

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY

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

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Introduction

Qualifications Pack-Supervisor: Wax Setting

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Cast and Diamonds-Set Jewellery

OCCUPATION: Wax setting

REFERENCE ID: G&J/Q2701

ALIGNED TO: NCO-2004/NIL

Supervisor-Wax setting: The Wax Setting Supervisor is in-charge of running the day-to-day work flow and processes of the wax setting department.

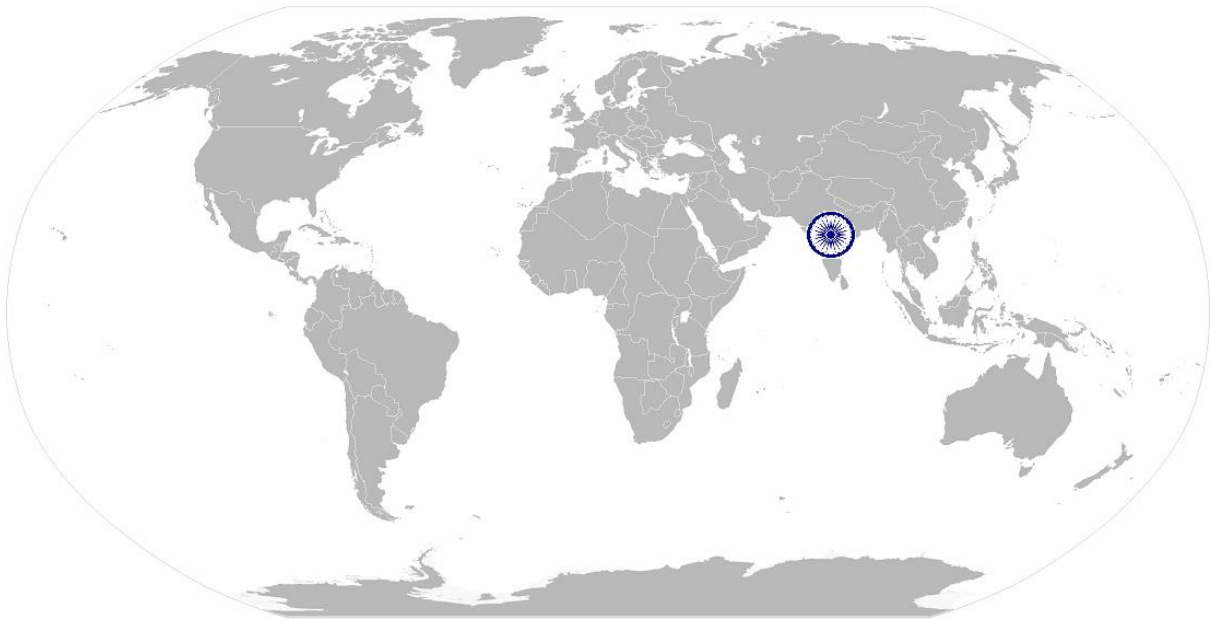
Brief Job Description: The individual allocates work to subordinates workers; trains and educates them; instructs about the job to be performed; checks quality of output; manages departmental accounts along with team and systems; and interacts with other departments in order to set diamonds and gemstones in the wax replica of jewellery piece 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; 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.

Qualifications Pack Code	G&J/Q2701		
Job Role	Supervisor – Wax Setting		
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	Wax setting	Next review date	12/08/15

Job Role	Wax setting supervisor
Role Description	Supervising function of setting diamonds and gemstones in the wax replicas of jewellery pieces
NVSF level	5
Minimum Educational Qualifications	Minimum: 10 th Standard passed
Maximum Educational Qualifications	
Training	Not applicable
Experience	Minimum 3 years of experience in wax setting
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N2701 Supervise wax setting 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 wax setting department; providing information and knowledge; and managing work flow and team.

