

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY



Contents

1. Introduction and Contact.....P1
2. Qualifications PackP2
3. OS Units.....P3
4. Glossary of Key Terms.....P22
5. Nomenclature of QP & NOS..... P24

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:
GJSCI, Mumbai

E-mail: coo@gjsi.org



Introduction

Qualifications Pack-Supervisor: Jewellery Polishing

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Cast and Diamonds-Set Jewellery

OCCUPATION: Jewellery Polishing

REFERENCE ID: G&J/Q3002

ALIGNED TO: NCO-2004/NIL

Supervisor-Jewellery Polishing: The Jewellery Polishing Supervisor is in-charge of running the day-to-day work flow and processes of the jewellery polishing department including pre-setting polish and final polish.

Brief Job Description: The individual allocates work to subordinates workers; trains and educates them; instructs about the job to be performed; checks quality of output; manages departmental accounts along with team and systems; interacts with other departments in order to produce polished jewellery pieces as per production planning; and delivers on time.

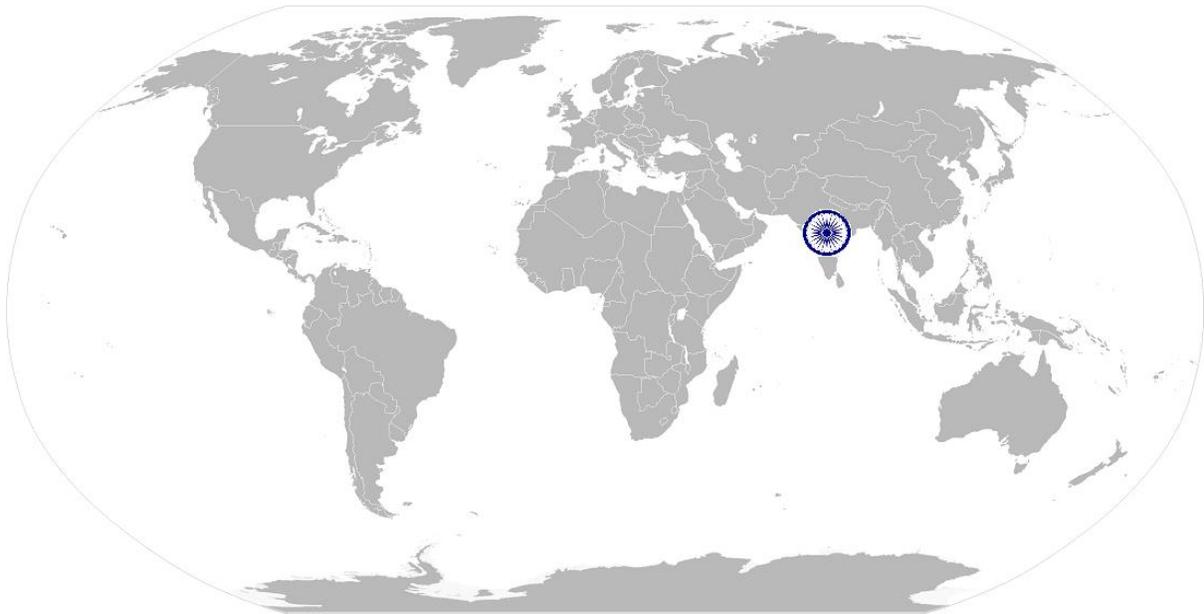
Personal Attributes: The job requires the individual to have: ability to operate computer; attention to details; good eyesight; steady hands; ability to manage a process driven team with a lot of patience. The individual must have ability to improve quality of output of the team.

Job Details

Qualifications Pack Code	G&J/Q3002		
Job Role	Supervisor – Jewellery Polishing		
Credits(NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	29/08/13
Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	13/08/14
Occupation	Jewellery Polishing	Next review date	12/08/15

Job Role	Jewellery Polishing Supervisor
Role Description	Supervising function of polishing jewellery pieces at different stages of its making
NSQF level	5
Minimum Educational Qualifications	Minimum 10 th Standard passed
Maximum Educational Qualifications	
Training	Not applicable
Experience	Minimum 3 years of experience in jewellery polishing
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N3002 Supervise polishing department's functions G&J/N9901 Respect and maintain IPR G&J/N9903 Coordinate with team, co-workers and seniors G&J/N9905 Maintain occupational health and safety <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

National Occupational Standard



Overview

This unit is about supervising the functions of jewellery polishing department; providing information and knowledge; and managing work flow and team.

G&J/N3002

Supervise polishing department's functions

National Occupational Standard

Unit Code	G&J/N3002
Unit Title (Task)	Supervise polishing department's functions
Description	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of jewellery polishing department's functions
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Deliver the jewellery pieces and consumables to respective team • Provide Instructions to respective team member • Control precious metal loss and damage to stones • Receive polished jewellery pieces and quality check • Manage accounts of the products of the jewellery polishing department • Handle or report problems • Interact with inter-departments for the smooth flow of production
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Allocating and monitoring work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. collect jewellery pieces from filing department for pre-setting polishing and from metal setting department for final polishing</p> <p>PC2. inspect jewellery pieces for any imperfections in the wax tree such as loosely soldered wax pieces on central stem</p> <p>PC3. understand design requirements for portions to be polished and the finish to be achieved such as matt, shiny, smooth</p> <p>PC4. issue jewellery pieces to jewellery polisher for polishing as per the job sheet</p> <p>PC5. plan the polishing process as per the design requirement in consultation with production manager</p> <p>PC6. allocate work to jewellery polisher according to their work load and level of expertise</p> <p>PC7. instruct respective team member about the delivery time</p> <p>PC8. make available tools, machines and consumables required to complete the job</p> <p>PC9. educate about a new design, jewellery type and demonstrate if required</p> <p>PC10. explain the hazards involved and precautions to be taken to avoid accidents</p> <p>PC11. instruct on use of high speed motor buffing with different types of buffs and polishing compound to remove filing defects</p> <p>PC12. instruct on use of lapping or buffing machine to give shine to flat surface in a jewellery piece</p> <p>PC13. instruct on application of lustre to cut and give a smooth finish to metal</p> <p>PC14. instruct on application of rouge to achieve glossy and shiny finish</p> <p>PC15. instruct on cleaning process such as operation of ultrasonic machine (hot water) in case of jewellery set with emerald and pearl need to be cleaned in</p>

