

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- Wholesale Sales Executive – Gemstone Processing

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Gemstone Processing

OCCUPATION: Sales

REFERENCE ID: G&J/Q7101

ALIGNED TO: NCO-2015/NIL

Brief Job Description: The individual at work generates business for wholesale stocks of gemstones through several modes such as shows, distribution network, broker network, and auction websites. The Wholesale Sales Executive is responsible for generating local and overseas business for wholesale of gemstones.

Personal Attributes: The job requires the individual to have: attention to details, ability to develop interpersonal relations, sharp memory and willingness to travel.

Job Details	Qualifications Pack Code	G&J/Q7101		
	Job Role	Wholesale Sales Executive – 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	Sales	Next review date	22/01/2022
	NSQC Clearance on*	DD/MM/YYYY		

*only after clearance from NSQC

Job Role	Wholesale Sales Executive – Gemstone Processing
Role Description	Selling gemstones stocked, on wholesale basis in domestic and overseas markets
NSQF level	5
Minimum Educational Qualifications*	8th Standard
Maximum Educational Qualifications*	Not applicable
Training (Suggested but not mandatory)	Basic knowledge of gemstones and 4Cs
Minimum job entry age	23 years
Experience	2 years in Sales
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> G&J/N7101 Sell polished gemstones of the company G&J/N702 Prepare documentation for exports of gemstone consignment 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. 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.

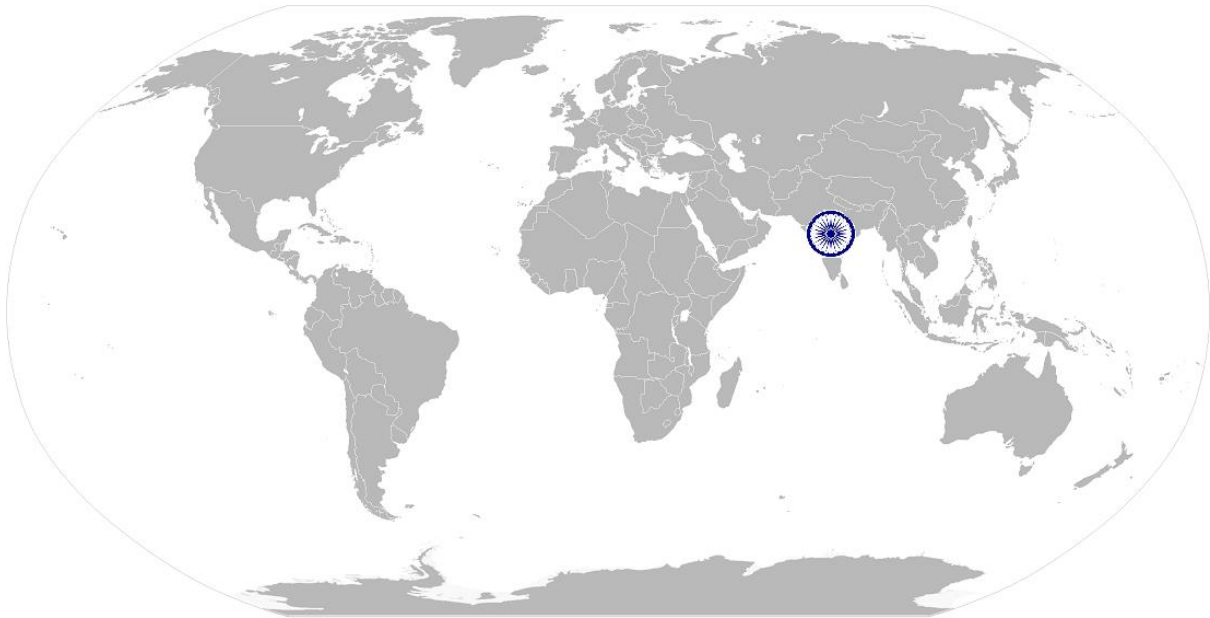
Acronyms

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

G&J/N7101

Sell polished gemstones of the company

National Occupational Standard



Overview

This unit is about wholesaling stocks of gemstones in the domestic and overseas markets.