G&J/N2701

Supervise wax setting department's functions

Unit Code	G&J/N2701
Unit Title (Task)	Supervise wax setting department's functions
Description	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of wax setting functions
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Deliver the wax pieces, diamonds and gemstones to respective team • Provide Instructions to wax setter • Receive diamond and gemstone set wax pieces and quality check • Manage accounts of the products of the wax setting 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. receive wax pieces from wax model making department</p> <p>PC2. collect diamond and gemstone bags from the store keeper</p> <p>PC3. issue wax pieces required for wax setting as per the job sheet to wax setter</p> <p>PC4. handover diamond and gemstone bags to wax setter</p> <p>PC5. allocate work to wax setter according to their work load and level of expertise</p> <p>PC6. instruct respective team member about the delivery time</p> <p>PC7. make available tools, machines and consumables required to complete the job</p> <p>PC8. educate about a new design, jewellery type and demonstrate if required</p> <p>PC9. explain the hazards involved and precautions to be taken to avoid accidents</p> <p>PC10. instruct on the type of diamonds and gemstones to be used as per design or job sheet</p> <p>PC11. instruct on the setting technique to be used such as prong, channel, bead, flush, bezel and pre-cut pave and advance settings such as pave, micro pave, invisible, etc.</p> <p>PC12. instruct on levelling and secure fixing of diamonds and gemstones in wax pieces</p> <p>PC13. instruct on use of specified soldering/locking technique required for the design of jewellery</p> <p>PC14. instruct on finishing of wax pieces by correcting the surface for defects</p> <p>PC15. inform about the final outcome as per the job sheet</p> <p>PC16. accurately assess worker's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC17. clearly define delivery schedule and work output requirements</p> <p>PC18. assess and alert about any disruptions</p> <p>PC19. motivate workers to multi-task, work on different processes and techniques</p>

G&J/N2701

Supervise wax setting department's functions

Checking quality	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC20. maintain cleanliness in department to avoid dust that would create impurities in the wax</p> <p>PC21. receive diamond and gemstone set wax pieces</p> <p>PC22. inspect the diamond and gemstones set wax pieces for surface finish and missing diamonds</p> <p>PC23. perform sample quality check – of wax pieces secure setting of diamond and gemstones as per job sheet</p>
Controlling loss and achieving productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC24. keep accounts for diamonds, gemstones and wax pieces</p> <p>PC25. return QC approved diamond and gemstone set wax pieces to production manager</p> <p>PC26. set number of diamonds and gemstones in wax pieces as per target given by the company</p> <p>PC27. timely deliver diamond and gemstone set wax pieces to next process</p>
Handling problems	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC28. handle any problem faced while casting such as breakage of diamond/fallen diamonds/reflection on the diamond should be understood and preventive measures to be taken in a wax setting</p> <p>PC29. undertake regular maintenance of all machines in the wax setting department</p> <p>PC30. report machine failure</p> <p>PC31. address shortage of diamonds and gemstones</p> <p>PC32. assess and address workforce shortage</p> <p>PC33. identify reasons for anticipated delays that may adversely affect delivery</p> <p>PC34. resolve problems related to machine, tools and consumable to deliver on time</p> <p>PC35. resolve problems related to workers and their productivity</p> <p>PC36. 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:</p> <p>PC37. receive instructions from production manager about deliverables and work flow</p> <p>PC38. interact with stores department to arrange for tools, machines, work space, consumables and other facilities for the workers</p> <p>PC39. give feedback to wax setter and wax model making department</p> <p>PC40. 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:</p> <p>KA1. company's policies on: salaries and wages, incentive system, delivery timelines, safety and hazards, integrity and IPR, and personnel management</p> <p>KA2. work flow involved in jewellery manufacturing company</p> <p>KA3. management of worker, quality and productivity</p> <p>KA4. conflict resolution and problem solving</p> <p>KA5. performance appraisal system of the company</p> <p>KA6. reporting structure</p>

G&J/N2701

Supervise wax setting department's functions

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different setting techniques such as prong, channel, bead, flush, bezel and pre-cut pave and advance settings such as pave, micro pave, invisible, etc.</p> <p>KB2. shape, cut, clarity, carat, weight and physical characteristics of the gemstone or diamond to be set</p> <p>KB3. types of wax and their properties</p> <p>KB4. basics of complete cast and diamond-set jewellery manufacturing process</p> <p>KB5. quality standards as per design or company guidelines</p> <p>KB6. uses of different types of tools for different end results</p> <p>KB7. potential work hazards, particularly, when using wax soldering iron and hand tools</p> <p>KB8. accounting of wax setting 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:</p> <p>SA1. read notes, designs and instructions in terms of wax setting department processes</p> <p>SA2. read company rules and compliance documents required to complete the work</p> <p>SA3. document work flow, quality standards and outcomes as per company policy</p>
	Calculation and Geometry skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. measure size by gauge tool or vernier calipers</p> <p>SA5. count the number of diamonds and gemstones as per job sheet</p>
	Team management
	<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 setting techniques</p> <p>SA11. make progression plan for every team member and give necessary training</p>
B. Professional Skills	Reading the design
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. read design in terms of type of settings required</p> <p>SB2. check quality of wax pieces for any imperfect settings</p>
	Using tools and machines
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. work with wax soldering iron, microscope and pusher</p> <p>SB4. use and maintain tools</p>