G&J/N3002

Supervise jewellery polishing department functions

	<p>ultrasonic machine (cold water) to remove all the polishing compound and other dust</p> <p>PC16. instruct on usage of vacuum bench to avoid inhaling and collect dust for recovery of precious metal</p> <p>PC17. inform about the final outcome as per the job sheet</p> <p>PC18. accurately assess worker’s capabilities and work load in order to distribute work for maximum productivity</p> <p>PC19. clearly define delivery schedule and work output requirements</p> <p>PC20. assess and alert about any disruptions</p> <p>PC21. motivate workers to multi-task, work on different processes and techniques</p>
<p>Controlling gold loss and achieving productivity</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC22. collect metal dispersed during the day (dust and fragments)</p> <p>PC23. report metal losses via documentation as per company policy</p> <p>PC24. tally account as per allowed standards for the design</p> <p>PC25. conduct regular and controlled environment cleaning for collection of metal dust</p> <p>PC26. minimise metal loss as per prescribed limits of the company</p> <p>PC27. report any incidents of over prescribed precious metal loss</p> <p>PC28. suggest improvements in order to reduce precious metal loss</p> <p>PC29. handle diamonds and precious stones with care</p> <p>PC30. minimise or avoid damage to the diamonds and precious stones</p> <p>PC31. wash hands at the specified wash basin as per the company’s policy</p> <p>PC32. take corrective measures to control precious metal loss and damage to stones</p> <p>PC33. polish number of jewellery pieces as per target deliverable given by the company</p> <p>PC34. appropriately finish surfaces as per design requirement</p> <p>PC35. maintain precious metal and stone loss within prescribed limit for the design</p> <p>PC36. timely deliver polished jewellery pieces to next process</p> <p>PC37. keep accounts for polished jewellery pieces</p> <p>PC38. return QC approved polished jewellery pieces to production manager</p>
<p>Checking quality</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC39. receive polished jewellery pieces</p> <p>PC40. inspect the jewellery pieces for surface finish and missing diamonds</p> <p>PC41. check polished piece visually in order to detect defects such as impurities, grease, marks, uneven finish and rough edges</p> <p>PC42. check weight as per design</p>
<p>Handling problems</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC43. maintain regularly all machines in the jewellery polishing department</p> <p>PC44. report machine failure</p> <p>PC45. inform about any defects of the filing and assembling process which cannot be rectified with the polishing processes</p> <p>PC46. assess and address workforce shortage</p> <p>PC47. identify reasons for anticipated delays that may adversely affect delivery</p> <p>PC48. resolve problems related to machine, tools and consumable to deliver on time</p>

G&J/N3002

Supervise jewellery polishing department functions

	<p>PC49. resolve problems related to workers and their productivity PC50. encourage workers to achieve higher productivity</p>
Interacting with other departments	<p>To be competent, the user/individual on the job must be able to: PC51. receive instructions from production manager about deliverables and work flow PC52. interact with stores department to arrange for tools, machines, work space, consumables and other facilities for the workers PC53. give feedback to filer, assembler and metal setting department PC54. receive instructions on quality check for any defects and passing them to respective team member</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand: KA1. company's policies on: salaries and wages, incentive system, delivery standards, safety and hazards, integrity and IPR, and personnel management KA2. work flow involved in jewellery manufacturing company KA3. management of worker, quality and productivity KA4. conflict resolution and problem solving KA5. performance appraisal system of the company KA6. reporting structure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand: KB1. understanding of the malleability of the metals KB2. potential work hazards while using chemicals, high speed rotating motors, lapping and ultrasonic machines KB3. uses of different types of buffs, tools, consumables and machines in jewellery polishing process KB4. quality standards as per design or company guidelines KB5. uses of different types of tools for different end results KB6. accounting of polishing department and documentation</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills
	<p>The user/ individual on the job needs to know and understand how to: SA1. read notes, designs and instructions in terms of jewellery polishing department processes SA2. read company rules and compliance documents required to complete the work SA3. document work flow, quality standards and outcomes as per company policy</p>
	Calculation skills
	<p>The user/individual on the job needs to know and understand how to: SA4. weigh the jewellery pieces SA5. assess gold loss during the polishing process so as to deliver jewellery pieces of required weight</p>

G&J/N3002

Supervise jewellery polishing department functions

	<p>Team management</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. distribute work according to expertise of worker</p> <p>SA7. encourage workers to share workload and deliver on time</p> <p>SA8. assess worker requirements in terms of training, tools, machinery, workspace and other facilities</p> <p>SA9. appraise based on company's standards and workers' performance</p> <p>SA10. encourage workers to multi-task and work on different processes</p> <p>SA11. make progression plan for every team member and give necessary training</p>
<p>B. Professional Skills</p>	<p>Reading the design</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. read design in terms of planning a polishing processes</p> <p>SB2. check quality of filed and assembled jewellery pieces for any defects, which cannot be rectified by polishing process</p> <p>Using tools and machines</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. work with metals including how to clean and shine the surface of the jewellery piece</p> <p>SB9. use following key tools, machines and consumables for polishing:</p> <ul style="list-style-type: none"> • chemicals • rexene or leather sheets • work bench or table • small wooden plates • glass wool • magnet pins • cleaning detergent or shampoo • different types of buffs such as cloth, wool, leather, satin finish buffs • lustre rouge • work holders • hand pieces • flex shaft/micro motor • gauges • magnifiers • high speed motor • lapping/ buffing machine and buffs • ultrasonic machine • vacuum bench <p>SB10. organise required toolkit at the work bench for better time management</p> <p>SB11. work in a safe environment, i.e., without injuries</p>