G&J/N7101

Sell polished gemstones of the company

Unit Code	G&J/N7101
Unit Title (Task)	Sell polished gemstones of the company
Description	This OS unit is about generating business for wholesale stocks of gemstones
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Using different medium for making sale Negotiating pricing Maintaining quality of transaction
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Using different medium for making sale	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. use different medium for making sale including domestic and international shows; through agents; overseas office; Internet or web-based; e-auctions;</p> <p>PC2. stock the stones that are most in demand</p> <p>PC3. achieve orders received against target for the period</p> <p>PC4. manage chains of distributors as per company's policy and target</p> <p>PC5. successfully organize shows in domestic and local market</p> <p>PC6. take care of logistics and security of gemstones on display for no loss</p> <p>PC7. take care of documents to the satisfaction of Customs Department</p> <p>PC8. create user-friendly website for ease of obtaining information on the product and secure transaction</p> <p>PC9. participate in web-based or e-auctions</p>
Negotiating price	<p>PC10. conduct research on market demand and supply</p> <p>PC11. assess changing market trends</p> <p>PC12. meet target margin and volume set for the gemstones</p> <p>PC13. generate long term contracts</p>
Maintaining quality of transaction	<p>PC14. check commercial terms agreed to</p> <p>PC15. check packaging for durability and attractiveness</p> <p>PC16. check packet details against order placed</p> <p>PC17. arrange for required insurance</p> <p>PC18. adhere to international norms for exports packaging and dispatch</p> <p>PC19. record transaction details</p> <p>PC20. confirm to agreed terms of dispatch or international trade standards, as applicable, with zero error</p> <p>PC21. generate repeat business from happy customers because of quality of service</p> <p>PC22. successfully conduct third-party or buyer representatives' inspections</p> <p>PC23. complete transactions in time by executing the shipment</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: sales targets, growth strategy, pricing and integrity;</p>

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Sell polished gemstones of the company

<p>(knowledge of the company/organisation and its process)</p>	<p>incentives; delivery standards; safety practices and hazards; security and performance measurement</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 company’s gemstone processing activities</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. basic knowledge of gemstones and 4cs as well as newly popular gemstones</p> <p>KB2. gemstone costing, pricing and wholesale margins</p> <p>KB3. concepts such as lost-sales, relationship building, closing sale, forward cover</p> <p>KB4. technical aspects of exports sales such as role of indian missions; foreign market identification; products for exports; quoting price as ex-factory or fob or cif; trade show schedules and costing; temporary importation bonds (tib) and ata carnet</p> <p>KB5. knowledge of foreign currencies and conversion</p> <p>KB6. business ethics and vendor code of conduct</p> <p>KB7. market scenario in terms of demand and supply</p> <p>KB8. changing market trends, e.g., more demand for semi-precious</p> <p>KB9. documentation for exports and insurance</p> <p>KB10. use of barcoding system</p> <p>KB11. use of computer systems</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. prepare costing reports of the products</p> <p>SA2. compile and refine lists of prospective buyers as well as shows, etc.</p> <p>Reading Skills</p> <p>SA3. read customer information from the database</p> <p>SA4. read and understand text manuals related to jewellery specification</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA5. listen carefully and interpret customer requirement</p> <p>SA6. effectively communicate to initiate and conclude sale</p> <p>SA7. create effective marketing networks</p> <p>SA8. gather information from different stakeholders</p> <p>SA9. communicate over e-mail, telephone and other means</p> <p>SA10. correspond with seniors and make presentations</p>

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B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. negotiate with the customer and ensure profit on each transaction
	Plan and Organize
	SB2. organize and store documentation detailing correspondence and conversations with clients, and any agreements that may have been reached
	Customer Centricity
	SB3. put the customer at ease and suggest solutions SB4. develop a rapport with the customer SB5. satisfy the customer on their purchase decision
	Problem Solving
	SB6. identify issues that may arise during sales process and find solutions to address them SB7. suggest product solution to the customer
	analytical thinking
	SB8. interpret the market survey to judge the market demand –supply scenario. SB9. assess changing market trends and expected impact on sales SB10. asses the costs, benefits and long term prospects of establishing a professional relationship with a potential client. SB11. analyze data and activities
	Critical Thinking
	SB12. scrutinize the negotiation process and determine new ways to close deals SB13. provide opinions on work in a detailed and constructive way

