

Qualification Pack



Senior Jewellery Designer

QP Code: G&J/Q2307

Version: 2.0

NSQF Level: 5

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G&J/Q2307: Senior Jewellery Designer

Brief Job Description

The individual at work draws unique jewellery collection from concept to sketch using basic stationery and measuring tools. They draw different views of jewellery and prepare the design specification sheet, which provides all the dimensions as well as other necessary details required for creating three-dimensional (3D) computer-aided design model and manufacturing of jewellery.

Personal Attributes

The job requires the individual to have good hand-eye coordination, visualization, and attention to detail.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [G&J/N2308: Draw creative jewellery designs](#)
2. [G&J/N9901: Respect and maintain IPR](#)
3. [G&J/N9902: Maintain health and safety at workplace](#)
4. [G&J/N9949: Follow material and energy conservation practices at workplace](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Gem & Jewellery
Sub-Sector	Cast and diamonds-set jewellery, Handmade Gold and Gems-set Jewellery, Silver Smithing, Imitation Jewellery
Occupation	Designing and Product Development, Designing
Country	India
NSQF Level	5
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 2163.0301

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Minimum Educational Qualification & Experience	12th Class with 2 Years of experience relevant experience OR Completed 3 year diploma after 10th with 1 Year of experience relevant experience OR 10th grade pass with 4 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level ((Level 4, with min education 8th pass)) with 3 Years of experience relevant experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Basic computer handling and MS office
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	17/11/2025
NSQC Approval Date	17/11/2022
Version	2.0
Reference code on NQR	2022/GJ/GJSCI/06705
NQR Version	2

Remarks:

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G&J/N2308: Draw creative jewellery designs

Description

This OS unit is about creating designs for unique jewellery collection from concept to sketch and creating a design specification sheet.

Scope

The scope covers the following :

- Conducting research and determining the key criteria for design
- Drawing creative jewellery designs
- Achieving quality standards
- Achieving Productivity

Elements and Performance Criteria

Conducting research and determining the key criteria for design

To be competent, the user/individual on the job must be able to:

- PC1.** conduct design research by systematically gathering, recording information about customers, competitors, fashion trends, technology advancement and the market (Indian as well as international), from various resources like exhibitions, websites of prominent jewellery companies, jewellery design publications, etc.
- PC2.** study the old and existing product range or jewellery design collections to assess relevance to the current design
- PC3.** identify budget, cost points and other constraints

Drawing creative jewellery designs

To be competent, the user/individual on the job must be able to:

- PC4.** draw jewellery designs or sketches using various sources of inspiration like natural, manmade, historical, symbolic, etc
- PC5.** draw jewellery designs using various design elements like point, line, movement, colour, pattern, texture, shape and space, 2D forms, or 3D forms using appropriate techniques like overlapping, changing size and placement, etc.
- PC6.** use various creative techniques like scribble, combining ideas, rearranging the design, etc. while creating a new design
- PC7.** draw jewellery designs using various principles of design like balance, rhythm, harmony, movement, contrast, variety, etc.
- PC8.** draw jewellery designs using various design adaptation and manipulation techniques like repetition, rotation, mirroring, etc.
- PC9.** use various colours schemes or combinations like monochromatic, analogous, complementary, split complementary, etc. for different styles of jewellery designs
- PC10.** use various techniques for achieving different texture on jewellery like acid etching, using rollers, computer-aided designing, using other hand tools, etc.

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- PC11.** prepare technical drawings of different views of jewellery like front, top, side, sectional, etc. using orthographic projection, perspective projection and using appropriate instruments like the drawing board, mini drafter, set-squares, etc.,
- PC12.** prepare technical drawings of stones in various shape, size, cut and in different stone setting style
- PC13.** render jewellery designs using wet media like water or poster colours for the realistic depiction of the metals, cut and faceted stones, surface finish and texture using various light, shadow and gradation techniques
- PC14.** prepare design specification sheet for the information about measurements of jewellery product like bangle diameter, bracelet length, etc., about diamonds and gemstones in terms of number, size etc., about precious metals like weight, Karat etc.,
- PC15.** prepare various types of mountings like a window, flat for the final presentation of design portfolios
- PC16.** maintain sketches, drawings and records of other related information in files shared by internal team or customer

Achieving quality standards

To be competent, the user/individual on the job must be able to:

