

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-Hand Sketch Designer (Advanced)

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Cast and Diamonds-Set Jewellery

OCCUPATION: Designing and Product Development

REFERENCE ID: G&J/Q2304

ALIGNED TO: NCO-2004/3471.90

Hand Sketch Designer (Advanced): A hand-sketch designer is known as 'Designer' in cast and diamond-set jewellery manufacturing in India. The hand-sketch designer draws jewellery designs on paper and computer based on the Merchandiser's concept.

Brief Job Description: The individual at work uses stationery and measuring tools to create a range of jewellery design by hand. The individual also uses CorelDRAW (graphic design software) to adjust contrast, provide colour balance and fill colours to jewellery design.

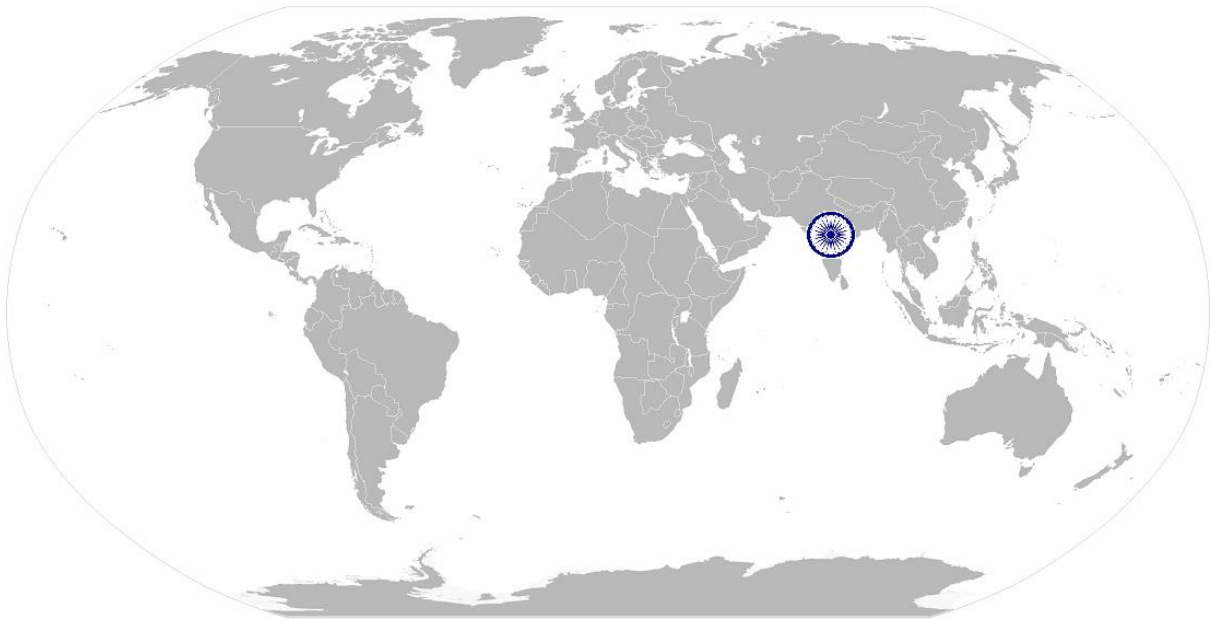
Personal Attributes: The job requires the individual to have: hand-eye coordination; creative thought process; attention to details; ability to present designs made and work in a sitting position.

Job Details

Qualifications Pack Code	G&J/Q2304		
Job Role	Hand Sketch Designer (Advanced)		
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	Designing & Product Development	Next review date	12/08/15

Job Role	Hand Sketch Designer (Advanced) Also known as 'Designer'
Role Description	Sketching by hand, jewellery design drawings, which are practical and fashionable
NSQF level	4
Minimum Educational Qualifications	Not applicable
Maximum Educational Qualifications	
Training	Basic computer skills
Experience	Not applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N2304 Draw creative jewellery designs G&J/N9901 Respect and maintain IPR G&J/N9902 Coordinate with others 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 drawing jewellery designs manually and then adjusting its contrast as well as providing colour balance and fill colours – using CorelDRAW software.

