

## 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 - Thread Maker – Gemstone Processing

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Gemstone Processing

**OCCUPATION:** Threading

**REFERENCE ID:** G&J/Q6901

**ALIGNED TO:** NCO-2015/7313.0202

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

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

Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q6901</b>		
<b>Job Role</b>	<b>Thread maker – Gemstone Processing</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>2.0</b>
<b>Sector</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>28/08/2016</b>
<b>Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>17/01/2018</b>
<b>Occupation</b>	<b>Threading</b>	<b>Next review date</b>	<b>17/01/2022</b>
<b>NSQC Clearance on*</b>	<b>DD/MM/YYYY</b>		

\*only after clearance from NSQC

<b>Job Role</b>	<b>Thread maker – Gemstone Processing</b>
<b>Role Description</b>	Threading the polished and drilled gemstones into a jewellery piece, as per design
<b>NSQF level</b>	2
<b>Minimum Educational Qualifications*</b>	8th Standard
<b>Maximum Educational Qualifications*</b>	Not applicable
<b>Training</b> (Suggested but not mandatory)	Not applicable
<b>Minimum job entry age</b>	18 years
<b>Experience</b>	Not applicable
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N6901 Thread gemstones to make jewellery</a></li> <li><a href="#">G&amp;J/N9901 Coordinate with others</a></li> <li><a href="#">G&amp;J/N9902 Maintain health and safety at workplace</a></li> </ol>
<b>Performance Criteria</b>	As described in the relevant OS units

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. 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.

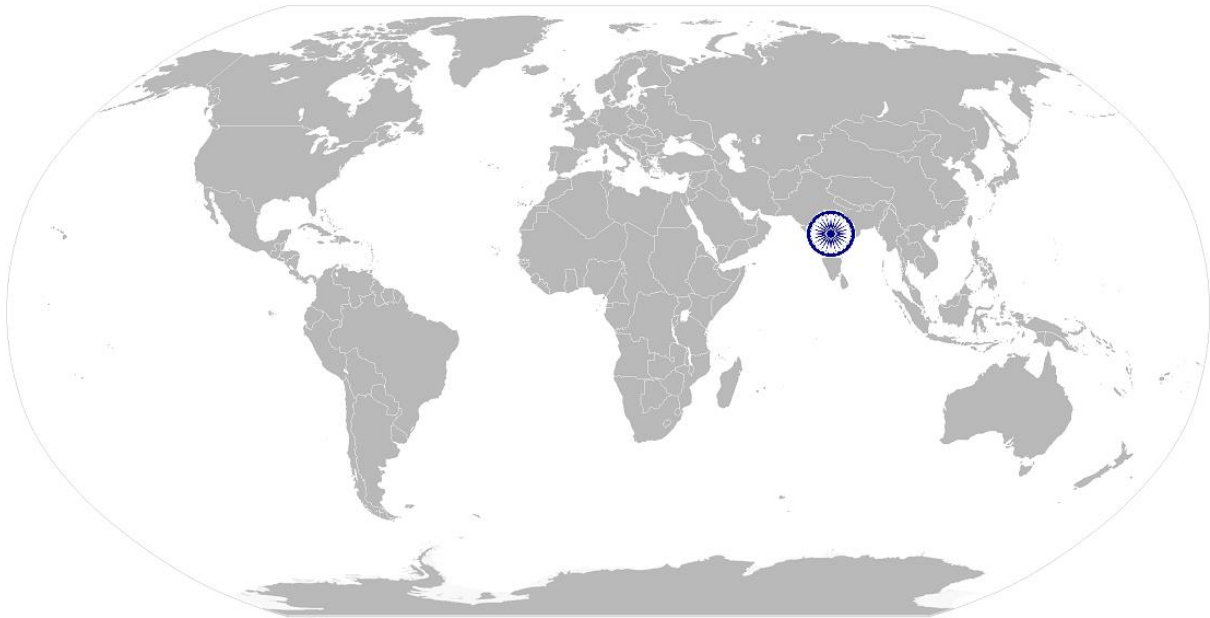
**Acronyms**

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

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# National Occupational Standard



