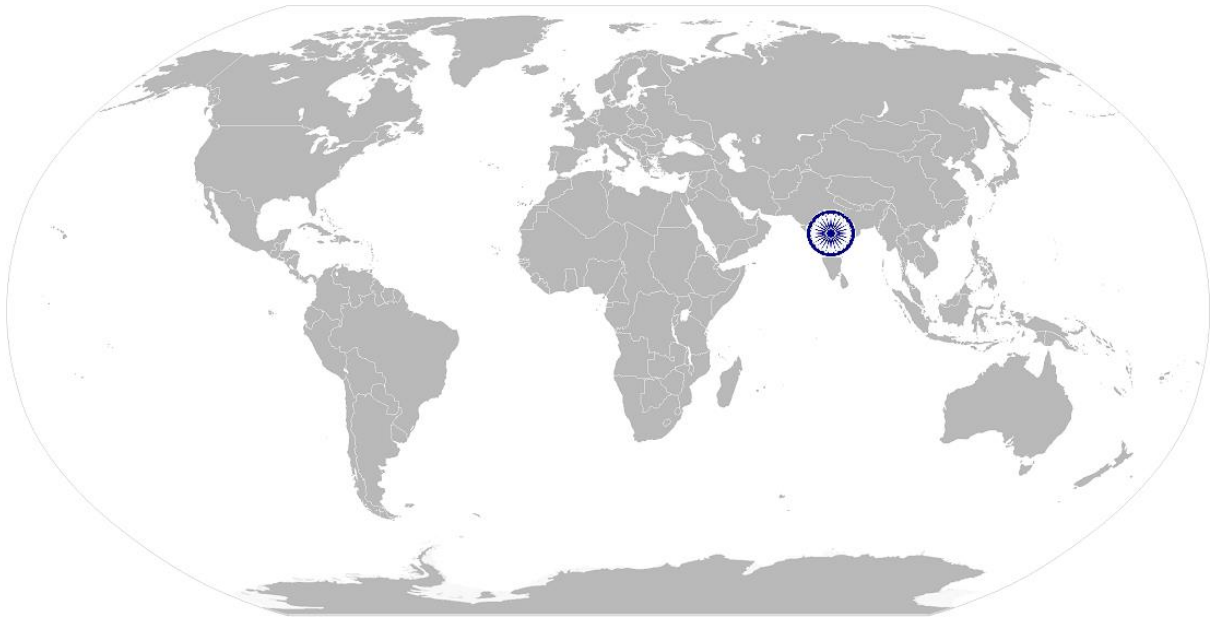
NOS Code	G&J/N9901		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Gemstone Faceting & Polishing	Next review date	17/01/2022



G&J/N9902

Maintain health and safety at workplace

National Occupational Standard



Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to avoid accidents at work place, to maintain health and safety of self and colleagues.

G&J/N9902

Maintain health and safety at workplace

Unit Code	G&J/N9902
Unit Title (Task)	Maintain health and safety at workplace
Description	This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining health and safety at workplace
Scope	<p>This unit/task covers the following:</p> <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	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify and use appropriate protective clothing/equipment for specific tasks and work</p> <p>PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace</p> <p>PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others</p> <p>PC4. identify and avoid doing any tasks or activities in a wrong posture</p> <p>PC5. practice appropriate working postures to minimise occupational health related issues</p>
Fire safety	<p>PC6. use the appropriate fire extinguishers on different types of fire</p> <p>PC7. demonstrate rescue techniques applied during fire hazard</p> <p>PC8. demonstrate good housekeeping in order to prevent fire hazards</p> <p>PC9. demonstrate the correct use of any fire extinguisher</p>
Emergencies, rescue and first aid procedures	<p>PC10. provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.,</p> <p>PC11. respond promptly and appropriately to an accident or medical emergency</p> <p>PC12. participate in emergency procedures such as raising alarm, safe evacuation etc.,</p>
Knowledge and Understanding (K)	
A. Organizational Context (knowledge of the company/organisation and its process)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: safety and hazards and personnel management</p> <p>KA2. names and location of documents that refer to health and safety in work place</p> <p>KA3. reporting structure</p>

