

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 - Gemstone Polisher

(Electives: *Facet Maker / Facet Polisher/ Girdle Polisher*)

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Gemstone Processing

OCCUPATION: Faceting and Polishing

REFERENCE ID: G&J/Q6706

ALIGNED TO: NCO-2015/7313.1303,1505,1506

Brief Job Description: The individual works with high-speed rotating machines with metal placed and buffs also with angle-indexed rotating scaife machines with diamond or steel laps. He/she grinds the facets on pre-shaped stone or faceted gemstone to produce a fully finished stone.

Elective 1 - Facet Making:

The polisher creates facets on stones in order to give the final look to the rough-cut and pre-shaped stone.

Elective 2 – Facet Polishing:

The polisher provides final polish/finish to the pre-shaped or faceted stone and brings out the stone’s colour and lustre.

Elective 3 - Girdle Polishing:

The girdle polisher provides finish to the girdle of the faceted and polished stone to enhance the colour and lustre of the girdle.

Personal Attributes:

The job requires the individual to have: attention to details; good eyesight; steady grip; ability to work in a process driven team, for prolonged hours in noisy environment and in seated position with patience. The individual must avert machine failures, errors and avoid safety hazards.

Job Details

Qualifications Pack Code	G&J/Q6706		
Job Role	Gemstone Polisher		
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	Gemstone Polisher
Role Description	Grinding the rough cut gemstone into a multi-faceted stone, polishing the girdle and facets in order to get finish, shine and luster
NSQF level	3
Minimum Educational Qualifications*	8th Standard
Maximum Educational Qualifications*	Not applicable
Training (Suggested but not mandatory)	Not applicable
Minimum job entry age	18 years
Experience	Not applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N6601 Dop the gemstone G&J/N9901 Coordinate with others G&J/N9902 Maintain health and safety at workplace <p>Electives (mandatory to select at least one):</p> <p>Elective 1. Facet Making 1.1 G&J/N6701 Make facets on gemstone</p> <p>Elective 2. Facet Polishing 2.1 G&J/N6703 Polish faceted or cabochon gemstone</p> <p>Elective 3. Girdle Polishing 3.1 G&J/N6704 Polish the girdle of faceted gemstone</p>
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and 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. 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.

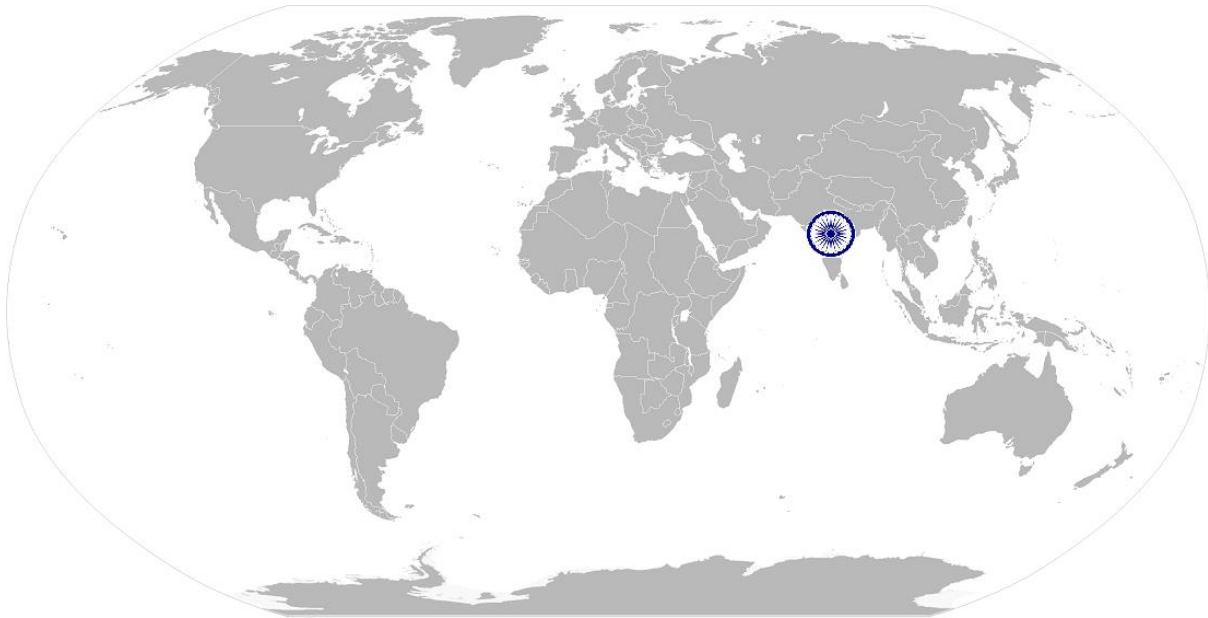
Acronyms

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

G&J/N6601

Dop the gemstone

National Occupational Standard



Overview

This unit is about fixing the stone securely on a dop stick, metal or wooden, in order to prepare it for pre-shaping, faceting or polishing.

G&J/N6601

Dop the gemstone

Unit Code	G&J/N6601
Unit Title (Task)	Dop the gemstone
Description	This OS unit is about fixing the rough-cut or pre-shaped gemstone securely on the dop for pre-shaping, faceting or polishing.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Fixing the gemstone on dop • Ensuring Productivity
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Fixing the gemstone on dop	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. match the stone type, weight and number as mentioned on the bag received from supervisor PC2. check the assortment of stones for shape, size and softness PC3. interpret the plan for the stone as per job sheet for stone to be aligned PC4. align the stone with accuracy PC5. make correct selection of dop and material for fixing PC6. maintain appropriate level of heating so that stone does not change colour PC7. achieve scratch-free doping PC8. achieve secure setting
Ensuring Productivity	<ul style="list-style-type: none"> PC9. ensure timely delivery to facet maker or shaper PC10. achieve number of dop prepared per day as per target given PC11. deliver damage-free output with minimum hazards
Knowledge and Understanding (K)	
A. Organizational Context (knowledge of the company/organisation and its process)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and personnel management KA2. non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential KA3. liability arising out of loss, theft or inadvertent disclosure of confidential information KA4. work flow involved in gemstone processing of company KA5. importance of the individual's role in the workflow KA6. reporting structure KA7. the issuing and returning procedures of the gemstones to be polished, followed by the company KA8. gemstone processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.

