

## 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: Filing and Assembling

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Cast and Diamonds-Set Jewellery

**OCCUPATION:** Filing and Assembling

**REFERENCE ID:** G&J/Q2902

**ALIGNED TO:** NCO-2004/NIL

**Supervisor-Filing and Assembling:** The Filing and Assembling Supervisor is in-charge of running the work flow and processes of the filing and assembling department.

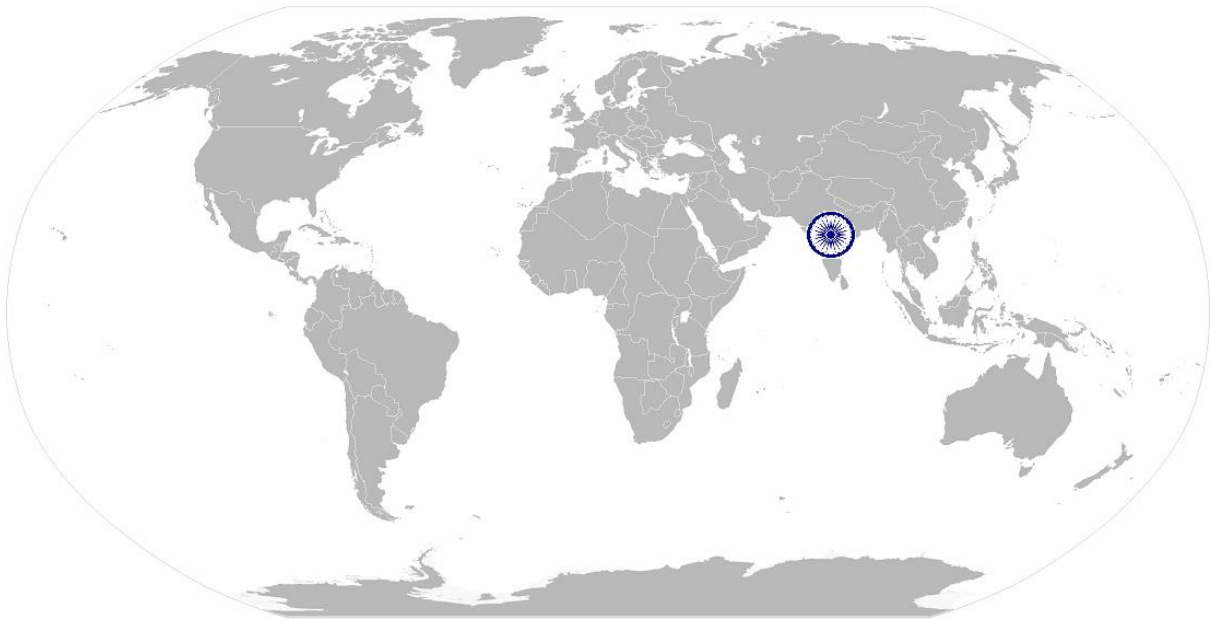
**Brief Job Description:** The individual allocates work to subordinates workers, trains and educates them; instructs about the job to be performed; checks quality of output; manages departmental accounts, team and systems; interacts with other departments in order to rectify casting defects, file and assemble 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; nimble fingers in order to assemble small components; ability to manage a process driven team and a lot of patience. The individual must have ability to improve quality of output of the team.

Qualifications Pack Code	G&J/Q2902		
Job Role	Supervisor – Filing and Assembling		
Credits(NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	29/05/13
Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	13/08/14
Occupation	Filing and Assembling	Next review date	13/08/15

Job Role	Filing and Assembling Supervisor
Role Description	Supervising the functions of filing and assembling department in the cast jewellery manufacturing process
NSQF level	5
Minimum Educational Qualifications	Minimum: 10 <sup>th</sup> Standard passed
Maximum Educational Qualifications	
Training	Not applicable
Experience	Minimum 3 years of experience in filing and assembling
Applicable National Occupational Standards (NOS)	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N2902 Supervise filing and assembling department's functions</a></li> <li><a href="#">G&amp;J/N9901 Respect and maintain IPR</a></li> <li><a href="#">G&amp;J/N9903 Coordinate with team, co-workers and seniors</a></li> <li><a href="#">G&amp;J/N9905 Maintain occupational health and safety</a></li> </ol> <p><b>Optional:</b> Not applicable</p>
Performance Criteria	As described in the relevant OS units

# National Occupational Standard



## Overview

This unit is about supervising the functions of filing and assembling process; providing information and knowledge; and managing work flow and team.