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Sell polished gemstones of the company

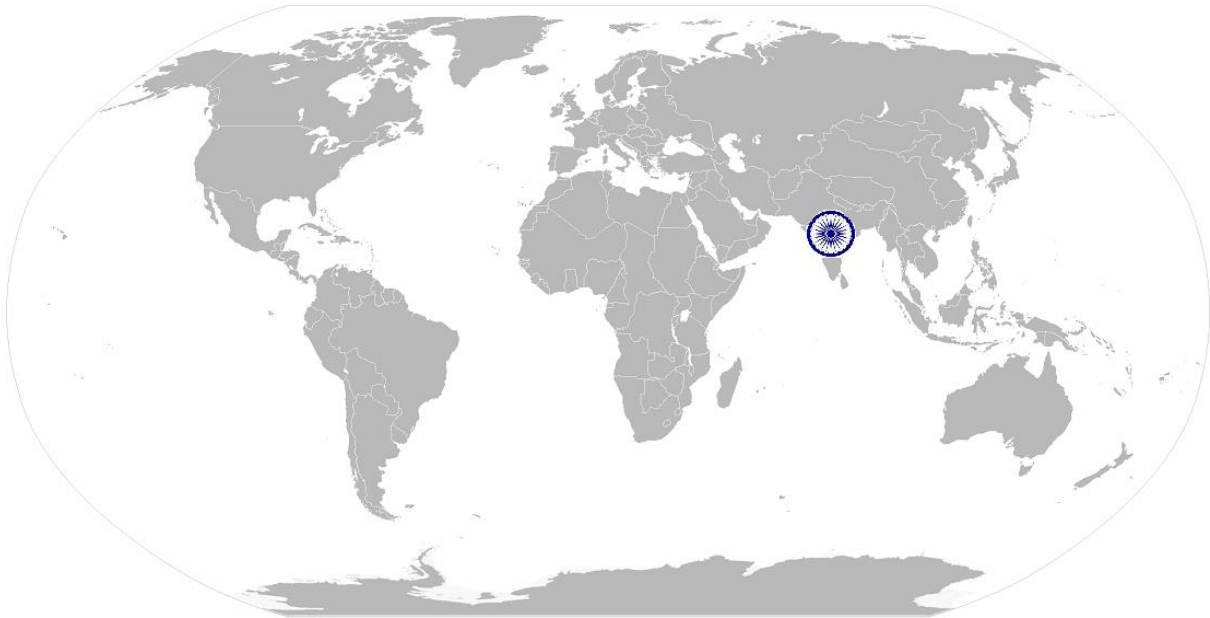
NOS Version Control

NOS Code	G&J/N7101		
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	Sales	Next review date	17/01/2022



G&J/N7102 Prepare documentation for exports of gemstone consignments

National Occupational Standard




Overview

This unit is about preparing and maintaining documentation for the purpose of exports of gemstones consignments so that international transactions and shows conclude without any disruptions.

G&J/N7102 Prepare documentation for exports of gemstone consignments

Unit Code	G&J/N7102
Unit Title (Task)	Prepare documentation for exports of gemstone consignments
Description	This OS unit is about preparing and maintaining documents required by Government authorities such as Customs Department for smooth transactions during international: sale or sample display at shows and exhibitions
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preparing documents for sale or sample • Preparing documents for exports or imports
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing documents for sale or sample	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. prepare purchase orders, destination purchase orders PC2. prepare bond obligations PC3. apply for duty free imports PC4. prepare bill of entry and white bill of entry PC5. do the labelling and marking on export cartons PC6. prepare shipment on consignment basis
Preparing documents for exports or imports	<ul style="list-style-type: none"> PC7. prepare pre-shipment export documents PC8. prepare principal export documents such as commercial invoice, packing list, certificate of Origin, shipping advice, e.g., airway bill of bill of lading PC9. prepare insurance policy and bill of exchange PC10. prepare proforma invoice PC11. send intimation for inspection, shipping instructions PC12. obtain Mate's receipt, letter to bank for collection PC13. obtain and prepare Application for Certificate of origin (GSP) PC14. ensure that documents are correctly filled PC15. ensure that documents are dispatched along with shipping consignment or as required PC16. achieve smooth delivery of consignment to destination of export or show
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: import, exports, sample display for shows, sales and marketing plan, rough procuring, pricing, 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 company's gemstone processing and wholesale