G&J/N6601

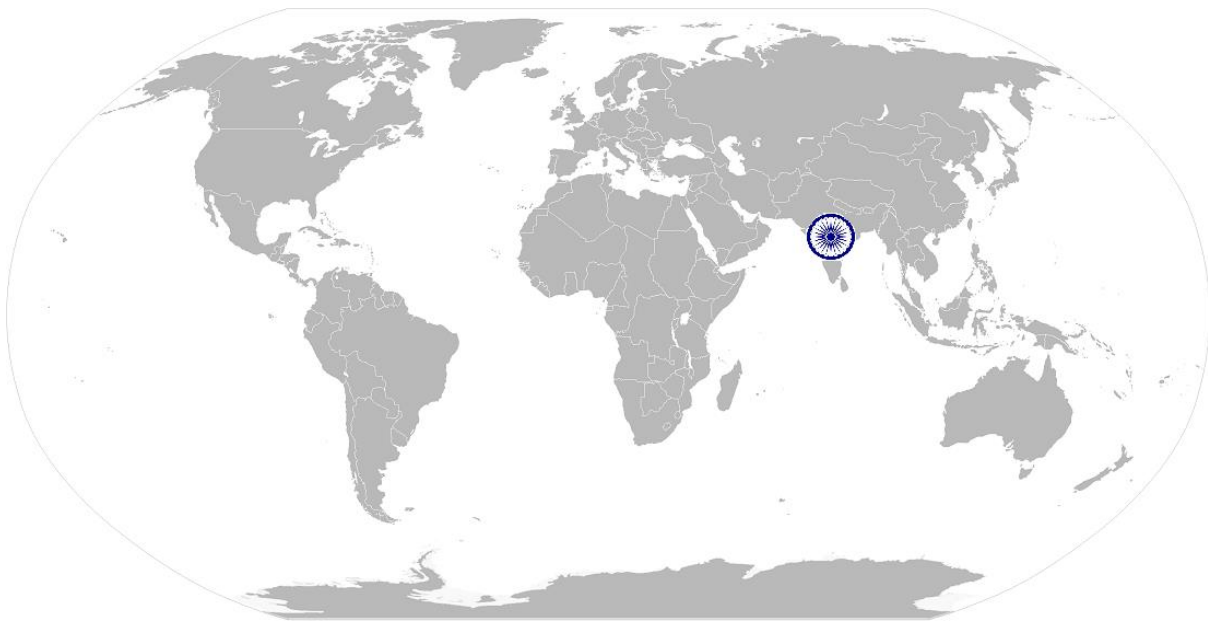
Dop the gemstone

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of stones, the family of stone and their properties, particularly, with respect to heat and pressure sensitivity</p> <p>KB2. the assortment of stones for shape, size, softness</p> <p>KB3. how to fix the stone on dop as per job sheet</p> <p>KB4. different types of dop used as per gemstone type</p> <p>KB5. uses of different qualities of wax and lac for fixing, their merits and demerits</p> <p>KB6. potential work hazards, particularly, when using heating lamps</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document reports, and loss of gemstones</p> <p>Reading Skills</p> <p>SA2. read the stone type, the family it belongs to and its properties</p> <p>SA3. read notes, signs and instructions on job sheet</p> <p>SA4. read company rules and compliance documents</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA5. receive instructions and materials from reporting supervisor</p> <p>SA6. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA7. share work load when multiple deliverables are required</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p> <p>SB2. make decisions on the use of type of dop, e.g., metal or wooden for the process involved</p> <p>Plan and Organize</p> <p>SB3. plan and organize the doping process</p> <p>Customer Centricity</p> <p>N.A.</p> <p>Problem Solving</p> <p>SB4. report about dop and tools shortage to supervisor</p> <p>SB5. resolve problems about alignment and work process with facet maker, polisher or preshaper</p> <p>Analytical Thinking</p>

G&J/N6601

Dop the gemstone

	SB6. visualize and map the final form of the stone
	Critical Thinking
	SB7. anticipate process disruption and reasons for delay

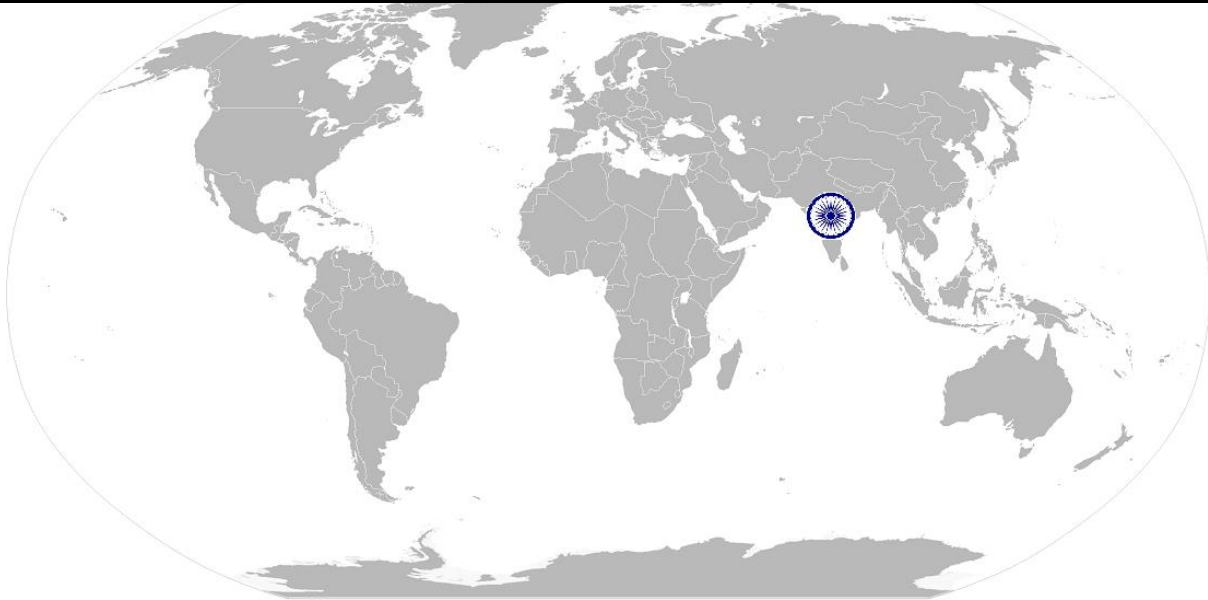


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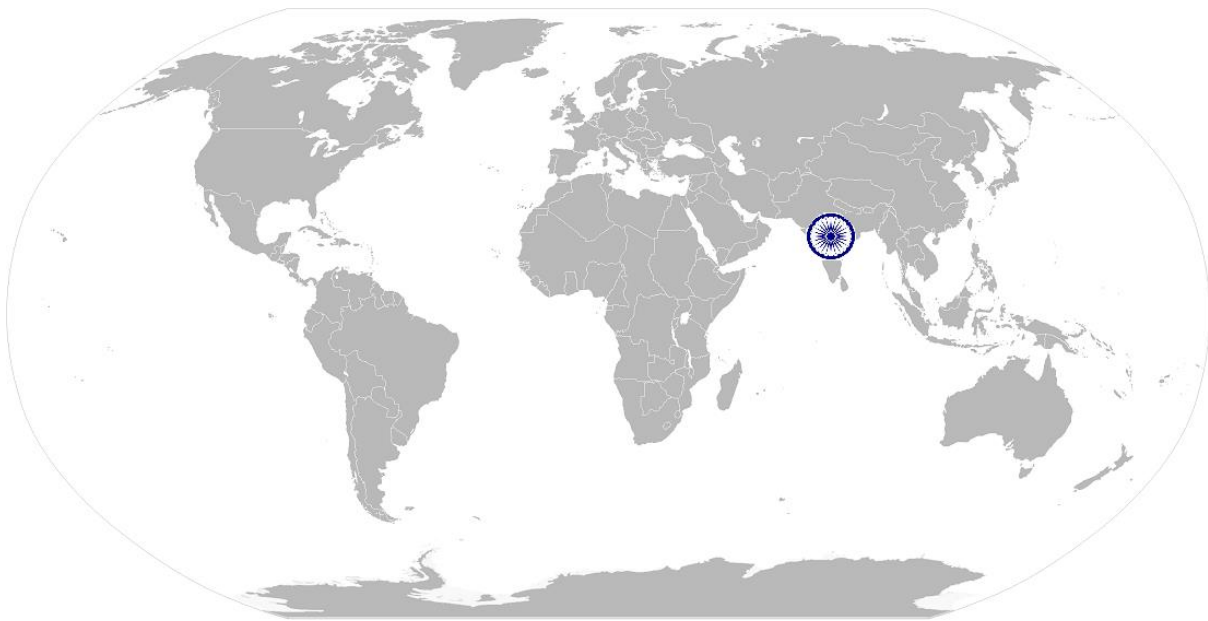
Dop the gemstone

