

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- Metal Setter (Advanced)

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Cast and Diamond-Set Jewellery

OCCUPATION: Metal setting

REFERENCE ID: G&J/Q3102

ALIGNED TO: NCO-2004/7313.30

Metal setter (advanced): Metal setter is also known as 'Setter' in Indian jewellery making industry. In the cast and diamond-set jewellery manufacturing, metal setting (advance) is considered a skilled job.

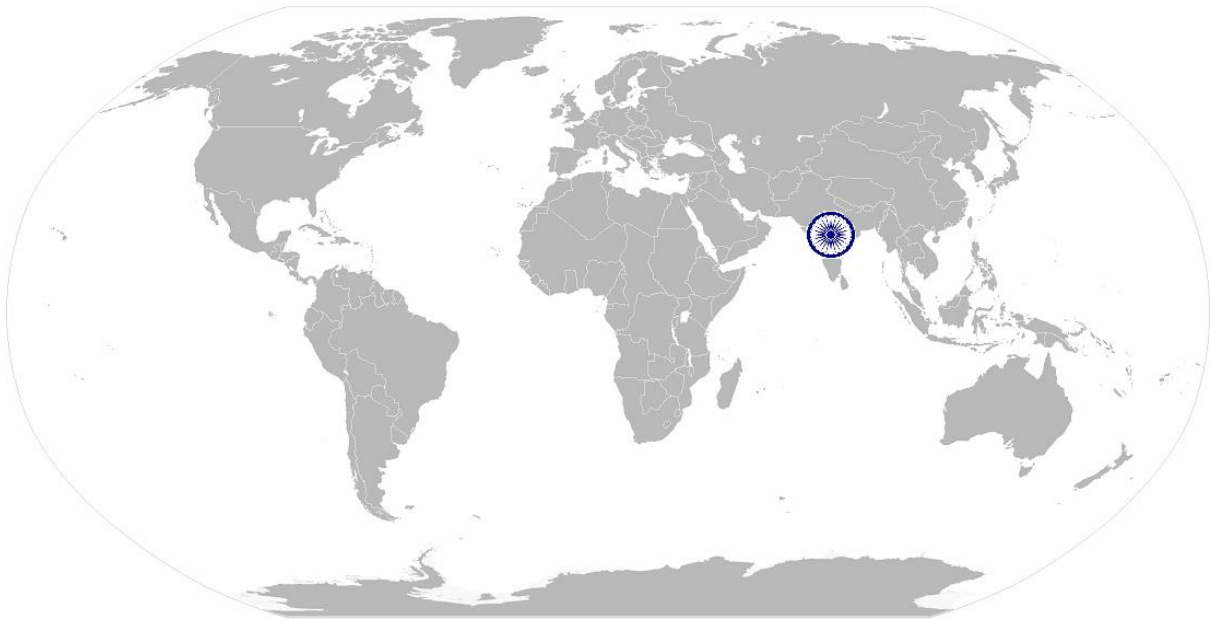
Brief Job Description: The individual works with numerous hand and machine tools to set diamond and gemstones as per design, and is responsible for delivering: levelled, damage-free and secured setting of stones while maintaining its brilliance.

Personal Attributes: The job requires the individual to have: attention to details; good eyesight; steady hands and ability to work in a process driven team for long hours in sitting position. The individual is expected to have integrity in dealing with precious metal, diamonds and gemstones.

Qualifications Pack Code	G&J/Q3102		
Job Role	Metal setter (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	Metal Setting	Next review date	12/08/15

Job Role	Metal setter (advanced) Also called Setter
Role Description	Setting diamonds of different size and shapes in gold and other precious metal jewellery frame as per design; rectifying defects in the casted metal; and minimising damage to gemstones or jewellery
NSQF level	4
Minimum Educational Qualifications	Preferably 10 th Standard passed
Maximum Educational Qualifications	
Training	Metal setting (basic)
Experience	Not applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N3101 Set diamonds and gemstones in precious metal jewellery piece G&J/N3102 Set diamonds and gemstones using advanced techniques 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 represents an important post-casting process of the cast and diamond-set jewellery manufacturing that of placing and fixing diamonds and gemstones into gold or other precious metal jewellery frame by hand. The key outcomes required for metal setting are: to hold a stone securely as well as maintain its brilliance.