**G&J/N2902**

**Supervise filing and assembling department's functions**

Unit Code	G&J/N2902
Unit Title (Task)	Supervise filing and assembling department's functions
Description	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of filing and assembling functions
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Deliver the cast jewellery pieces to respective team members</li> <li>• Provide Instructions to filer and assembler</li> <li>• Control precious metal loss and damage to stones</li> <li>• Receive filed jewellery pieces and quality check</li> <li>• Manage accounts of the products of the filing and assembling department</li> <li>• Handle or report problems</li> <li>• Interact with inter-departments for the smooth flow of production</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Allocating work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive cast jewellery pieces from casting department</p> <p>PC2. issue cast jewellery pieces required for filing and assembling as per the job sheet to filer and assembler</p> <p>PC3. allocate work to filer and assembler according to their work load and level of expertise</p> <p>PC4. instruct respective team member about the delivery time</p> <p>PC5. make available tools, machines and consumables required to complete the job</p> <p>PC6. educate about a new design, jewellery type and demonstrate if required</p> <p>PC7. explain the hazards involved and precautions to be taken to avoid accidents</p> <p>PC8. the sprue cutting and surface finishing required as per design or job sheet</p> <p>PC9. the filing steps to be conducted to rectify casting defects such as porosity, blisters, bubbles, cracks, etc. , by soldering and hammering</p> <p>PC10. filing processes with file or emery paper or rubber wheel or using tumbling process such as barrel burnishing, centrifugal barrel tumbling, and spindle finishing</p> <p>PC11. filing grooved, contoured, and irregular surfaces of jewellery piece to conform to design specifications</p> <p>PC12. checking and rectifying the dimensions of the ring using ring stick and bangle using bangle stick</p> <p>PC13. solder different components of jewellery pieces including findings</p> <p>PC14. the final outcome as per the job sheet</p> <p>PC15. accurately assess worker's capabilities and work load in order to distribute work for maximum productivity</p> <p>PC16. clearly define delivery schedule and work output requirements</p> <p>PC17. assess and alert about any disruptions</p>

**G&J/N2902**

**Supervise filing and assembling department functions**

	<p>PC18. motivate workers to multi-task, work on different processes and techniques</p> <p>PC19. receive filed and assembled jewellery pieces</p> <p>PC20. inspect the jewellery pieces for surface finish and missing diamonds</p>
<b>Controlling gold and stone loss and; achieving productivity and quality</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC21. collect metal dispersed during the day (dust and fragments)</p> <p>PC22. report metal losses via documentation as per company policy</p> <p>PC23. tally account as per allowed standards for the design</p> <p>PC24. conduct regular and controlled environment cleaning for collection of metal dust</p> <p>PC25. minimise metal loss as per prescribed limits of the company</p> <p>PC26. report any incidents of over prescribed precious metal loss</p> <p>PC27. suggest improvements in order to reduce precious metal loss</p> <p>PC28. avoid damage to the diamonds and precious stones</p> <p>PC29. wash hands at the specified wash basin as per the company's policy</p> <p>PC30. keep accounts of filed and assembled jewellery pieces</p> <p>PC31. return QC approved filed and assembled jewellery pieces to production manager</p> <p>PC32. take corrective measures to control precious metal loss and damage to stones</p> <p>PC33. file and assemble number of jewellery pieces as per target deliverable given by the company</p> <p>PC34. maintain precious metal and stone loss as per prescribed limits of the company</p> <p>PC35. timely deliver filed and assembled jewellery pieces to next process</p>
<b>Handling problems</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC36. conduct regular maintenance of all machines in the filing and assembling department</p> <p>PC37. report machine failure</p> <p>PC38. report missing or damaged diamonds and gemstones</p> <p>PC39. inform about any casting defects such as porosity, blisters, bubbles, cracks, in the frame which cannot be rectified with the filing/soldering processes</p> <p>PC40. assess and address workforce shortage</p> <p>PC41. inform about reasons for anticipated delays that may adversely affect delivery</p> <p>PC42. resolve problems related to machine, tools and consumables to deliver on time</p> <p>PC43. resolve problems related to workers and their productivity</p> <p>PC44. encourage workers to achieve higher productivity</p>
<b>Interacting with other departments</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC45. receive instructions from production manager about deliverables and work flow</p> <p>PC46. interact with stores department to arrange for tools, machines, work space, consumables and other facilities for the workers</p> <p>PC47. give feedback to filer, assembler and other department such as casting and polishing</p> <p>PC48. receive instructions on quality check for any defects and passing them to respective team member</p>



## G&J/N2902

## Supervise filing and assembling department functions

Knowledge and Understanding (K)	
<b>A. Organizational Context</b>	<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>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of abrasives for filing</p> <p>KB2. different types of casting defects such as porosity, blisters, bubbles, cracks,</p> <p>KB3. various jewellery grinding, filing and assembling processes</p> <p>KB4. uses of different types of tools for different end results</p> <p>KB5. basics of complete cast and diamond-set jewellery manufacturing process</p> <p>KB6. quality standards as per design or company guidelines</p> <p>KB7. use of borax powder for soldering process</p> <p>KB8. potential work hazards, particularly, when using soldering torch, motors and sharp tools</p> <p>KB9. accounting of filing and assembling department and documentation</p>
Skills (S) [Optional]	
<b>A. Core Skills/ Generic Skills</b>	<b>Basic reading and writing skills</b>
	<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 filing and assembling 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>
	<b>Measurement skills</b>
	<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. measure the ring and bangle size as per the standard ring/bangle sticks used in different parts of the world defined in the job sheet</p>
	<b>Team management</b>
	<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>