G&J/N7102 Prepare documentation for exports of gemstone consignments

	<p>activities</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. basic knowledge of gemstones</p> <p>KB2. rough pricing and margin calculations</p> <p>KB3. technical aspects of exports sales such as role of indian missions; foreign markets; foreign trade agreements; india's foreign policy and any incentives; products meant for exports; quoting price as ex-factory or fob or cif; trade show schedules and costing; temporary importation bonds (tib) and ata carnet</p> <p>KB4. knowledge of export related documents such as:</p> <ul style="list-style-type: none"> • proforma invoice • purchase order • commercial invoice • packing list • shipping bill • bill of lading • master airway bill • export certificate • certificate of origin • bill of exchange • bank realization certificate • documents against acceptance <p>KB5. scope for error in documentation and changes in rules and tariffs on exports and imports of gemstones</p> <p>KB6. business ethics and vendor code of conduct</p> <p>KB7. documents required to fulfill import, export and insurance obligations</p> <p>KB8. government departments involved in import, export clearance and foreign trade policy making</p> <p>KB9. international labeling standards and use of barcoding system</p> <p>KB10. use of computer systems</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. frame a well written communication with attention to detail</p> <p>SA2. communicate with others in writing</p> <p>SA3. fill forms and write memos as required</p> <p>SA4. prepare shipment on consignment basis</p> <p>Reading skills</p> <p>SA5. read and correctly interpret government regulations and rules</p> <p>SA6. read instructions, guidelines, procedures and rules</p>

G&J/N7102 Prepare documentation for exports of gemstone consignments

	SA7. read and understand buyer specifications
	Oral Communication (Listening and Speaking skills)
	SA8. ask for clarification and advice from managers SA9. communicate with consignee or government department or c&f agents SA10. communicate effectively with colleagues
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. handle the customs clearance
	Plan and Organize
	SB2. organize the documents for shipment
	Customer Centricity
	N.A.
	Problem Solving
	SB3. refer anomalies to the manager SB4. improve work processes for greater productivity and error free shipments
	Analytical Thinking
	SB5. analyze needs, requirements and dependencies in order to meet your work requirements
	Critical Thinking
SB6. spot process disruptions	

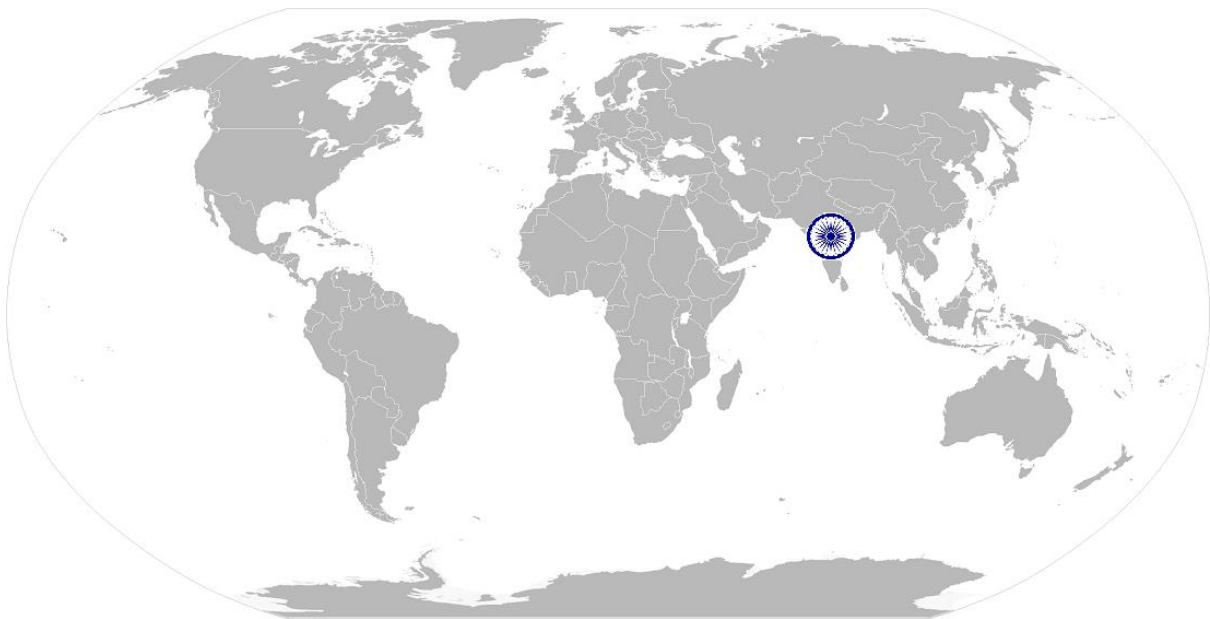
G&J/N7102 Prepare documentation for exports of gemstone consignments

