

## Qualification Pack



# Bottom Polisher - Diamond Processing

QP Code: G&J/Q4703

Version: 3.0

NSQF Level: 3

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## Qualification Pack

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## Qualification Pack

### G&J/Q4703: Bottom Polisher - Diamond Processing

#### Brief Job Description

The individual, undertaking this job work with bottom dop-tang system, will make 24 bottom facets of a diamond by polishing it on the polishing wheel or scaife in order to yield maximum brilliance and symmetry. For polishing, the stone is set either in a lead dop or a mechanical-clamp and held down on a revolving cast-iron scaife (horizontal and circular disc) charged with diamond dust. Also known as Taliya Karigar or Bottom Worker/Polisher, the bottom polisher creates the bottom facets of a diamond.

#### Personal Attributes

The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work in a process driven team; ability to work for long hours in sitting position on a bench or the floor; and a lot of patience.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [G&J/N4701: Fix diamond in the pot](#)
2. [G&J/N4703: Make bottom facets on diamond](#)
3. [G&J/N9902: Maintain health and safety at workplace](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing
<b>Occupation</b>	Faceting and Polishing
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	12
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/ 7313.1504

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<b>Minimum Educational Qualification &amp; Experience</b>	9th Class with NA of experience OR 8th Class with 1 Year of experience relevant experience OR Previous relevant Qualification of NSQF Level with 1 Year of experience relevant experience
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Approval Date</b>	17/11/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/GJ/GJSCI/06707
<b>NQR Version</b>	1

## Qualification Pack

### G&J/N4701: Fix diamond in the pot

#### Description

This OS unit is about fixing bruted/blocked diamond in the pot with accurate alignment

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Collecting the bruted/blocked diamond packet from the supervisor
- Fixing the bruted /blocked diamond on the pot
- Achieving productivity
- Maintaining quality of output

#### Elements and Performance Criteria

##### *Collecting the bruted/blocked diamond packet from supervisor*

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

**PC1.** match the specifications of the diamonds such as shape, size and quantity, as per those mentioned on the packet issued

##### *Fixing the bruted /blocked diamond on the pot*

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

**PC2.** ensure accurate fixing of diamond as per the polish required

**PC3.** ensure accurate alignment and levelling the diamond on the dop

##### *Achieving productivity*

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

**PC4.** achieve the productivity in terms of carats or number of pieces as set by the company

**PC5.** ensure timely delivery for further processing

##### *Maintaining quality of output*

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

**PC6.** ensure no damage to the diamond is caused during fixing process

**PC7.** ensure no breakage of diamond while placing the cover in the press

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** companys policies on: quality and delivery standards, safety and hazards, integrity and personnel management

**KU2.** nondisclosure of confidential information provided by the company either orally or in writing marked as confidential

**KU3.** liability arising out of loss, theft, or inadvertent disclosure of confidential information

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- KU4.** work flow involved in companys diamond processing process
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure
- KU7.** issue return procedures followed by the company
- KU8.** shape, cut, clarity, carat, and physical characteristics of the diamond
- KU9.** techniques of fixing of diamonds on pot
- KU10.** potential work hazards
- KU11.** use of an eye glass in order to check alignment

## Generic Skills (GS)

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

- GS1.** to fill requisition slip for ordering consumables
- GS2.** to read descriptions on the diamond packets/ bags
- GS3.** to document work done for status and performance appraisal
- GS4.** to discuss task, schedules, and work-loads with co-workers and supervisors
- GS5.** to understand instructions and report problems to supervisor
- GS6.** decide the plan for fixing the diamond on dop using lac or sticking cement
- GS7.** plan work for maximum productivity
- GS8.** to resolve the issues with the quality of the pot / cover being used
- GS9.** to resolve issues about mismatch of diamonds issued or received
- GS10.** to spot process disruptions and delays

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Collecting the bruted/blocked diamond packet from supervisor</i>	-	5	-	-
<b>PC1.</b> match the specifications of the diamonds such as shape, size and quantity, as per those mentioned on the packet issued	-	5	-	-
<i>Fixing the bruted /blocked diamond on the pot</i>	4	11	-	-
<b>PC2.</b> ensure accurate fixing of diamond as per the polish required	2	8	-	-
<b>PC3.</b> ensure accurate alignment and levelling the diamond on the dop	2	3	-	-
<i>Achieving productivity</i>	3	7	-	-
<b>PC4.</b> achieve the productivity in terms of carats or number of pieces as set by the company	1	4	-	-
<b>PC5.</b> ensure timely delivery for further processing	2	3	-	-
<i>Maintaining quality of output</i>	3	7	-	-
<b>PC6.</b> ensure no damage to the diamond is caused during fixing process	1	4	-	-
<b>PC7.</b> ensure no breakage of diamond while placing the cover in the press	2	3	-	-
<b>NOS Total</b>	<b>10</b>	<b>30</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N4701
<b>NOS Name</b>	Fix diamond in the pot
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing
<b>Occupation</b>	Faceting and Polishing
<b>NSQF Level</b>	3
<b>Credits</b>	4
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022