NOS Version Control

NOS Code	G&J/N6601		
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



National Occupational Standard



Overview

This unit is about team work and communication with colleagues or clients. It determines the coordination capability of an individual to work as a team member, share work and multi-task in order to achieve the deliverables 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 as per schedule
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Interacting with supervisor • Interacting with colleagues within and outside the department • Interacting with outside parties
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interacting with supervisor	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. coordinate for receiving work instructions and raw materials from reporting supervisor PC2. communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required PC3. communicate to reporting supervisor about operation details and hazards PC4. interact with supervisor regarding compliance of company policy and rules
Interacting with colleagues within and outside the department	<ul style="list-style-type: none"> PC5. coordinate with colleagues to share work, as per the workload in order to achieve tem goals PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement PC7. coordinate and receive feedback from quality control department PC8. resolve conflicts by communicating with colleagues and other departments PC9. coordinate with colleagues regarding multitasking in other departments with requirements
Interacting with outside parties	PC10. adhere to nondisclosure policy of the company in all outside coordination
Knowledge and Understanding (K)	
A. Organizational Context (knowledge of the company/organisation and its process)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management KA2. company's policies on non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential KA3. liability arising out of loss, theft or inadvertent disclosure of confidential information KA4. reporting structure

G&J/N9901

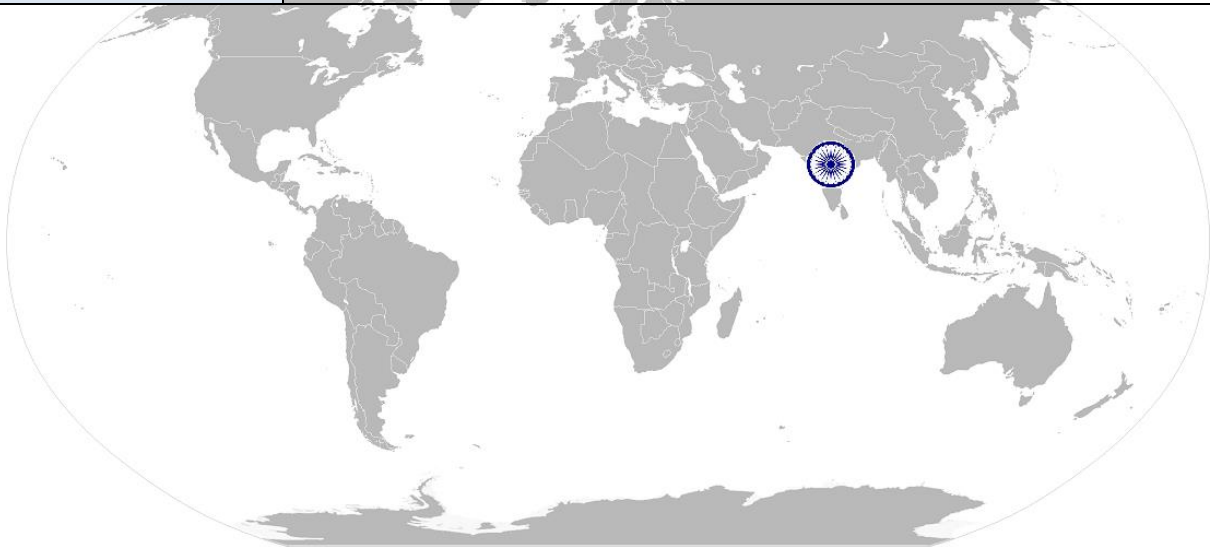
Coordinate with others

<p>B. Technical Knowledge</p>	<p>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 organizational 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>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write instructions, remarks, job sheets, basic information, technical details etc. in preferred local language of communication and English</p> <p>Reading Skills</p> <p>SA2. read preferred language of communication as prescribed by the company</p> <p>SA3. read job sheets and interpret technical details mentioned in the job sheet</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA4. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. be a good listener</p> <p>SA6. be effective in communicating the issues faced to the supervisor</p> <p>SA7. avoid using jargon, slang or acronyms when communicating</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>the user/ individual on the job needs to know and understand how to:</p> <p>SB1. spot and communicate potential areas of disruptions to work process and report the same</p> <p>SB2. report to supervisor or deal with a colleague individually, depending on the type of concern</p> <p>Plan and organize</p> <p>SB3. to plan work for maximum productivity</p> <p>SB4. to plan and organize the schedules for maintenance of tools and machines</p> <p>Customer Centricity</p> <p>SB5. convey accurate information to all internal as well as external customers</p> <p>Problem Solving</p> <p>SB6. to handle critical situations caused due to communication issues at workplace and solve problems without blaming others</p>