G&J/N3101

Set diamond and gemstones in precious metal jewellery piece

National Occupational Standard

Unit Code	G&J/N3101
Unit Title (Task)	Set diamond and gemstones in the precious metal jewellery piece
Description	This unit is about securely setting diamonds and gemstones in the precious metal jewellery frames in a way that enhances brilliance of the stones
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Collect the job sheet and raw materials • Prepare jewellery frame for setting • Set the stones in the collet • Control precious metal loss and damage to stones • Send jewellery piece for QC • Keep the work environment clean and organised • Report problems to supervisor about stone mismatch, damaged stones or casting defects
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing jewellery frame for setting	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. understand design specifications and information given in the job sheet in terms of type of jewellery, diamonds and gemstones required and their weight</p> <p>PC2. match the size and shape of the diamonds and gemstones received from supervisor against the job sheet</p> <p>PC3. assess the type of setting required, e.g., prong, channel, bead, flush, bezel, pave, pre-cut, invisible, micro/gold pave, etc. as per design of the jewellery and stone shape</p> <p>PC4. set jewellery frame on lac plate or a ring clamp or a holding plate</p> <p>PC5. check the fit and seat the jewellery frame</p>
Metal setting	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. use burrs to grind the seat as per design</p> <p>PC7. place the stone into the collet</p> <p>PC8. press and level the stones with the pusher</p> <p>PC9. tighten metal for secure setting of stone file edges to finish the prongs or channel borders as per design</p> <p>PC10. file and smoothen edges to avoid snagging to fabric</p> <p>PC11. place or fix stone as per design requirement</p> <p>PC12. secure stone in a jewellery piece without any defect or damage, with brilliance intact</p> <p>PC13. file edges ensuring smooth surface and utility of wearing</p>
Controlling precious metal and stone loss; and achieving	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC14. collect metal dispersed during the day (dust and fragments)</p> <p>PC15. report metal losses via documentation as per company policy</p>

G&J/N3101

Set diamonds and gemstones in precious metal jewellery piece

productivity	<p>PC16. tally account as per allowed standards of loss as per the company policy</p> <p>PC17. conduct regular and controlled environment cleaning for collection of metal dust</p> <p>PC18. minimise metal loss as per prescribed limits of the company</p> <p>PC19. report any incidents of over prescribed limit for precious metal loss</p> <p>PC20. suggest improvements in order to reduce precious metal loss</p> <p>PC21. handle diamonds and precious stones with care</p> <p>PC22. minimise or avoid damage to the diamonds and precious stones</p> <p>PC23. wash hands at the specified wash basin as per the company's policy</p> <p>PC24. maintain precious metal and stone loss within prescribed limit for the design</p> <p>PC25. complete the number of settings as per the target</p>
Checking quality of output	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC26. ensure finishing of the prongs or channels and surface of the cast jewellery frame as per design</p> <p>PC27. ensure levelling of the stone set at the level as per design</p> <p>PC28. ensure no diamonds or gemstones are loose</p> <p>PC29. rework on any suggested QC correction or setting defects</p> <p>PC30. after receiving QC approval, forward metal frame for final polishing</p> <p>PC31. deliver on time, the metal-set jewellery for final polish and plating or for the further processing as per work flow</p> <p>PC32. accurately level the stones</p> <p>PC33. set the stones firmly</p> <p>PC34. achieve setting finish as per design</p> <p>PC35. keep the work station, machine and tools clean</p> <p>PC36. keep all the tools in an organised manner</p> <p>PC37. do not litter or spit on work premises</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: acceptable limits of precious metal loss, quality and delivery standards, safety and hazards, integrity and IPR, and personnel management</p> <p>KA2. work flow involved in jewellery manufacturing process of the 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:</p> <p>KB1. shape, cut, clarity, carat, weight and physical characteristics of the gemstone or diamond to be set</p> <p>KB2. different types of setting styles such as prong, bezel, bead, channel and pre-cut pave</p> <p>KB3. quality standards required as per design or company policy</p> <p>KB4. matching stones with the design</p> <p>KB5. layout of the frame and collet</p> <p>KB6. uses of different types of tools for different end results</p> <p>KB7. sharpening and repair of tools for the job</p> <p>KB8. potential work hazards, particularly, when using hand and machine tools</p>

