



Supervisor - Gemstone Processing

Electives: Supervisor Rough Cutting/ Supervisor Shaping/ Supervisor Faceting & Polishing

QP Code: G&J/Q6101

Version: 1.0

NSQF Level: 4

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G&J/Q6101: Supervisor - Gemstone Processing

Brief Job Description

The individual at work is in-charge of supervising the day-to-day work flow and processes of their respective departments. The individual is responsible for planning equipment, material and manpower requirements to execute orders. Also, responsible for maintaining process parameters, conducting quality checks of final product to ensure quality standards as per specifications. Delegates work or tasks to subordinates, trains, educates and instructs about the job to be performed on a daily basis, carries out performance appraisal, resolves issues related to processes and subordinates. Maintains safe and healthy working environment on the shop floor and maintains records related to production

Personal Attributes

The job requires the individual to have: ability to plan and prioritize, proactiveness, good diagnostic skill to spot and correct errors, seek continual improvement and good decision making. Good in interpersonal skill, approachable and a good listener to manage teams grievances

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [G&J/N5202: Deal with supervision of the respective department in Gems & Jewellery Industry](#)
2. [G&J/N9902: Maintain health and safety at workplace](#)
3. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Electives(mandatory to select at least one):

Elective 1: Supervisor Rough Cutting

The Rough-cutting Supervisor is in-charge of supervising the day-to-day work flow and processes of the rough cutting department

1. [G&J/N6101: Supervise rough cutting operations](#)

Elective 2: Supervisor Shaping

The Shaping Supervisor is in-charge of supervising the day-to-day work flow and processes of the pre-forming or pre-shaping and final shaping departments

1. [G&J/N6102: Supervise doping, pre-forming or pre-shaping and final shaping](#)

Elective 3: Supervisor Faceting & Polishing

The Faceting and Polishing Supervisor is in-charge of supervising the day-to-day work flow and processes of the faceting and polishing department.

1. [G&J/N6103: Supervise faceting and polishing operations](#)

Qualification Pack (QP) Parameters

Sector	Gem & Jewellery
Sub-Sector	Gemstone Processing
Occupation	Supervision
Country	India
NSQF Level	4
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 7313.1504
Minimum Educational Qualification & Experience	10th Class with 5 Years of experience of experience in relevant department. OR NSQF Level 3 - Pre shaper, with 3 years of experience OR NSQF Level 3 - Gemstone Polisher, with 3 years of experience OR NSQF Level 3 - Rough Cutter, with 3 years of experience OR NSQF Level 3 - Gemstone Processor, with 3 years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	08/03/2018
Next Review Date	31/03/2022
NSQC Approval Date	06/04/2022
Version	1.0

G&J/N5202: Deal with supervision of the respective department in Gems & Jewellery Industry

Description

This OS unit is about supervising the respective departments to achieve the desired quality in the set time frame within the selected department

Scope

The scope covers the following :

- This unit/task covers the following:
- Communicating with team and management
- Planning production process
- Technical competence
- Sharing of knowledge and teamwork
- Training and development of workers
- Maintaining workers' discipline and productivity
- Process compliance

Elements and Performance Criteria

Communicating with team and management

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

- PC1.** give instructions and orders based on ability to demonstrate the work process and the safety measures to be taken during work process
- PC2.** give instructions based on theoretical knowledge during the demonstration
- PC3.** plan all the instructions on paper and answers to the questions before issuing instructions
- PC4.** ensure all the queries are answered raised by the worker
- PC5.** give instructions based on authority of knowledge
- PC6.** give appropriate instructions and feedback to different levels of workers
- PC7.** ensure the health and safety of the workers
- PC8.** inform workers about any known workplace hazards, existing controls for those hazards and workplace safe work practices
- PC9.** involve workers in the process of hazard identification and controls
- PC10.** ensure all workers have proper training and equipment for the job they are expected to do
- PC11.** ensure the workers conduct is disciplined, so does not affect team and management.

Planning the production process

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

- PC12.** study the given information like design details, target dates, quantity to be achieved in desired time frame, material availability, machinery available quality of output expected from department
- PC13.** develop work priorities

- PC14.** prepare a production plan taking into consideration all the variables to coordinate the different orders with team
- PC15.** maintain a track of each order status
- PC16.** discuss this production plan with the management and seek their consent.
- PC17.** controlling and regulating work in progress
- PC18.** check on physical accomplishments (number of pieces, in specific time, in a certain quality).