NOS Version Control

NOS Code	G&J/N7102		
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	Sales	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 on 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 team 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

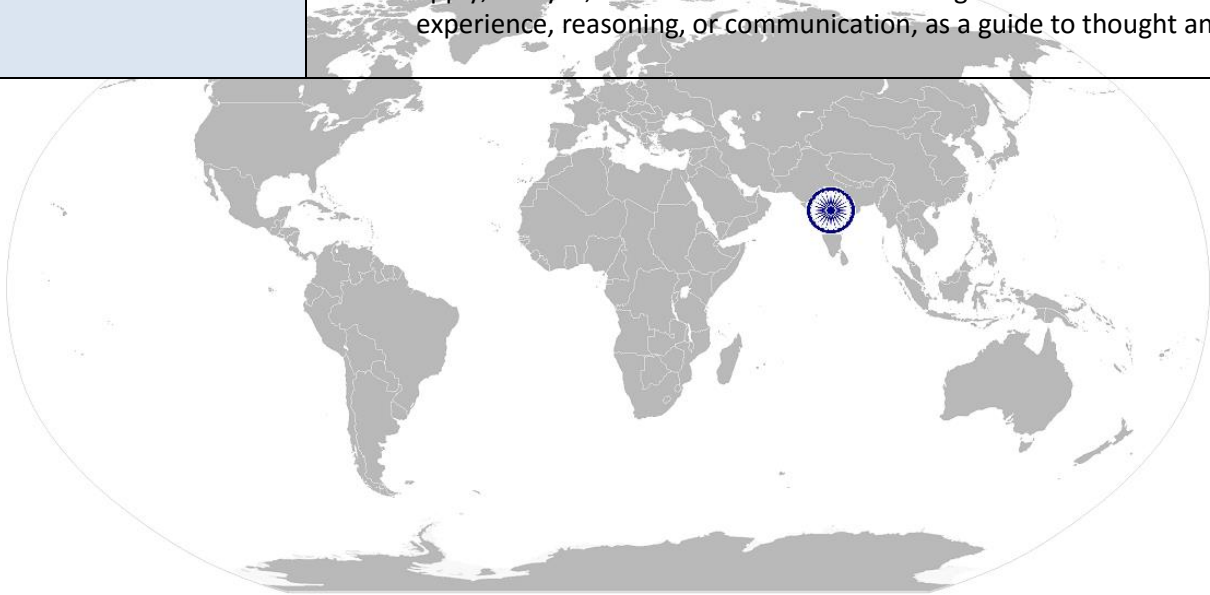
Coordinate with others

<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 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>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 and organize for maximum productivity</p> <p>Customer Centricity</p> <p>SB4. convey accurate information to all internal as well as external customers</p> <p>Problem Solving</p> <p>SB5. how 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
	SB6. analyse the work processes by interacting with others and adopting best practices
	SB7. use prior experience to observe and reflect for development of ideas
	Critical Thinking
	SB8. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB9. deal with clients lacking the technical background to solve the problem on their own
	SB10. spot process disruptions and delays and report and communicate with solutions
	SB11. identify immediate or temporary solutions to resolve delays
	SB12. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