G&J/N9901

Coordinate with 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

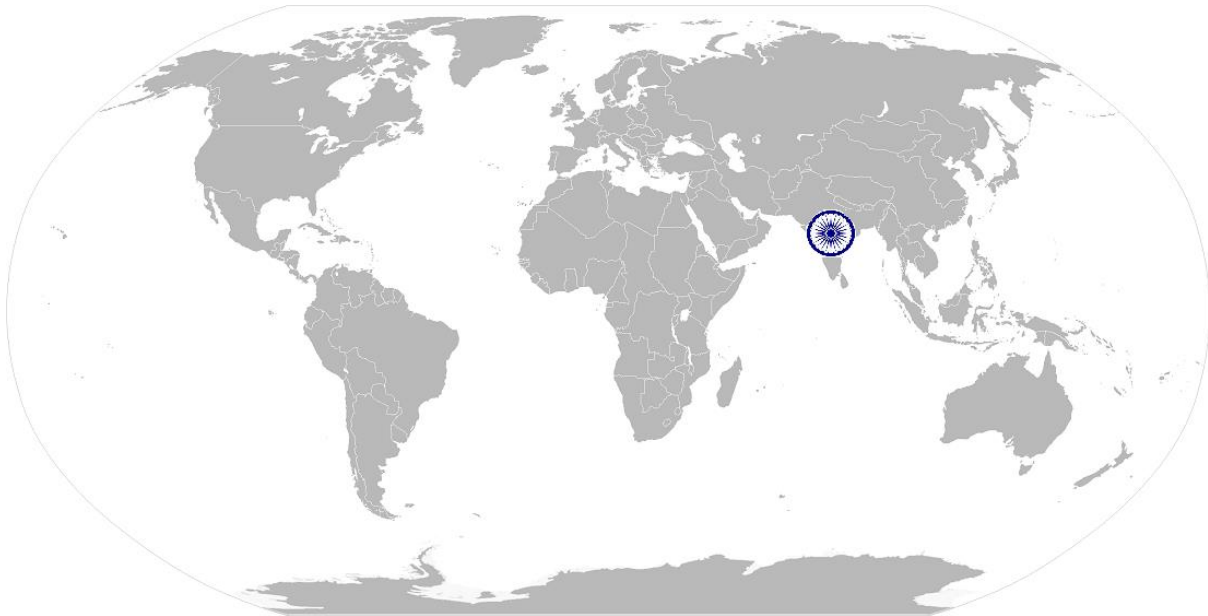
Coordinate with others

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



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	This unit/task covers the following: <ul style="list-style-type: none"> • Health and safety in work area • Fire safety • Emergencies, rescue and first aid procedures
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Health and safety in work area	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify and use appropriate protective clothing/equipment for specific tasks and work PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others PC4. identify and avoid doing any tasks or activities in a wrong posture PC5. practice appropriate working postures to minimise occupational health related issues
Fire safety	<ul style="list-style-type: none"> PC6. use the appropriate fire extinguishers on different types of fire PC7. demonstrate rescue techniques applied during fire hazard PC8. demonstrate good housekeeping in order to prevent fire hazards PC9. demonstrate the correct use of any fire extinguisher
Emergencies, rescue and first aid procedures	<ul style="list-style-type: none"> PC10. provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc. PC11. respond promptly and appropriately to an accident or medical emergency PC12. participate in emergency procedures such as raising alarm, safe evacuation, etc.,
Knowledge and Understanding (K)	
A. Organizational Context (knowledge of the company/organisation and its process)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. company's policies on: safety and hazards and personnel management KA2. names and location of documents that refer to health and safety in work place KA3. reporting structure

G&J/N9902

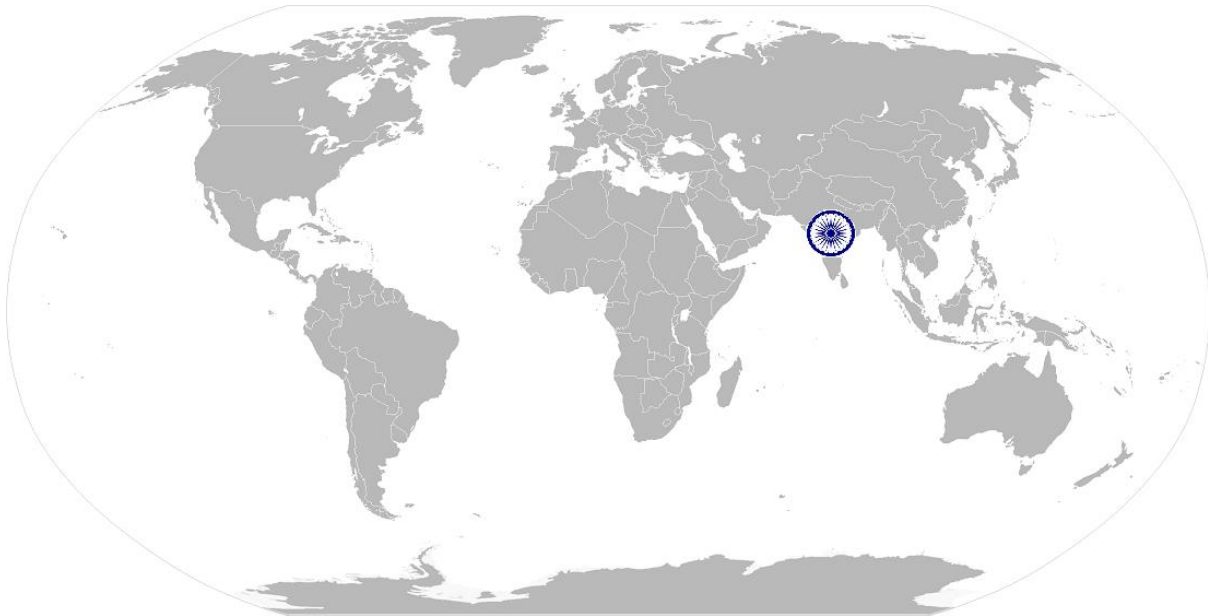
Maintain health and safety at workplace

<p>B. Technical Knowledge</p>	<p>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 what they mean</p> <p>KB15. appropriate basic first aid treatment relevant to condition e.g. bleeding, minor burns, eye injuries etc.</p> <p>KB16. casualty lifting in case of an accident caused to a person</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The individual on the job needs to know and understand how to:</p> <p>N.A.</p> <p>Reading Skills</p> <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> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA3. communicate effectively the risk of not following safety measures</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The individual on the job needs to know and understand how to:</p> <p>SB1. respond to emergencies/accidents, by taking an apt and timely decision</p> <p>Plan and Organize</p> <p>SB2. organize work schedule, work area, tools, equipment and material to minimize health and safety risk</p> <p>Customer Centricity</p> <p>N. A.</p> <p>Problem Solving</p> <p>SB3. ensure apt action in case of any emergencies, accidents or fire at the work</p>

G&J/N9902

Maintain health and safety at workplace

	Analytical Thinking
	SB4. analyse untoward incidents from the past and implement correct use of machines, tools or hazardous chemicals
	Critical Thinking
	SB5. critically analyse the processes carried out by self and by colleagues in the department to spot potential hazards and safety issues



G&J/N9902

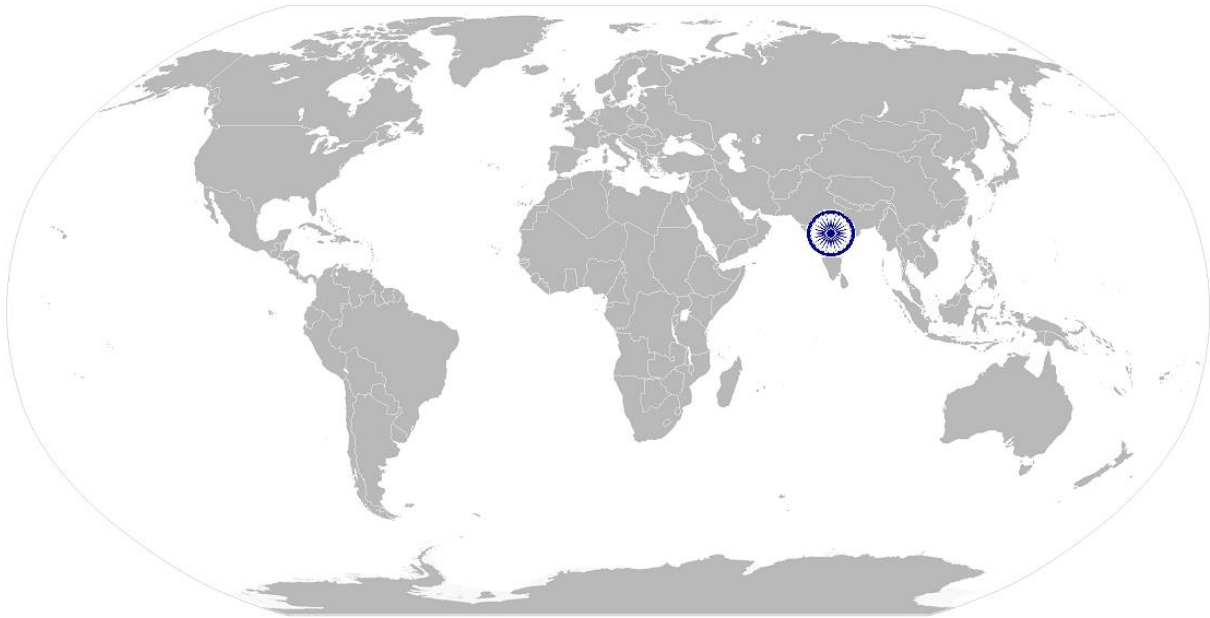
Maintain health and safety at workplace

NOS Version Control

NOS Code	G&J/N9902		
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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



National Occupational Standard



Overview

This unit is about grinding multiple numbers and shapes of facets on a transparent gemstone in order to enhance its lustre and colour, after pre-shaping it.

