**MODEL CURRICULUM**

**Packager, Labeller and Dispatcher – Diamond Processing**

**(Option): Gemstone packager / Tagger and Labeller)**

**SECTOR: GEM & JEWELLERY**



**SUB-SECTOR: DIAMOND PROCESSING, GEMSTONE**

**PROCESSING, JEWELLERY RETAIL**

**OCCUPATION: INVENTORY MANAGEMENT**

**REF ID: G&J/Q5002, V1.0, NSQF LEVEL: 2**



Packager, Labeller and Dispatcher Diamond Processing







Packager, Labeller and Dispatcher Diamond Processing

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Packager, Labeller and Dispatcher Diamond Processing

**Packager, Labeller and**

**Dispatcher – Diamond Processing**

**CURRICULUM / SYLLABUS**

This program is aimed at training candidates for the job of a “Packager, Labeller and Dispatcher – Diamond Processing”, in the “Gem & Jewellery” Sector/Industry and aims at building the following key competencies amongst the learner



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| **Program Name** | **Packager, Labeller and Dispatcher – Diamond Processing** | | |
| **Qualification Pack Name & Reference ID.** | G&J/Q5002, v1.0 | | |
| **Version No.** | 1.0 | **Version Update Date** | 12 th Dec 2021 |
| **Pre-requisites to Training** | 8th Standard and 18 years | | |
| **Training Outcomes** | **After completing this programme, participants will be able to:**   * Packing the polished diamonds for dispatch * Coordinate effectively with the team members and clients for timely completion of work * Maintain good health and follow safety measures/rules at workplace * Pack, tag and label polished and/or faceted/engraved gemstones for dispatch * Weigh, check attributes, tag and appropriately label jewellery product. | | |



Packager, Labeller and Dispatcher – Diamond Processing 1 This course encompasses 3 out of 3 Compulsory NOS (National Occupational Standards), 2 out of 2 Optional NOS of “Packager, Labeller and Dispatcher – Diamond Processing” Qualification Pack issued by “Gem & Jewellery Skill Council of India”.

COMPULSORY NOS:

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| --- | --- | --- | --- |
| **Sr.**  **No.** | **Module** | **Key Learning Outcomes** | **Equipment Required** |
| 1 | **Packing and dispatching polished diamonds**    **Theory Duration**  (hh:mm)  10:00    **Practical Duration**  (hh:mm)  185:00    **Corresponding NOS**  **Code**  G&J/N5001 | * Match diamonds against details received * Cross-check received diamonds details against order and plan * Record all relevant details accurately manually or in computer * Segregate diamonds as per instructions in packets or boxes after checking them for damage or discolour * Select appropriate packing material as per dispatch destination, type of diamonds and pack them. * Tag the pack and label using barcoding or printed details. * Register all relevant details of dispatch | **Mandatory** –  Packets (Padika),  Weighing scale,  Scoop, Tweezer,  Shade light,  Sieves, Magic Seal bags (plastic),  Packing paper,  Calculator,  Permanent  Markers, Labels,  Computer system, Bar code scanner,  Bar code printer, In  & Out Registers,  Dispatch Register      **Optional** – Computer or  Laptop Attached to  LCD Projector, |
| 2 | **Coordinate with others**    **Theory Duration**  (hh:mm)  01:00    **Practical Duration**  (hh:mm)  02:00    **Corresponding NOS**  **Code**  G&J/N9901 | * Coordinate with supervisor to understand the work output requirements * Coordinate with supervisor regarding company policies and other applicable rules and regulations * Coordinate with supervisor for timely delivery of work * Coordinate with colleagues as a team to achieve team goals * Manage inter/intra-departmental conflicts appropriately * Coordinate with colleagues to multitask relevant activities |  |
| **Sr.**  **No.** | **Module** | **Key Learning Outcomes** | **Equipment Required** |
| 3 | **Maintain Health and**  **safety at workplace**    **Theory Duration**  (hh:mm)  01:00    **Practical Duration**  (hh:mm)  01:00    **Corresponding NOS**  **Code**  G&J/N9902 | * Report potential sources of danger * Use precautionary methods to   prevent fire   * Apply appropriate first aid procedure in the event of an   emergencies   * Use of appropriate safety gears as per company policies | **Mandatory** –  Safety Hand  Gloves, Fire  Extinguisher, First  Aid Kit    **Optional** – Computer or  Laptop Attached to  LCD Projector |
|  | **COMPULSORY NOS:**  **Total Duration**    **Theory Duration**  **12:00**    **Practical Duration**  **188:00** | **Unique Equipment Required:**  White Board/Black Board Marker/ Chalk, Duster,  Notepads, Pens, Pencils, Blank Sheets, Blank Job Sheets,  Packets (Padika),, Weighing scale, Scoop, Tweezer, Shade light, Sieves, Magic Seal bags (plastic), Packing paper, Cloth lined paper envelope, Calculator, Permanent Markers, Labels, Computer system, Bar code scanner, Bar code printer, In & Out  Registers, Dispatch Register,      **Optional** – Computer or Laptop Attached to LCD Projector,  Safety Hand Gloves, Fire Extinguisher, First Aid Kit | |