**G&J/N2902**

**Supervise filing and assembling department functions**

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 finishing required</p> <p>SB2. check quality of cast jewellery pieces for any defects</p>
	Using tools and machines
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. identify tools, equipment and procedures required for removing the sprue and extra metal from the castings</p> <p>SB4. use following key tools, machines and consumables for filing and assembling:</p> <ul style="list-style-type: none"> <li>• files – mill files, hand files, joint round edge, half round, knife files, pippin files, square, diamond files, needle files, etc.</li> <li>• file handles and cleaning tools</li> <li>• emery paper for finishing</li> <li>• rotating grinders</li> <li>• rubber wheel</li> <li>• tumbling machine such as barrel burnishing, centrifugal barrel tumbling, spindle finishing, etc.</li> <li>• ring and bangle sticks</li> <li>• soldering torch</li> <li>• hammers and mallets, saws, pliers and cutters</li> <li>• clamps</li> <li>• fuel (natural gas, propane, acetylene) with air/oxygen</li> <li>• saw frames and saw blades</li> <li>• flex shaft motorized hand-piece</li> <li>• work holders</li> <li>• hand pieces</li> <li>• flex shaft/micro meter</li> <li>• gauges</li> <li>• magnifiers</li> <li>• high speed motor</li> </ul> <p>SB5. organise required toolkit at the work bench for better time management</p> <p>SB6. ensure effective lighting at the work bench</p> <p>SB7. work in a safe environment, i.e., without injuries</p>
	Communication skills
	<p>The user/individual on the job needs to know and understand how to communicate effectively in order to:</p> <p>SB8. give appropriate instructions and feedback to different levels of workers</p> <p>SB9. educate about safety and work hazards</p> <p>SB10. train on productivity and correct steps to follow on the job</p> <p>SB11. inform about IPR issues pertaining to the company and detecting violations</p> <p>SB12. resolve inter-personal conflicts between workers and co-workers</p>
	Assembling technique
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. achieve correct level of soldering in order to join the different components of jewellery piece</p> <p>SB14. ensure linking for different product types as per design requirement and utility</p>

**G&J/N2902**

**Supervise filing and assembling department functions**

	of the product
	<b>Reflective thinking</b>
	The user/individual on the job needs to know and understand how to: SB15. plan and train team members about grinding and filing process in such a way that improves surface finish and reduces gold losses SB8. use correct posture for performing the job without injuring body parts SB16. reduce precious metal loss SB17. place the tools on the working bench for effective work management SB18. improve productivity and increase efficiency based on past working experience
	<b>Human Resource Management skills</b>
	The user/individual on the job needs to know and understand: SB19. stress management SB20. organising work and conflict management
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how to: SB21. use logic and reasoning to identify the probable solutions for correcting defects of cast jewellery pieces SB22. spot process disruption and reasons for delay SB23. arrange for tools, machines and consumables in time