G&J/N6701

Make facets on gemstones

Unit Code	G&J/N6701
Unit Title (Task)	Make facets on gemstones
Description	This unit is about grinding different numbers and shapes of facets on a transparent gemstone in order to enhance its lustre and colour, after pre-shaping it.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Making facets on the gemstones • Maintaining productivity • Handling problems
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Making facets on the gemstones	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. match the stone type, weight, number as mentioned on the bag with gemstones received from supervisor PC2. identify faceting requirement as per plan such as how many facets and shape of facet to be created PC3. achieve maximum number of facets to be created per stone PC4. cut facets according to the shape, colour, brilliance and metered edges PC5. make accurate use of angle-indexing PC6. use correct lap and powder for the stone PC7. ensure there is no window in facets PC8. achieve accurate calibration PC9. achieve maximum number of QC approved stones
Maintaining productivity	<ul style="list-style-type: none"> PC10. achieve number and carats of stones faceted per day against target given PC11. achieve scratch-less facets PC12. maintain stone loss within prescribed limits, particularly, in precious stones
Handling problems	PC13. deliver faceted stone in time by reporting problems faced or anticipated well in advanced
Knowledge and Understanding (K)	
A. Organizational Context (knowledge of the company/organisation and its process)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and personnel management KA2. non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential KA3. liability arising out of loss, theft or inadvertent disclosure of confidential information KA4. work flow involved in gemstone processing of company KA5. importance of the individual's role in the workflow KA6. reporting structure

G&J/N6701

Make facets on gemstones

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. basic gemology 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. maximum number of facets that can be created on a stone, e.g., garnet becomes dark with more number of facets, which is not desirable; the more transparent the stone, the more facets to be created</p> <p>KB6. treatment of inclusions depending on the value of stone</p> <p>KB7. use of tools and machines such as e.g., faceting mill, scaifes, different types of laps that are available in terms of material such as diamond or steel or the grits</p> <p>KB8. how to level the scaife or faceting mill</p> <p>KB9. how to select the scaife i.e steel or diamond, and powdered lap to be used for the stone type</p> <p>KB10. the angles at which the doped stones have to be faceted to achieve the type of shape such as round brilliant, marquise, square, princess oval, heart, baguette, emerald, briolette, pear, trilliant, octagon etc.,</p> <p>KB11. use angle indexing to cut a facet on the stone</p> <p>KB12. how to use water jet and keep the stone cool</p> <p>KB13. control of losses during operations</p> <p>KB14. how to work in a safe environment, i.e., without injuries</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. report stone losses via documentation as per company policy</p> <p>SA2. fill the requisition slip for ordering tools and consumables</p> <p>Reading Skills</p> <p>SA3. read height, weight, dimensions of the stones facets as given on job sheets</p> <p>SA4. convert shape on paper into faceted stone</p> <p>SA5. read company rules and compliance documents required to complete the work</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA6. receive instructions and materials from reporting supervisor</p> <p>SA7. give feedback to supervisor or polisher on any specific stone handling requirement</p> <p>SA8. share work load when multiple deliverables are required</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>

G&J/N6701

Make facets on gemstones

	The user/ individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	SB2. plan and organize laying facets on gemstones
	Customer Centricity
	N.A.
	Problem Solving
	SB3. resolve difficulties with respect to practicality of plan or facets to be created
	Analytical Thinking
	SB4. assess the angles at which the doped stones have to be faceted to achieve the type of shape such as round brilliant, marquise, square, princess oval, heart, baguette, emerald, briolette, pear, trilliant, octagon
	SB5. improve work processes for greater productivity by analyzing current working methods
	Critical Thinking
SB6. spot process disruption and reasons for delay	

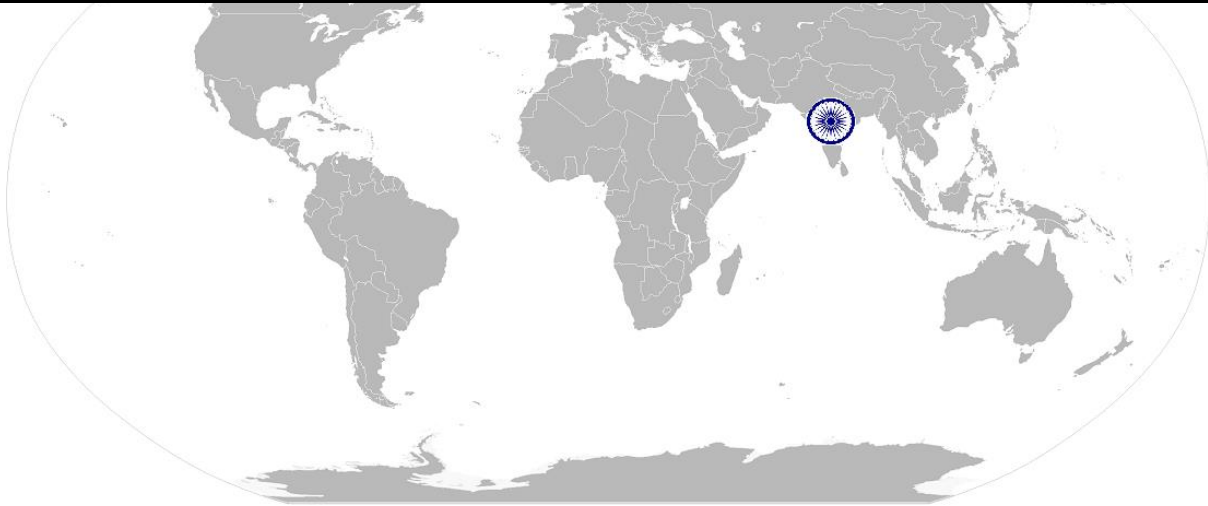


G&J/N6701

Make facets on gemstones

NOS Version Control

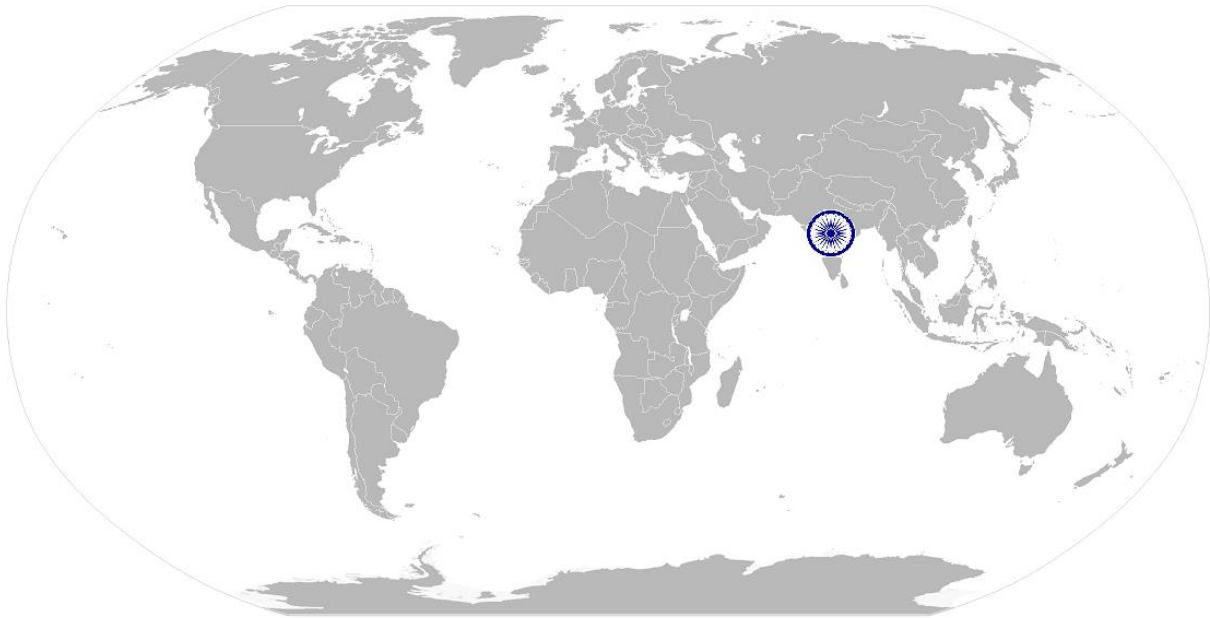
NOS Code	G&J/N6701		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Gemstone Faceting & Polishing	Next review date	17/01/2022