G&J/N2701

Supervise wax setting department's functions

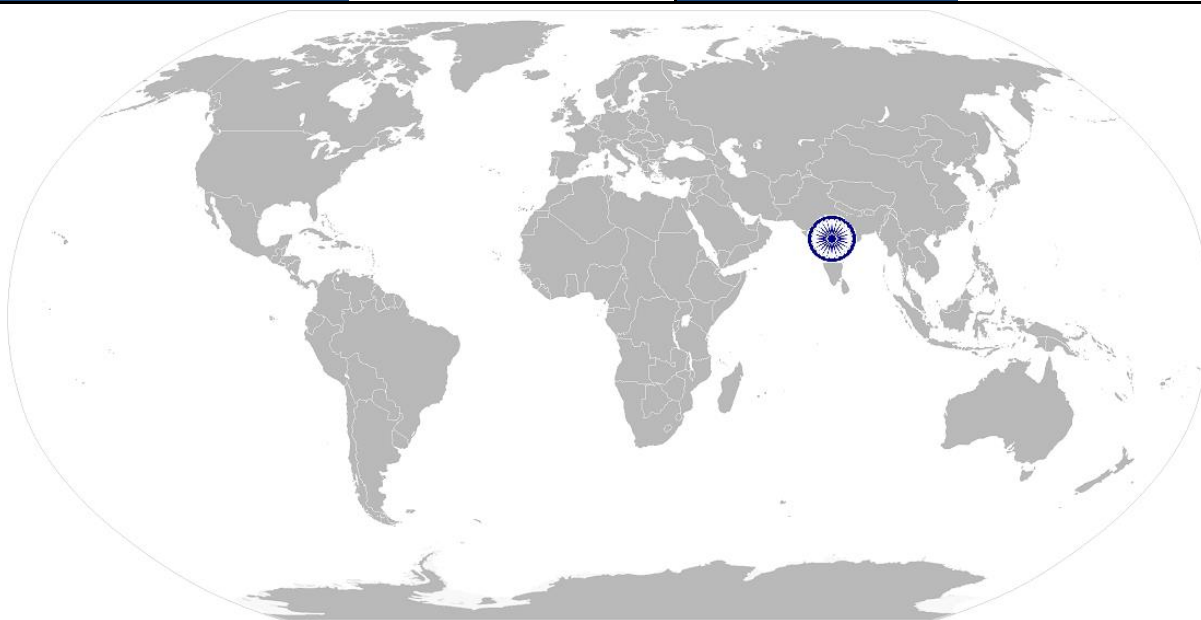
	SB5. organise required toolkit at the work bench for better time management SB6. ensure effective lighting at the work bench SB7. work in a safe environment, i.e., without injuries
	Communication skills
	The user/individual on the job needs to know and understand how to communicate effectively in order to: SB8. give appropriate instructions and feedback to different levels of workers SB9. educate about safety and work hazards SB10. train on productivity and correct steps to follow on the job SB11. inform about IPR issues pertaining to the company and detecting violations SB12. resolve inter-personal conflicts between workers and co-workers
	Reflective thinking
	The user/individual on the job needs to know and understand how to: SB13. use correct posture for performing the job without injuring body parts SB14. improve work processes for greater productivity
	Human resource management skills
	The user/individual on the job needs to know and understand: SB15. stress management SB16. organising work and conflict resolution
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB17. spot process disruption and reasons for delay SB18. arrange for tools, machines and consumables in time