## Overview

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

**G&J/N6901**

**Thread gemstones to make jewellery**

<b>Unit Code</b>	<b>G&amp;J/N6901</b>
<b>Unit Title (Task)</b>	<b>Thread gemstones to make jewellery</b>
<b>Description</b>	This OS unit is about threading beads, cabochons and faceted gemstones into jewellery such as necklace, ear rings or bracelets.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Preparing for threading gemstones</li> <li>• Threading of gemstones</li> <li>• Achieving Productivity</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Preparing for threading gemstones</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. match the stone type, weight and number as mentioned on the bag</li> <li>PC2. interpret the jewellery design for threading in terms of shape, size, type of product, number of layers of thread and type of thread to be used</li> <li>PC3. select the type of thread to be used such as plastics or metal wire</li> <li>PC4. prepare the sarafa. i.e., bunched silk threads as per design</li> <li>PC5. Thread the gemstones on plastics or metal wire</li> <li>PC6. follow convention as instructed such as big stones at the lower end and smaller on the higher</li> <li>PC7. attach the chain or linker (or sarafa for necklace)</li> </ul>
<b>Threading of gemstones</b>	<ul style="list-style-type: none"> <li>PC8. maintain symmetry and colour scheme as per design</li> <li>PC9. check evenness of colour as per design</li> <li>PC10. check evenness of flow as per design</li> <li>PC11. ensure utility and wearability by mending or cutting loose ends of wire</li> <li>PC12. ensure no damaged stones are threaded</li> <li>PC13. ensure threaded gemstones match with jewellery design</li> <li>PC14. ensure no damaged or poorly polished stones included in threading</li> <li>PC15. achieve look and feel of finished jewellery is as per design</li> <li>PC16. use correct thread type</li> <li>PC17. achieve maximum number of QC approved threads</li> </ul>
<b>Achieving Productivity</b>	<ul style="list-style-type: none"> <li>PC18. deliver the number and carats of stones threaded per day against target given</li> <li>PC19. deliver scratch-less threading</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (knowledge of the company/organisation and its	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and personnel management</li> <li>KA2. non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</li> <li>KA3. liability arising out of loss, theft or inadvertent disclosure of confidential</li> </ul>