G&J/N6703

Polish the faceted or cabochon gemstone

National Occupational Standard



Overview

This unit is about providing final finish, shine and lustre by polishing to pre-shaped cabochon or faceted gemstone.

G&J/N6703

Polish the faceted or cabochon gemstone

Unit Code	G&J/N6703
Unit Title (Task)	Polish the faceted or cabochon gemstone
Description	This OS unit is about providing final finish to the pre-shaped, cabochon or faceted gemstone by polishing
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preparing to polish gemstone • Polishing Gemstone • Maintaining productivity • Handling problems
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing to polish gemstone	To be competent, the user/ individual on the job must be able to: <ul style="list-style-type: none"> PC1. match the stone type, weight, number as mentioned on the bag with gemstone received from supervisor PC2. check shape, size and facet or cabochon of stone for polishing as per job sheet for symmetry and colour defects and potential problems in polishing process PC3. understand the type of stone to be polished such as soft or hard, transparent or translucent or opaque PC4. level the scaife or faceting mill PC5. set the correct pressure on water jet to reduce adverse effect of overheating of stone, such as change of colour or breakage
Polishing gemstone	<ul style="list-style-type: none"> PC6. ensure that no window is seen on the surface of the stone and facets are polished completely PC7. achieve appropriate angle- indexing PC8. use correct lap, powder and buff PC9. calibrate the gemstone PC10. achieve maximum number of QC approved polished gemstones
Maintaining productivity	<ul style="list-style-type: none"> PC11. deliver the number of stones polished per day against target given PC12. achieve scratch-less facets or cabochon with brilliance level as defined in job sheet PC13. maintain stone loss within prescribed limits, particularly, in precious stones
Handling problems	PC14. deliver polished stone in time by reporting problems faced or anticipated well in advanced
Knowledge and Understanding (K)	
A. Organizational Context (knowledge of the	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and personnel management

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Polish the faceted or cabochon gemstone

<p>company/organisation and its process)</p>	<p>KA2. non-disclosure of “confidential information” provided by the company either orally or in writing marked as confidential KA3. liability arising out of loss, theft or inadvertent disclosure of confidential information KA4. work flow involved in gemstone processing of company KA5. importance of the individual’s role in the workflow KA6. reporting structure</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the process of faceting KB2. the machines and tools used in the faceting operation such as faceting mill, various types of suitable scaife, angle indexing tool to polish the stone KB3. how to level the scaife or faceting mill KB4. permitted level of stone loss KB5. basic gemology and properties of different types of stones KB6. different types of stones such as precious, semi-precious, synthetic KB7. market value of stone to understand the rationale for different acceptable levels of stone loss KB8. origin of the stone, i.e., which mine, particularly, precious stones to read the softness/ hardness as developed from precedence of use KB9. assess the angle indexing required KB10. maintain symmetry of facets while polishing the stone KB11. angle-indexing on polishing machine for achieving maximum clarity and brilliance in polished stone</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. prepare status and progress reports SA2. fill the requisition slip for ordering tools and consumables SA3. report stone losses via documentation as per company policy</p> <p>Reading Skills</p> <p>SA4. read height, weight, dimensions of the stones facets as given on job sheets SA5. read company rules and compliance documents required to complete the work</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA6. receive instructions and materials from reporting supervisor SA7. give feedback to supervisor or facet maker on any specific stone handling requirement SA8. discuss task lists, schedules, and work-loads with co-workers SA9. share work load when multiple deliverables are required</p>

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Polish the faceted or cabochon gemstone

B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. decide the selection of buffing plate to be used for the stone type such as cloth, wool, and wood according to the stone hardness and color changing properties
	Plan and Organize
	SB2. plan and organize required toolkit at the work bench for effective work management
	Customer Centricity
	N.A.
	Problem Solving
	SB3. deliver the stone to next work process on time
	Analytical Thinking
	SB4. improve work processes for greater productivity SB5. assess the angles at which the doped stones have to be polished to achieve the brilliance and colour
Critical Thinking	
SB6. anticipate process disruption and reasons for delay	