G&J/N9902

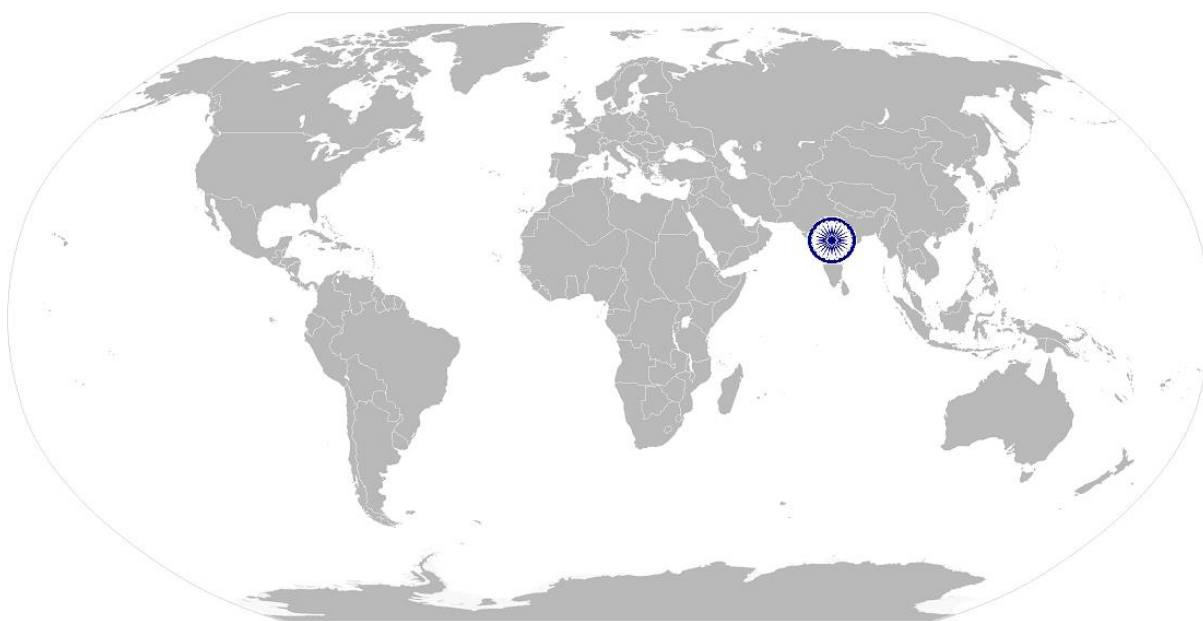
Maintain health and safety at workplace

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. meaning of “hazards” and risks</p> <p>KB2. health and safety hazards commonly present in the work place and related precautions</p> <p>KB3. various dangers associated with use of electrical equipment</p> <p>KB4. preventative and remedial actions to be taken in case of exposure to toxic material</p> <p>KB5. methods of accident prevention</p> <p>KB6. how different chemicals react and the related hazards</p> <p>KB7. how to use machines and tools without causing any accident</p> <p>KB8. importance of using protective clothing/ equipment while working</p> <p>KB9. precautionary activities to prevent the fire accident</p> <p>KB10. various causes of fire</p> <p>KB11. techniques of using different fire extinguishers</p> <p>KB12. different materials used for extinguishing fire</p> <p>KB13. rescue techniques applied during a fire hazard</p> <p>KB14. various types of safety signs and their meaning</p> <p>KB15. appropriate basic first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.,</p> <p>KB16. casualty Lifting in case of an accident caused to a person</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The individual on the job needs to know and understand how to:</p> <p>N.A.</p>
	Reading Skills
	<p>SA1. read and comprehend basic content to read labels, charts, signage</p> <p>SA2. read and comprehend basic English to read manuals of operations</p>
	Oral Communication (Listening and Speaking skills)
	<p>SA3. communicate effectively the risk of not following safety measures</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. respond to emergencies/accidents, by taking an apt and timely decision.</p>
	Plan and Organize
	<p>SB2. organize work schedule, work area, tools, equipment and material to minimize health and safety risk</p>
	Customer Centricity
	<p>N.A.</p>
Problem Solving	

G&J/N9902

Maintain health and safety at workplace

	SB3. ensure apt action in case of any emergencies, accidents or fire at the work location
	Analytical Thinking
	SB4. analyze untoward incidents from the past and implement correct use of machines, tools or hazardous chemicals
	Critical thinking
	SB5. critically analyze 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

NOS Version Control

NOS Code	G&J/N9902		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Gemstone Faceting & Polishing	Next review date	17/01/2022