G&J/N3002

Supervise jewellery polishing department functions

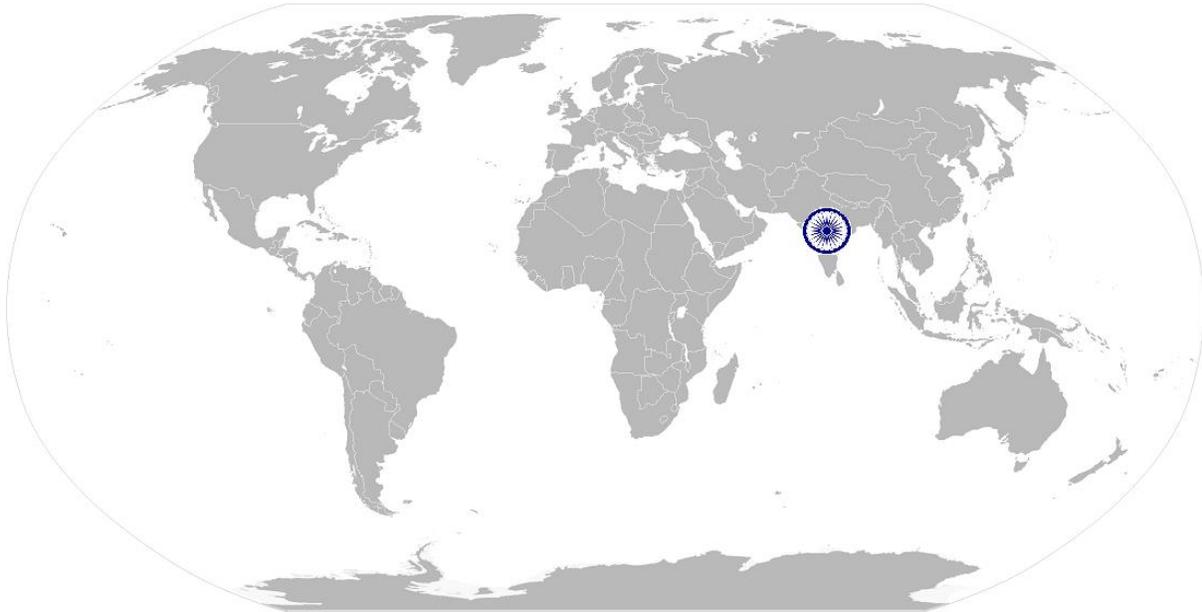
	Communication skills
	The user/individual on the job needs to know and understand how to communicate effectively in order to: SB12. give appropriate instructions and feedback to different levels of workers SB13. educate about safety and work hazards SB14. train on productivity and correct steps to follow on the job SB15. inform about IPR issues pertaining to the company and detecting violations SB16. resolve inter-personal conflicts between workers and co-workers
	Reflective thinking
	The user/individual on the job needs to know and understand how to: SB17. effectively use the polishing and cleaning processes to improve the quality and finishing of the jewellery piece SB18. use correct posture for performing the job without injuring body parts SB19. reduce precious metal loss SB20. place the tools on the working bench for effective work management SB21. improve productivity and increase efficiency based on past working experience
	Human resource management skills
	The user/individual on the job needs to know and understand: SB22. stress management SB23. organising work and resolution of conflicts
Critical thinking	
The user/individual on the job needs to know and understand how to: SB24. use logic and reasoning to identify the probable solutions for improving finishing of the jewellery pieces during polishing process SB25. spot process disruption and reasons for delay SB26. arrange for tools, machines and consumables in time	

G&J/N3002

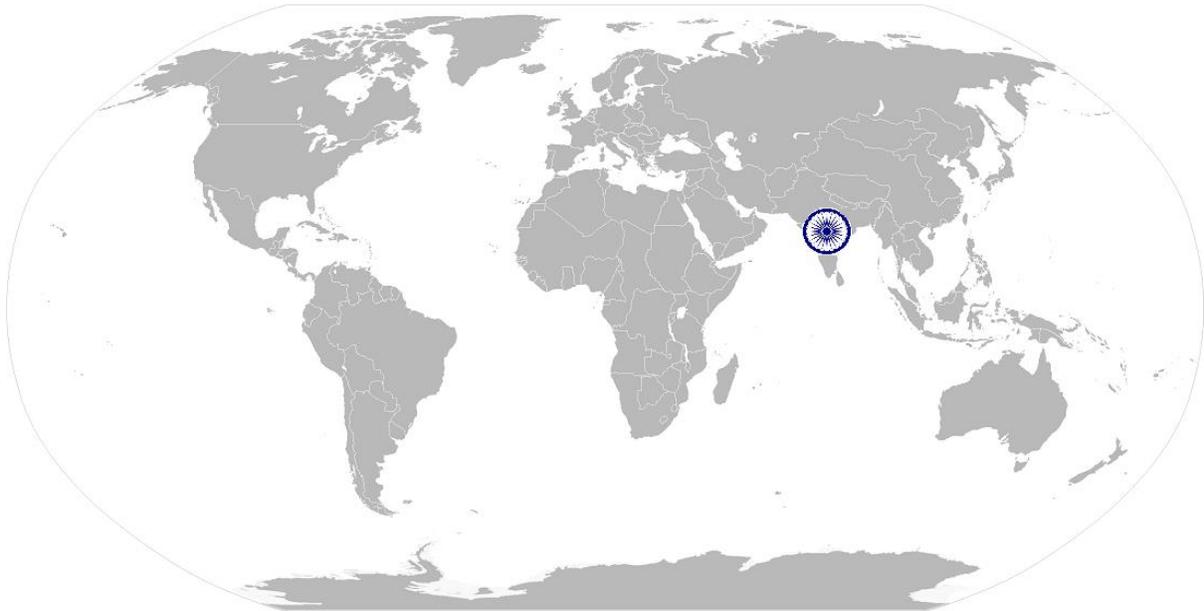
Supervise jewellery polishing department functions