## Qualification Pack

### G&J/N4703: Make bottom facets on diamond

#### Description

This OS unit is about creating 24 bottom facets on diamond in the proportion, symmetry and finish as per the planning or the objective fixed by the company

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Maintaining quality of polish
- Achieving Productivity
- Controlling Defects

#### Elements and Performance Criteria

##### *Maintaining quality of polish*

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

- PC1.** achieve accurate proportion and symmetry of the facets as per design requirement
- PC2.** achieve finish and brilliance of the facets as planned
- PC3.** remove all the inclusions while polishing as per plan
- PC4.** setup the bench/mill without vibration and level all its parts correctly
- PC5.** achieve a cut grading up to the required standards
- PC6.** ensure accurate bagging and labelling of the diamonds before returning

##### *Achieving Productivity*

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

- PC7.** achieve the productivity in terms of carats or number of pieces as set by the company
- PC8.** achieve timely delivery for further processing

##### *Controlling Defects*

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

- PC9.** ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions
- PC10.** ensure no breakage of culet point
- PC11.** minimize damage, weight loss and breakage
- PC12.** repair a damaged stone

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement

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- KU2.** work flow involved in company's diamond processing process
- KU3.** importance of the individual's role in the workflow
- KU4.** reporting structure
- KU5.** issue return procedures followed by the company
- KU6.** typical customer profile and market trends
- KU7.** specialization area of the company (size, clarity, shape, quality, etc. of diamonds)
- KU8.** diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.
- KU9.** blocking procedure of diamonds
- KU10.** bruting and coning
- KU11.** polishing process
- KU12.** 4cs of diamond (colour, cut, clarity and carat)
- KU13.** use of various scopes in diamond processing
- KU14.** stress (tension) of the diamond
- KU15.** using proportion and symmetry analyzer machine
- KU16.** geometry to understand the angles and symmetry
- KU17.** direction of the tang and using the data system on the tang
- KU18.** process of preparation of scaife
- KU19.** level of fluorescence and its treatments
- KU20.** repair work
- KU21.** valuation of diamonds depending on different dimensions
- KU22.** assembly of different parts of the bench
- KU23.** levelling the scaife and plate
- KU24.** levelling the tang
- KU25.** to know uses of different types of tools and materials for different purposes and end results
- KU26.** to know how to maintain and prepare the tools as per job requirement
- KU27.** to know potential work hazards, particularly, when using machine tools

## Generic Skills (GS)

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

- GS1.** to document work done for status and performance appraisal
- GS2.** to read descriptions on the job packets/ bags
- GS3.** to read the dimensions specified by the proportion analyser machine
- GS4.** to discuss task, schedules, and work-loads with co-workers and supervisors
- GS5.** to understand instructions and report problems
- GS6.** to work on dimensions mentioned on the job packet, in order to achieve perfect proportion and symmetry as required by design
- GS7.** to plan work for maximum productivity
- GS8.** to plan the best cut to get maximum value from the diamond

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- GS9.** deliver bottom polished diamond on time by reporting problems faced or anticipated well in advanced
- GS10.** identify root causes and effects that affect quality and productivity
- GS11.** to spot process disruptions and delays

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining quality of polish</i>	<b>11</b>	<b>42</b>	-	-
<b>PC1.</b> achieve accurate proportion and symmetry of the facets as per design requirement	2	8	-	-
<b>PC2.</b> achieve finish and brilliance of the facets as planned	2	8	-	-
<b>PC3.</b> remove all the inclusions while polishing as per plan	2	8	-	-
<b>PC4.</b> setup the bench/mill without vibration and level all its parts correctly	2	8	-	-
<b>PC5.</b> achieve a cut grading up to the required standards	2	8	-	-
<b>PC6.</b> ensure accurate bagging and labelling of the diamonds before returning	1	2	-	-
<i>Achieving Productivity</i>	<b>2</b>	<b>2</b>	-	-
<b>PC7.</b> achieve the productivity in terms of carats or number of pieces as set by the company	1	1	-	-
<b>PC8.</b> achieve timely delivery for further processing	1	1	-	-
<i>Controlling Defects</i>	<b>1</b>	<b>12</b>	-	-
<b>PC9.</b> ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions	1	6	-	-
<b>PC10.</b> ensure no breakage of culet point	-	2	-	-
<b>PC11.</b> minimize damage, weight loss and breakage	-	2	-	-
<b>PC12.</b> repair a damaged stone	-	2	-	-
<b>NOS Total</b>	<b>14</b>	<b>56</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N4703
<b>NOS Name</b>	Make bottom facets on diamond
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing
<b>Occupation</b>	Faceting and Polishing
<b>NSQF Level</b>	3
<b>Credits</b>	6
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQF Clearance Date</b>	17/11/2022