Technical competence

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

- PC19.** update technical skills based on the changing environment
- PC20.** ensure and monitor a safe work practices
- PC21.** implementing continuous improvements

Sharing knowledge and team work

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

- PC22.** share your technical knowledge with the workers.
- PC23.** judge the capacity of the worker for accepting and accomplishing responsibility and making a progression plan for them
- PC24.** develop effective relationships
- PC25.** resolve conflict within the team members

Training and development

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

- PC26.** technical training related to respective processes to workers
- PC27.** provide training on correct use and handling of machinery and equipments ,chemicals and other inflammable chemicals in manufacturing
- PC28.** make the team more efficient by providing training various best bench work practices

Maintaining workers discipline and productivity

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

- PC29.** check with management and human resource for guidelines and form for disciplinary action
- PC30.** describe the performance problems and review past discussions and reminders
- PC31.** ask for explanations for the situation and listen openly to the employees response
- PC32.** indicate what kind of disciplinary action you must take, and explain why
- PC33.** discuss and agree on ways to improve the workers performance and set a follow up date
- PC34.** ask the employee to summarize the discussion in order to find out whether he takes the situation seriously and whether he understood the problems
- PC35.** motivate workers to work efficiently and maintain individual productivity records

Process compliances

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

- PC36.** comply with relevant legislation, standards, policies and procedures
- PC37.** dont disclose confidential information provided by the company either orally or in writing marked as confidential
- PC38.** be aware liability arising out of loss, theft, or inadvertent disclosure of confidential information

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: salaries and wages, incentive system, delivery standards, safety and hazards, integrity and intellectual property rights, and personnel management
- KU2.** names and location of documents that refer to health and safety in work place
- KU3.** work flow involved in that particular subsector
- KU4.** management of worker, quality and productivity
- KU5.** stock management process
- KU6.** conflict resolution and problem solving
- KU7.** performance appraisal system of the company
- KU8.** reporting structure
- KU9.** how different chemicals react and the related hazards
- KU10.** understanding of the properties of the metals
- KU11.** potential work hazards while using chemicals, high speed machines, lapping and ultrasonic machines
- KU12.** uses of different types of tools, consumables and machines in jewellery manufacturing processes/diamond processing/gemstone processing/ handmade jewellery manufacturing
- KU13.** quality standards as per companys guidelines
- KU14.** uses of different types of tools for different end results
- KU15.** documenting the account of gems and jewellery and pieces

Generic Skills (GS)

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

- GS1.** document work flow, quality standards and outcomes as per company policy
- GS2.** document losses in respective production process as per the parameters set by the company
- GS3.** read company rules and compliance documents required to complete the work
- GS4.** read notes, designs and instructions in terms of concerned department processes
- GS5.** read design in terms of planning processes
- GS6.** understand the work output requirements from superiors
- GS7.** distribute work according to expertise of worker
- GS8.** give appropriate instructions and feedback to different levels of workers
- GS9.** educate about safety and work hazards
- GS10.** educate about use of protective clothing such as flame proof aprons, ear defender plugs, safety boots, visors and masks.
- GS11.** train on productivity and correct steps to follow on the job
- GS12.** motivate workers to work as a team, share workload and deliver on time
- GS13.** assess worker requirements in terms of training, tools, machinery,workspace and other facilities
- GS14.** appraise based on companys standards and workers performance
- GS15.** encourage workers to multi-task and work on different processes
- GS16.** resolve inter-personal conflicts between workers and co-workers

- GS17.** decide on allocation of work to workers based on their skills
- GS18.** plan all the instructions on paper and answers to the questions before issuing instructions
- GS19.** plan and organize for tools and consumables as per the production schedule
- GS20.** minimize defects in the process
- GS21.** reduce departmental losses/rejections
- GS22.** resolve issues in the department to achieve set targets
- GS23.** resolve problems related to workers and their productivity
- GS24.** improve productivity and increase efficiency based on past working experience
- GS25.** the user/individual on the job needs to know and understand how to: use logic and reasoning to identify the probable solutions for minimizing defects during their departmental process