NOS Version Control

NOS Code	G&J/N3002		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/08/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	13/08/14
Occupation	Jewellery Polishing	Next review date	12/08/15



National Occupational Standard



Overview

This unit is about respecting intellectual property rights of the company's products and designs as well as avoiding infringement on IPR of other companies.

G&J/N9901

Respect and maintain IPR

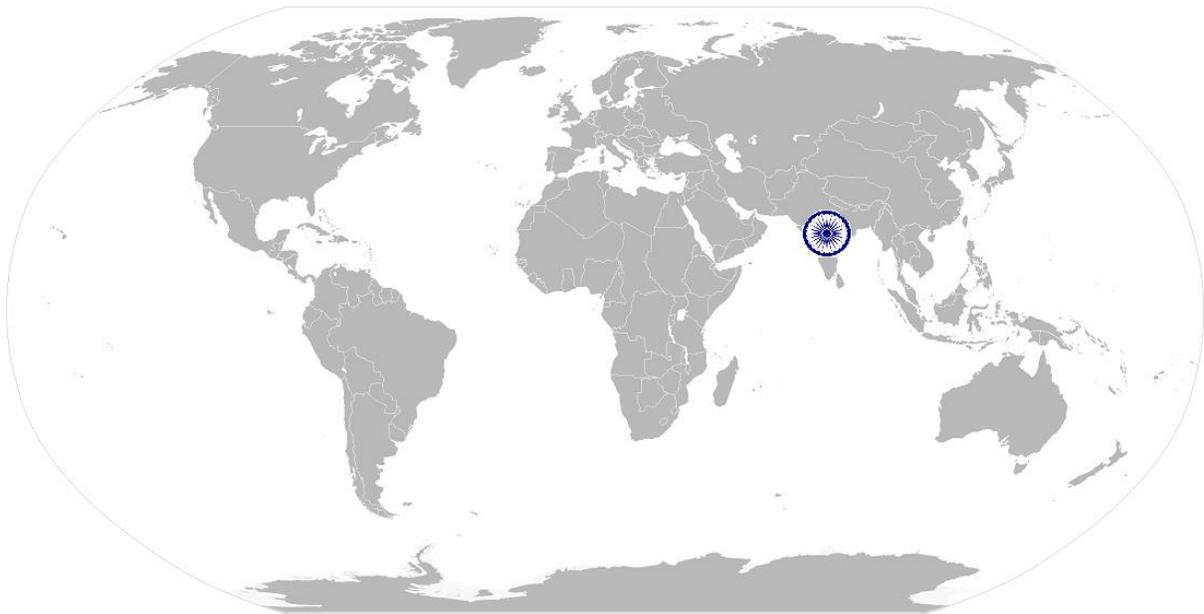
National Occupational Standard

Unit Code	G&J/N9901
Unit Title (Task)	Maintain IPR of company and respect IPR of other companies
Description	This OS unit is about protecting company's IPR and avoiding infringement to IPR of other companies
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Protect company's Intellectual Property Rights (IPR) Avoid infringement to IPR of other companies
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Respecting and Maintaining IPR	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. prevent leak of new designs to competitors by reporting on time</p> <p>PC2. be aware of any of company's product or design patents</p> <p>PC3. report IPR violations observed in the market, to supervisor or company heads</p> <p>PC4. read copyright clause of the material published on the internet and any other printed material</p> <p>PC5. consult supervisor or senior management when in doubt about using publicly available information</p> <p>PC6. report any infringement observed in the company</p> <p>PC7. spot plagiarism and report</p> <p>PC8. understand significance of patents and IPR</p> <p>PC9. avoid being involved in IPR violations</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on IPR and plagiarism</p> <p>KA2. reporting structure</p> <p>KA3. company's unique product range</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. patents and IPR laws</p> <p>KB2. how IPR protection is important for competitiveness of a company</p>
Skills (S) [Optional]	
C. Core Skills/ Generic Skills	Communication skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. effectively communicate any observed IPR violations or order leaks</p>
D. Professional Skills	Decision making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. report potential sources of violations</p>

G&J/N9901

Respect and maintain IPR

	Reflective thinking
	The user/individual on the job needs to know and understand to: SB2. learn from past mistakes and report IPR violations on time
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB3. spot signs of violations and alert authorities in time