## Qualification Pack

### 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 dangers of accidents on the job and maintaining health and safety at workplace.

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Health and safety in work area
- Fire safety
- Emergencies, rescue and first aid procedures

#### Elements and Performance Criteria

##### *Health and safety in work area*

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

- 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*

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

- 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*

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

- PC10.** administer 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, correct means of escape, correct assembly point etc.,

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** companys policies on: safety and hazards and personnel management
- KU2.** names and location of documents that refer to health and safety in work place
- KU3.** reporting structure
- KU4.** meaning of hazards and risks
- KU5.** health and safety hazards commonly present in the work place and related precautions
- KU6.** various dangers associated with use of electrical equipment
- KU7.** preventative and remedial actions to be taken in case of exposure to toxic material
- KU8.** methods of accident prevention
- KU9.** how different chemicals react and the related hazards
- KU10.** how to use machines and tools without causing any accident
- KU11.** importance of using protective clothing/ equipment while working
- KU12.** precautionary activities to prevent the fire accident
- KU13.** various causes of fire
- KU14.** techniques of using different fire extinguishers
- KU15.** different materials used for extinguishing fire
- KU16.** rescue techniques applied during a fire hazard
- KU17.** various types of safety signs and their meaning
- KU18.** appropriate basic first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.,
- KU19.** casualty lifting in case of an accident caused to a person

## Generic Skills (GS)

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

- GS1.** read and comprehend basic content to read labels, charts, signages
- GS2.** read and comprehend basic english to read 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
- GS6.** ensure appropriate action in case of any emergencies, accidents or fire at the work location
- GS7.** analyze untoward incidents from the past and implement correct use of 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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and safety in work area</i>	<b>1</b>	<b>7</b>	-	-
<b>PC1.</b> identify and use appropriate protective clothing/equipment for specific tasks and work	-	2	-	-
<b>PC2.</b> identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace	-	1	-	-
<b>PC3.</b> carry out safe working practices while dealing with hazards to ensure safety of self and others	-	1	-	-
<b>PC4.</b> identify and avoid doing any tasks or activities in a wrong posture	-	2	-	-
<b>PC5.</b> practice appropriate working postures to minimise occupational health related issues	1	1	-	-
<i>Fire safety</i>	-	<b>6</b>	-	-
<b>PC6.</b> use the appropriate fire extinguishers on different types of fire	-	1	-	-
<b>PC7.</b> demonstrate rescue techniques applied during fire hazard	-	2	-	-
<b>PC8.</b> demonstrate good housekeeping in order to prevent fire hazards	-	1	-	-
<b>PC9.</b> demonstrate the correct use of any fire extinguisher	-	2	-	-
<i>Emergencies, rescue and first aid procedures</i>	<b>2</b>	<b>4</b>	-	-
<b>PC10.</b> administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	-	1	-	-
<b>PC11.</b> respond promptly and appropriately to an accident or medical emergency	1	2	-	-
<b>PC12.</b> participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.,	1	1	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>3</b>	<b>17</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N9902
<b>NOS Name</b>	Maintain health and safety at workplace
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Jewellery Retail, Cast and diamonds-set jewellery
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQF Clearance Date</b>	31/08/2023

## Qualification Pack

### 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>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> 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
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/05/2021
<b>Next Review Date</b>	27/05/2024
<b>NSQC Clearance Date</b>	27/05/2021

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ 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 these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.



## Qualification Pack

**Minimum Aggregate Passing % at QP Level : 50**

(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/N4701.Fix diamond in the pot	10	30	-	-	40	20
G&J/N4703.Make bottom facets on diamond	14	56	-	-	70	60
G&J/N9902.Maintain health and safety at workplace	3	17	-	-	20	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
<b>Total</b>	<b>47</b>	<b>133</b>	<b>0</b>	<b>0</b>	<b>180</b>	<b>100</b>

## Qualification Pack

### Acronyms

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

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.