OPTIONS (Optional to choose any or all or none)

OPTION 1: Pack, tag and label gemstone

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| **Sr.**  **No.** |  | **Key Learning Outcomes** |  |
| 1 | **Packing and dispatching**  **gemstones**    **Theory Duration**  (hh:mm)  05:00    **Practical Duration**  (hh:mm)  45:00    **Corresponding NOS**  **Code**  G&J/N5002 | * Match gemstone against details received * Make accurate assessment assess whether gemstone matches with   plan or order   * Record all relevant details accurately manually or in computer. * Segregate gemstone as per instructions in packets or boxes after checking them for damage or discoloured before packing. * Select appropriate packing material as per dispatch destination, type of gemstone and pack them. * Make complete and accurate entry of details on tag and label using barcoding or printed details. * Register all relevant details of dispatch | **Mandatory** – Padika/packets,  Weighing scale,  Scoop, Tweezer,  Shade light,  Sieves, Magic Seal bags (plastic), Calculator, Cloth lined paper envelope, Packing paper, Permanent Markers, Labels,  Computer system,  Bar code scanner, Tags, Packing plastic boxes, Bar code printer, In & Out Registers,  Dispatch Register      **Optional** – Computer or  Laptop Attached to  LCD Projector |
|  | **OPTION 1 : Total**  **Duration**    **Theory Duration**  **5:00**    **Practical Duration**  **45:00** | **Unique Equipment Required:**  Padika/packets, Weighing scale, Scoop, Tweezer, Shade light, Sieves, Magic Seal bags (plastic), Calculator, Cloth lined paper envelope, Packing paper, Permanent Markers, Labels, Computer system, Bar code scanner, Tags, Packing plastic boxes, Bar code printer, In & Out Registers, Dispatch Register    **Optional** – Computer or Laptop Attached to LCD Projector, Safety Hand Gloves, Fire Extinguisher, First Aid Kit | |

OPTION 2: Tag and label the jewellery product

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| **Sr.**  **No.** |  | **Key Learning Outcomes** |  |
| 2 | **Tag and label the**  **jewellery product**    **Theory Duration**  (hh:mm)  05:00    **Practical Duration**  (hh:mm)  45:00    **Corresponding NOS**  **Code**  G&J/N5003 | * Record all relevant details for tagging and labelling * Verify details like weight and quantity with physical pieces. * inspect the product for defects or damage * Prepare label/ tag taking into consideration all attributes of the jewellery piece, policy of the store etc., and double check all critical aspects of jewellery piece are reflected on the tag * Put tag on jewellery piece * Record all relevant details accurately manually or in computer while receiving and delivering the product * Escalate any issues of mismatch in weight, damage of product to designated authorities | Padika/packets,  Weighing scale, ,  Shade light, ,  Magic Seal bags (plastic), Packing paper, Cloth lined paper Envelopes,  Calculator,  Permanent  Markers, Labels,  Computer system, Bar code scanner, Tags, Packing plastic boxes, Bar code printer, In & Out Registers,  Dispatch Register |
|  | **OPTION 2 : Total**  **Duration**    **Theory Duration**  **5:00**    **Practical Duration**  **45:00** | **Unique Equipment Required:**  Padika/packets, Weighing scale, Scoop, Tweezer, Shade light,  Sieves, Magic Seal bags (plastic), Packing paper, Permanent  Markers, Labels, Cloth lined paper Envelopes, Calculator, Computer system, Bar code scanner, Tags, Packing plastic boxes, Bar code printer, In & Out Registers, Dispatch Register | |

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|  | **GRAND Total**  **Duration**    **Minimum Duration for the QP= \_\_200\_hrs\_**  **Theory: 18 hrs**  **Practical: 188 hrs**    **Maximum Duration for the QP= 250 hrs Theory:\_\_22 hrs**  **Practical:\_233 hrs\_\_** | **Unique Equipment Required for the QP:**  Padika/packets, Weighing scale, Scoop, Tweezer, Shade light,  Sieves, Magic Seal bags (plastic), Packing paper, Permanent  Markers, Labels, Computer system, Bar code scanner, Tags,  Packing plastic boxes, Bar code printer, In & Out Registers, Dispatch Register    **Optional** –  Computer or Laptop Attached to LCD Projector Safety Hand Gloves, Fire Extinguisher, First Aid Kit |