- PC17.** check each design for the final look and various design parameters before final submission
- PC18.** rework as per the feedback whenever required, based on inputs from customer, marketing, merchandising, product development and production department

Achieving Productivity

To be competent, the user/individual on the job must be able to:

- PC19.** ensure timely delivery of jewellery design or drawings to enable the commencement of computer-aided designing (CAD) process.
- PC20.** create jewellery designs as per target given
- PC21.** update the merchandiser or marketing head or respective authority on work completion status

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on acceptable limits of quality, delivery standards, safety practices and hazard, security and performance measurements
- KU2.** importance of nondisclosure of confidential information provided by the company either orally or in writing marked as confidential
- KU3.** work flow involved in jewellery manufacturing process of the company
- KU4.** importance of the individual's role in the workflow
- KU5.** reporting structure
- KU6.** basics of internet usage
- KU7.** various basic graphic designing software like CorelDraw, Photoshop, etc.
- KU8.** different types of jewellery products like rings, bracelets, pendants etc.
- KU9.** various physical properties like hardness, malleability, shrinkage factor of different fineness of precious metals like gold, silver, platinum, etc

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- KU10.** various types of diamonds and gemstones in terms of shape, size, cut, colour, etc.
- KU11.** basic measuring system and units
- KU12.** various views, shapes or forms of day to day, geometric and organic objects
- KU13.** various measuring tools like scale, vernier calliper and gauges like ring or bangle sizer etc
- KU14.** different rendering tools and techniques used in Jewellery
- KU15.** various types of decorative techniques like filigree, miligrain, cameo, etc.
- KU16.** basic calculations in terms of calculating the final weight of jewellery, count of the number of diamonds or gemstones, etc.
- KU17.** manufacturing drawing practices as per the company standards

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write accurate design details in the design specification sheet e.g. ring size, the weight of diamonds and gemstones, karat of gold/silver, etc.
- GS2.** read notes, designs and instructions shared by different internal team
- GS3.** read company rules and compliance documents required to complete the work
- GS4.** read design, concept and software-related books
- GS5.** select the correct drawing tools and stationery for making necessary changes in the design for practicality and maintaining aesthetics of the jewellery design
- GS6.** visualize designs
- GS7.** share technical information clearly using appropriate language

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conducting research and determining the key criteria for design</i>	4	7	-	-
PC1. conduct design research by systematically gathering, recording information about customers, competitors, fashion trends, technology advancement and the market (Indian as well as international), from various resources like exhibitions, websites of prominent jewellery companies, jewellery design publications, etc.	2	3	-	-
PC2. study the old and existing product range or jewellery design collections to assess relevance to the current design	1	2	-	-
PC3. identify budget, cost points and other constraints	1	2	-	-
<i>Drawing creative jewellery designs</i>	25	43	-	-
PC4. draw jewellery designs or sketches using various sources of inspiration like natural, manmade, historical, symbolic, etc	2	3	-	-
PC5. draw jewellery designs using various design elements like point, line, movement, colour, pattern, texture, shape and space, 2D forms, or 3D forms using appropriate techniques like overlapping, changing size and placement, etc.	2	4	-	-
PC6. use various creative techniques like scribble, combining ideas, rearranging the design, etc. while creating a new design	2	3	-	-
PC7. draw jewellery designs using various principles of design like balance, rhythm, harmony, movement, contrast, variety, etc.	2	3	-	-
PC8. draw jewellery designs using various design adaptation and manipulation techniques like repetition, rotation, mirroring, etc.	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. use various colours schemes or combinations like monochromatic, analogous, complementary, split complementary, etc. for different styles of jewellery designs	2	4	-	-
PC10. use various techniques for achieving different texture on jewellery like acid etching, using rollers, computer-aided designing, using other hand tools, etc.	2	3	-	-
PC11. prepare technical drawings of different views of jewellery like front, top, side, sectional, etc. using orthographic projection, perspective projection and using appropriate instruments like the drawing board, mini drafter, set-squares, etc.,	2	3	-	-
PC12. prepare technical drawings of stones in various shape, size, cut and in different stone setting style	2	3	-	-
PC13. render jewellery designs using wet media like water or poster colours for the realistic depiction of the metals, cut and faceted stones, surface finish and texture using various light, shadow and gradation techniques	2	5	-	-
PC14. prepare design specification sheet for the information about measurements of jewellery product like bangle diameter, bracelet length, etc., about diamonds and gemstones in terms of number, size etc., about precious metals like weight, Karat etc.,	2	3	-	-
PC15. prepare various types of mountings like a window, flat for the final presentation of design portfolios	2	3	-	-
PC16. maintain sketches, drawings and records of other related information in files shared by internal team or customer	1	2	-	-
<i>Achieving quality standards</i>	2	8	-	-
PC17. check each design for the final look and various design parameters before final submission	1	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC18. rework as per the feedback whenever required, based on inputs from customer, marketing, merchandising, product development and production department	1	4	-	-
<i>Achieving Productivity</i>	4	7	-	-
PC19. ensure timely delivery of jewellery design or drawings to enable the commencement of computer-aided designing (CAD) process.	2	3	-	-
PC20. create jewellery designs as per target given	1	2	-	-
PC21. update the merchandiser or marketing head or respective authority on work completion status	1	2	-	-
NOS Total	35	65	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	G&J/N2308
NOS Name	Draw creative jewellery designs
Sector	Gem & Jewellery
Sub-Sector	Handmade Gold and Gems-set Jewellery, Cast and diamonds-set jewellery, Silver Smithing, Imitation Jewellery
Occupation	Designing and Product Development, Designing, Designing and Product Development
NSQF Level	4
Credits	12
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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G&J/N9901: Respect and maintain IPR