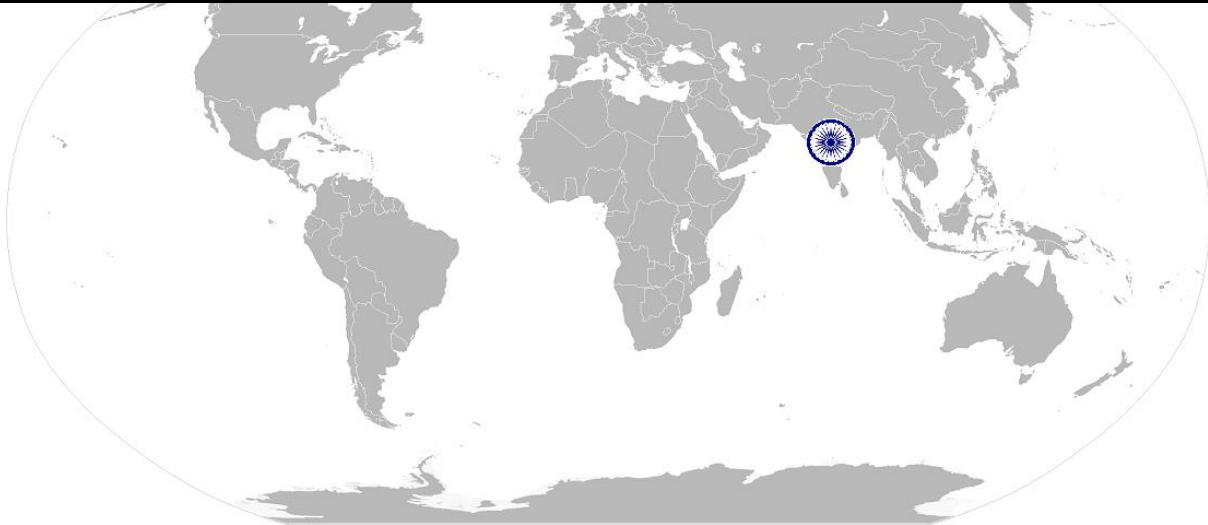


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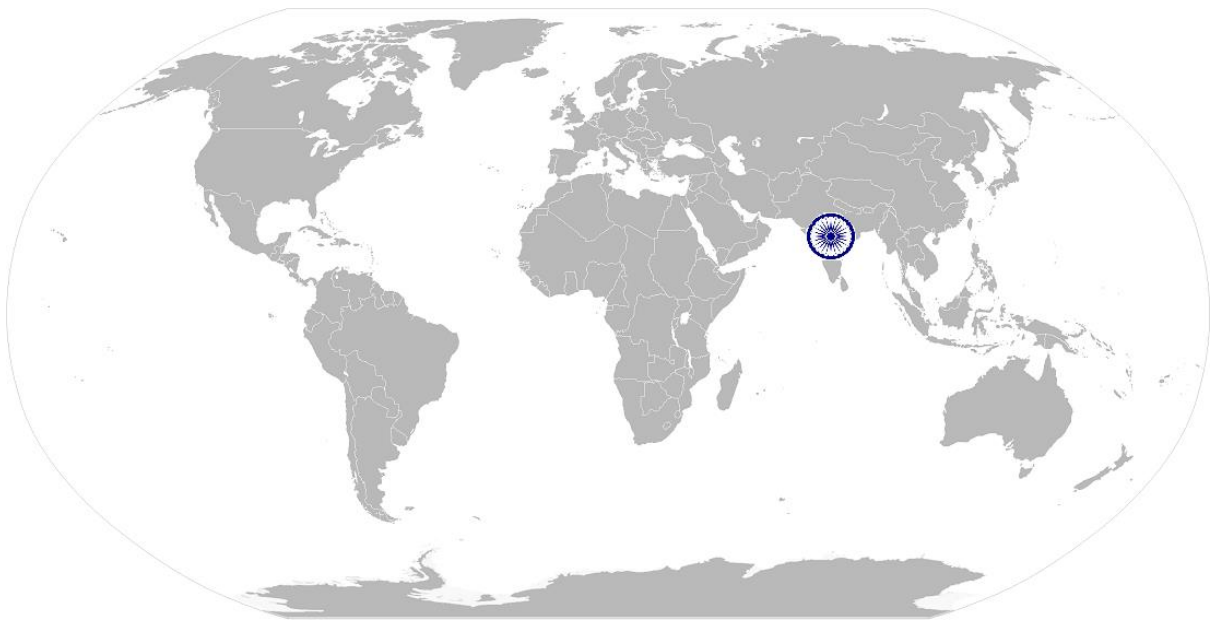
Polish the faceted or cabochon gemstone

NOS Version Control

NOS Code	G&J/N6703		
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



National Occupational Standard



Overview

This unit is about providing finish, shine and lustre by polishing the girdle of a faceted gemstone.

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Polish the girdle of faceted gemstone

National Occupational Standard

Unit Code	G&J/N6704
Unit Title (Task)	Polish the girdle of faceted gemstone
Description	This OS unit is about providing final finish to the girdle of the gemstone by polishing
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preparing for girdle polishing of gemstone • Polishing girdle of gemstone • Maintaining productivity • Handling problems
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing for girdle polishing of gemstone	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. receive bag of faceted gemstones and instructions from supervisor PC2. match the stone type, weight and number as mentioned on the bag PC3. check shape, size and facet of stone for polishing as per job sheet for symmetry and colour defects and potential problems in polishing process PC4. understand the type of stone to be polished such as soft or hard, transparent or translucent or opaque PC5. carry out girdle polishing within permitted level of stone loss PC6. use water jet to reduce adverse effect of overheating of stone, such as change of colour or breakage
Polishing girdle of gemstone	<ul style="list-style-type: none"> PC7. bring out the sharpness of the edges of girdle clearly PC8. maintain shape and size of the faceted stone PC9. calibrate the shape and size of girdle to be achieved PC10. avoid damage to facets that were previously created PC11. select correct angle for girdle polishing PC12. achieve sparkle or shine or finish as per job sheet or plan PC13. ensure accurate use of angle-indexing PC14. use correct lap, powder and buff PC15. achieve accurate calibration PC16. achieve maximum number of QC approved girdle polished gemstones
Maintaining productivity	<ul style="list-style-type: none"> PC17. achieve the number of girdles polished per day against target given PC18. deliver scratch-less facets with brilliance level as per job sheet PC19. maintain, stone loss within prescribed limits, particularly, in precious stones
Handling problems	PC20. deliver polished stone in time by reporting problems faced or anticipated well in advanced
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand:

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Polish the girdle of faceted gemstone

<p>(knowledge of the company/organisation and its process)</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>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the process of girdle faceting</p> <p>KB2. angle-indexing on polishing machine for achieving maximum clarity and brilliance in girdle of stone</p> <p>KB3. how the polishing mill works</p> <p>KB4. different types of laps available in terms of material such as diamond or steel or the grits</p> <p>KB5. use different types of buff for different stone types such as wool, wood, and leather and buffing powders such as chrome oxide</p> <p>KB6. use water jet to keep the stone cool</p> <p>KB7. basic gemology and properties of different stones</p> <p>KB8. different types of stones such as precious, semi-precious, synthetic</p> <p>KB9. market value of stone to understand the rationale for different acceptable levels of stone loss</p> <p>KB10. origin of the stone, i.e., which mine, particularly, precious stones to read the softness/ hardness as developed from precedence of use</p> <p>KB11. how to work in a safe environment, i.e., without injuries</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document the damage to the stone during polishing</p> <p>SA2. report stone losses via documentation as per company policy</p> <p>Reading Skills</p> <p>SA3. convert the stone plan on job sheet to a brilliant stone using polishing mill</p> <p>SA4. spot difficulties with respect to practicality of plan or facets created</p> <p>Oral Communication (Listening and Speaking skills)</p>

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Polish the girdle of faceted gemstone

	<p>SA5. receive instructions and materials from supervisor</p> <p>SA6. give feedback to supervisor or facet maker on any specific stone handling requirement</p> <p>SA7. report any incidents of high stone loss</p> <p>SA8. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA9. share work load when multiple deliverables are required</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the selection of laps and the compounds to be used as per standard operating procedure</p>
	<p>Plan and Organize</p>
	<p>SB2. plan and organize the girdle polishing process to achieve fine polish</p>
	<p>Customer Centricity</p>
	<p>N.A.</p>
	<p>Problem Solving</p>
	<p>SB3. reduce stone loss within company limits</p> <p>SB4. resolve issues in polishing to deliver polished stone as per schedule</p>
	<p>Analytical Thinking</p>
	<p>SB5. assess the angles at which the girdle of doped stones has to be polished to achieve the brilliance and colour</p> <p>SB6. improve work processes for greater productivity</p>
<p>Critical Thinking</p>	
<p>SB7. spot process disruption and reasons for delay</p>	

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Polish the girdle of faceted gemstone

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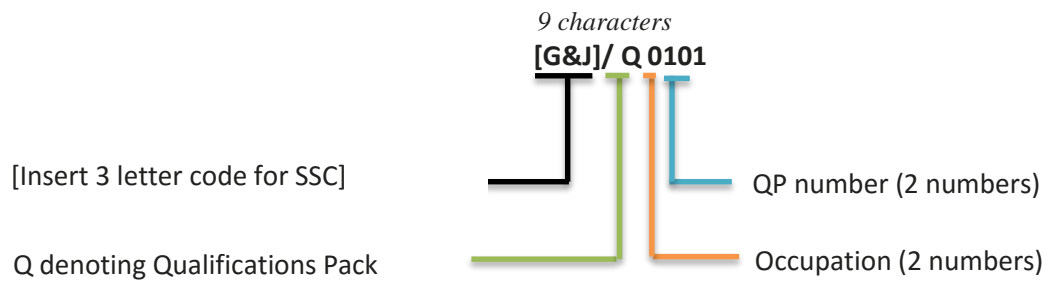
NOS Code	G&J/N6704		
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Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Gemstone Faceting & Polishing	Next review date	17/01/2022