G&J/N2302

Draw creative jewellery designs

Unit Code	G&J/N2304
Unit Title (Task)	Draw advanced and creative jewellery designs
Description	This OS unit is about drawing advance jewellery designs based on the design concepts
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Receive or procure jewellery design concepts and instructions: • Draw jewellery designs • Return prepared designs to merchandiser and/or product development head • Organise data • Report problems related
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Drawing advanced jewellery designs	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive design inputs from customers, merchandiser, marketing department and product development head</p> <p>PC2. receive design inputs from various jewellery design publications, exhibitions, internet, websites of prominent jewellery companies, etc.</p> <p>PC3. read design concepts and instructions in terms of size, dimensions, shapes, materials</p> <p>PC4. draw basic shapes of jewellery designs</p> <p>PC5. identify different textures and shapes of jewellery designs</p> <p>PC6. prepare designs considering cut and shape of diamond and stone</p> <p>PC7. upload paper sketch design on computer and modify using software tools such as Photoshop, Corel DRAW, etc.</p> <p>PC8. use software tools to provide colour balance and fill colours to jewellery designs as well as adjust the contrast as per instructions</p> <p>PC9. generate working hands sketch designs highlighting with specific colours dimensioning</p> <p>PC10. provide design details like category(e.g., bangle), dimensions of the design, diamonds and stones to be set (e.g., numbers, sizes, types), approximate metal weight</p> <p>PC11. draw jewellery designs from different positions (views)</p> <p>PC12. draw clear sketches, detailed drawings, illustrations, artwork, or blueprints, using drawing stationary</p> <p>PC13. provide accurate information and data provided on overall dimensions of diamond and stones in terms of number, size and type</p>
Achieving productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC14. self-check each design in terms of dimensions, rendering and colour highlights</p> <p>PC15. ensure timely delivery of the required number of approved designs</p> <p>PC16. modify design based on feedback</p> <p>PC17. deliver jewellery designs in time</p> <p>PC18. create number of successful designs prepared as per target given</p>

G&J/N2304

Draw creative jewellery designs

	<p>PC19. complexity of concepts and designs</p> <p>PC20. reasons for anticipated delays that may adversely affect delivery of designs to product development team</p>
Maintaining quality standards	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC21. store files and folder</p> <p>PC22. present designs to merchandiser and/or product development manager and after their approval transfer design to CAD designer</p> <p>PC23. create well balanced designs based on inputs from marketing and product development</p> <p>PC24. design presentation to clients and/or national and international competitions</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: quality, delivery timelines, safety and hazards, integrity and IPR, and personnel management</p> <p>KA2. importance of the individual's role in the workflow</p> <p>KA3. reporting structure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how to use computers and software such as MS office, internet, CorelDRAW, Photoshop, etc.</p> <p>KB2. the principles of technical drawing of jewellery designs</p> <p>KB3. different type of jewellery products rings, bracelets, pendants, etc.</p> <p>KB4. different types of diamonds and stones, colours, cuts, shapes and settings</p> <p>KB5. utility of designs in terms of daily wear, occasional, safe</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 design concepts</p> <p>SA2. read company rules and compliance documents required to complete the work</p> <p>SA3. read manuals and jewellery design books</p>
	Calculation and Geometry skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. count the number of diamonds and stones</p> <p>SA5. assess accuracy of alignment and measure symmetry</p> <p>SA6. make basic calculations and angles measurement in design</p>
	Time management
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. share work load when multiple deliverables are required</p> <p>SA8. deliver the designs to next work process on time</p>

G&J/N2304

Draw creative jewellery designs

B. Professional Skills	Creative thinking
	The user/individual on the job needs to know and understand: SB1. jewellery concepts and design details SB2. how to translate ideas or concepts into designs
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB3. to use the drawing stationary and measuring tools such as pencils, eraser, scale, set squares, compass, different type of papers, tracing sheets, etc.
	Reflective thinking
	The user/individual on the job needs to know and understand how to: SB4. improve ratio of successful designs SB5. use correct posture for performing the job without injuring body parts SB6. plan for creating design to be able to improve productivity SB7. make necessary design changes for practicality of the jewellery designs
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB8. anticipate process disruption and reasons for delay