**G&J/N6901**

**Thread gemstones to make jewellery**

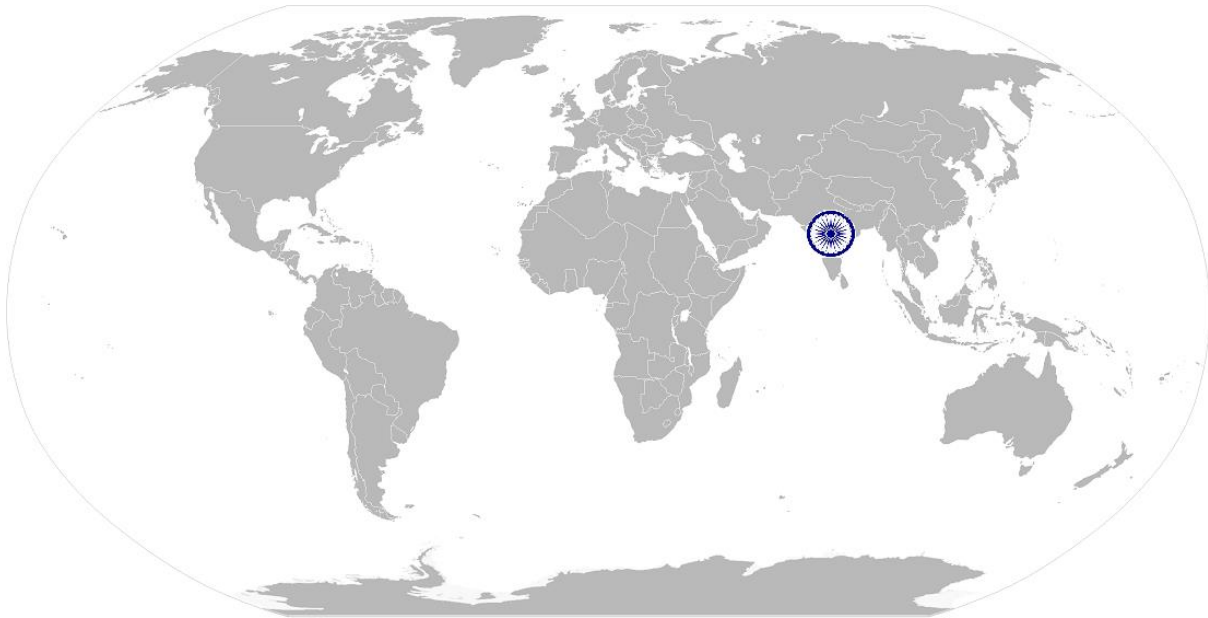
process)	<p>information</p> <p>KA4. work flow involved in gemstone processing of company</p> <p>KA5. importance of the individual's role in the workflow</p> <p>KA6. reporting structure</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of stones such as precious, semi-precious, synthetic, their shapes and sizes</p> <p>KB2. market value of stone to understand the rationale for different acceptable levels of stone loss</p> <p>KB3. different types of threads and their use with different types and sizes of stones</p> <p>KB4. design interpretation for threading into jewellery</p> <p>KB5. making the sarafa of silk or other threads</p> <p>KB6. market trends and customer preferences of different regions</p> <p>KB7. colour matching as per design or for achieving desired look</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. fill in appropriate forms pertaining to performance appraisal and material requisition</p> <p>SA2. report damage via documentation to supervisor</p> <p><b>Reading Skills</b></p> <p>SA3. read height, weight, dimensions of the stones threaded as given on job sheets</p> <p>SA4. read company rules and compliance documents required to complete the work</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>SA5. communicate clearly in local language or English as per company norms</p> <p>SA6. share work load when multiple deliverables are required</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></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 threads and other materials</p> <p><b>Plan and Organize</b></p> <p>SB2. plan and organize the threading operations within estimated time</p> <p>SB3. translate plans into targets for each activity</p> <p><b>Customer Centricity</b></p> <p>N.A</p> <p><b>Problem Solving</b></p>



**G&J/N6901**

**Thread gemstones to make jewellery**

	SB4. deliver threaded stones in time by reporting problems faced or anticipated well in advanced
	SB5. improve work processes for greater productivity
	SB6. reduce stone loss
	<b>Analytical Thinking</b>
	N.A.
	<b>Critical Thinking</b>
	SB7. spot process disruption and reasons for delay