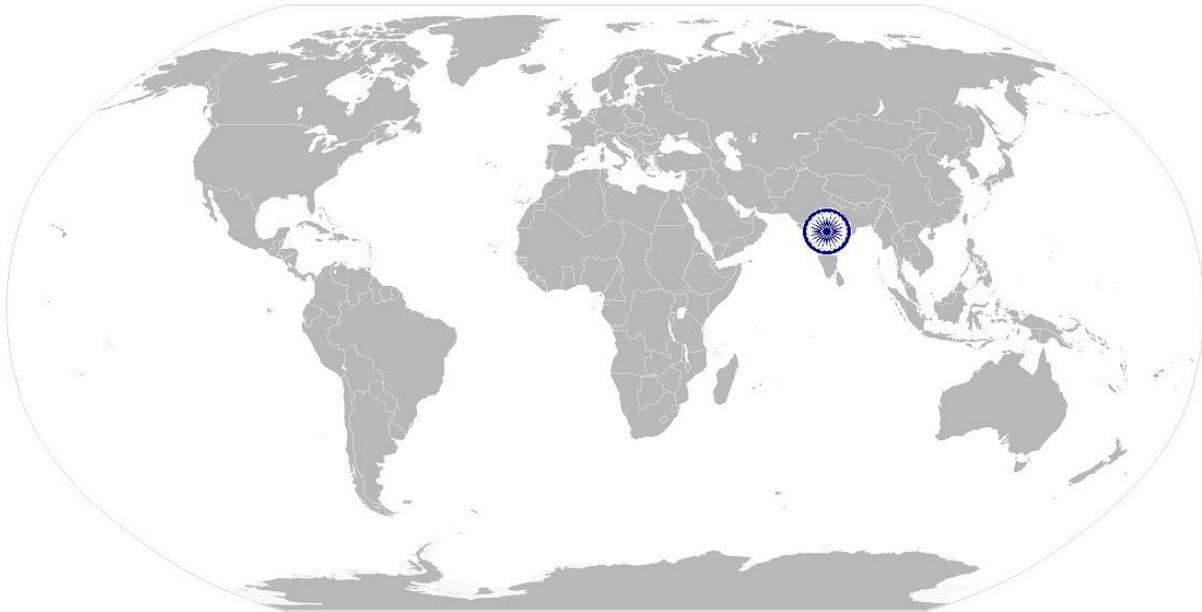


G&J/N9901

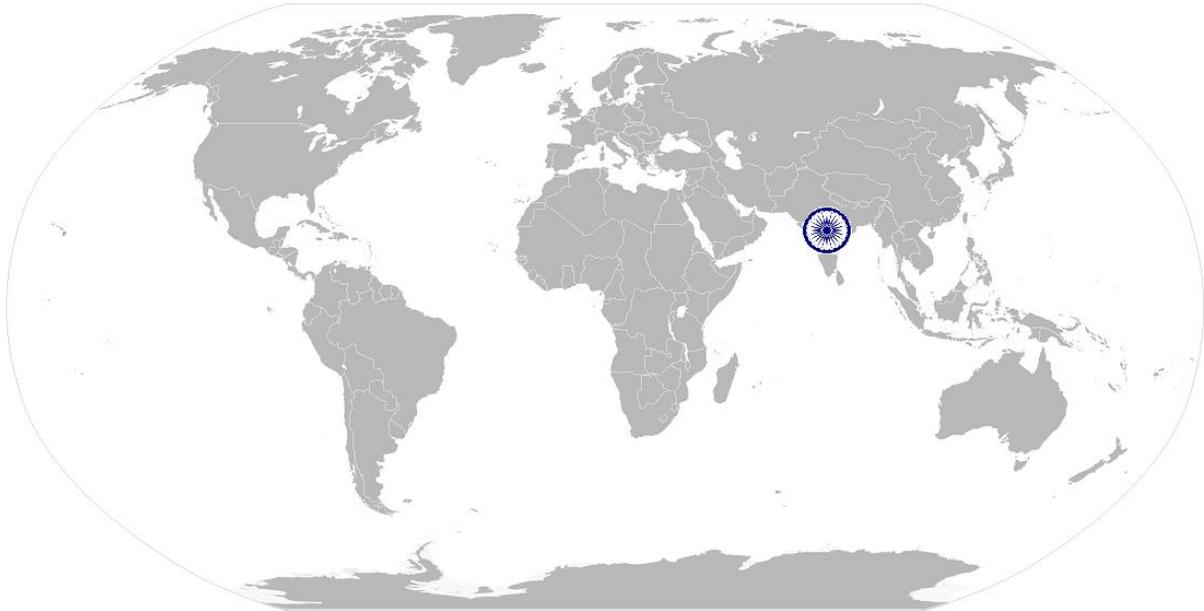
Respect and maintain IPR

NOS Version Control

NOS Code	G&J/N9901		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/08/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	13/08/14
		Next review date	12/08/15



National Occupational Standard



Overview

This unit is about team work and level of communication with colleagues or clients. It determines the ability to work as a team member, share work and multi-task in order to achieve the deliverables on schedule.

G&J/N9903

Coordinate with team, co-workers and seniors

National Occupational Standard

Unit Code	G&J /N9903
Unit Title (Task)	Coordinate with team, co-workers and seniors
Description	This OS unit is about communicating with colleagues, seniors and customers in order to achieve smooth and hazard-free work flow
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Interact with superiors • Interact with team members • Interact with colleagues within and outside the department
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interaction with superiors	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive work instructions and feedback from reporting or other senior</p> <p>PC2. communicate to reporting superior about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</p> <p>PC3. communicate to reporting supervisor about employee management, i.e., shortages or performance related</p> <p>PC4. communicate any potential hazards or expected process disruptions</p> <p>PC5. re-work based on feedback provided by superior on product, process and people</p> <p>PC6. provide documentation as required by senior such as daily reports, job sheets, etc.</p> <p>PC7. understand the work output requirements</p> <p>PC8. comply with company policy and rule</p> <p>PC9. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
Interaction with team members	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC10. allocate work to the team according to their capabilities</p> <p>PC11. explain the expected outcome of each team member</p> <p>PC12. provide training to the team members</p> <p>PC13. discuss and resolve issues concerning team members</p> <p>PC14. understand the team strength and effectively communicate areas of development</p> <p>PC15. train the team members</p>
Interactions with colleagues and other departments	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC16. work as a team with colleagues to ensure smooth work flow and timely delivery</p> <p>PC17. work on feedback and suggestions of colleagues of other departments</p> <p>PC18. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC19. receive feedback from QC and rework in order to complete work on time</p> <p>PC20. put team over individual goals</p>