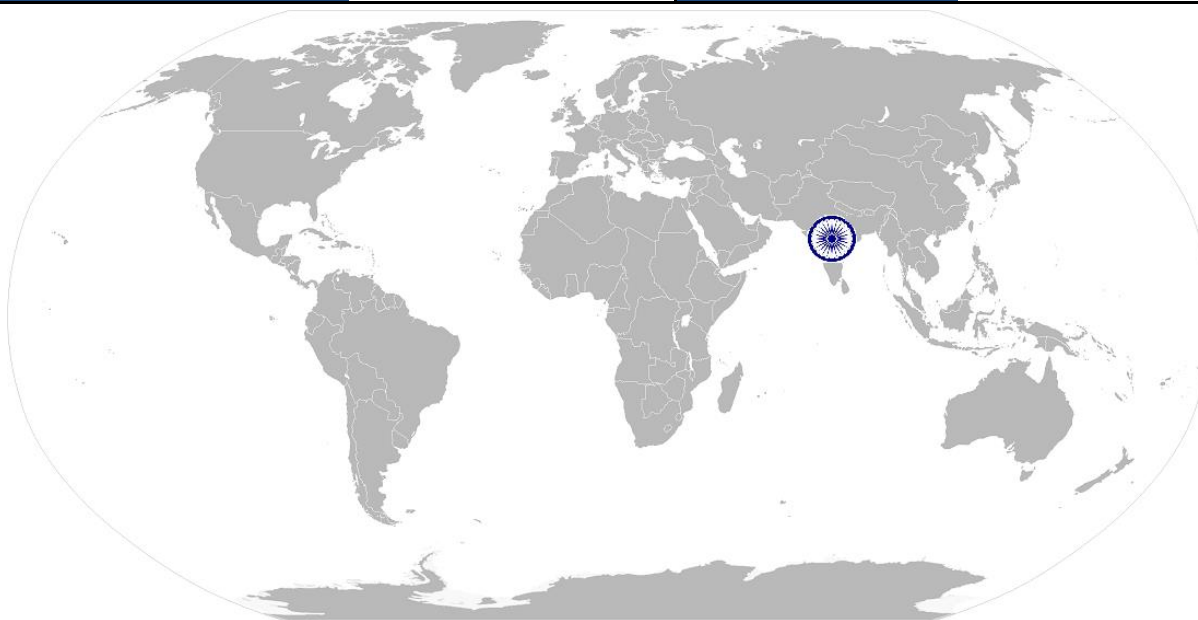


G&J/N2304

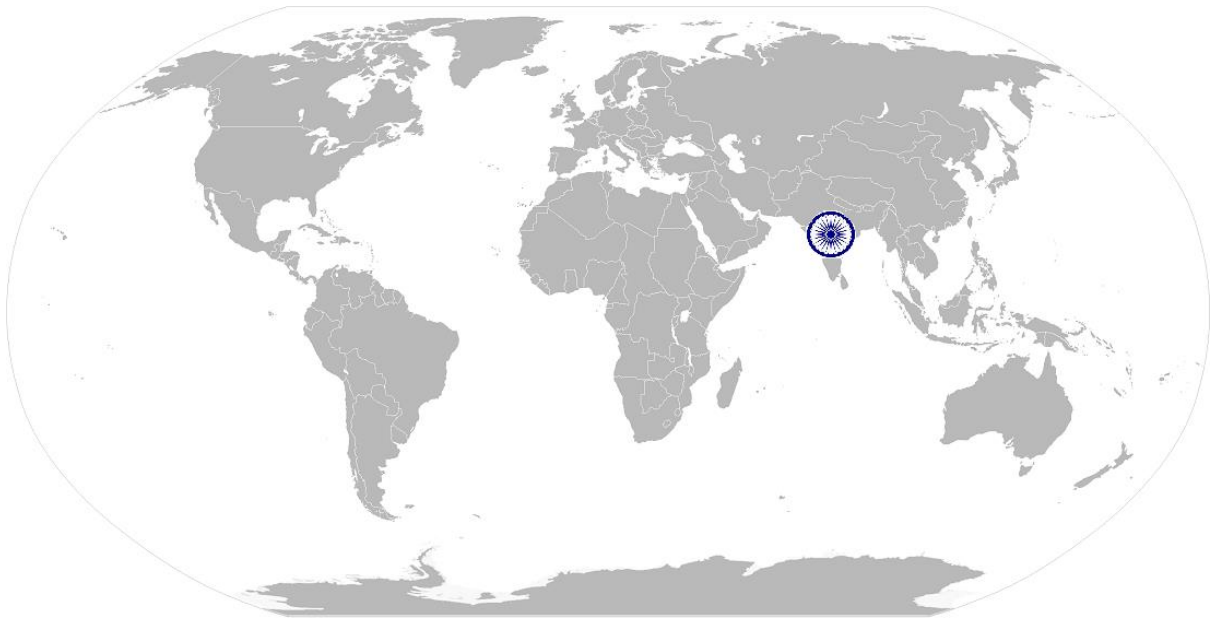
Draw creative jewellery designs

NOS Version Control

NOS Code	G&J/N2302		
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
Occupation	Designing & Product Development	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