G&J/N2701

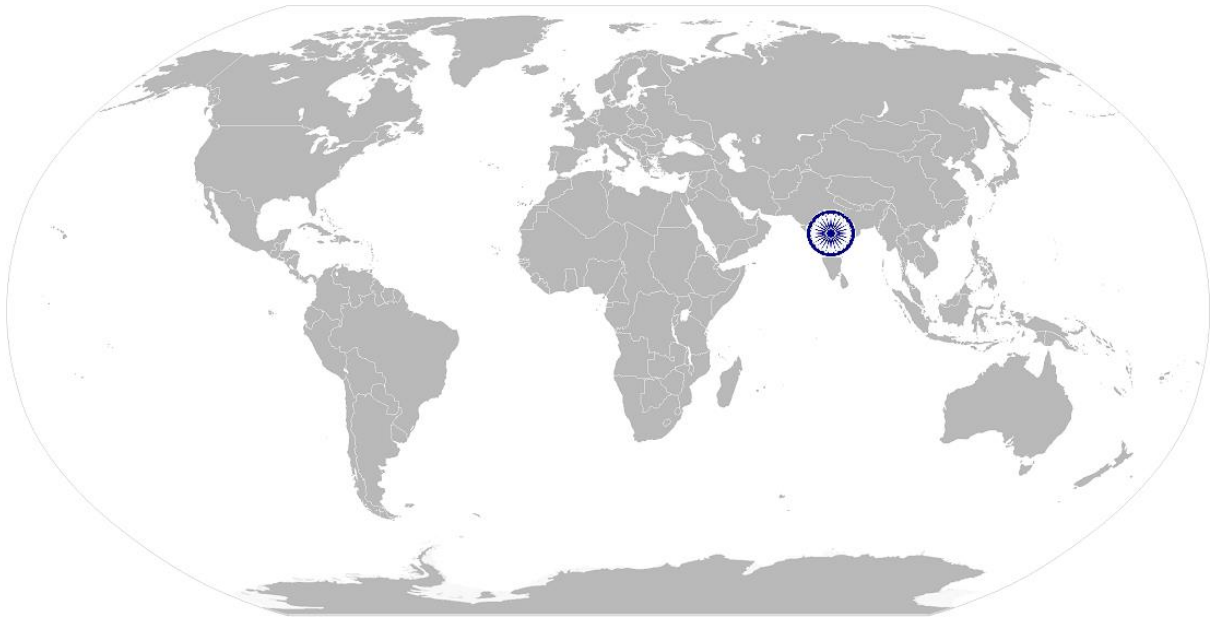
Supervise wax setting department's functions

NOS Version Control

NOS Code	G&J/N2703		
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	Wax setting	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