G&J/N9903

Coordinate with team, co-workers and seniors

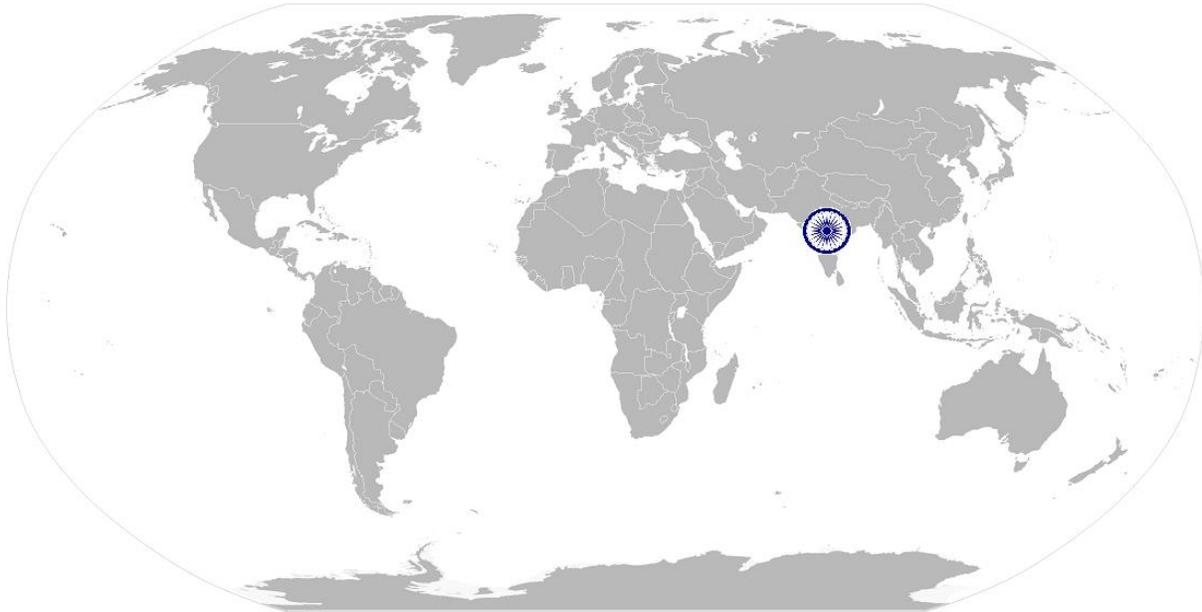
	<p>PC21. resolve conflicts</p> <p>PC22. take appropriate action taken at the right time as per company policy</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and IPR, and personnel management</p> <p>KA2. work flow involved in cast and diamond-set jewellery manufacturing of company</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand how to:</p> <p>KB1. communicate effectively</p> <p>KB2. build team coordination</p> <p>KB3. manage work flow and personnel</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	<p>Communication and motivation skills</p> <p>The individual on the job needs to know and understand:</p> <p>SA1. significance of delivering product to next work process on time</p> <p>SA2. how to motivate team members to deliver required quality of output on time</p> <p>SA3. how to communicate for the purpose of: training, resolving problems related to machines or personnel, giving specific instructions and driving work</p>
B. Professional Skills	<p>Decision making</p> <p>The individual on the job needs to know and understand:</p> <p>SB1. how to anticipate potential areas of disruptions to work process and address before it happens</p> <p>SB2. when to report to superior and when to deal with a colleague individually, depending on the type of concern</p> <p>SB3. how the product has to be processed for giving accurate instructions to team members</p> <p>Reflective thinking</p> <p>The individual on the job needs to know and understand how to:</p> <p>SB4. improve work processes for greater output</p> <p>SB5. resolve inter-personal conflicts among workers and departments</p> <p>Critical thinking</p> <p>The individual on the job needs know and understand how to:</p> <p>SB6. spot process disruptions and delays</p> <p>SB7. allocate work for optimum output of required quality and quantity</p>

G&J/N9903

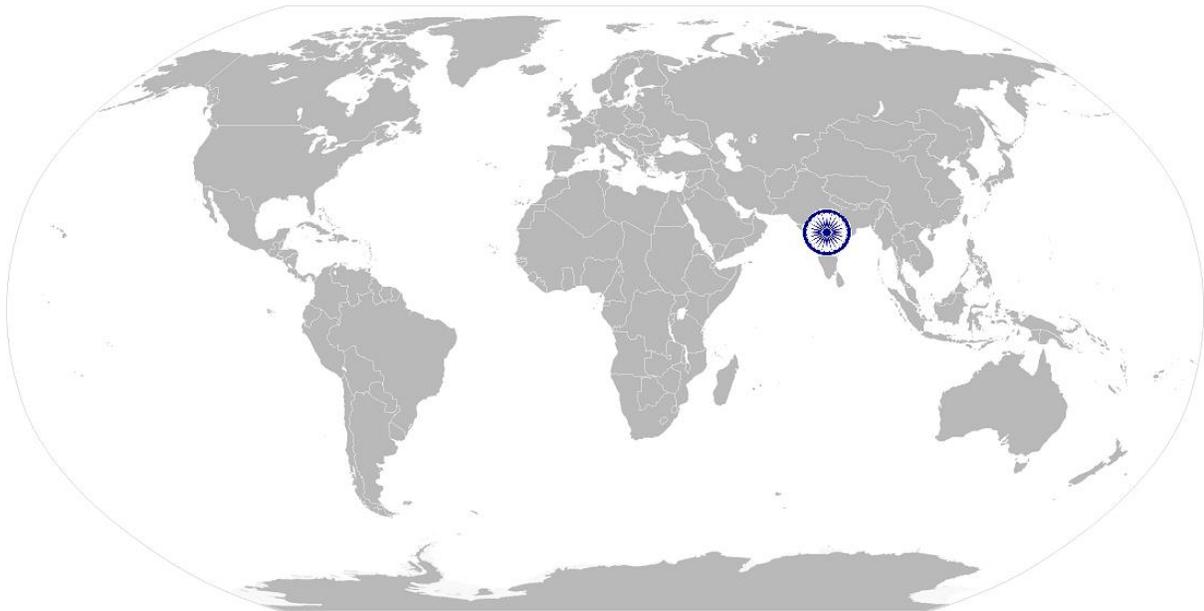
Coordinate with team, co-workers and seniors