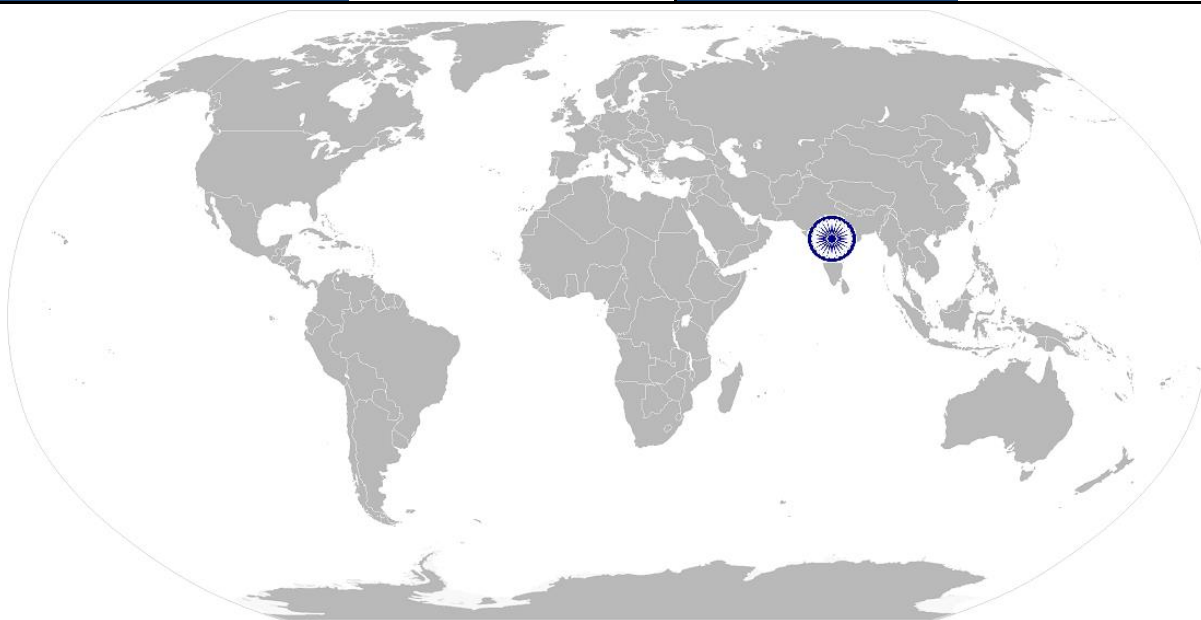


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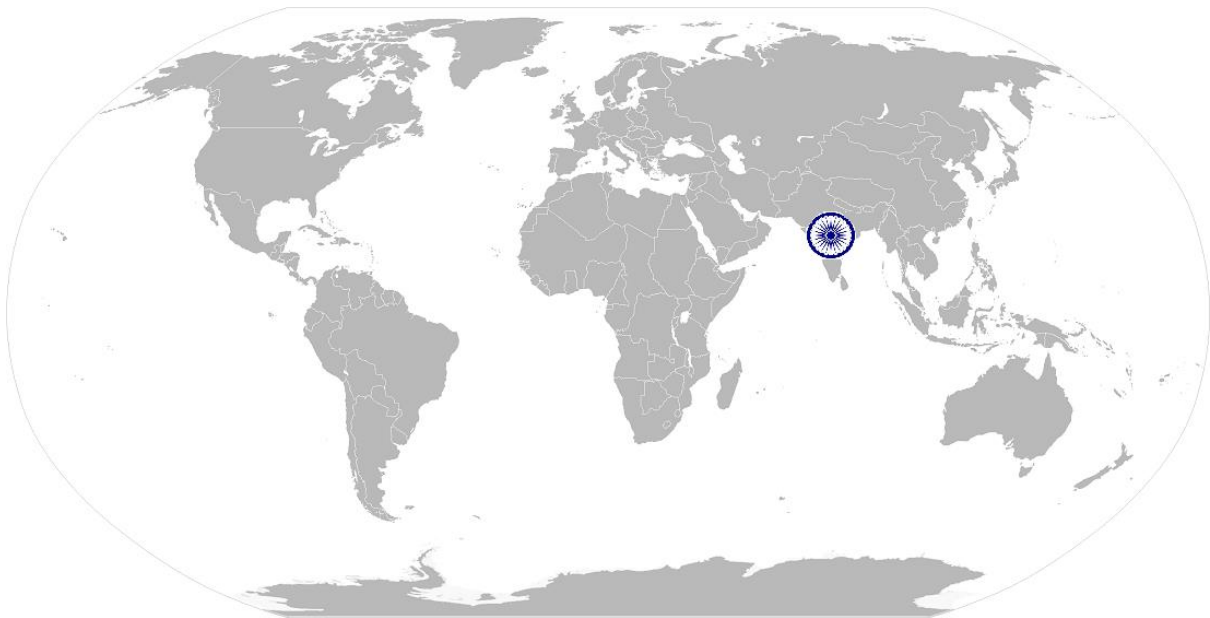
**Supervise filing and assembling department functions**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N2902</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>29/05/13</b>
<b>Industry Sub-sector</b>	<b>Cast and Diamond-set Jewellery</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
<b>Occupation</b>	<b>Filing and Assembling</b>	<b>Next review date</b>	<b>13/08/15</b>