*(This syllabus/ curriculum has been approved by* ***Gem & Jewellery Skill Council of India)* Trainer Prerequisites for Job role: “Packager, Labeller and Dispatcher – Diamond Processing” mapped to Qualification Pack: “G&J/Q5002, v1.0**”

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| **Sr. No.** | **Area** | **Details** |
| 1 | Job Description | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “G&J/Q5002”, Version 1.0. |
| 2 | Personal Attributes | Aptitude for conducting training, and pre/post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field. |
| 3 | Minimum Educational  Qualifications | 10 th standard |
| 4a | Domain Certification | Certified for Job Role: Packager, Labeller and Dispatcher – Diamond Processing mapped to QP: “G&J/Q5002, v1.0”. Minimum accepted score as per SSC guidelines is 80%. |
| 4b | Platform Certification | * Certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score for the trainers is 80% as per respective SSC guidelines. * Certified in relevant CITS course as appropriate |
| 5 | Experience | The minimum experience required is 3 years as a custodian |

**Annexure: Assessment Criteria**

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| **Assessment Criteria** |  |
| **Job Role** | **Packager, Labeller and Dispatcher – Diamond Processing** |
| **Qualification Pack** | **G&J/Q5002, v1.0** |
| **Sector Skill Council** | **Gem & Jewellery Skill Council of India** |

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| **Sr.**  **No.** | **Guidelines for Assessment** |
| 1 | Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC. |
| 2 | The assessment for the theory part will be based on knowledge bank of questions created by the SSC. |
| 3 | Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. |
| 4 | Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below). |
| 5 | Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion. |
| 6 | To pass the Qualification Pack, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment. |
| 7 | In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack. |

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| **Compulsory NOS Total Marks:100** | | | | **Marks Allocation** | |
| **Assessment outcomes** | **Assessment Criteria for outcomes** | **Total Marks** | **Out Of** | **Theory** | **Skills**  **Practical** |
| 1. G&J/N5001 Pack, tag and label diamonds | PC1. match the stone type, weight and number as mentioned on the bag received | **60** | 2 | 1 | 1 |
|  | PC2. check diamonds order against plan | 2 | 1 | 1 |
|  | PC3. record details such as order number, design, size, weight, colour and type | 2 | 0 | 2 |
|  | PC4. make accurate and complete entry of details on tag and label as per company policy | 5 | 1 | 4 |
|  | PC5. put the diamond(s) in packets or boxes as per company rule | 5 | 1 | 4 |
|  | PC6. ensure that no diamond is damaged or discoloued | 2 | 0 | 2 |
|  | PC7. use appropriate packing material depending on dispatch destination and type of diamond packed | 13 | 3 | 10 |
|  | PC8. tag the pack and label using barcoding or printed details | 10 | 4 | 6 |
|  | PC9. pack diamonds as per company policy and securely | 2 | 1 | 1 |
|  | PC10. send to marketing or dispatch for sending to customer | 15 | 2 | 13 |
|  | PC11. record, the dispatch details on computer, as per company policy | 2 | 0 | 2 |
|  | **Total** |  | **60** | **14** | **46** |

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| **Compulsory NOS Total Marks: 100** | | | | **Marks Allocation** | |
| **Assessment outcomes** | **Assessment Criteria for outcomes** | **Total Marks** | **Out Of** | **Theory** | **Skills**  **Practical** |
| 2. G&J/N9901 Coordinate with others | PC1. coordinate for receiving work instructions and raw materials from reporting  supervisor | **20** | 1 | 0 | 1 |
|  | PC2. communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and  machinery as required | 1 | 0 | 1 |
|  | PC3. communicate to reporting supervisor about operation  details and hazards | 1 | 0 | 1 |
|  | PC4. interact with supervisor regarding compliance of  company policy and rules | 2 | 0 | 2 |
|  | PC5. coordinate with colleagues to share work, as per the  workload | 3 | 0 | 3 |
|  | PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement | 2 | 0 | 2 |
|  | PC7. coordinate and receive feedback from quality control department | 2 | 1 | 1 |
|  | PC8. coordinate for putting team goals over individual goals | 1 | 0 | 1 |
|  | PC9. resolve conflicts by communicating with colleagues and other departments | 2 | 0 | 2 |
|  | PC10. coordinate with colleagues regarding multitasking in other  departments with requirements | 3 | 1 | 2 |
|  | PC11. adhere to nondisclosure policy of the company in all outside coordination | 2 | 1 | 1 |
|  | **Total** |  | **20** | **3** | **17** |