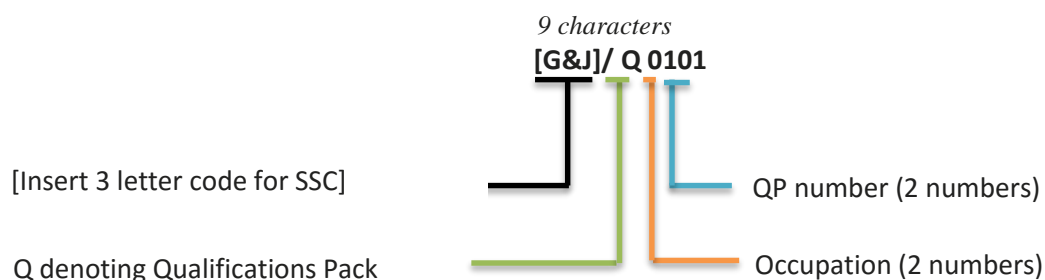
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Qualifications Pack for Engraver – Gemstone Processing

Annexure

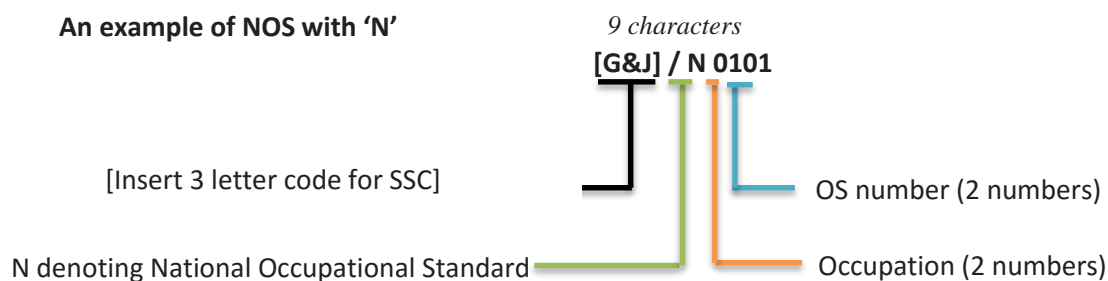
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



G&J/Q6702

Qualifications Pack for Engraver – Gemstone 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 Engraver – Gemstone Processing

Qualification Pack G&J/Q6702

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 practical tests for skill evaluation for candidates at every examination/training centre. (As per assessment criteria below)
5. To pass the Qualification Pack, every candidate should score a minimum 70% of aggregate marks to successfully clear the assessment.
6. In case of successfully passing only certain number of NOSs, the candidate is eligible to take subsequent assessment to pass the Qualification Pack.
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/N6705 Carve patterns on gemstones	PC1. match the stone type, weight and number as mentioned on the bag	60	2	1	1
	PC2. check shape and size of stone as per job sheet for symmetry and colour defects and potential problems in carving process		2	1	1
	PC3. check the permitted level of stone loss		2	1	1
	PC4. comprehend the type of stone to be polished such as soft or hard, transparent or translucent or opaque		2	1	1
	PC5. mark patterns on the stone as per design to be carve mark design pattern on the stone as per the design given on the job sheet to be carved and ensure		5	2	3

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	the same is followed thorough out the process				
	PC6. select the hand or machine tool to be used for carving		3	0	3
	PC7. select rotating machine speed for the type of stone, tool and pattern		3	0	3
	PC8. use water jet to reduce adverse effect of overheating of stone, such as change of colour or breakage		2	0	2
	PC9. maintain and calibrate for shape, size of the gemstones as per design		4	1	3
	PC10. avoid damage to any facets that were previously created		3	0	3
	PC11. use correct lap, powder and buff		3	1	2
	PC12. achieve maximum number of QC okayed carved gemstones		2	0	2
	PC13. select the buffing plate to be used for the stone type such as cloth, wool, wood according to the stone hardness and colour changing properties and polish		3	0	3
	PC14. calibrate the gemstone as per job sheet and allowed losses		2	1	1
	PC15. return the carved gemstones for quality check		1	0	1
	PC16. return any damaged stones		1	0	1
	PC17. rework based on feedback from Quality Control department		4	1	3
	PC18. meet the target for the number of carved stones per day		3	1	2
	PC19. deliver scratch-less and well-polished stones as per job sheet		5	1	4
	PC20. maintain, stone loss within prescribed limits, particularly, in precious stones		3	1	2
	PC21. create new designs in accordance with changing customer preferences and company's targets		5	1	4
	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		3	0	3
	PC5. coordinate with colleagues to share work, as per the workload in order to achieve team goals		3	0	3
	PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		2	0	2
	PC7. coordinate and receive feedback from quality control department		2	1	1
	PC8. resolve conflicts by communicating with colleagues and other departments		2	0	2
	PC9. communicate and discuss work Coordinate with colleagues regarding multitasking in other departments with requirements		3	1	2
	PC10. adhere to nondisclosure policy of the company in all outside coordination		2	1	1
	Total		20	3	17

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