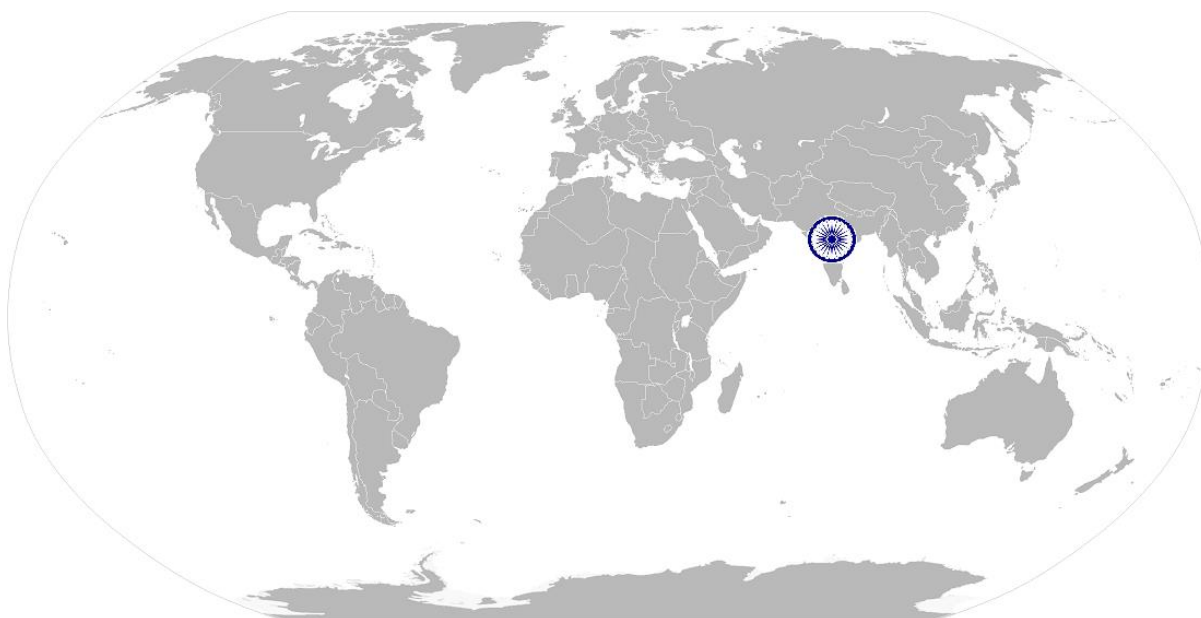
National Occupational Standard

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

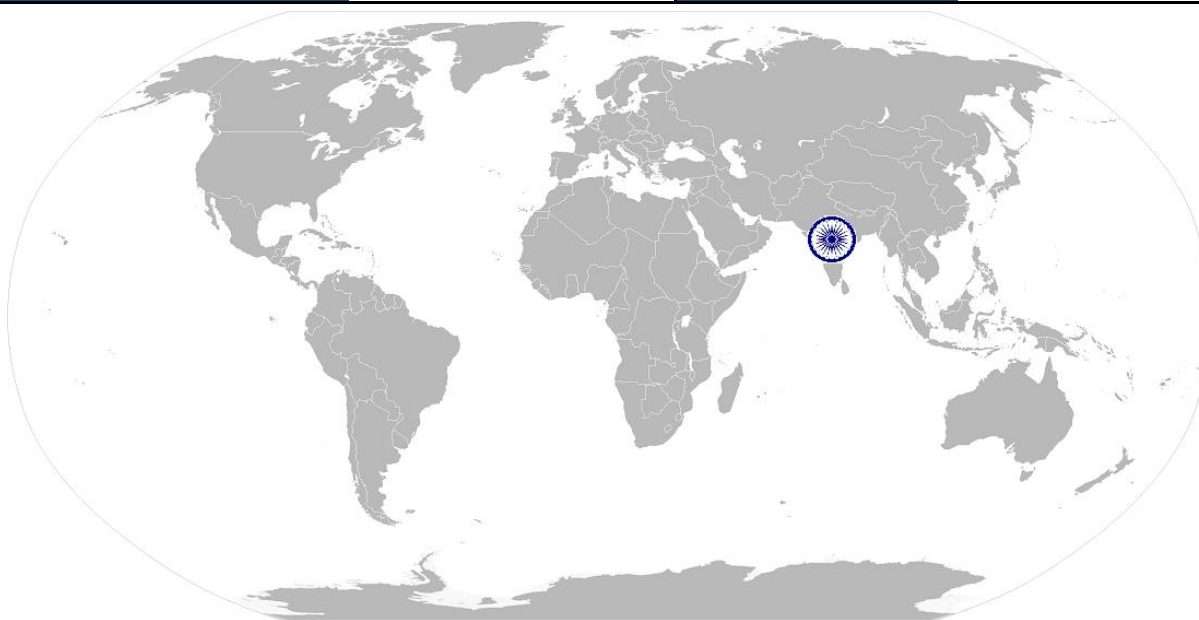


G&J/N9901

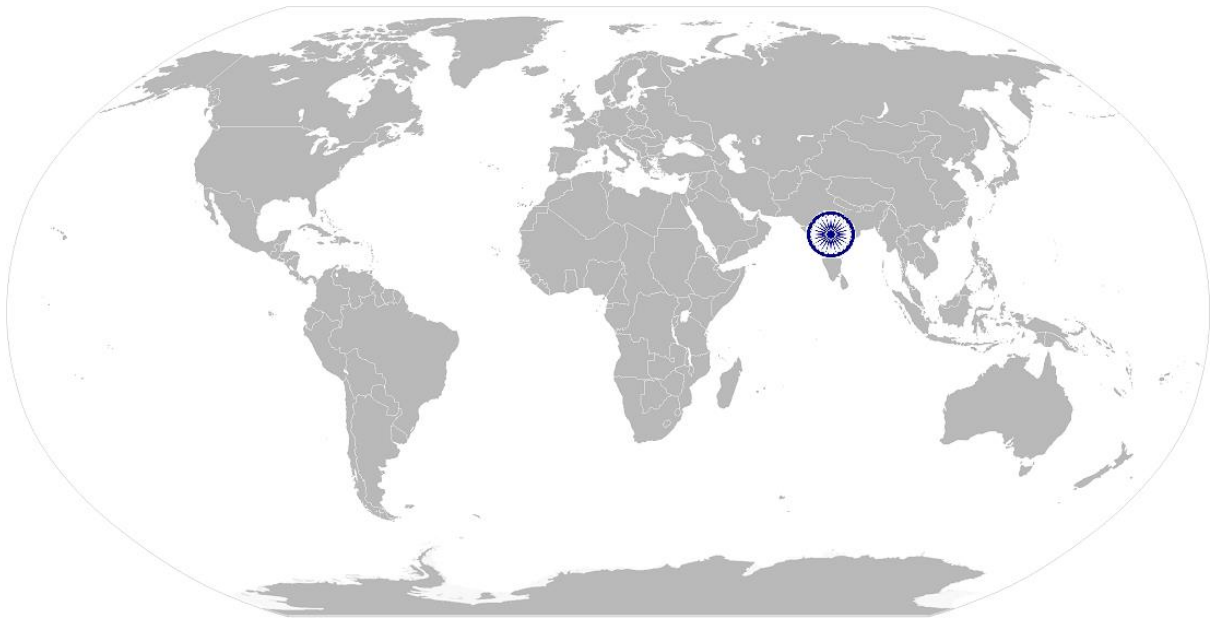
Respect and maintain IPR

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