**G&J/N6901**

**Thread gemstones to make jewellery**

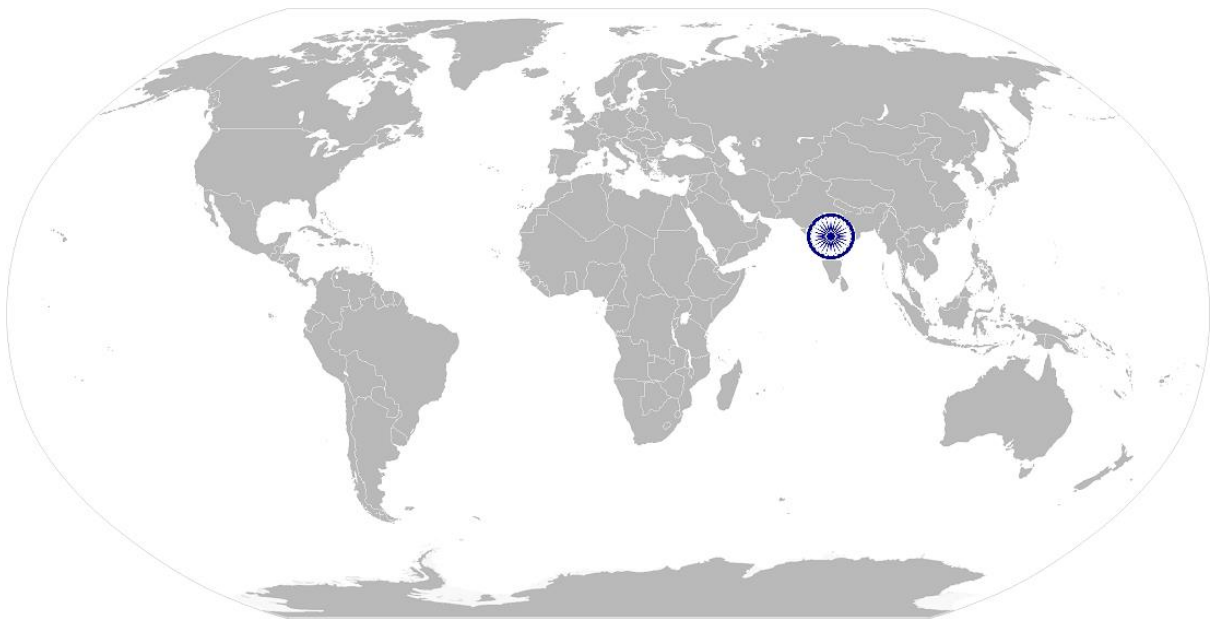
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<b>NOS Code</b>	<b>G&amp;J/N6901</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>2.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>28/08/2016</b>
<b>Industry Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>17/01/2018</b>
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# 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**

<b>Unit Code</b>	<b>G&amp;J/N9901</b>
<b>Unit Title (Task)</b>	<b>Coordinate with others</b>
<b>Description</b>	This OS unit is about communicating with colleagues, seniors and outside parties in order to achieve the deliverables on schedule
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Interacting with supervisor</li> <li>• Interacting with colleagues within and outside the department</li> <li>• Interacting with outside parties</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interacting with supervisor</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. coordinate for receiving work instructions and raw materials from reporting supervisor</li> <li>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</li> <li>PC3. communicate to reporting supervisor about operation details and hazards</li> <li>PC4. interact with supervisor regarding compliance of company policy and rules</li> </ul>
<b>Interacting with colleagues within and outside the department</b>	<ul style="list-style-type: none"> <li>PC5. coordinate with colleagues to share work, as per the workload in order to achieve team goals</li> <li>PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>PC7. coordinate and receive feedback from quality control department</li> <li>PC8. resolve conflicts by communicating with colleagues and other departments</li> <li>PC9. coordinate with colleagues regarding multitasking in other departments with requirements</li> </ul>
<b>Interacting with outside parties</b>	PC10. adhere to nondisclosure policy of the company in all outside coordination
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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"> <li>KA1. company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management</li> <li>KA2. company's policies on non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</li> <li>KA3. liability arising out of loss, theft or inadvertent disclosure of confidential information</li> <li>KA4. reporting structure</li> </ul>

**G&J/N9901**

**Coordinate with others**

<p><b>B. Technical Knowledge</b></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 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>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></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><b>Reading Skills</b></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><b>Oral Communication (Listening and Speaking skills)</b></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>B. Professional Skills</b></p>	<p><b>Decision Making</b></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><b>Plan and Organize</b></p> <p>SB3. to plan work for maximum productivity</p> <p>SB4. to plan and organize the schedule for maintenance of tools</p> <p><b>Customer Centricity</b></p> <p>SB5. convey accurate information to all internal as well as external customers</p> <p><b>Problem Solving</b></p> <p>SB6. handle critical situations caused due to communication issues at workplace and solve problems without blaming others</p>

**G&J/N9901**

**Coordinate with others**

	<b>Analytical Thinking</b>
	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
	<b>Critical Thinking</b>
	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**