# 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**

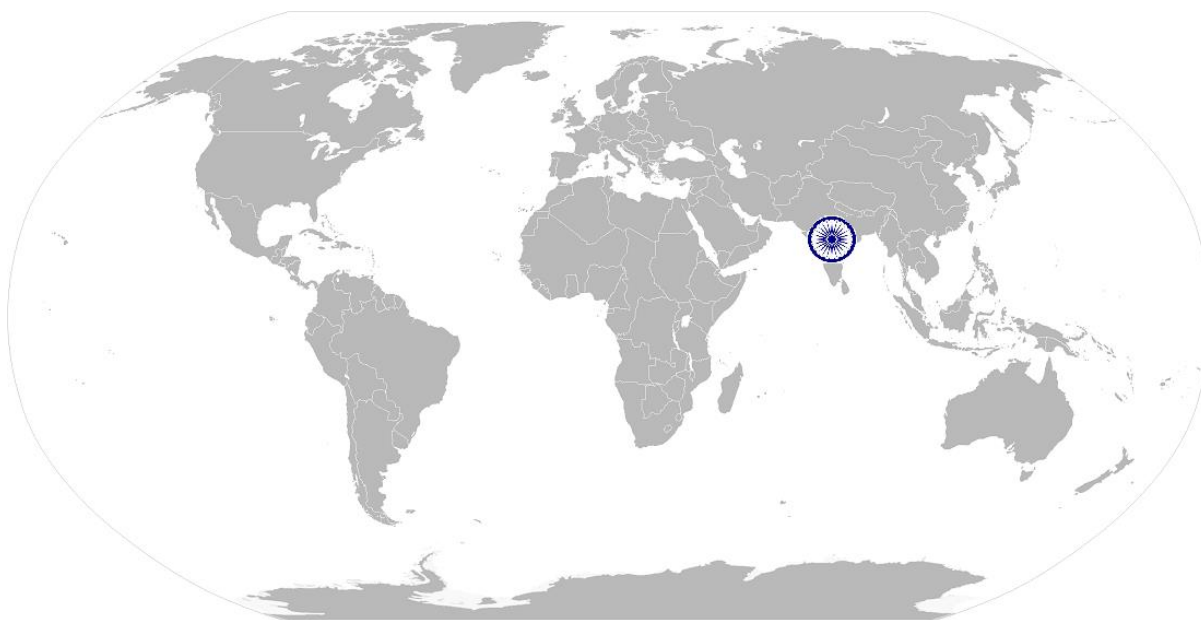
**National Occupational Standard**

<b>Unit Code</b>	<b>G&amp;J/N9901</b>
<b>Unit Title (Task)</b>	<b>Maintain IPR of company and respect IPR of other companies</b>
<b>Description</b>	This OS unit is about protecting company's IPR and avoiding infringement to IPR of other companies
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Protect company's Intellectual Property Rights (IPR)</li> <li>Avoid infringement to IPR of other companies</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Respecting and Maintaining IPR</b>	<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>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<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>B. Technical Knowledge</b>	<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>
<b>Skills (S) [Optional]</b>	
<b>C. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	<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>
<b>D. Professional Skills</b>	<b>Decision making</b>
	<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**