Description

This OS unit is about maintaining the company's confidentiality

Scope

The scope covers the following :

- Protecting company's Intellectual Property Rights (IPR)
- Maintain IPR of other companies

Elements and Performance Criteria

Protecting company's Intellectual Property Rights (IPR)

To be competent, the user/individual on the job must be able to:

- PC1.** identify the company's design patents, trademarks and copyrights for different products or product line
- PC2.** report any infringement observed in the company to concerned authorities or senior management

Maintain IPR of other companies

To be competent, the user/individual on the job must be able to:

- PC3.** interpret copyright clauses in the material published on the internet or any other printed material during the research
- PC4.** consult supervisor or senior management when in doubt about using publicly available information
- PC5.** report IPR violations observed in the market, to concerned authorities or company heads

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on IPR and plagiarism
- KU2.** reporting structure
- KU3.** company's unique product range
- KU4.** various patents, trademarks, copyrights used in Jewellery industry
- KU5.** company's customer profile
- KU6.** industrial and political espionages

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate any observed case of IPR violations, effectively and timely

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GS2. analyze references or information from various sources

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Protecting company's Intellectual Property Rights (IPR)</i>	3	3	-	-
PC1. identify the company's design patents, trademarks and copyrights for different products or product line	1	1	-	-
PC2. report any infringement observed in the company to concerned authorities or senior management	2	2	-	-
<i>Maintain IPR of other companies</i>	3	3	-	-
PC3. interpret copyright clauses in the material published on the internet or any other printed material during the research	1	1	-	-
PC4. consult supervisor or senior management when in doubt about using publicly available information	1	1	-	-
PC5. report IPR violations observed in the market, to concerned authorities or company heads	1	1	-	-
NOS Total	6	6	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9901
NOS Name	Respect and maintain IPR
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing, Handmade Gold and Gems-set Jewellery, Jewellery Retail, Cast and diamonds-set jewellery, Gemstone Processing, Silver Smithing, Imitation Jewellery
Occupation	Generic
NSQF Level	3
Credits	1
Version	7.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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G&J/N9902: Maintain health and safety at workplace

Description

This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and maintaining health and safety at workplace.

Scope

The scope covers the following :

- Health, hygiene and safety in work area
- Fire safety
- Emergencies, rescue and first aid procedures
- Waste management

Elements and Performance Criteria

Health, hygiene and safety in work area

To be competent, the user/individual on the job must be able to:

- PC1.** follow regular cleaning and disinfection practices at work place using appropriate techniques and materials
- PC2.** follow hand hygiene practices at work place using appropriate techniques and materials
- PC3.** follow alternative ways of conducting meeting and organizing event to ensure safety
- PC4.** follow contactless attendance system
- PC5.** report regarding the contagious illness of self or people in close contact
- PC6.** use appropriate protective clothing/ equipment for specific tasks
- PC7.** identify hazardous activities and the possible causes of risks or accidents in the workplace
- PC8.** follow safe working practices while dealing with hazards to ensure safety of self and others
- PC9.** maintain appropriate working postures to minimize occupational health related issues

Fire safety

To be competent, the user/individual on the job must be able to:

- PC10.** use appropriate type of fire extinguisher
- PC11.** apply appropriate rescue techniques during fire hazard
- PC12.** ensure good housekeeping in order to prevent fire hazards

Emergencies, rescue and first aid procedures

To be competent, the user/individual on the job must be able to:

- PC13.** provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.
- PC14.** respond promptly and appropriately to an accident or medical emergency.
- PC15.** follow emergency procedures such as raising alarm, safe evacuation etc.