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicating with team and management</i>	13	30	-	-
PC1. give instructions and orders based on ability to demonstrate the work process and the safety measures to be taken during work process	2	2	-	-
PC2. give instructions based on theoretical knowledge during the demonstration	2	2	-	-
PC3. plan all the instructions on paper and answers to the questions before issuing instructions	1	2	-	-
PC4. ensure all the queries are answered raised by the worker	1	3	-	-
PC5. give instructions based on authority of knowledge	1	3	-	-
PC6. give appropriate instructions and feedback to different levels of workers	1	3	-	-
PC7. ensure the health and safety of the workers	1	3	-	-
PC8. inform workers about any known workplace hazards, existing controls for those hazards and workplace safe work practices	1	3	-	-
PC9. involve workers in the process of hazard identification and controls	1	3	-	-
PC10. ensure all workers have proper training and equipment for the job they are expected to do	1	3	-	-
PC11. ensure the workers conduct is disciplined, so does not affect team and management.	1	3	-	-
<i>Planning the production process</i>	7	21	-	-
PC12. study the given information like design details, target dates, quantity to be achieved in desired time frame, material availability, machinery available quality of output expected from department	1	3	-	-
PC13. develop work priorities	1	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. prepare a production plan taking into consideration all the variables to coordinate the different orders with team	1	3	-	-
PC15. maintain a track of each order status	1	2	-	-
PC16. discuss this production plan with the management and seek their consent.	1	3	-	-
PC17. controlling and regulating work in progress	1	3	-	-
PC18. check on physical accomplishments (number of pieces, in specific time, in a certain quality.	1	3	-	-
<i>Technical competence</i>	3	9	-	-
PC19. update technical skills based on the changing environment	1	4	-	-
PC20. ensure and monitor a safe work practices	1	2	-	-
PC21. implementing continuous improvements	1	3	-	-
<i>Sharing knowledge and team work</i>	5	12	-	-
PC22. share your technical knowledge with the workers.	1	3	-	-
PC23. judge the capacity of the worker for accepting and accomplishing responsibility and making a progression plan for them	2	3	-	-
PC24. develop effective relationships	1	3	-	-
PC25. resolve conflict within the team members	1	3	-	-
<i>Training and development</i>	2	12	-	-
PC26. technical training related to respective processes to workers	1	3	-	-
PC27. provide training on correct use and handling of machinery and equipments ,chemicals and other inflammable chemicals in manufacturing	1	5	-	-
PC28. make the team more efficient by providing training various best bench work practices	-	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining workers discipline and productivity</i>	4	30	-	-
PC29. check with management and human resource for guidelines and form for disciplinary action	1	5	-	-
PC30. describe the performance problems and review past discussions and reminders	1	4	-	-
PC31. ask for explanations for the situation and listen openly to the employees response	-	5	-	-
PC32. indicate what kind of disciplinary action you must take, and explain why	1	4	-	-
PC33. discuss and agree on ways to improve the workers performance and set a follow up date	1	4	-	-
PC34. ask the employee to summarize the discussion in order to find out whether he takes the situation seriously and whether he understood the problems	-	4	-	-
PC35. motivate workers to work efficiently and maintain individual productivity records	-	4	-	-
<i>Process compliances</i>	-	12	-	-
PC36. comply with relevant legislation, standards, policies and procedures	-	4	-	-
PC37. dont disclose confidential information provided by the company either orally or in writing marked as confidential	-	4	-	-
PC38. be aware liability arising out of loss, theft, or inadvertent disclosure of confidential information	-	4	-	-
NOS Total	34	126	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N5202
NOS Name	Deal with supervision of the respective department in Gems & Jewellery Industry
Sector	Gem & Jewellery
Sub-Sector	Gemstone Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	08/03/2022

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.

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:

- 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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and safety in work area</i>	1	7	-	-
PC1. identify and use appropriate protective clothing/equipment for specific tasks and work	-	2	-	-
PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace	-	1	-	-
PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others	-	1	-	-
PC4. identify and avoid doing any tasks or activities in a wrong posture	-	2	-	-
PC5. practice appropriate working postures to minimise occupational health related issues	1	1	-	-
<i>Fire safety</i>	-	6	-	-
PC6. use the appropriate fire extinguishers on different types of fire	-	1	-	-
PC7. demonstrate rescue techniques applied during fire hazard	-	2	-	-
PC8. demonstrate good housekeeping in order to prevent fire hazards	-	1	-	-
PC9. demonstrate the correct use of any fire extinguisher	-	2	-	-
<i>Emergencies, rescue and first aid procedures</i>	2	4	-	-
PC10. administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	-	1	-	-
PC11. respond promptly and appropriately to an accident or medical emergency	1	2	-	-
PC12. participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.,	1	1	-	-
NOS Total	3	17	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9902
NOS Name	Maintain health and safety at workplace
Sector	Gem & Jewellery
Sub-Sector	Jewellery Retail, Cast and diamonds-set jewellery
Occupation	Appraising and Valuation
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQ Clearance Date	24/02/2022

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

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

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

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	-	-	-	-
PC10. calculate income, expenses, savings etc.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	-	-

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

G&J/N6101: Supervise rough cutting operations

Description

This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of rough cutting functions

Scope

The scope covers the following :

- This unit/task covers the following:
- Allocating work
- Receiving cut roughs and managing accounts
- Achieving productivity
- Handling problems

Elements and Performance Criteria

Allocating work

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

- PC1.** match the stone type, weight and number as mentioned on the bag and handover to rough cutter
- PC2.** allocate work the rough cutter according to their work load and level of expertise, e.g., type of stones handled in the past, size and weight of stone
- PC3.** instruct about the delivery time, tools and machines, and consumables to be used and quality requirements
- PC4.** educate about a new cut and demonstrate if required
- PC5.** explain the hazards involved and precautions to be taken to avoid accidents while performing a task
- PC6.** educate about the stone type such as soft or hard and cut required, e.g., bead, cabochon or faceting
- PC7.** explain the shapes requirements as per plan such round, cabochon, faceted
- PC8.** explain about the marking and inclusions to be removed or retained
- PC9.** explain about the external impurities to be removed
- PC10.** instruct on type of saw blade or other tools and equipments to be used
- PC11.** explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone
- PC12.** describe the final outcome as desired by the customer or as per plan
- PC13.** instruct about precautions to be taken to deliver the job at hand as planned
- PC14.** clearly define delivery schedule and work output requirements
- PC15.** anticipate and alert about any disruptions and workers capabilities

Receiving cut roughs and managing accounts

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

- PC16.** receive rough cut stone and damaged stone, if any, from rough cutter

- PC17.** perform quality check of all stones in a lot or sample from a lot depending on the type of stone, e.g., precious or semi-precious and as per company policy based on: calibration, weight loss, cut and shape as per plan
- PC18.** match the stone type, weight and number of stones received against those handed over
- PC19.** count and send rejects back for rework
- PC20.** count and bag all quality checked stones of the lot and document on job sheet
- PC21.** return bagged qc okayed damaged stones to authorised manager