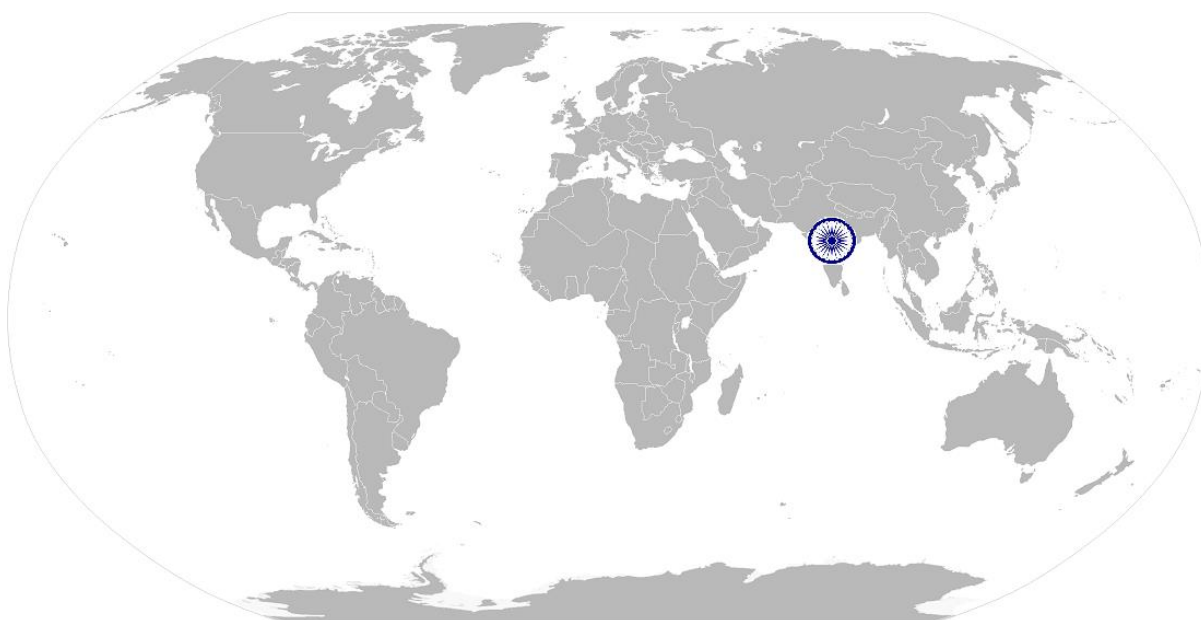
National Occupational Standard

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)	
C. 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	<p>Communication skills</p> <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	<p>Decision making</p> <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