NOS Version Control

NOS Code	G&J/N9903		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/08/13
Industry Sub-sector	Cast and diamond-set jewellery	Last reviewed on	13/08/14
		Next review date	12/08/15



National Occupational Standard



Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self and colleagues and maintaining occupational health and safety.

G&J/N9905

Maintain occupational health and safety

National Occupational Standard

Unit Code	G&J/N9905
Unit Title (Task)	Maintain occupational health and safety
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 occupational health and safety
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Understand potential sources of accidents • Use safety gear to avoid accidents • Actively participate in the health and safety awareness campaigns • Communicate to reporting supervisor about:
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Communicating potential accident points	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. understand potential sources of accidents in order to avoid accidents related to use of potentially dangerous chemicals, sharp tools, hazards from machines and other equipment such as heating lamps</p> <p>PC2. spot and report potential hazards on time</p> <p>PC3. follow company policy and rules regarding use of hazardous materials</p> <p>PC4. attend and actively participate in the health and safety campaigns organised by the company</p> <p>PC5. Process flow improvements that can reduce anticipated or repetitive hazards</p> <p>PC6. Mishandling of tools, machines or hazardous materials</p> <p>PC7. Electrical problems that could result in accident</p>
Using safety gear	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC8. use or wear safety gear as per the rules of the company</p> <p>PC9. attend fire drills organised by the company or industrial zone</p> <p>PC10. learn first aid procedure</p> <p>PC11. be alert about designated assembly area in the event of an emergency</p> <p>PC12. read and understand the evacuation and emergency procedures</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: safety and hazards and personnel management</p> <p>KA2. reporting structure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how different chemicals react and what could be the danger from them</p> <p>KB2. how to use machines and tools without suffering bodily harm</p>

G&J/N9905

Maintain occupational health and safety

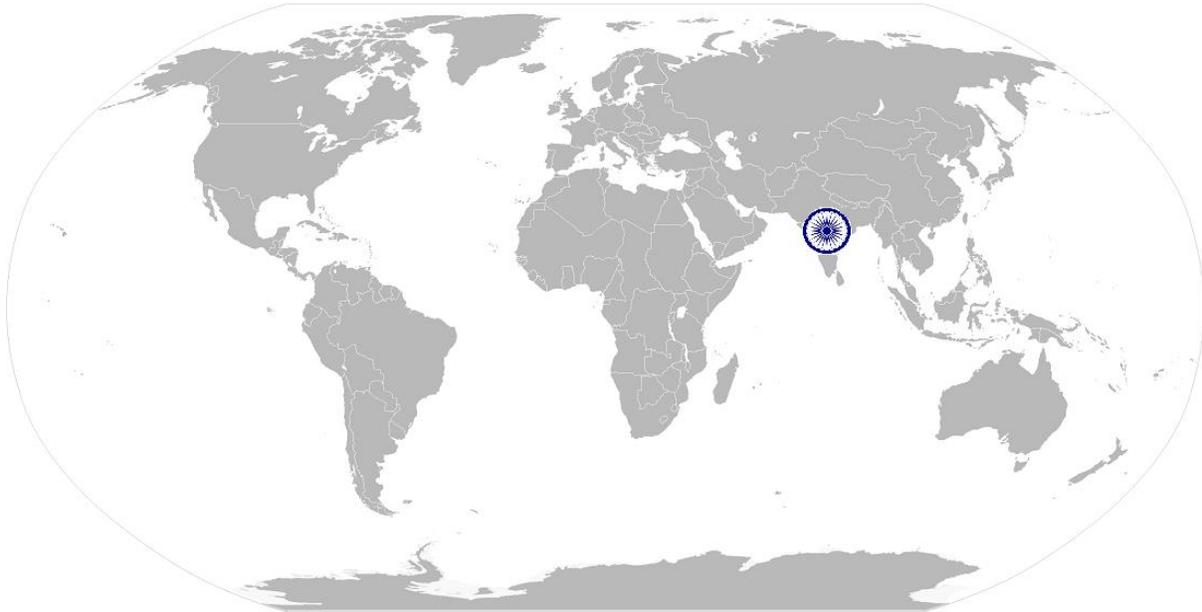
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	Organising skills
	The individual on the job needs to know and understand how to: SA2. keep all the tools in an organised manner so as to avoid accidents SA3. keep the work environment safe and clean
B. Professional Skills	Decision making
	The individual on the job needs to know and understand how to: SB1. report potential sources of danger SB2. follow prescribed procedure in the event of an accident SB3. wear appropriate safety gear to avoid an accident
	Reflective thinking
	The individual on the job needs to know and understand to: SB4. learn from past mistakes regarding use of hazardous machines or chemicals
	Critical thinking
	The individual on the job needs to know and understand how to: SB5. spot dangers
	Decision making
	The individual on the job needs to know and understand how to: SB6. report potential sources of danger SB7. follow prescribed procedure in the event of an accident SB8. wear appropriate safety gear to avoid an accident