Achieving productivity

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

- PC22.** deliver the number of rough stones cut per day against target given
- PC23.** achieve maximum number of quality check approved stones
- PC24.** maintain stone loss as per companys prescribed limit
- PC25.** complete work as per customers requirements
- PC26.** encourage and motivate workers to achieve higher productivity
- PC27.** assess worker requirements in terms of training, tools, machinery, workspace and other facilities to achieve the desired productivity

Handling problems

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

- PC28.** report machine failure
- PC29.** inform about shortage related to machine, tools and consumable to deliver on time
- PC30.** assess and address workforce shortage
- PC31.** identify reasons for anticipated delays that may adversely affect delivery
- PC32.** resolve problems related to machine, tools and consumable to deliver on time
- PC33.** resolve problems related to workers and their productivity

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
- 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
- KU4.** work flow involved in companys gemstone processing activities
- KU5.** importance of the individuals role in the workflow
- KU6.** management of worker, quality and productivity of the allotted department
- KU7.** conflict resolution and problem solving
- KU8.** performance appraisal procedure and standards
- KU9.** reporting structure
- KU10.** gemology and properties of different types of stones
- KU11.** grading standards of gemstones
- KU12.** calibration of gemstones

- KU13.** different types of stones such as precious, semi-precious and synthetic etc.
- KU14.** market value of stone to understand the rationale for different acceptable levels of stone loss
- KU15.** origin of the stone, i.e., which mine, particularly, precious stones to understand the softness/hardness as developed from precedence of use
- KU16.** different types of shapes and facets possible for different gemstones processes of cutting, doping, shaping, faceting and polishing of gemstones
- KU17.** accounting of stones and documentation
- KU18.** assess the angle indexing required
- KU19.** calculate stone loss at every step of processing in order to maintain losses within acceptable limits
- KU20.** market trends and customer requirements

Generic Skills (GS)

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

- GS1.** document work flow, quality standards and outcomes as per company policy
- GS2.** read about different types of gemstones and their properties
- GS3.** read height, weight, dimensions of the stones as given on job sheets
- GS4.** read company rules and compliance documents required to complete the work
- GS5.** discuss task, schedules, and work-loads with team members, co-workers, manager and other supervisors
- GS6.** distribute work equitably and according to seniority and experience of worker
- GS7.** give instructions to the team members about the cut required
- GS8.** to give appropriate instructions and feedback to different levels of workers under his supervision
- GS9.** educate about safety and work hazards
- GS10.** discuss corrective steps to follow in case of loss or rejection.
- GS11.** encourage workers to share workload and deliver on time
- GS12.** share feedback to the management or workers based on companys standards and workers performance respectively
- GS13.** encourage workers to multitask and work on different types of gemstones
- GS14.** decide which team member should be assigned what type of rough
- GS15.** ensure the safety of cutting a rough gemstone along the marking
- GS16.** plan work of the team members according to work load, their capabilities and immediate delivery commitments
- GS17.** arrange for tools, machines and consumables in time
- GS18.** adhere to specifications, as required by the customer
- GS19.** minimize damage or loss of any diamond during the cutting process
- GS20.** resolve problem with unclear instruction
- GS21.** resolve inter-personal conflicts between workers and co-workers
- GS22.** improve work processes for greater productivity

GS23. improve output yield

GS24. spot process disruption and reasons for delay

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Allocating work</i>	18	57	-	-
PC1. match the stone type, weight and number as mentioned on the bag and handover to rough cutter	-	3	-	-
PC2. allocate work the rough cutter according to their work load and level of expertise, e.g., type of stones handled in the past, size and weight of stone	1	6	-	-
PC3. instruct about the delivery time, tools and machines, and consumables to be used and quality requirements	1	4	-	-
PC4. educate about a new cut and demonstrate if required	1	4	-	-
PC5. explain the hazards involved and precautions to be taken to avoid accidents while performing a task	1	3	-	-
PC6. educate about the stone type such as soft or hard and cut required, e.g., bead, cabochon or faceting	1	3	-	-
PC7. explain the shapes requirements as per plan such round, cabochon, faceted	1	3	-	-
PC8. explain about the marking and inclusions to be removed or retained	1	3	-	-
PC9. explain about the external impurities to be removed	1	5	-	-
PC10. instruct on type of saw blade or other tools and equipments to be used	1	4	-	-
PC11. explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone	2	4	-	-
PC12. describe the final outcome as desired by the customer or as per plan	2	4	-	-
PC13. instruct about precautions to be taken to deliver the job at hand as planned	2	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. clearly define delivery schedule and work output requirements	1	4	-	-
PC15. anticipate and alert about any disruptions and workers capabilities	2	4	-	-
<i>Receiving cut roughs and managing accounts</i>	8	18	-	-
PC16. receive rough cut stone and damaged stone, if any, from rough cutter	2	2	-	-
PC17. perform quality check of all stones in a lot or sample from a lot depending on the type of stone, e.g., precious or semi-precious and as per company policy based on: calibration, weight loss, cut and shape as per plan	1	5	-	-
PC18. match the stone type, weight and number of stones received against those handed over	2	2	-	-
PC19. count and send rejects back for rework	1	3	-	-
PC20. count and bag all quality checked stones of the lot and document on job sheet	1	3	-	-
PC21. return bagged qc okayed damaged stones to authorised manager	1	3	-	-
<i>Achieving productivity</i>	7	24	-	-
PC22. deliver the number of rough stones cut per day against target given	1	3	-	-
PC23. achieve maximum number of quality check approved stones	1	3	-	-
PC24. maintain stone loss as per companys prescribed limit	1	4	-	-
PC25. complete work as per customers requirements	1	3	-	-
PC26. encourage and motivate workers to achieve higher productivity	1	5	-	-
PC27. assess worker requirements in terms of training, tools, machinery, workspace and other facilities to achieve the desired productivity	2	6	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handling problems</i>	3	25	-	-
PC28. report machine failure	1	3	-	-
PC29. inform about shortage related to machine, tools and consumable to deliver on time	-	4	-	-
PC30. assess and address workforce shortage	-	4	-	-
PC31. identify reasons for anticipated delays that may adversely affect delivery	-	4	-	-
PC32. resolve problems related to machine, tools and consumable to deliver on time	1	5	-	-
PC33. resolve problems related to workers and their productivity	1	5	-	-
NOS Total	36	124	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N6101
NOS Name	Supervise rough cutting operations
Sector	Gem & Jewellery
Sub-Sector	Gemstone Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	08/03/2022