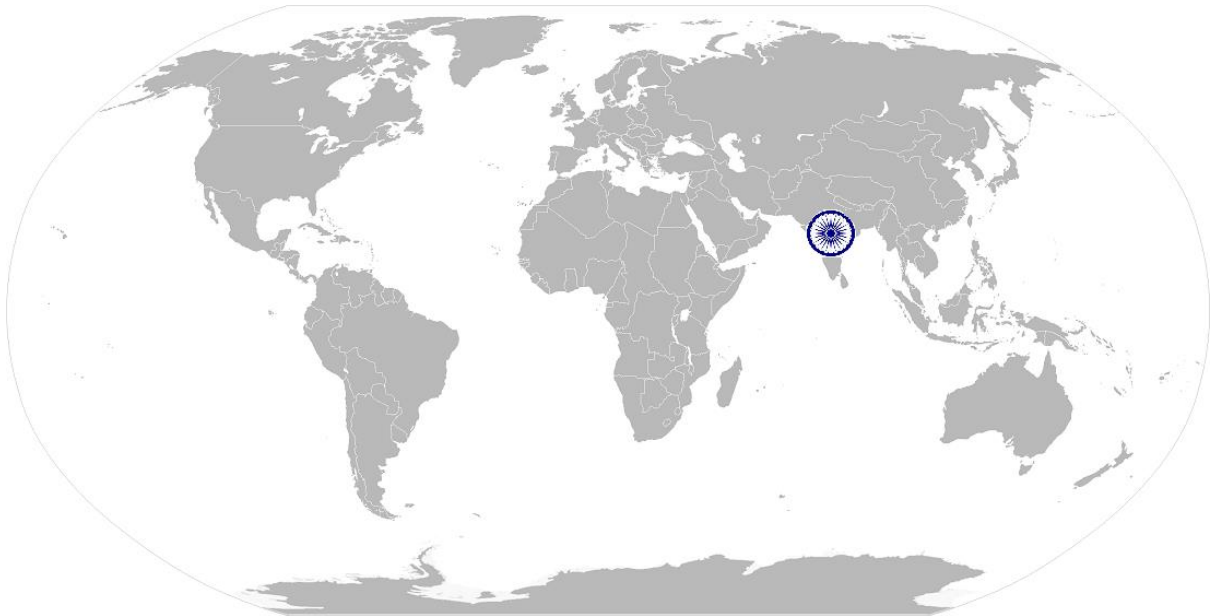
**Coordinate with others**

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<b>Industry Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>17/01/2018</b>
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# 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**

<b>Unit Code</b>	<b>G&amp;J/N9902</b>
<b>Unit Title (Task)</b>	<b>Maintain health and safety at workplace</b>
<b>Description</b>	This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining health and safety at workplace
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Health and safety in work area</li> <li>• Fire safety</li> <li>• Emergencies, rescue and first aid procedures</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Health and safety in work area</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. identify and use appropriate protective clothing/equipment for specific tasks and work</li> <li>PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace</li> <li>PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others</li> <li>PC4. identify and avoid doing any tasks or activities in a wrong posture</li> <li>PC5. practice appropriate working postures to minimise occupational health related issues</li> </ul>
<b>Fire safety</b>	<ul style="list-style-type: none"> <li>PC6. use the appropriate fire extinguishers on different types of fire</li> <li>PC7. demonstrate rescue techniques applied during fire hazard</li> <li>PC8. demonstrate good housekeeping in order to prevent fire hazards</li> <li>PC9. demonstrate the correct use of any fire extinguisher</li> </ul>
<b>Emergencies, rescue and first aid procedures</b>	<ul style="list-style-type: none"> <li>PC10. provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.</li> <li>PC11. respond promptly and appropriately to an accident or medical emergency</li> <li>PC12. participate in emergency procedures such as raising alarm, safe evacuation etc.,</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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"> <li>KA1. company's policies on: safety and hazards and personnel management</li> <li>KA2. names and location of documents that refer to health and safety in work place</li> <li>KA3. reporting structure</li> </ul>