Waste management

To be competent, the user/individual on the job must be able to:

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- PC16.** identify recyclable, non-recyclable and hazardous waste
- PC17.** collect the segregated waste - at designated space
- PC18.** dispose non-recyclable waste appropriately and deposit recyclable and reusable material at identified location

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on safety, hazards and personnel management
- KU2.** signages that refer to health and safety in work place
- KU3.** the reporting structure
- KU4.** health and safety hazards commonly present in the work place and related precautions
- KU5.** preventative and remedial actions to be taken in case of exposure to toxic material
- KU6.** methods of accident prevention
- KU7.** how different chemicals react and the related hazards
- KU8.** how to use machines and tools without causing any accident
- KU9.** importance of using protective clothing/ equipment while working
- KU10.** precautionary activities to prevent the fire accident
- KU11.** various causes of fire
- KU12.** techniques of using different fire extinguishers
- KU13.** different materials used for extinguishing fire
- KU14.** rescue techniques applied during a fire hazard
- KU15.** various types of safety signs and their meaning
- KU16.** appropriate basic first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.,
- KU17.** casualty lifting in case of an accident
- KU18.** usage of different colors of dustbins.
- KU19.** categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics.
- KU20.** waste management and methods of waste disposal.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and comprehend labels, charts, signages
- GS2.** read and comprehend manuals of operations
- GS3.** communicate effectively, the risk of not following safety measures
- GS4.** respond to emergencies/accidents, by taking an appropriate and timely decision
- GS5.** organize work schedule, work area, tools, equipment and material to minimize health and safety risk

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- GS6.** ensure appropriate action in case of any emergencies, accidents or fire at the work location
- GS7.** analyze untoward incidents from the past and follow correct procedures in handling machines, tools or hazardous chemicals
- GS8.** critically analyze the processes carried out by self and colleagues in the department to spot potential hazards and safety issues
- GS9.** record data on waste disposal at workplace.
- GS10.** complete statutory documents relevant to safety and hygiene.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health, hygiene and safety in work area</i>	9	16	-	-
PC1. follow regular cleaning and disinfection practices at work place using appropriate techniques and materials	1	2	-	-
PC2. follow hand hygiene practices at work place using appropriate techniques and materials	1	2	-	-
PC3. follow alternative ways of conducting meeting and organizing event to ensure safety	1	2	-	-
PC4. follow contactless attendance system	1	1	-	-
PC5. report regarding the contagious illness of self or people in close contact	1	2	-	-
PC6. use appropriate protective clothing/ equipment for specific tasks	1	2	-	-
PC7. identify hazardous activities and the possible causes of risks or accidents in the workplace	1	2	-	-
PC8. follow safe working practices while dealing with hazards to ensure safety of self and others	1	1	-	-
PC9. maintain appropriate working postures to minimize occupational health related issues	1	2	-	-
<i>Fire safety</i>	3	6	-	-
PC10. use appropriate type of fire extinguisher	1	3	-	-
PC11. apply appropriate rescue techniques during fire hazard	1	2	-	-
PC12. ensure good housekeeping in order to prevent fire hazards	1	1	-	-
<i>Emergencies, rescue and first aid procedures</i>	3	4	-	-
PC13. provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. respond promptly and appropriately to an accident or medical emergency.	1	2	-	-
PC15. follow emergency procedures such as raising alarm, safe evacuation etc.	1	1	-	-
<i>Waste management</i>	3	6	-	-
PC16. identify recyclable, non-recyclable and hazardous waste	1	2	-	-
PC17. collect the segregated waste - at designated space	1	2	-	-
PC18. dispose non-recyclable waste appropriately and deposit recyclable and reusable material at identified location	1	2	-	-
NOS Total	18	32	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9902
NOS Name	Maintain health and safety at workplace
Sector	Gem & Jewellery
Sub-Sector	Handmade Gold and Gems-set Jewellery, Gemstone Processing, Silver Smithing, Jewellery Retail, Cast and diamonds-set jewellery, Imitation Jewellery, Diamond Processing
Occupation	Generic
NSQF Level	3
Credits	1
Version	5.0
Last Reviewed Date	NA
Next Review Date	28/02/2026
NSQF Clearance Date	28/02/2023