G&J/N6102: Supervise doping, pre-forming or pre-shaping and final shaping

Description

This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of pre-shaping and final shaping functions

Scope

The scope covers the following :

- This unit/task covers the following:
- Allocating work
- Receiving shaped stones and managing account
- Achieving productivity
- Handling problems

Elements and Performance Criteria

Allocating work

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

- PC1.** match the stone type, weight and number as mentioned on the bag and handover to pre-shaper and final shaper
- PC2.** allocate work to doper, pre-shaper and final shaper according to their work load and level of expertise, e.g., type of stones handled in the past, size and weight of stone
- PC3.** instruct about the delivery time, tools and machines, and consumables to be used and quality requirements
- PC4.** educate about a new plan, shape or cut and demonstrate if required
- PC5.** explain the hazards involved and precautions to be taken to avoid accidents while performing the task
- PC6.** instruct about the sequence of side, angle and alignment of doping
- PC7.** instruct about secure doping and type of dop to be used, e.g., wood or metal
- PC8.** instruct about doping heat sensitive stones, e.g., tanzanite
- PC9.** explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone
- PC10.** describe the final outcome as desired by the customer or as per plan
- PC11.** educate about the stone type such as soft or hard, transparent or translucent or opaque and the appropriate pre-shaping and final shaping requirement, e.g., bead, cabochon or faceting
- PC12.** explain the faceting requirements as per plan such as how many facets and shape of facet to be created, e.g., round brilliant, marquise, square, princess oval, heart, baguette, emerald, briolette, pear, trilliant, octagon
- PC13.** instruct on type of machine to be used
- PC14.** explain the type of powdered lap to be used, e.g., diamond lap for hard stone, steel for soft stone respectively

- PC15.** instruct about levelling of scaife for vibration-free faceting, use of water jet for cooling te stone, and pressure to be applied to the stone based on hardness
- PC16.** instruct about any stone that changes colour on too much shaping, e.g., garnet; or opal which is to be polished without the use of water
- PC17.** assess workers capabilities and work load in order to distribute work for maximum productivity
- PC18.** read and describe job at hand to worker
- PC19.** define delivery schedule and work output requirements
- PC20.** anticipate and alert about any disruptions and workers capabilities

Receiving shaped stones and manage account

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

- PC21.** receive pre-formed or pre-shaped stone and final shaped
- PC22.** receive any damaged stone from doper or pre-shaper or final shaper
- PC23.** perform quality check of all stones in a lot or sample from a lot depending on the type of stone, e.g., precious or semi-precious and as per company policy based on: calibration, weight loss, colour, cut and shape as per plan
- PC24.** match the stone type, weight and number of stones received against those handed over to doper, pre-shaper and final shaper
- PC25.** count and send rejects back to doper and pre-shaper or final shaper for rework
- PC26.** count and bag all quality checked stones of the lot and document on job sheet
- PC27.** return bagged qc approved damaged stones to operations manager

Achieving productivity

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

- PC28.** deliver the number and carats of stones faceted per day against target given
- PC29.** achieve maximum number of qc approved stones that pass final qc
- PC30.** achieve required grade of stone delivered
- PC31.** maintain stone loss as per companys prescribed limit
- PC32.** complete work as per customers satisfaction

Handling problems

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

- PC33.** report machine failure
- PC34.** identify and fulfil shortage of dops, powder and laps
- PC35.** assess and address workforce shortage
- PC36.** identify and address reasons for anticipated delays that may adversely affect delivery
- PC37.** resolve problems related to machine, tools and consumable to deliver on time
- PC38.** resolve problems related to workers and their productivity
- PC39.** encourage and motivate workers to achieve higher productivity