Annexure

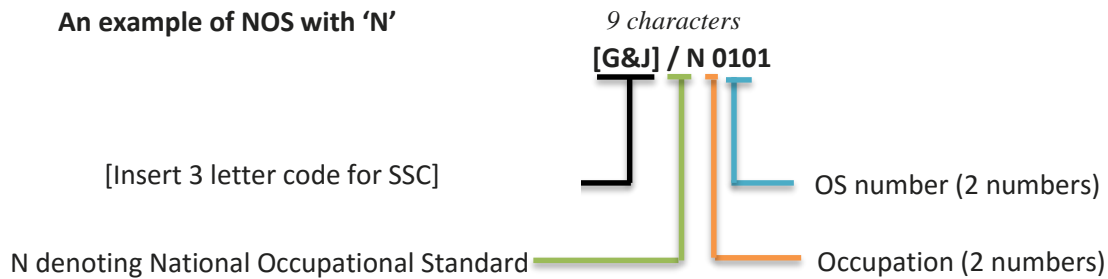
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



G&J/Q6706

Qualifications Pack for Gemstone Polisher

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 Gemstone Polisher

Qualification Pack G&J/Q6706

Sector Skill Council Gem & Jewellery

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 60					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1. G&J/N6601 Dop the gemstone	PC1. match the stone type, weight and number as mentioned on the bag received from supervisor	20	1	0	1
	PC2. check the assortment of stones for shape, size, softness		2	0	2
	PC3. interpret the plan for the stone as per job sheet for stone to be aligned		2	1	1
	PC4. align the stone with accuracy		2	0	2
	PC5. make correct selection of dop and material for fixing		2	0	2
	PC6. maintain appropriate level of heating so that stone does not change colour		2	1	1

Compulsory NOS				Marks Allocation	
Total Marks: 60					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC7. achieve scratch-free doping		3	1	2
	PC8. achieve secure setting		2	0	2
	PC9. ensure timely delivery to facet maker or shaper		1	0	1
	PC10. achieve number of dop prepared per day as per target given		2	1	1
	PC11. deliver damage-free output with minimum hazards		1	0	1
	Total			20	4

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

Compulsory NOS				Marks Allocation	
Total Marks:100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	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

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	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 etc.,		2	1	1
	Total			20	3

ELECTIVES					
Elective 1.1 Facet Making					
Total Marks: 40				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
1.1 G&J/N6701 Make facets on gemstone	PC1. match the stone type, weight, number as mentioned on the bag with gemstones received from supervisor	40	2	1	1
	PC2. identify faceting requirement as per plan such as how many facets and shape of facet to be created		2	1	1
	PC3. achieve maximum number of facets to be created per stone		5	2	3
	PC4. cut facets according to the shape, colour, brilliance and metered edges		5	2	3
	PC5. make accurate use of angle-indexing		5	2	3
	PC6. use correct lap and powder for the stone		3	1	2

ELECTIVES					
Elective 1.1 Facet Making				Marks Allocation	
Total Marks: 40					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	PC7. ensure there is no window in facets		3	1	2
	PC8. achieve accurate calibration		2	0	2
	PC9. achieve maximum number of QC approved stones		2	0	2
	PC10. achieve number and carats of stones faceted per day against target given		4	0	4
	PC11. achieve scratch-less facets		4	0	4
	PC12. maintain stone loss within prescribed limits, particularly, in precious stones		1	0	1
	PC13. deliver faceted stone in time by reporting problems faced or anticipated well in advanced		2	0	2
	Total		40	10	30

ELECTIVES					
Elective 2.1 Facet Polishing				Marks Allocation	
Total Marks: 40					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
2.1 G&J/N6703 Polish the faceted or cabochon gemstone	PC1. match the stone type, weight, number as mentioned on the bag with gemstone received from supervisor	40	2	1	1
	PC2. check shape, size and facet or cabochon of stone for polishing as per job sheet for symmetry and colour defects and potential problems in polishing process		3	1	2
	PC3. understand the type of stone to be polished such as soft or hard, transparent or translucent or opaque		3	2	1

ELECTIVES					
Elective 2.1 Facet Polishing				Marks Allocation	
Total Marks: 40					
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	PC4. level the scaife or faceting mill		3	1	2
	PC5. set the correct pressure on water jet to reduce adverse effect of overheating of stone, such as change of colour or breakage		3	1	2
	PC6. ensure that no window is seen on the surface of the stone and facets are polished completely		4	1	3
	PC7. achieve appropriate angle- indexing		4	1	3
	PC8. use correct lap, powder and buff		3	1	2
	PC9. calibrate the gemstone		4	0	4
	PC10. achieve maximum number of QC approved polished gemstones		2	0	2
	PC11. deliver the number of stones polished per day against target given		2	0	2
	PC12. achieve scratch-less facets or cabochon with brilliance level as per job sheet		4	1	3
	PC13. maintain stone loss within prescribed limits, particularly, in precious stones		2	0	2
	PC14. deliver polished stone in time by reporting problems faced or anticipated well in advanced		1	0	1
	Total		40	10	30

ELECTIVES					
Elective 3.1 Girdle Polishing					
Total Marks: 40				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
3.1 G&J/N6704 Polish the girdle of faceted gemstone	PC1. receive bag of faceted gemstones and instructions from supervisor	40	1	0	1
	PC2. match the stone type, weight and number as mentioned on the bag		1	0	1
	PC3. check shape, size and facet of stone for polishing as per job sheet for symmetry and colour defects and potential problems in polishing process		2	1	1
	PC4. understand the type of stone to be polished such as soft or hard, transparent or translucent or opaque		2	1	1
	PC5. carry out the polishing within the permitted level of stone loss		2	0	2
	PC6. use water jet to reduce adverse effect of overheating of stone, such as change of colour or breakage		2	0	2
	PC7. bring out sharpness of edges of girdle clearly		2	0	2
	PC8. maintain shape and size of the faceted stone		2	1	1
	PC9. calibrate the shape and size of girdle to be achieved		3	1	2
	PC10. avoid damage to facets that were previously created		2	1	1
	PC11. select correct angle for girdle polishing		3	1	2
	PC12. achieve sparkle or shine or finish as per job sheet or plan		5	0	5
	PC13. ensure accurate use of angle-indexing		2	1	1

ELECTIVES					
Elective 3.1 Girdle Polishing					
Total Marks: 40				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
	PC14. use correct lap, powder and buff		3	0	3
	PC15. achieve accurate calibration		2	1	1
	PC16. achieve maximum number of QC approved girdle polished gemstones		1	0	1
	PC17. achieve the number of girdles polished per day against target given		1	0	1
	PC18. deliver scratch-less facets with brilliance level as per job sheet		2	1	1
	PC19. maintain, stone loss within prescribed limits, particularly, in precious stones		1	1	0
	PC20. deliver polished stone in time by reporting problems faced or anticipated well in advanced		1	0	1
	Total		40	10	30