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> <p>PC21. resolve conflicts</p>

G&J/N9903

Coordinate with team, co-workers and seniors

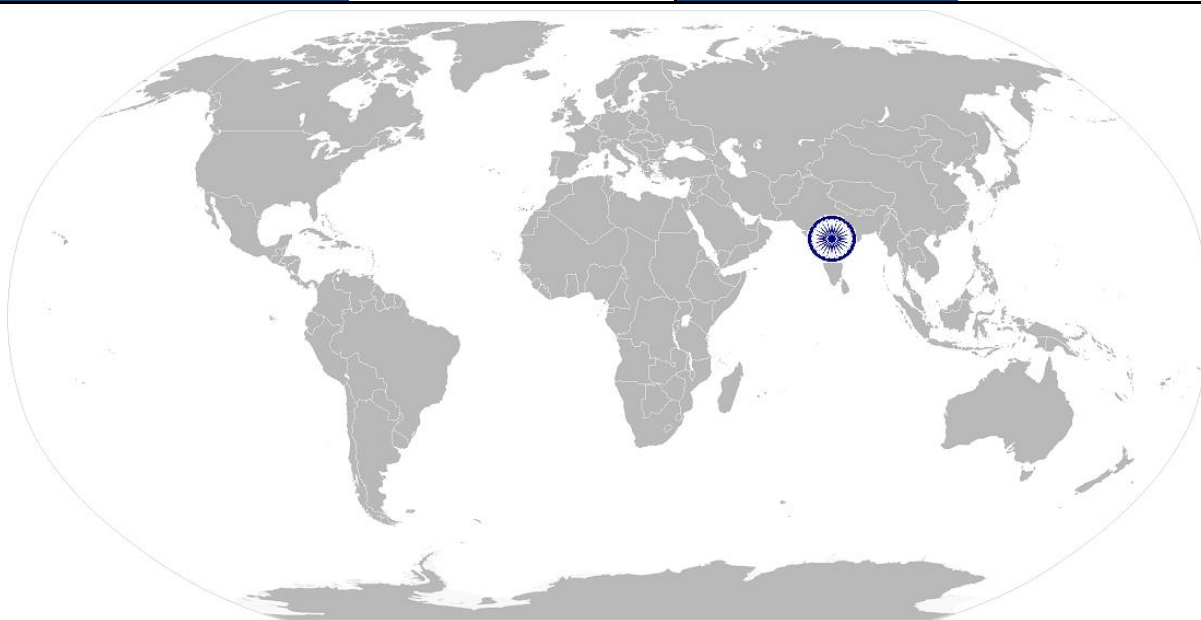
	PC22. take appropriate action taken at the right time as per company policy
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety 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