**G&J/N9902**

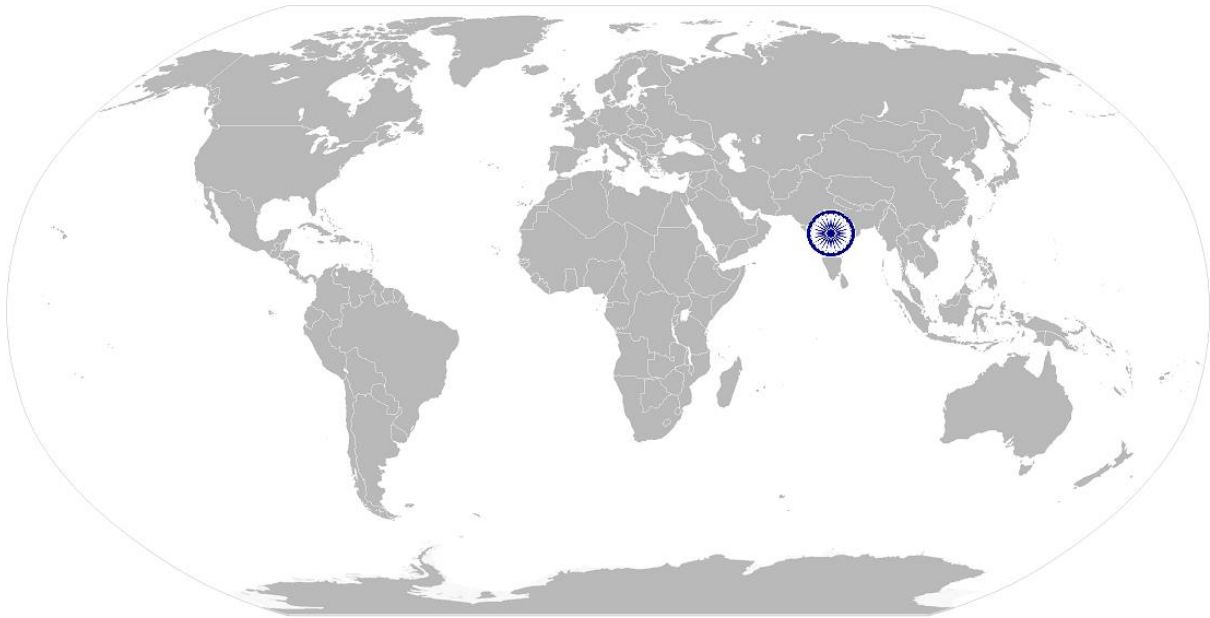
**Maintain health and safety at workplace**

<p><b>B. Technical Knowledge</b></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><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The individual on the job needs to know and understand how to:</p> <p>N.A.</p> <p><b>Reading Skills</b></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><b>Oral Communication (Listening and Speaking skills)</b></p> <p>SA3. communicate effectively the risk of not following safety measures</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The individual on the job needs to know and understand how to:</p> <p>SB1. respond to emergencies/accidents, by taking an apt and timely decision</p> <p><b>Plan and Organize</b></p> <p>SB2. organize work schedule, work area, tools, equipment and material to minimize health and safety risk</p> <p><b>Customer Centricity</b></p> <p>N. A.</p> <p><b>Problem Solving</b></p>

**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
	<b>Analytical Thinking</b>
	SB4. analyse untoward incidents from the past and implement correct use of machines, tools or hazardous chemicals
	<b>Critical Thinking</b>
	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**