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

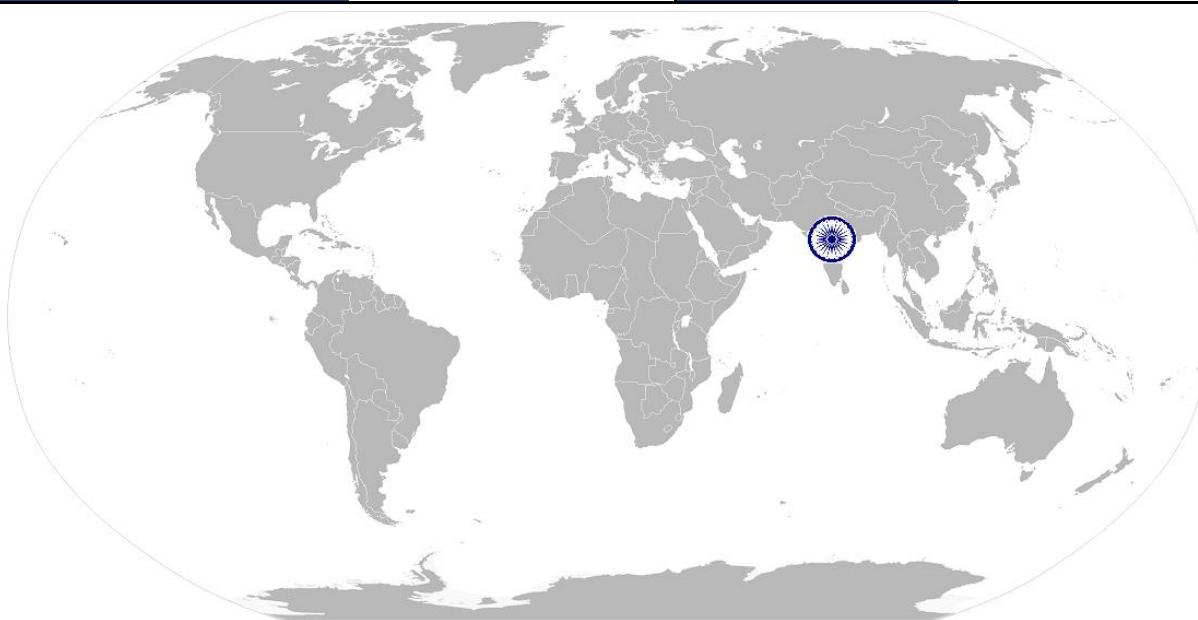


**G&J/N9901**

**Respect and maintain IPR**

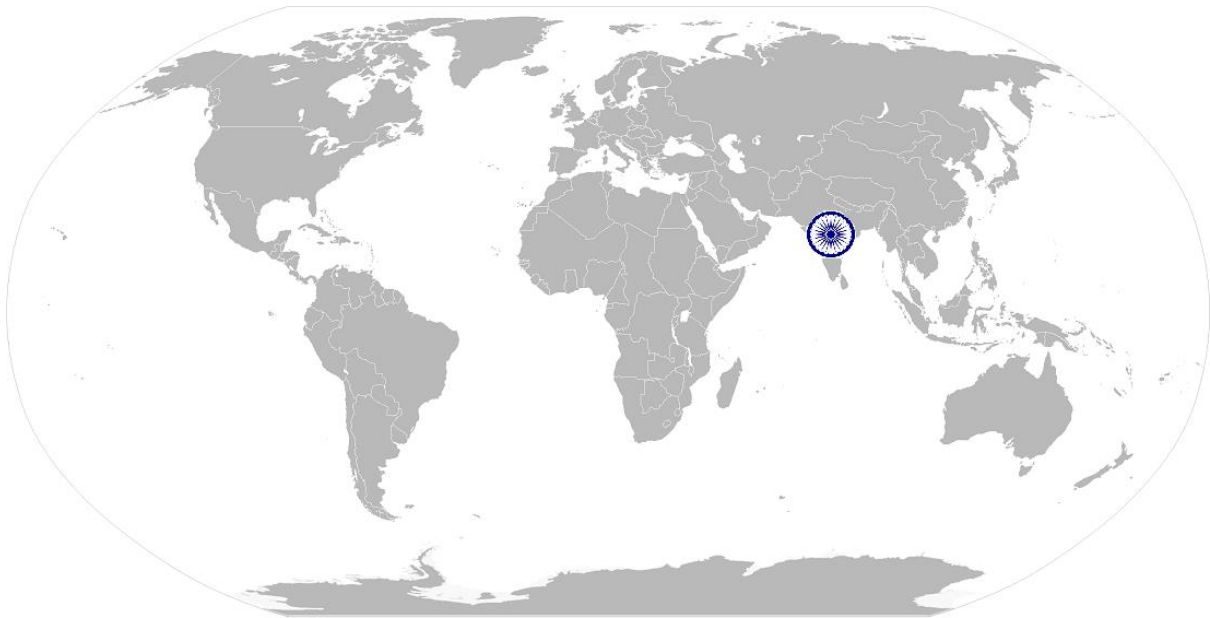
## **NOS Version Control**

NOS Code	G&J/N9901		
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Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	13/08/14
		Next review date	13/08/15





# 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"> <li>• Interact with superiors</li> <li>• Interact with team members</li> <li>• Interact with colleagues within and outside the department</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Interaction with superiors</b>	<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>
<b>Interaction with team members</b>	<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>
<b>Interactions with colleagues and other departments</b>	<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>

**G&J/N9903**

**Coordinate with team, co-workers and seniors**

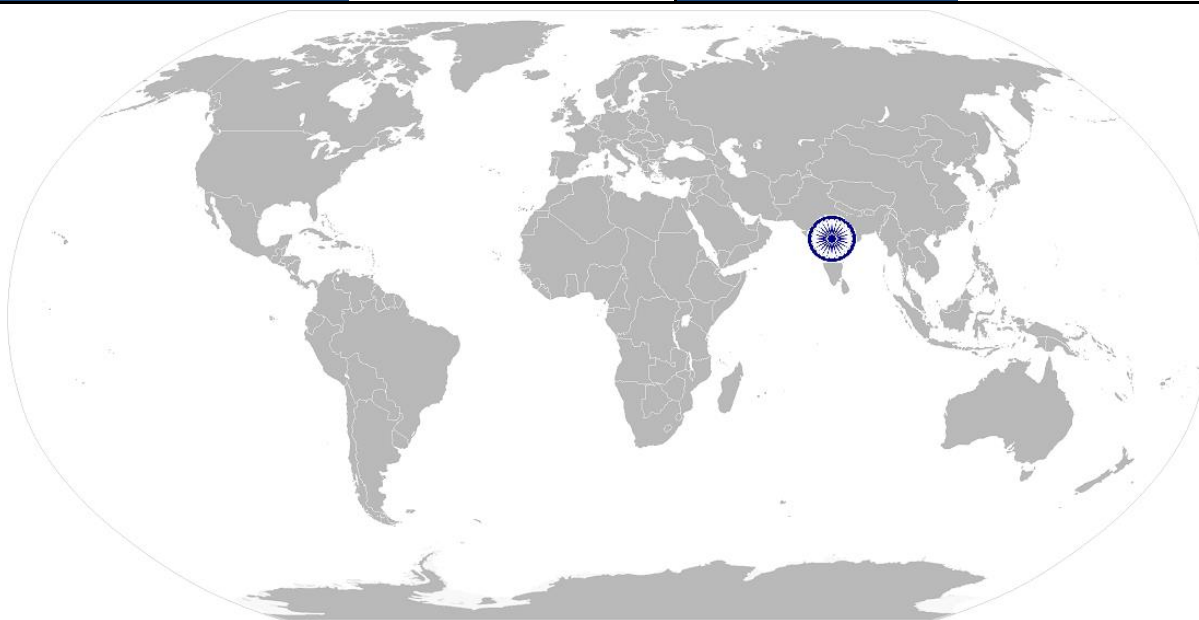
	<p>PC20. put team over individual goals</p> <p>PC21. resolve conflicts</p> <p>PC22. take appropriate action taken at the right time as per company policy</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. 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>B. Technical Knowledge</b>	<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>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Communication and motivation skills</b></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>B. Professional Skills</b>	<p><b>Decision making</b></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><b>Reflective thinking</b></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><b>Critical thinking</b></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**