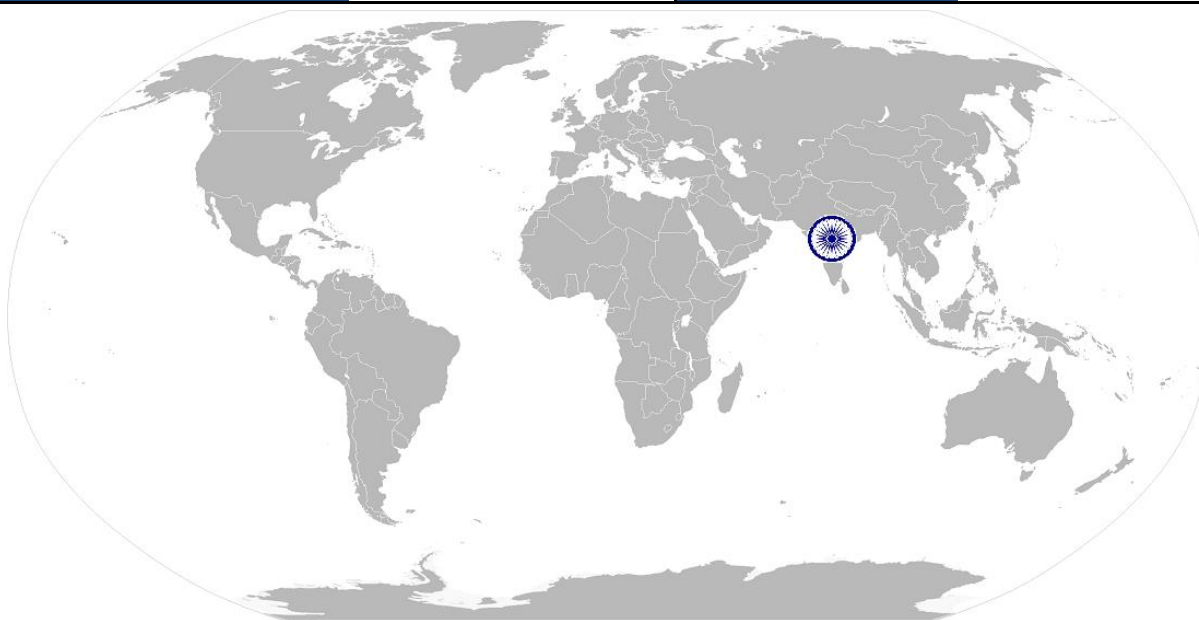


G&J/N9901

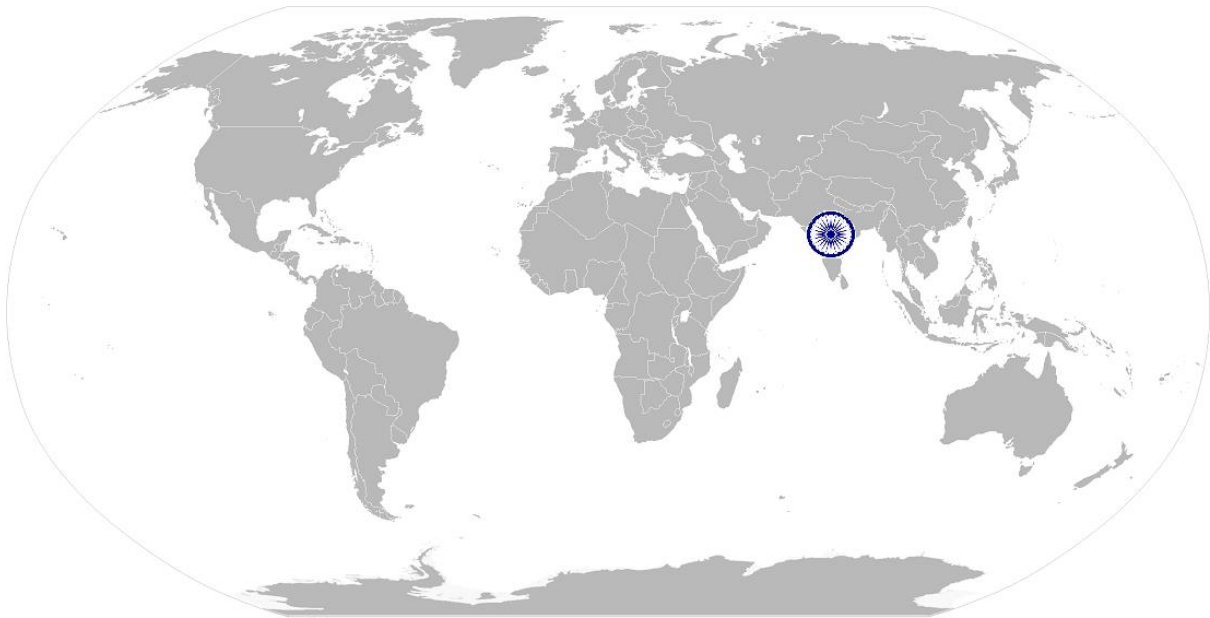
Respect and Maintain IPR

NOS Version Control

NOS Code	G&J/N9901		
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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	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/N9902