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
- 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
- KU4.** work flow involved in companys gemstone processing activities
- KU5.** importance of the individuals role in the workflow
- KU6.** management of worker, quality and productivity
- KU7.** conflict resolution and problem solving
- KU8.** performance appraisal procedure and standards
- KU9.** reporting structure
- KU10.** gemology and properties of different types of stones
- KU11.** grading standards of gemstones
- KU12.** calibration of gemstones pre-shaped or final shaped
- KU13.** different types of stones such as precious, semi-precious, synthetic
- KU14.** market value of stone to understand the rationale for different acceptable levels of stone loss
- KU15.** origin of the stone, i.e., which mine, particularly, precious stones to read the softness/hardness as developed from precedence of use
- KU16.** different types of shapes and facets possible for different gemstones and the number of steps shaping
- KU17.** processes of doping, shaping, faceting and polishing of gemstones
- KU18.** accounting of stones and documentation
- KU19.** market trends and customer requirements

Generic Skills (GS)

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

- GS1.** document work flow, quality standards and outcomes as per company policy
- GS2.** calculate and document stone loss at every step of processing in order to achieve losses within acceptable limits
- GS3.** arrange for tools, machines and consumables in time as per company policy
- GS4.** read about different types of gemstones and their properties
- GS5.** read height, weight, dimensions of the stones as given in the job sheets
- GS6.** read company rules and compliance documents required to complete the work
- GS7.** give appropriate instructions and feedback to different levels of workers under supervision
- GS8.** educate about safety and work hazards
- GS9.** train on stone loss, productivity and correct steps to follow on the job
- GS10.** distribute work equitably and according to seniority and experience of worker
- GS11.** encourage workers to share workload and deliver on time
- GS12.** assess worker requirements in terms of training, tools, machinery, workspace and other facilities

- GS13.** share feedback based on company standards and workers performance
- GS14.** encourage workers to multitask and work on different types of gemstones
- GS15.** resolve inter-personal conflicts between workers and co-workers
- GS16.** decide on correct tools, materials and consumables for the job
- GS17.** plan and organize the shaping operations
- GS18.** plan and organize machinery schedule for breakdown of free maintenance
- GS19.** adhere to specification, as required by the customer
- GS20.** resolve problems related to machine, tools and consumables to deliver on time
- GS21.** assess and address workforce shortage
- GS22.** resolve problems related to workers and their productivity
- GS23.** assess the angle indexing required
- GS24.** improve work processes for greater productivity
- GS25.** improve grading of output
- GS26.** spot process disruption and reasons for delay

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Allocating work</i>	20	62	-	-
PC1. match the stone type, weight and number as mentioned on the bag and handover to pre-shaper and final shaper	1	1	-	-
PC2. allocate work to dooper, pre-shaper and final shaper according to their work load and level of expertise, e.g., type of stones handled in the past, size and weight of stone	-	5	-	-
PC3. instruct about the delivery time, tools and machines, and consumables to be used and quality requirements	1	2	-	-
PC4. educate about a new plan, shape or cut and demonstrate if required	1	3	-	-
PC5. explain the hazards involved and precautions to be taken to avoid accidents while performing the task	1	3	-	-
PC6. instruct about the sequence of side, angle and alignment of doping	1	3	-	-
PC7. instruct about secure doping and type of dop to be used, e.g., wood or metal	1	3	-	-
PC8. instruct about doping heat sensitive stones, e.g., tanzanite	1	3	-	-
PC9. explain the permitted level of stone loss and precautions to be taken so that there is no damage the stone	1	3	-	-
PC10. describe the final outcome as desired by the customer or as per plan	1	3	-	-
PC11. educate about the stone type such as soft or hard, transparent or translucent or opaque and the appropriate pre-shaping and final shaping requirement, e.g., bead, cabochon or faceting	1	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. explain the faceting requirements as per plan such as how many facets and shape of facet to be created, e.g., round brilliant, marquise, square, princess oval, heart, baguette, emerald, briolette, pear, trilliant, octagon	1	3	-	-
PC13. instruct on type of machine to be used	1	3	-	-
PC14. explain the type of powdered lap to be used, e.g., diamond lap for hard stone, steel for soft stone respectively	1	3	-	-
PC15. instruct about levelling of scaife for vibration-free faceting, use of water jet for cooling te stone, and pressure to be applied to the stone based on hardness	1	3	-	-
PC16. instruct about any stone that changes colour on too much shaping, e.g., garnet; or opal which is to be polished without the use of water	1	3	-	-
PC17. assess workers capabilities and work load in order to distribute work for maximum productivity	1	4	-	-
PC18. read and describe job at hand to worker	1	4	-	-
PC19. define delivery schedule and work output requirements	1	3	-	-
PC20. anticipate and alert about any disruptions and workers capabilities	2	4	-	-
<i>Receiving shaped stones and manage account</i>	7	17	-	-
PC21. receive pre-formed or pre-shaped stone and final shaped	1	3	-	-
PC22. receive any damaged stone from doper or pre-shaper or final shaper	2	2	-	-
PC23. perform quality check of all stones in a lot or sample from a lot depending on the type of stone, e.g., precious or semi-precious and as per company policy based on: calibration, weight loss, colour, cut and shape as per plan	2	4	-	-
PC24. match the stone type, weight and number of stones received against those handed over to doper, pre-shaper and final shaper	1	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC25. count and send rejects back to doper and pre-shaper or final shaper for rework	1	1	-	-
PC26. count and bag all quality checked stones of the lot and document on job sheet	-	2	-	-
PC27. return bagged qc approved damaged stones to operations manager	-	2	-	-
<i>Achieving productivity</i>	5	14	-	-
PC28. deliver the number and carats of stones faceted per day against target given	1	1	-	-
PC29. achieve maximum number of qc approved stones that pass final qc	-	3	-	-
PC30. achieve required grade of stone delivered	1	3	-	-
PC31. maintain stone loss as per companys prescribed limit	2	4	-	-
PC32. complete work as per customers satisfaction	1	3	-	-
<i>Handling problems</i>	8	27	-	-
PC33. report machine failure	1	3	-	-
PC34. identify and fulfil shortage of dops, powder and laps	1	4	-	-
PC35. assess and address workforce shortage	1	4	-	-
PC36. identify and address reasons for anticipated delays that may adversely affect delivery	1	4	-	-
PC37. resolve problems related to machine, tools and consumable to deliver on time	1	4	-	-
PC38. resolve problems related to workers and their productivity	1	4	-	-
PC39. encourage and motivate workers to achieve higher productivity	2	4	-	-
NOS Total	40	120	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N6102
NOS Name	Supervise doping, pre-forming or pre-shaping and final shaping
Sector	Gem & Jewellery
Sub-Sector	Gemstone Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	08/03/2022