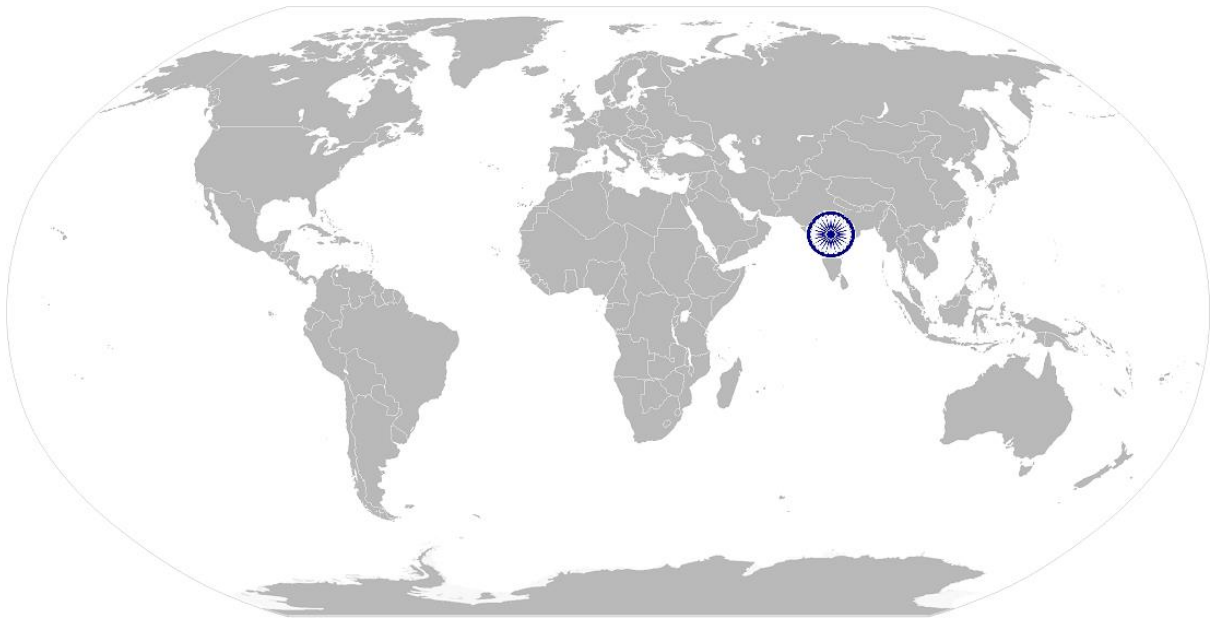
**Coordinate with team, co-workers and seniors**

## **NOS Version Control**

NOS Code	G&J/N9903		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and diamond-set jewellery	Last reviewed on	13/08/14
		Next review date	13/08/15



# 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

<b>Unit Code</b>	<b>G&amp;J/N9905</b>
<b>Unit Title (Task)</b>	<b>Maintain occupational health and safety</b>
<b>Description</b>	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
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Understand potential sources of accidents</li> <li>• Use safety gear to avoid accidents</li> <li>• Actively participate in the health and safety awareness campaigns</li> <li>• Communicate to reporting supervisor about:</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Communicating potential accident points</b>	<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>
<b>Using safety gear</b>	<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>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<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>B. Technical Knowledge</b>	<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**

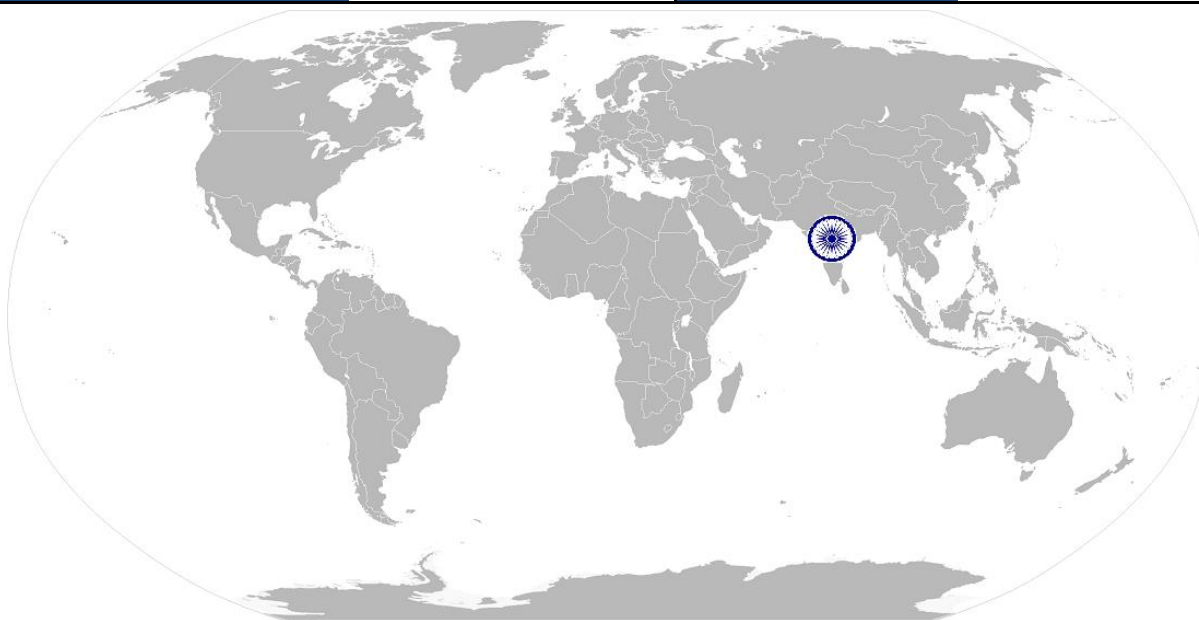
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	<b>Organising skills</b>
	The individual on the job needs to know and understand how to: SA2. keep all the tools in an organised manner so as to avoid accidents SA3. keep the work environment safe and clean
<b>B. Professional Skills</b>	<b>Decision making</b>
	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
	<b>Reflective thinking</b>
	The individual on the job needs to know and understand to: SB4. learn from past mistakes regarding use of hazardous machines or chemicals
	<b>Critical thinking</b>
	The individual on the job needs to know and understand how to: SB5. spot dangers
	<b>Decision making</b>
	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	29/05/13
Industry Sub-sector	Cast and diamond-set jewellery	Last reviewed on	13/08/14
		Next review date	13/08/15