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| **Compulsory NOS Total Marks: 100** | | | | | **Marks Allocation** | |
| **Assessment outcomes** | | **Assessment Criteria for outcomes** | **Total Marks** | **Out Of** | **Theory** | **Skills**  **Practical** |
| 3. G&J/N9902 Maintain health and safety at workplace | | PC1. identify and use appropriate protective clothing/equipment for specific tasks and work | **20** | 2 | 0 | 2 |
|  |  | PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the  workplace | 1 | 0 | 1 |
|  |  | PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others | 1 | 0 | 1 |
|  |  | PC4. identify and avoid doing any tasks or activities in a bad working position | 2 | 0 | 2 |
|  |  | PC5. practice appropriate working postures to minimise occupational health related issues | 2 | 1 | 1 |
|  |  | PC6. use the appropriate fire extinguishers on different types of fire. | 1 | 0 | 1 |
|  |  | PC7.demonstrate rescue techniques applied during fire hazard | 2 | 0 | 2 |
|  |  | PC8. demonstrate good housekeeping in order to prevent fire hazards | 1 | 0 | 1 |
|  |  | PC9. demonstrate the correct use of any fire extinguisher | 2 | 0 | 2 |
|  |  | PC10. administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc. | 1 | 0 | 1 |
|  |  | PC11. respond promptly and appropriately to an accident situation or medical emergency | 3 | 1 | 2 |

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| **Total Marks: 100** | **Compulsory NOS** | | | | |  | | **Marks Allocation** | | |
| **Assessment outcomes** | **Assessment Criteria for outcomes** | | | **Total Marks** | | **Out Of** | | **Theory** | | **Skills**  **Practical** |
|  | PC12. participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc. | | |  | | 2 | | 1 | | 1 |
|  | **Total** | | |  | | **20** | | **3** | | **17** |
| **OPTIONS Option 1.** **Gemstone Packager** | | | | |  | |  | | | |
| **Total Marks: 50** | | | | |  | | **Marks Allocation** | | | |
| **Assessment outcomes** | | **Assessment Criteria for outcomes** | **Total Mark** | | **Out Of** | | **Theory** | | **Skills**  **Practical** | |
| 1.1 G&J/N5002  Pack, tag and label gemstone | | PC1. match the stone type, weight and number as mentioned on the bag received | **50** | | 2 | | 1 | | 1 | |
|  | | PC2. make accurate assessment of gemstones matching with plan or order | 3 | | 1 | | 2 | |
|  | | PC3. ensure that no stone is damaged or discoloured | 5 | | 1 | | 4 | |
|  | | PC4. record details such as order number, design, size, weight, colour and type | 10 | | 0 | | 10 | |
|  | | PC5. make accurate and complete entry of details on tag and label as per company policy | 10 | | 1 | | 9 | |
|  | | PC6. pack jewellery as per company policy and securely | 5 | | 2 | | 3 | |
|  | | PC7. deliver in time to dispatch | 5 | | 2 | | 3 | |
|  | | PC8. enter dispatch details accurately | 10 | | 2 | | 8 | |
|  | | **Total** |  | | **50** | | **10** | | **40** | |

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| **OPTIONS Option 2.Retail Tagger and Labeller** | | | | | |
| **Total Marks: 50** | | | | **Marks Allocation** | |
| **Assessment outcomes** | **Assessment Criteria for outcomes** | **Total Mark** | **Out Of** | **Theory** | **Skills**  **Practical** |
| 2.1 G&J/N5003 Tag and label the jewellery product | PC1. receive the jewellery products from the inventory manager for tagging | **50** | 4 | 1 | 3 |
|  | PC2. record the weight and quantity of jewellery products for tagging and  labelling | 4 | 1 | 3 |
|  | PC3. weigh the jewellery using digital weighing scale (which is attached to system to automatically capture weight) | 4 | 1 | 3 |
|  | PC4. visually check for product for any defects | 6 | 2 | 4 |
|  | PC5. prepare label for the jewellery taking consideration the attributes such as weight, type of jewel, selling section, etc. | 8 | 1 | 7 |
|  | PC6. ensure that all the |  |  |  |
|  | attributes of the product is defined in case of bar code labelling |  | 6 | 0 | 6 |
|  | PC7. ensure that critical aspects such as weight, product code, design code, etc. are mentioned clearly in the label | 5 | 0 | 5 |
|  | PC8. ensure that label is prepared as per store policy | 3 | 2 | 1 |
|  | PC9. attach tag to the  jewellery | 2 | 0 | 2 |
|  | PC10. group similar products after labelling and deliver them to inventory manger | 2 | 1 | 1 |

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| **OPTIONS Option 2.Retail Tagger and Labeller** | | |  |  | |
| **Total Marks: 50** | | |  | **Marks Allocation** | |
| **Assessment outcomes** | **Assessment Criteria for outcomes** | **Total Mark** | **Out Of** | **Theory** | **Skills**  **Practical** |
|  | PC11. record stock details while receiving and  delivering the product |  | 3 | 1 | 2 |
|  | PC12. find any issues such as mismatch in weight, damage of product, etc. and inform inventory manager | 3 | 0 | 3 |
|  | **Total** |  | **50** | **10** | **40** |