G&J/N6103: Supervise faceting and polishing operations

Description

This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of faceting and polishing functions

Scope

The scope covers the following :

- This unit/task covers the following:
- Allocating work
- Checking quality
- Managing account of stones
- Achieving productivity
- Handling problems

Elements and Performance Criteria

Allocating work

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

- PC1.** match the stone type, weight and number as mentioned on the bag and handover to facet-maker or polisher for faceting or polishing
- PC2.** instruct doper about the sequence of side, angle and alignment of doping
- PC3.** explain to the facet maker, the faceting requirements as per plan such as how many facets and shape of facet to be created, e.g., round brilliant, marquise, square, princess oval, heart, baguette, emerald, briolette, pear, trilliant, octagon
- PC4.** explain to the polisher, the polishing requirements as per plan such as shape, cabochon or faceted
- PC5.** educate about a new plan, shape or cut and demonstrate if required
- PC6.** assess workers capabilities and work load in order to distribute work for maximum productivity
- PC7.** read and describe job at hand to worker
- PC8.** instruct about precautions to be taken to deliver the job at hand as planned
- PC9.** clearly define delivery schedule and work output requirements
- PC10.** anticipate and alert about any disruptions and workers capabilities
- PC11.** explain the hazards involved and precautions to be taken to avoid accident

Checking quality

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

- PC12.** perform quality check of all stones in a lot or sample from a lot depending on the type of stone, e.g., precious or semi-precious and as per company policy based on: calibration, weight loss, colour, sparkle, number of facets created or polished, symmetry of facets, clarity, no scratches, no windows left, and girdle shaping as per plan
- PC13.** achieve maximum number of qc approved stones
- PC14.** achieve required grade of stone delivered

Managing accounts of stones

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

- PC15.** match the stone type, weight and number of stones received against those handed over to dooper, facet maker or polisher
- PC16.** count and send rejects back to dooper and facet maker or polisher for rework
- PC17.** count and bag all quality checked stones of the lot and document on job sheet
- PC18.** return bagged qc approved damaged stones to operations manager

Achieving Productivity

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

- PC19.** deliver the number and carats of stones faceted per day against target given
- PC20.** maintain stone loss as per companys prescribed limit
- PC21.** complete work as per set norms
- PC22.** encourage and motivate workers to achieve higher productivity

Handling problems

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

- PC23.** resolve problems related to machine, tools and consumable to deliver on time
- PC24.** resolved problems related to workers and their productivity

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and personnel management
- KU2.** work flow involved in gemstone processing of company
- KU3.** management of worker, quality and productivity
- KU4.** conflict resolution and problem solving
- KU5.** performance appraisal procedure and standards
- KU6.** reporting structure
- KU7.** gemology and properties of different types of stones
- KU8.** grading standards of gemstones
- KU9.** calibration of gemstones faceted or polished
- KU10.** different types of stones such as precious, semi-precious, synthetic etc.,
- KU11.** market value of stone to understand the rationale for different acceptable levels of stone loss
- KU12.** origin of the stone, i.e., which mine, particularly, precious stones to read the softness/hardness as developed from precedence of use
- KU13.** different types of facets and polish possible for different gemstones and the number of steps for a set of facets
- KU14.** processes of doping, faceting and polishing of gemstones
- KU15.** the faceting and polishing mills work
- KU16.** different types of tools and machines used for polishing and faceting at different stages and what precautions are required in operating them in terms of desired outcome and safety

- KU17.** many different types of laps are available in terms of material such as diamond or steel or the grits
- KU18.** accounting of stones and documentation
- KU19.** market trends and customer requirements