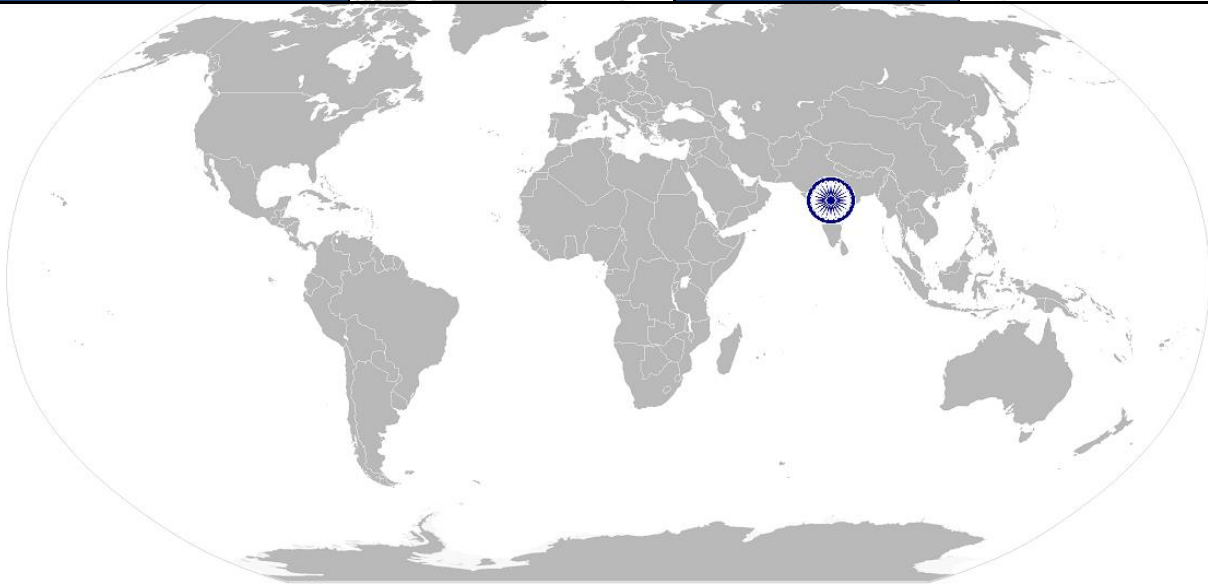


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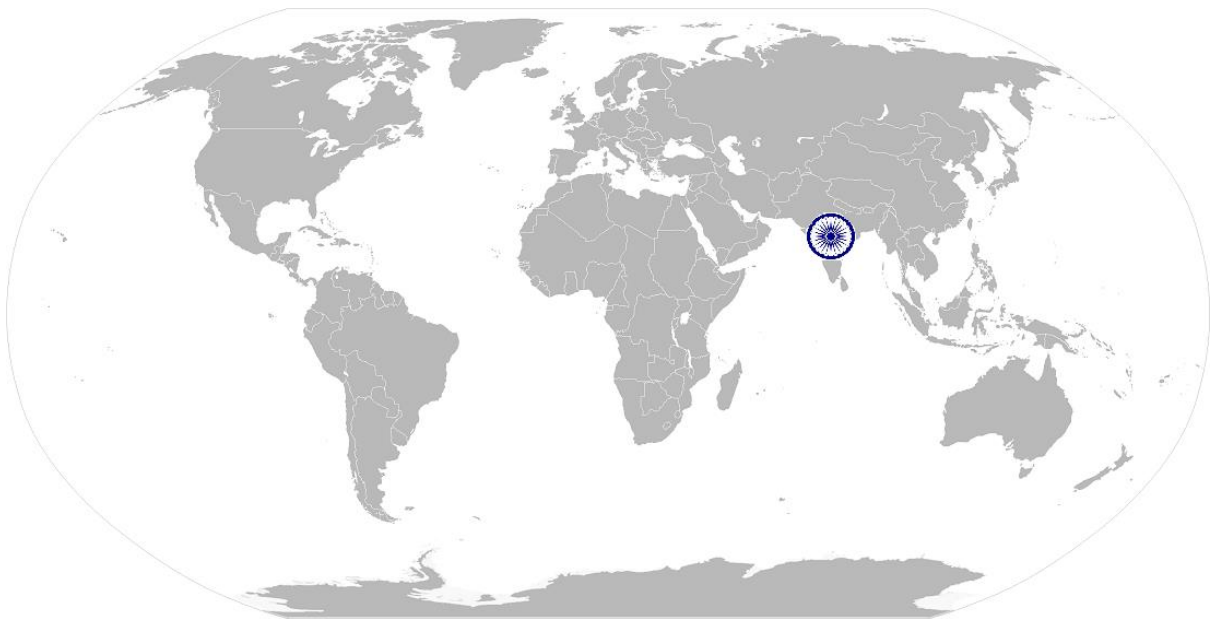
Coordinate with others