G&J/N9905

Maintain occupational health and safety

NOS Version Control

NOS Code	G&J/N9905		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/08/13
Industry Sub-sector	Cast and diamond-set jewellery	Last reviewed on	13/08/14
		Next review date	12/08/15



Definitions

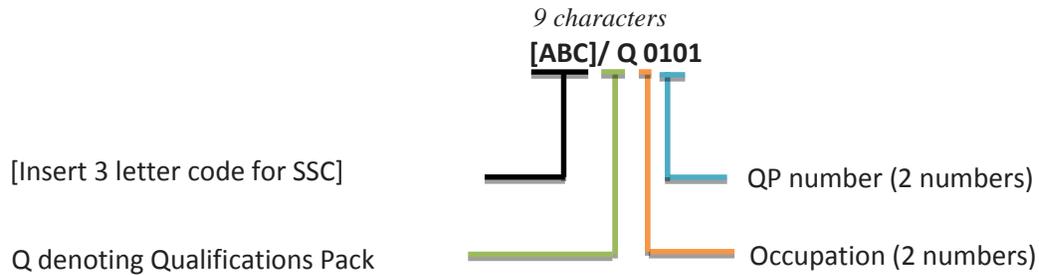
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defied as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish

	specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in 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.
Keywords /Terms	Description
CAD	Computer Aided Design
CAM	Computer Aided Manufacturing
IPR	Intellectual Property Rights
Mohs	Mohs scale of mineral hardness
NOS	National Occupational Standard(s)
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Annexure

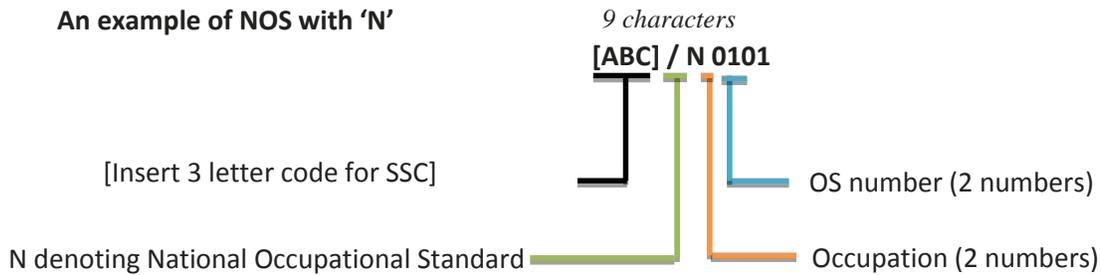
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

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

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-20
Cast and diamond-set jewellery	21-40
Diamond processing	41-60
Gemstone processing	61-80
Jewellery retailing	81-98

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

<u>CRITERIA FOR ASSESSMENT OF TRAINEES</u>					
Job Role		Polishing Supervisor			
Qualification Pack		Polishing Supervisor			
Sector Skill Council		GEMS & JEWELLERY			
To pass the Assessment, a candidate needs to score 50% in Theory and 70% in Practical					
Assessment Strategy				Marks Allocation	
NOS	Elements	Performance Criteria	Theory	Practical	
1. G&J/N3002 Supervise polishing department's functions	Allocating work	PC1. accurately assess worker's capabilities and work load in order to distribute work for maximum productivity	2	10	
		PC2. clearly define delivery schedule and work output requirements	2	10	
		PC3. assess and alert about any disruptions	2	10	
		PC4. motivate workers to multi-task, work on different processes and techniques	2	8	
	Productivity	PC5. polish number of jewellery pieces as per target deliverable given by the company	0	8	
		PC6. appropriately finish surfaces as per design requirement	0	6	
		PC7. polish number of jewellery pieces as per target deliverable given by the company	0	6	
		PC8. appropriately finish surfaces as per design requirement	0	4	
	Problems handling	PC9. resolve problems related to machine, tools and consumable to deliver on time	0	4	
		PC10. resolve problems related to workers and their productivity	0	2	
		PC11. encourage workers to achieve higher productivity	0	2	
	Sub Total			8	70
2. G&J/N9901 Respect & Maintain IPR	Respecting & Maintaining IPR	PC1. be able to spot plagiarism and report	2	0	
		PC2. be aware of patents and IPR	2	0	
		PC3. not be involved in IPR violations	1	0	
	Sub Total			5	0
3. G&J/N9903	Interaction with superior	PC1. understand the work output requirements	2	2	

CRITERIA FOR ASSESSMENT OF TRAINEES					
Coordinate with team and seniors		PC2. comply with company policy and rule	1	1	
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	1	
	Interaction with team members		PC6. understand the team strength and effectively communicate areas of development	1	0
			PC5. train the team members	0	0
	Interactions with colleagues, customers and/or vendors		PC4. put team over individual goals	0	0
			PC5. resolve conflicts and multi-task	0	0
			PC6. take appropriate action taken at the right time as per company policy	0	0
		Sub Total	5	4	
	4. G&J/N9905 Maintain occupational health and safety	Communicating potential accident points	PC1. spot and report potential hazards on time	1	2
PC2. follow company policy and rules regarding use of hazardous materials			1	2	
PC3. deliver quality work on time as required by reporting any anticipated reasons for delays			0	1	
Using safety gear		PC4. use or wear safety gear as per the rules of the company	0	1	
		Sub Total	2	6	
	Total	20	80		