Generic Skills (GS)

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

- GS1.** report stone losses via documentation as per company policy
- GS2.** report any incidents of high stone loss via documentation as per company policy
- GS3.** arrange for tools, machines and consumables in time via documentation as per company policy
- GS4.** read about different types of gemstones and their properties
- GS5.** read height, weight, dimensions of the stones facets as given on job sheets
- GS6.** read symmetry requirements of stones as per job sheet
- GS7.** read company rules and compliance documents required to complete the work
- GS8.** give appropriate instructions and feedback to different levels of workers under supervision
- GS9.** distribute work equitably and according to seniority and experience of worker
- GS10.** encourage workers to share workload and deliver on time
- GS11.** assess worker requirements in terms of training, tools, machinery, workspace and other facilities
- GS12.** share feedback based on company standards and workers performance
- GS13.** encourage workers to multitask and work on different types of gemstones
- GS14.** educate about safety and work hazards
- GS15.** train on stone loss, productivity and correct steps to follow on the job
- GS16.** resolve inter-personal conflicts between workers and co-worker
- GS17.** decide on the correct use of machines, tools and consumables to produce desired quality
- GS18.** how to arrange for tools, machines and consumables in time
- GS19.** how to improve work processes for greater productivity
- GS20.** adhere to specification, as required by the customer
- GS21.** resolve problems related to machine, tools and consumables to deliver on time
- GS22.** resolve problems related to workers and their productivity
- GS23.** assess the angle indexing required
- GS24.** calculate stone loss at every step of processing in order to achieve losses within acceptable limits
- GS25.** spot process disruption and reasons for delay

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Allocating work</i>	18	73	-	-
PC1. match the stone type, weight and number as mentioned on the bag and handover to facet-maker or polisher for faceting or polishing	-	5	-	-
PC2. instruct doper about the sequence of side, angle and alignment of doping	2	8	-	-
PC3. explain to the facet maker, the faceting requirements as per plan such as how many facets and shape of facet to be created, e.g., round brilliant, marquise, square, princess oval, heart, baguette, emerald, briolette, pear, trilliant, octagon	2	8	-	-
PC4. explain to the polisher, the polishing requirements as per plan such as shape, cabochon or faceted	2	8	-	-
PC5. educate about a new plan, shape or cut and demonstrate if required	2	8	-	-
PC6. assess workers capabilities and work load in order to distribute work for maximum productivity	2	8	-	-
PC7. read and describe job at hand to worker	2	8	-	-
PC8. instruct about precautions to be taken to deliver the job at hand as planned	2	6	-	-
PC9. clearly define delivery schedule and work output requirements	2	6	-	-
PC10. anticipate and alert about any disruptions and workers capabilities	1	4	-	-
PC11. explain the hazards involved and precautions to be taken to avoid accident	1	4	-	-
<i>Checking quality</i>	5	20	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. perform quality check of all stones in a lot or sample from a lot depending on the type of stone, e.g., precious or semi-precious and as per company policy based on: calibration, weight loss, colour, sparkle, number of facets created or polished, symmetry of facets, clarity, no scratches, no windows left, and girdle shaping as per plan	2	8	-	-
PC13. achieve maximum number of qc approved stones	1	4	-	-
PC14. achieve required grade of stone delivered	2	8	-	-
<i>Managing accounts of stones</i>	5	20	-	-
PC15. match the stone type, weight and number of stones received against those handed over to dooper, facet maker or polisher	2	8	-	-
PC16. count and send rejects back to dooper and facet maker or polisher for rework	1	4	-	-
PC17. count and bag all quality checked stones of the lot and document on job sheet	1	4	-	-
PC18. return bagged qc approved damaged stones to operations manager	1	4	-	-
<i>Achieving Productivity</i>	5	9	-	-
PC19. deliver the number and carats of stones faceted per day against target given	1	2	-	-
PC20. maintain stone loss as per companys prescribed limit	2	2	-	-
PC21. complete work as per set norms	1	1	-	-
PC22. encourage and motivate workers to achieve higher productivity	1	4	-	-
<i>Handling problems</i>	1	4	-	-
PC23. resolve problems related to machine, tools and consumable to deliver on time	-	3	-	-
PC24. resolved problems related to workers and their productivity	1	1	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	34	126	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N6103
NOS Name	Supervise faceting and polishing operations
Sector	Gem & Jewellery
Sub-Sector	Gemstone Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	08/03/2022

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.

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/N5202.Deal with supervision of the respective department in Gems & Jewellery Industry	34	126	0	0	160	50
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
Total	57	173	0	0	230	70

Elective: 1 Supervisor Rough Cutting

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N6101.Supervise rough cutting operations	36	124	0	0	160	30
Total	36	124	-	-	160	30

Elective: 2 Supervisor Shaping

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N6102.Supervise doping, pre-forming or pre-shaping and final shaping	40	120	0	0	160	30
Total	40	120	-	-	160	30

Elective: 3 Supervisor Faceting & Polishing

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N6103.Supervise faceting and polishing operations	34	126	0	0	160	30
Total	34	126	-	-	160	30

Acronyms

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

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.
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.

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