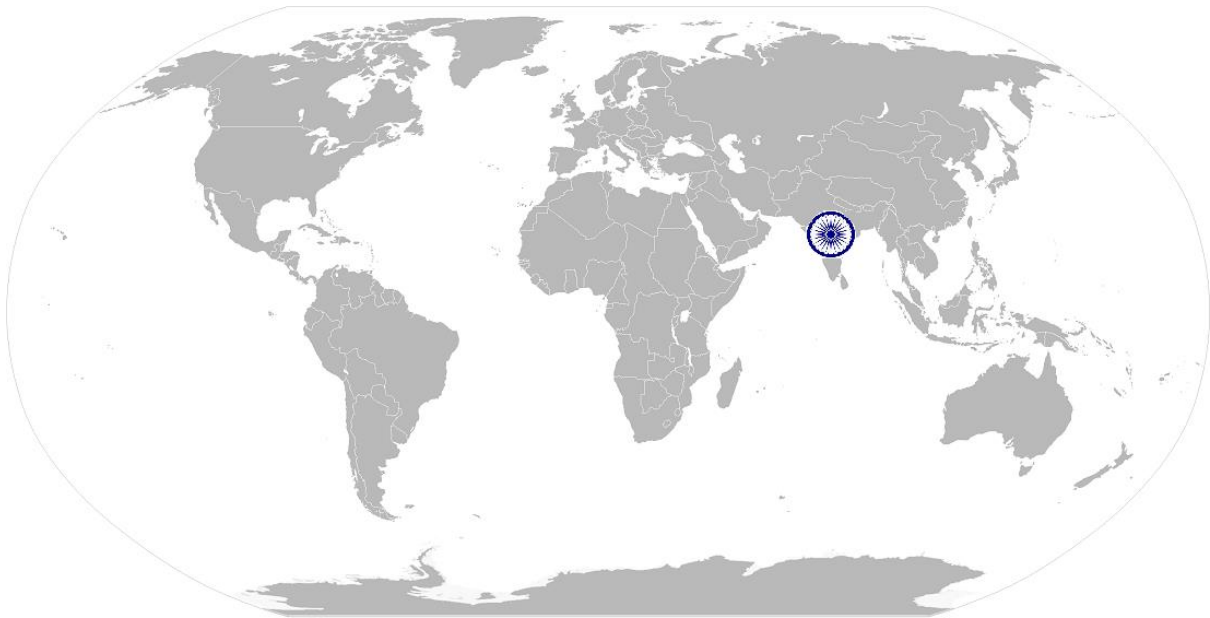
Coordinate with team, co-workers and seniors

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

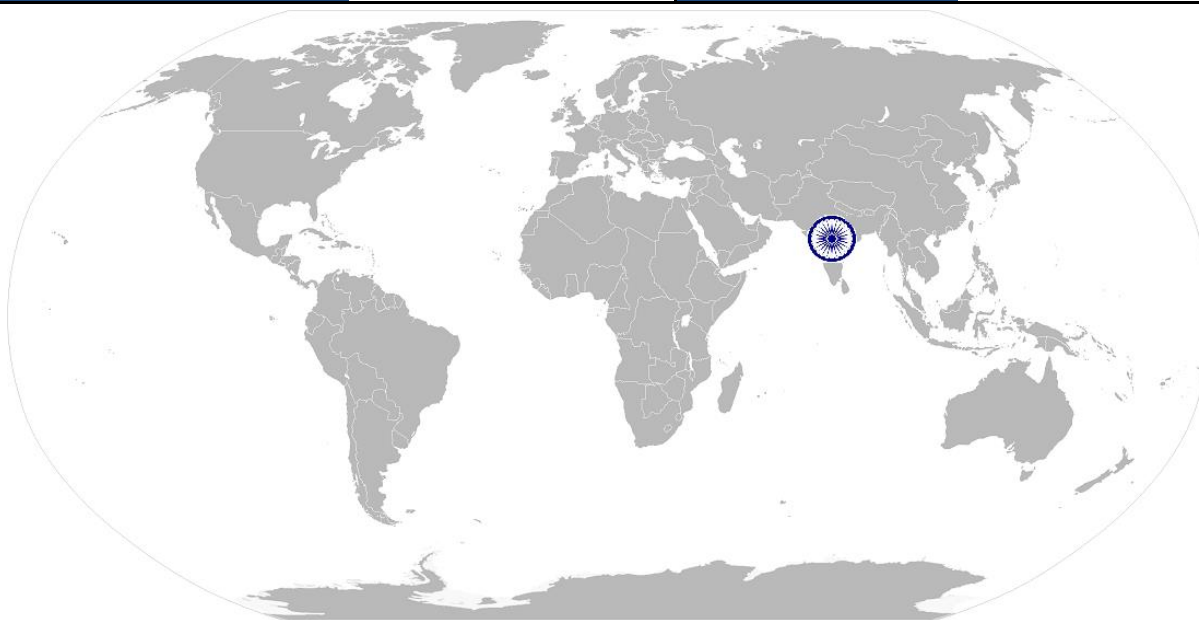
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	Organising skills
	The individual on the job needs to know and understand how to: SA2. keep all the tools in an organised 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