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

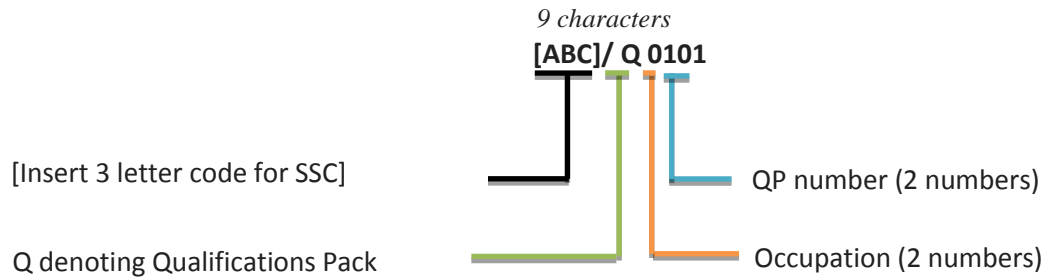
	specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. 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

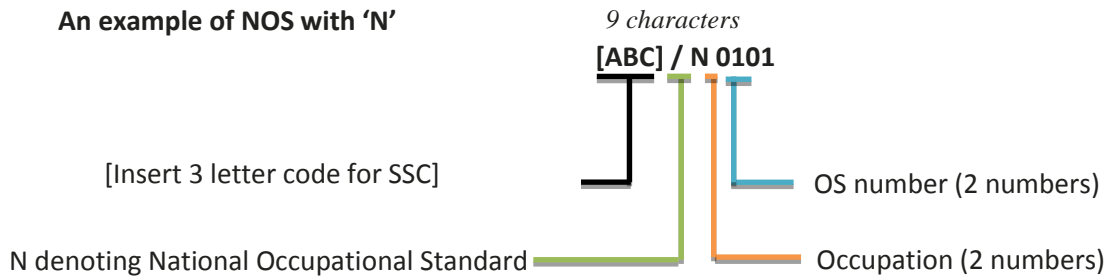
### Nomenclature for QP and NOS

#### 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	Filing & Assembling Supervisor				
Qualification Pack	Filing & Assembling 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/N2902 Supervise filing and assembling department's functions	Alocating 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	9	
		PC4. motivate workers to multi-task, work on different processes and techniques	2	8	
	Productivity and quality	PC5. file and assemble number of jewellery pieces as per target deliverable given by the company	1	8	
		PC6. maintain precious metal and stone loss within prescribed limit for the design	1	7	
		PC7. timely deliver filed and assembled jewellery pieces to next process	0	6	
	Problems handling	PC8. resolve problems related to machine, tools and consumables to deliver on time	0	4	
		PC9. resolve problems related to workers and their productivity	0	4	
		PC10. encourage workers to achieve higher productivity	0	4	
		Sub Total	10	70	
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	0
3. G&J/N9903 Coordinate with team co-workers and others	Interaction with superior	PC1. understand the work output requirements	1	1	
		PC2. comply with company policy and rule	1	1	
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	2	1	
		Interaction with team	PC4. understand the team strength and effectively communicate areas of development	1	1

CRITERIA FOR ASSESSMENT OF TRAINEES				
	members	PC5. train the team members	0	1
	Interactions with colleagues, customers and/or vendors	PC6. put team over individual goals	0	0
		PC7. resolve conflicts and multi-task	0	0
		PC8. follow company policy and rules regarding use of hazardous materials	0	0
		<b>Sub Total</b>	<b>5</b>	<b>5</b>
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	1
		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
		<b>Sub Total</b>	<b>2</b>	<b>5</b>
		<b>Total</b>	<b>20</b>	<b>80</b>