Coordinate with others

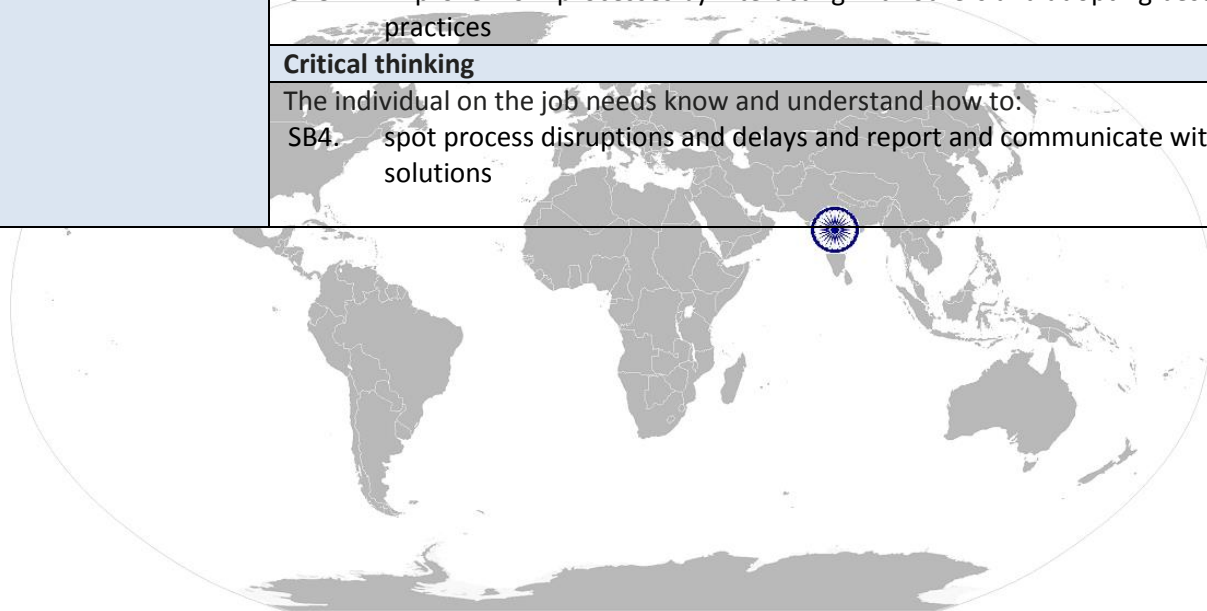
National Occupational Standard

Unit Code	G&J/N9902
Unit Title (Task)	Interact with colleagues and seniors
Description	This OS unit is about communicating with colleagues and seniors 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 supervisor Interact with colleagues within and outside the department
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interaction with supervisor	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive work instructions and raw materials from reporting supervisor</p> <p>PC2. communicate to reporting supervisor about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</p> <p>PC3. communicate any potential hazards or expected process disruptions</p> <p>PC4. handover completed work to supervisor</p> <p>PC5. understand the work output requirements</p> <p>PC6. comply with company policy and rule</p> <p>PC7. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
Interactions with colleagues and other departments	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC8. work as a team with colleagues and share work as per their or own work load and skills</p> <p>PC9. work with colleagues of other departments</p> <p>PC10. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC11. receive feedback from qc and rework in order to complete work on time</p> <p>PC12. put team over individual goals</p> <p>PC13. be able to resolve conflicts</p> <p>PC14. learn how to multi-task relevant activities</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: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management</p> <p>KA2. 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>

G&J/N9902

Coordinate with others

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	<p>The individual on the job needs to know and understand how to:</p> <p>SA1. read and write preferred language of communication as prescribed by the company</p> <p>SA2. read job sheets and interpret technical details mentioned in the jobsheet</p>
B. Professional Skills	Decision making
	<p>The individual on the job needs to know and understand:</p> <p>SB1. how to spot and communicate potential areas of disruptions to work process and report the same</p> <p>SB2. when to report to supervisor and when to deal with a colleague individually, depending on the type of concern</p>
	Reflective thinking
	<p>The individual on the job needs to know and understand how to:</p> <p>SB3. improve work processes by interacting with others and adopting best practices</p>
	Critical thinking
	<p>The individual on the job needs know and understand how to:</p> <p>SB4. spot process disruptions and delays and report and communicate with solutions</p>