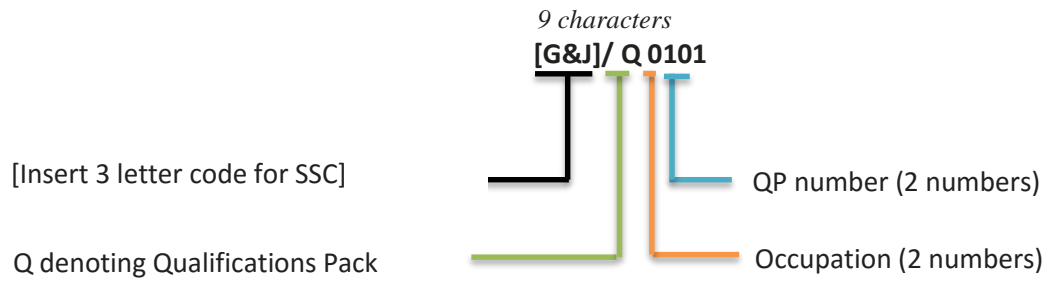
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## Annexure

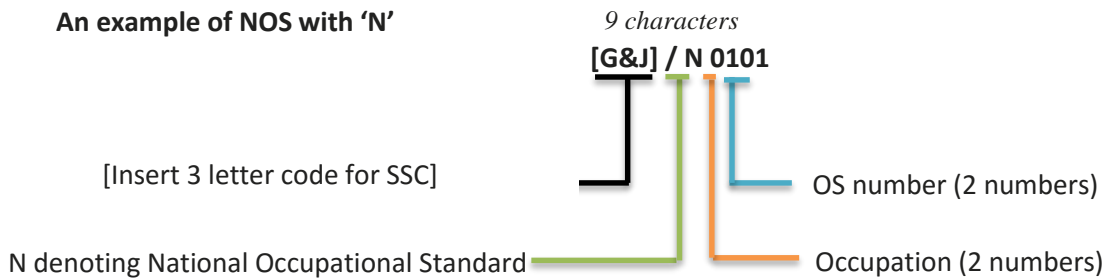
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



**G&J/Q6901**

*Qualifications Pack for Thread maker – 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** Thread maker – Gemstone Processing

**Qualification Pack** G&J/Q6901

**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 50% 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/N6901 Thread gemstones to make jewellery	PC1. match the stone type, weight and number as mentioned on the bag	<b>60</b>	2	1	1	
	PC2. interpret the jewellery design for threading in terms of shape, size, type of product, number of layers of thread and type of thread to be used		3	2	1	
	PC3. select the type of thread to be used such as plastics or metal wire		2	0	2	
	PC4. prepare the sarafa. i.e., bunched silk threads as per design		5	1	4	
	PC5. thread the gemstones on plastics or metal wire		5	1	4	
	PC6. follow convention as instructed such as big stones at		3	1	2	



Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	the lower end and smaller on the higher				
	PC7. attach the chain or linker (or sarafa for necklace)		2	0	2
	PC8. maintain symmetry and colour scheme as per design		5	1	4
	PC9. check evenness of colour as per design		3	1	2
	PC10. check evenness of flow as per design		3	0	3
	PC11. ensure utility and wearability by mending or cutting loose ends of wire		5	0	5
	PC12. ensure no damaged stones are threaded		3	0	3
	PC13. ensure threaded gemstones match with jewellery design		3	1	2
	PC14. ensure no damaged or poorly polished stones included in threading		3	0	3
	PC15. achieve look and feel of finished jewellery is as per design		3	1	2
	PC16. use correct thread type		4	2	2
	PC17. achieve maximum number of QC approved threads		2	1	1
	PC18. deliver the number and carats of stones threaded per day against target given		2	0	2
	PC19. deliver scratch-less threading		2	1	1
	<b>Total</b>		<b>60</b>	<b>14</b>	<b>46</b>

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	<b>20</b>	1	0	1

Compulsory NOS				Marks Allocation	
Total Marks:100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	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
	<b>Total</b>		<b>20</b>	<b>3</b>	<b>17</b>

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	<b>20</b>	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 etc.,		2	1	1
	<b>Total</b>		<b>20</b>	<b>3</b>	<b>17</b>