NOS Version Control

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Occupation	Sales	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

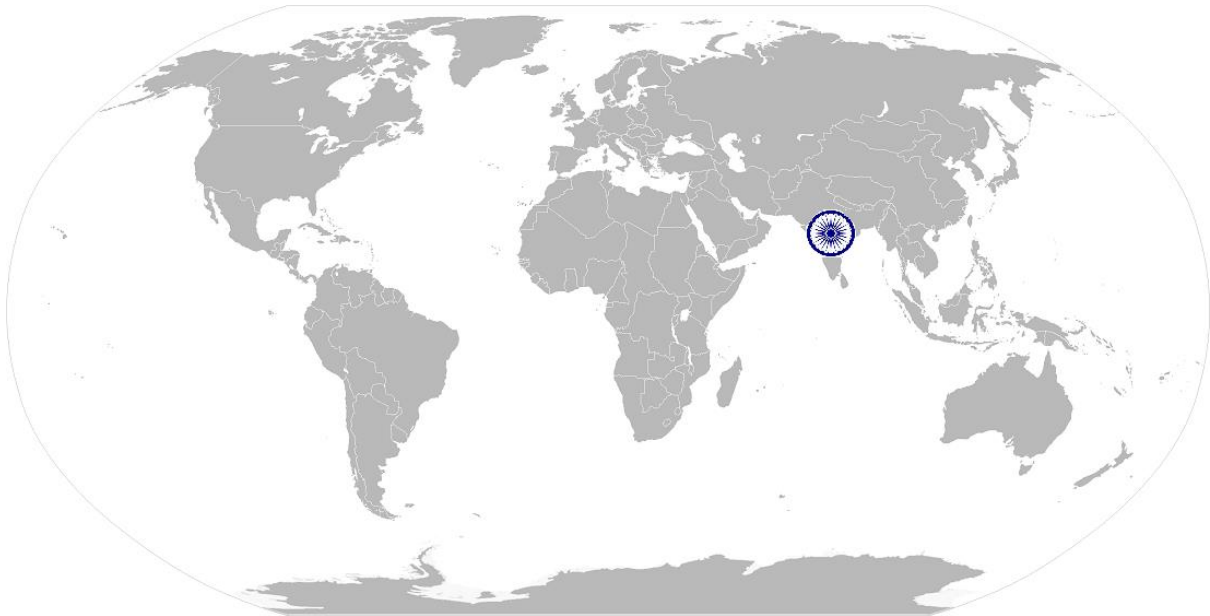
Maintain health and safety at workplace

<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: 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: 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>

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. 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

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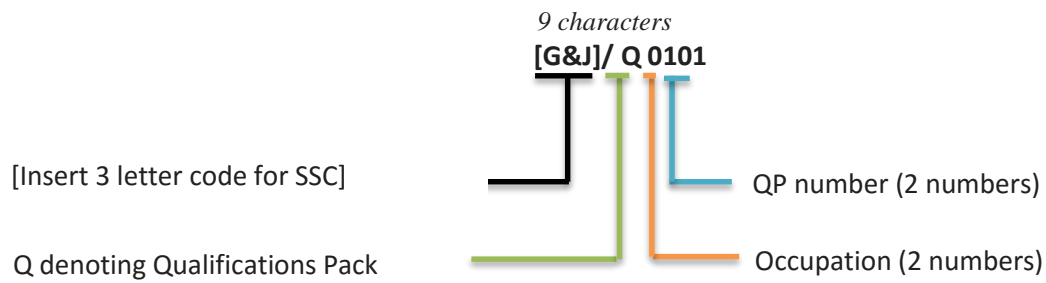


G&J/Q7101 *Qualifications Pack for Wholesale Sales Executive – Gemstone Processing*