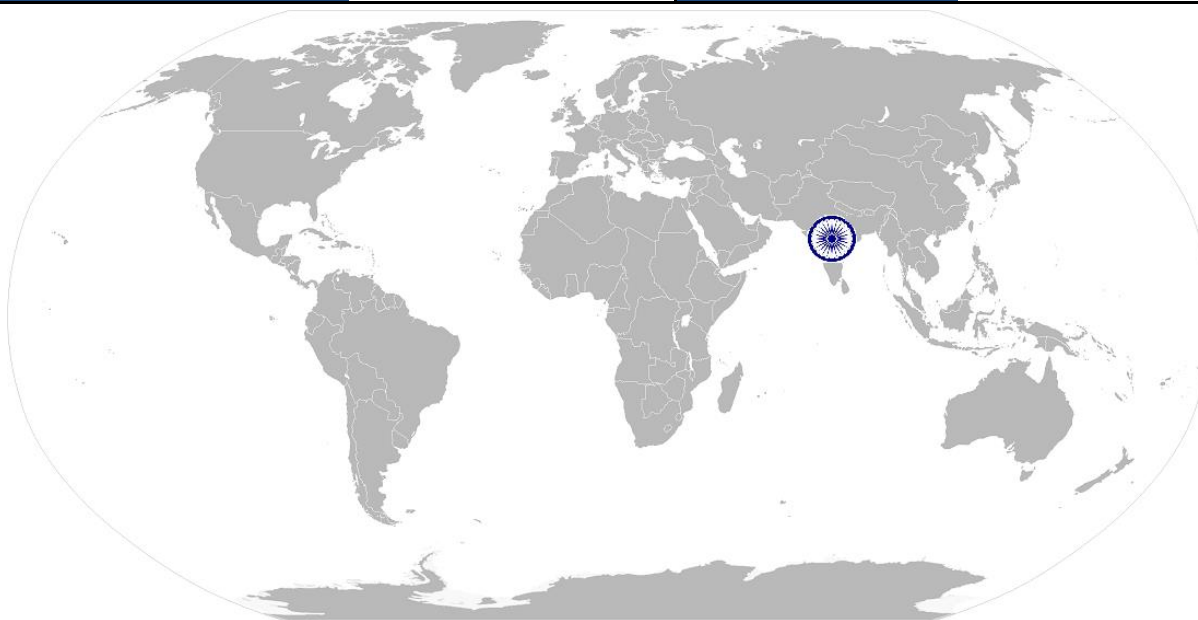


G&J/N9902

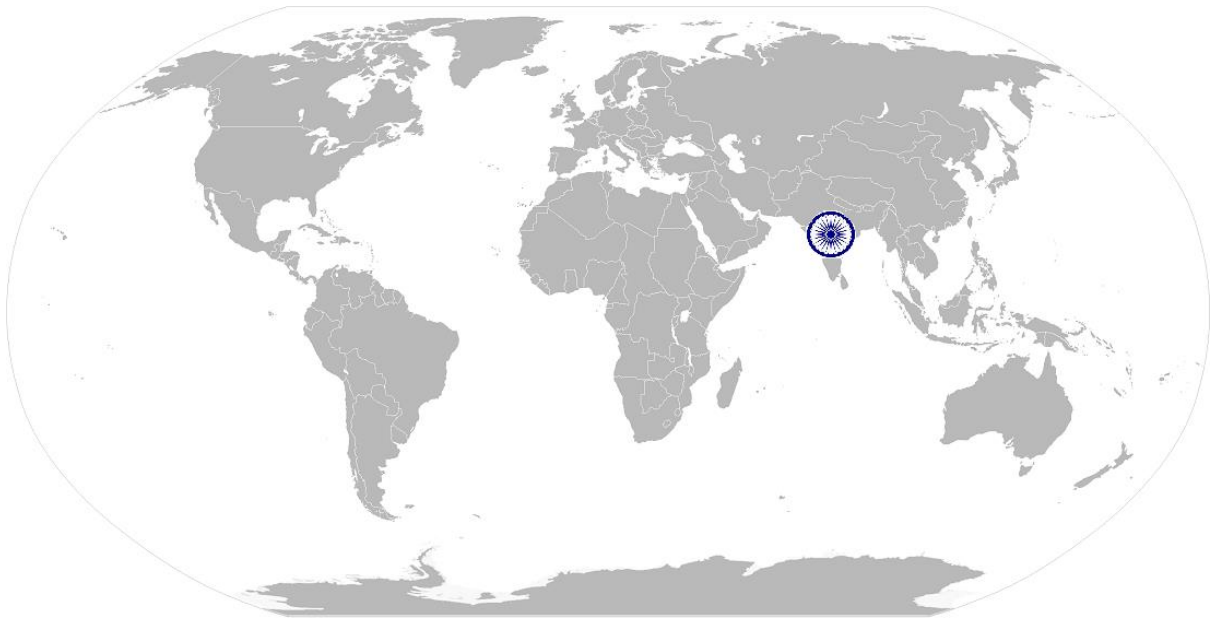
Coordinate with others

NOS Version Control

NOS Code	G&J/N9902		
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	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

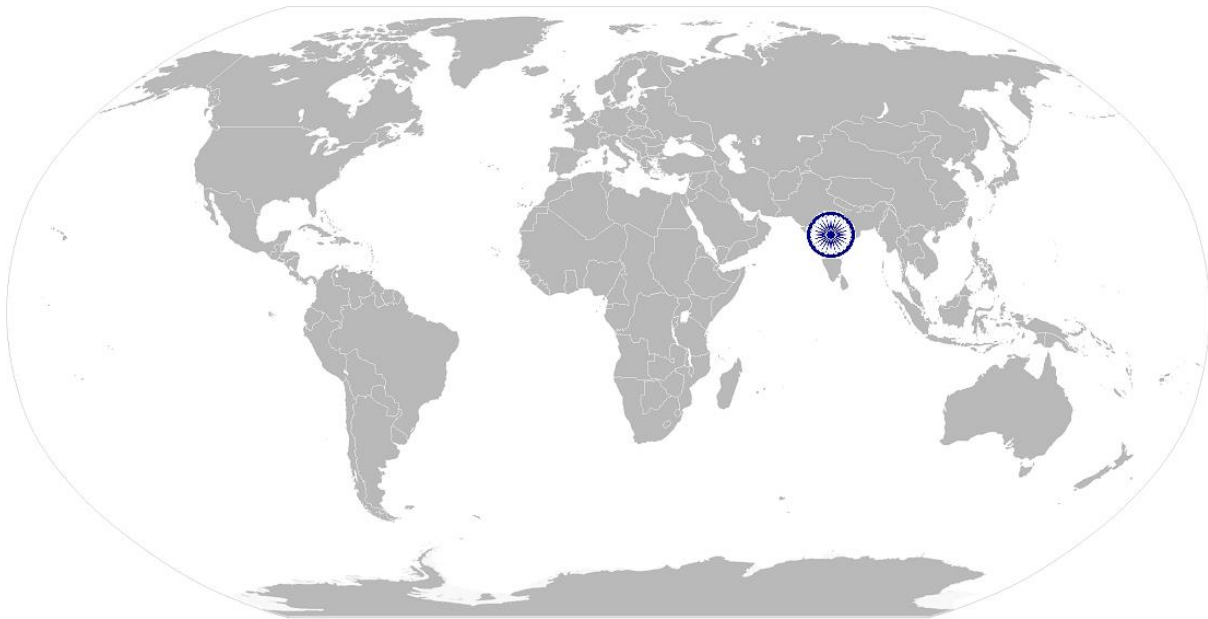
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	Organising skills
	The individual on the job needs to know and understand how to: SA2. keep all the tools in an organised 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	29/05/13
Industry Sub-sector	Cast and diamond-set jewellery	Last reviewed on	13/08/14
		Next review date	12/08/15