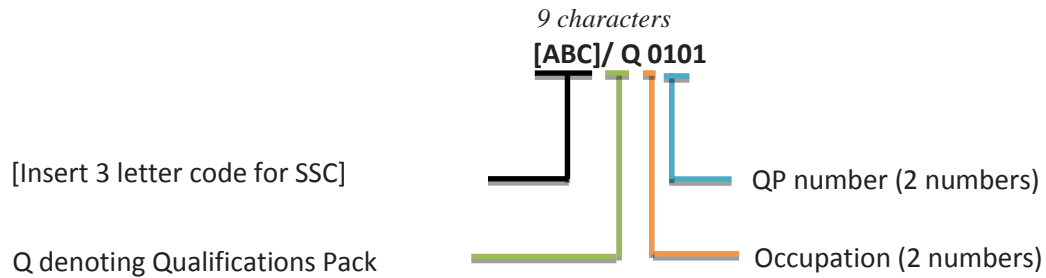
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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.
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

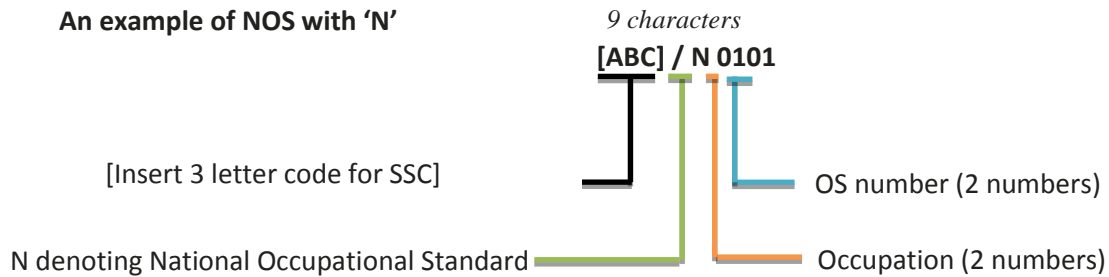
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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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

		CRITERIA FOR ASSESSMENT OF TRAINEES		
Job Role		Wax Setting Supervisor		
Qualification Pack		Wax Setting 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/N2701 Supervise wax setting department's functions	Allocating work	PC1. accurately assess worker's capabilities and work load in order to distribute work for maximum productivity	2	12
		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	PC7. set number of diamonds and gemstones in wax pieces as per target given by the company	2	8
		PC6. timely deliver diamond and gemstone set wax pieces to next process	1	8
	Problems handling	PC7. resolve problems related to machine, tools and consumable to deliver on time	1	6
		PC8. resolve problems related to workers and their productivity	1	4
		PC9. encourage workers to achieve higher productivity	1	4
			Sub Total	14
2. G&J/N9901 Respect & Maintain IPR	Respecting & Maintaining IPR	PC1. be able to spot plagiarism and report	1	0
		PC2. be aware of patents and IPR	1	0
		PC3. not be involved in IPR violations	1	0
		Sub Total		3
3. G&J/N9903 Coordinate with team and seniors	Interaction with superior	PC1. understand the work output requirements	0	2
		PC2. comply with company policy and rule	0	1
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	1
	Interaction with team members	PC6. understand the team strength and effectively communicate areas of development	0	1
		PC5. train the team members	0	1
	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		0

CRITERIA FOR ASSESSMENT OF TRAINEES				
4. G&J/N9905 Maintain occupational health and safety	Communicating potential accident points	PC1. spot and report potential hazards on time	1	1
		PC2. follow company policy and rules regarding use of hazardous materials	1	1
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	1
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	0	1
		Sub Total	3	4
		Total	20	80