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G&J/N9949: Follow material and energy conservation practices at workplace

Description

This OS unit is about adopting sustainable practices and optimizing use of resources, especially material, energy and waste, in day-to-day operations at work.

Scope

The scope covers the following :

- Material conservation practices at workplace
- Energy/electricity conservation practices at workplace

Elements and Performance Criteria

Material conservation practices at workplace

To be competent, the user/individual on the job must be able to:

- PC1.** identify ways to optimize usage of material including water in various activities and processes
- PC2.** check for spills/leakages in various activities and processes
- PC3.** plug spills/leakages and escalate the issue to appropriate authority if unable to rectify
- PC4.** carry out routine cleaning of tools, machines and equipment

Energy/electricity conservation practices at workplace

To be competent, the user/individual on the job must be able to:

- PC5.** identify ways to optimize usage of electricity/energy in various activities and processes
- PC6.** check if the equipment/machine is functioning normally before starting work and rectify the issues wherever required
- PC7.** report malfunctioning (fumes/sparks/emission/vibration/noise) of the equipment/machine and delay in maintenance of equipment
- PC8.** check electrical equipment and appliances are properly connected and turned off when not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on material and energy conservation practices
- KU2.** potential hazards and risks involved in the work
- KU3.** layout of the workstation and electrical and thermal equipment used as required
- KU4.** ways of efficient material management including water
- KU5.** basics of electricity and prevalent energy efficient devices
- KU6.** common practices of conserving electricity

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KU7. safety precautions (electric and mechanical isolation) before starting any maintenance activity on machine/equipment.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read Standard Operating Procedure(SOP) documents
- GS2.** communicate effectively about material and energy conservation practices to others
- GS3.** make timely communication for the decisions to be taken at work
- GS4.** complete tasks efficiently and accurately within stipulated time
- GS5.** critically analyze the processes carried out by self and colleagues in the department related to material and energy conservation
- GS6.** record observations on effect of material and energy conservation at workplace.
- GS7.** work with supervisors/team members to carry out related tasks

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Material conservation practices at workplace</i>	2	4	-	-
PC1. identify ways to optimize usage of material including water in various activities and processes	0.5	1	-	-
PC2. check for spills/leakages in various activities and processes	0.5	1	-	-
PC3. plug spills/leakages and escalate the issue to appropriate authority if unable to rectify	0.5	1	-	-
PC4. carry out routine cleaning of tools, machines and equipment	0.5	1	-	-
<i>Energy/electricity conservation practices at workplace</i>	2	4	-	-
PC5. identify ways to optimize usage of electricity/energy in various activities and processes	0.5	1	-	-
PC6. check if the equipment/machine is functioning normally before starting work and rectify the issues wherever required	0.5	1	-	-
PC7. report malfunctioning (fumes/sparks/emission/vibration/noise) of the equipment/machine and delay in maintenance of equipment	0.5	1	-	-
PC8. check electrical equipment and appliances are properly connected and turned off when not in use	0.5	1	-	-
NOS Total	4	8	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9949
NOS Name	Follow material and energy conservation practices at workplace
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing, Handmade Gold and Gems-set Jewellery, Jewellery Retail, Cast and diamonds-set jewellery, Gemstone Processing, Silver Smithing, Imitation Jewellery
Occupation	Generic
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	10/04/2025
NSQC Clearance Date	17/11/2022

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DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	29/03/2021
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (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. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take

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subsequent assessment on the balance NOS's to pass the Qualification Pack.

6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N2308.Draw creative jewellery designs	35	65	-	-	100	60
G&J/N9901.Respect and maintain IPR	6	6	-	-	12	10
G&J/N9902.Maintain health and safety at workplace	18	32	-	-	50	10
G&J/N9949.Follow material and energy conservation practices at workplace	4	8	-	-	12	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	83	141	-	-	224	100

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Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

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Glossary

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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	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.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) 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 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.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.