Annexure

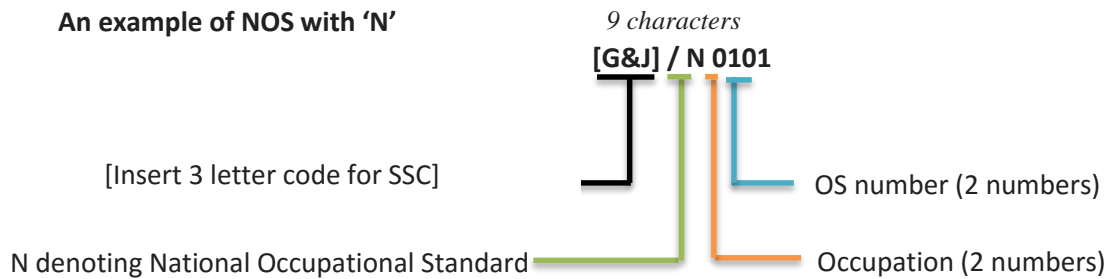
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-11
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 Wholesale Sales Executive – Gemstone Processing

Qualification Pack G&J/Q7102

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 70% 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: 200						
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical	
1. G&J/N7101 Sell polished gemstones of the company	PC1. use different medium for making sale including domestic and international shows; through agents; overseas office; Internet or web-based; e-auctions;	80	3	2	1	
	PC2. stock the stones that are most in demand		5	1	4	
	PC3. achieve orders received against target for the period		3	1	2	
	PC4. manage distribution chains as per company's policy and target		4	2	2	
	PC5. successfully organize shows in domestic and local market		4	1	3	
	PC6. take care of logistics and security of gemstones on display for no loss		3	1	2	
	PC7. take care of documents to the satisfaction of Customs Department		3	2	1	

Compulsory NOS				Marks Allocation	
Total Marks: 200					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC8. create user-friendly website for ease of obtaining information on the product and secure transaction		4	0	4
	PC9. participate in web-based or e-auctions		4	1	3
	PC10. conduct research on market demand and supply		3	0	3
	PC11. assess changing market trends		3	0	3
	PC12. meet target margin and volume set for the gemstones		3	0	3
	PC13. generate long term contracts		3	0	3
	PC14. check commercial terms agreed to		5	2	3
	PC15. check packaging for durability and attractiveness		3	0	3
	PC16. check packet details against order		3	1	2
	PC17. arrange for required insurance		4	0	4
	PC18. adhere to international norms for exports packaging and dispatch		4	0	4
	PC19. record transaction details		2	0	2
	PC20. confirm to agreed terms of dispatch or international trade standards, as applicable, with zero error		2	1	1
	PC21. generate repeat business from happy customers because of quality of service		4	0	4
	PC22. successfully conduct third-party or buyer representatives' inspections		5	1	4
	PC23. complete transactions in time by executing the shipment		3	0	3
	Total		80	16	64

Compulsory NOS				Marks Allocation	
Total Marks: 200					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
2. G&J/N7102 Prepare documentation for exports of gemstone consignments	PC1. prepare purchase orders, destination purchase orders	80	5	3	2
	PC2. prepare bond obligations		5	2	3
	PC3. apply for duty free imports		5	3	2
	PC4. prepare bill of entry and white bill of entry		5	3	2
	PC5. do the labelling and marking on export cartons		5	2	3
	PC6. prepare shipment on consignment basis		5	2	3
	PC7. prepare pre-shipment export documents		5	0	5
	PC8. prepare principal export documents such as commercial invoice, packing list, Certificate of Origin, shipping advice, e.g., airway bill of bill of lading		5	1	4
	PC9. prepare insurance policy and bill of exchange		5	0	5
	PC10. prepare proforma invoice		5	0	5
	PC11. send intimation for inspection, shipping instructions		5	0	5
	PC12. obtain Mate's receipt, letter to bank for collection		5	0	5
	PC13. obtain and prepare Application for Certificate of origin (GSP)		5	1	4
	PC14. ensure that documents are correctly filled		5	0	5
	PC15. ensure that documents are dispatched along with shipping consignment or as required		5	1	4

Compulsory NOS				Marks Allocation	
Total Marks: 200					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC16. achieve smooth delivery of consignment to destination of export or show		5	0	5
	Total		80	18	62

Compulsory NOS				Marks Allocation	
Total Marks:100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
3. 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

Compulsory NOS				Marks Allocation	
Total Marks:100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	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
4. 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

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	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	17