Definitions

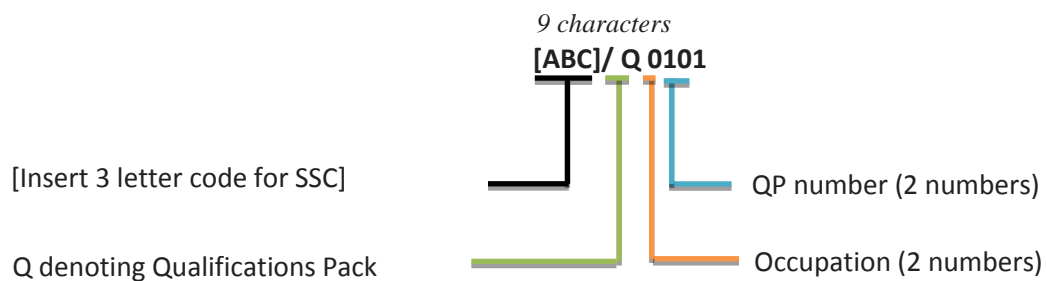
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defied as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further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

Annexure

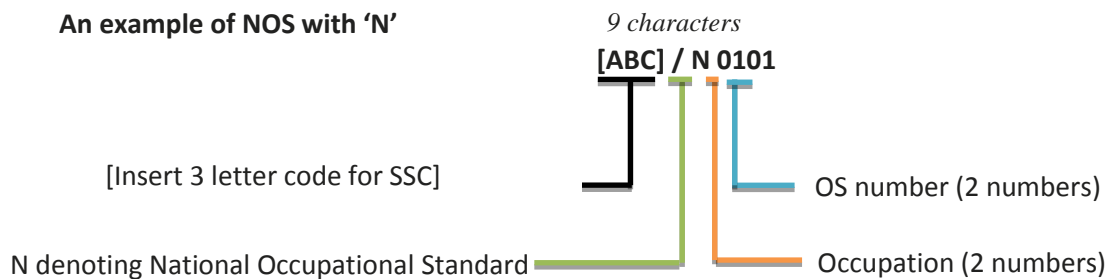
Nomenclature for QP and NOS

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	Handsketch Designer (Advanced)				
Qualification Pack	Handsketch Designer (Advanced)				
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/N2304 Draw creative jewellery designs	Drawing jewellery designs	PC1. draw clear sketches, detailed drawings, illustrations, artwork, or blueprints, using drawing stationary	2	14	
		PC2. provide accurate information and data provided on overall dimensions of diamond and stones in terms of number, size and type	2	14	
	Productivity	PC4. deliverjewellery designs in time	2	12	
		PC5. create number of successful designs prepared as per target given	2	10	
	Quality of output	PC6. create well balanced designs based on inputs from marketing and product development	1	10	
		PC7. design presentation to clients and/or national and international competitions	1	10	
		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/N9902 Coordinate with others	Interaction with superior	PC1. understand the work output requirements	1	2	
		PC2. comply with company policy and rule	1	2	
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	1	
	Interactions with colleagues, customers and/or vendors	PC4. put team over individual goals	1	1	
		PC5. resolve conflicts and multi-task	1	1	
		PC6. take appropriate action taken at the right time as per company policy	0	0	
		Sub Total	5	7	
4. G&J/N9905	Communicating potential	PC1. spot and report potential hazards on time	1	1	

CRITERIA FOR ASSESSMENT OF TRAINEES				
Maintain occupational health and safety	accident points	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	0
		Sub Total	2	3
		Total	20	80