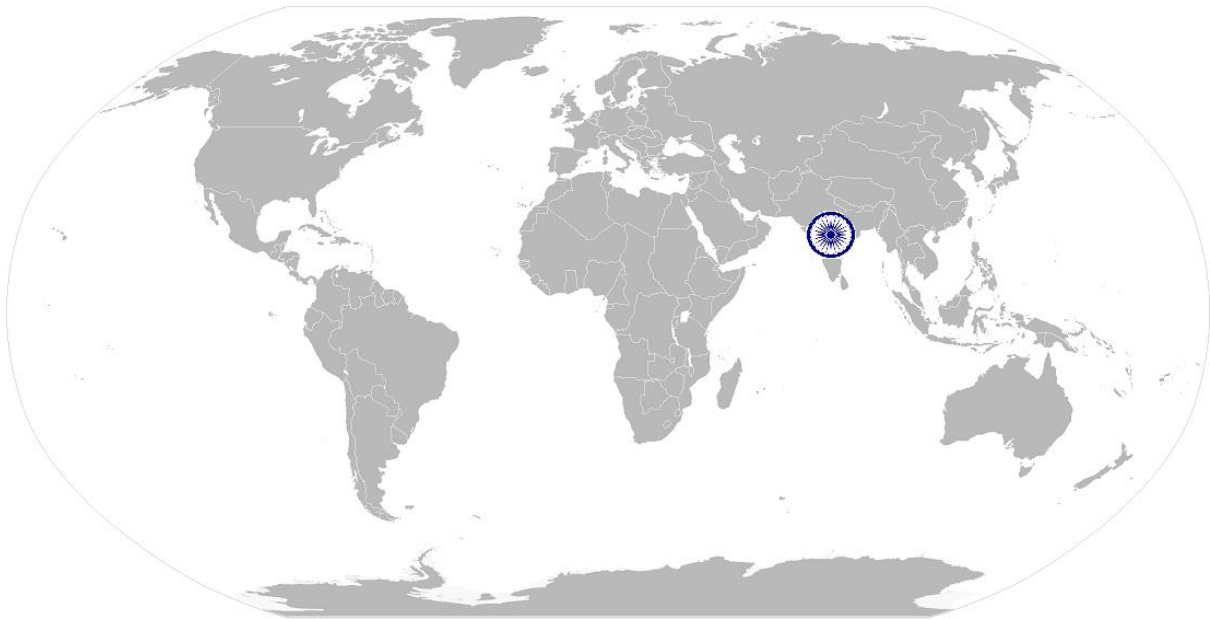
G&J/N3101 Set diamonds and gemstones in precious metal jewellery piece

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills
	The user/ individual on the job needs to know and understand how to: SA1. read and interpret job sheets SA2. read company policies and compliance documents required to complete the work such as security check, timings, and human behaviour
	Measuring and counting skills
	The user/individual on the job needs to know and understand how to: SA3. measure diamond and gemstones size by gauge tool or vernier calipers SA4. count the number of the diamond and gemstones as per job sheet
	Teamwork
	The user/individual on the job needs to know and understand how to: SA5. share work load as required SA6. interpret the design instructions given by co-worker and supervisor SA7. share knowledge with the co-workers
B. Professional Skills	Reading design
	The user/individual on the job needs to know and understand how to: SB1. read design or actual jewellery sample piece and correlate with job sheet in order to achieve secure setting as well as maintain brilliance of stones
	Using hand and machine tools
	The user/individual on the job needs to know and understand how to: SB2. work with metals including how to cut, give shape for preparing a seat for setting diamond and/or gemstones SB3. use following key tools for metal setting: <ul style="list-style-type: none"> • hammers • tweezers • pliers • scribes • broaches and pin punches • center punches • hand-held burnishes and scrapers • high-speed steel burrs • carbide burrs and drills • twist drills • burr storage, lubricants and drill gauges • mill grain tools • prong lifters • work holders • hand pieces • flex shaft/micro motor • gauges • magnifiers

G&J/N3101

Set diamonds and gemstones in precious metal jewellery piece

	<ul style="list-style-type: none"> pushers <p>SB4. maintain, repair and customise tools</p> <p>SB5. work in a safe environment, i.e., without injuries</p>
	Reflective thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. use correct posture for performing the job without injuring body parts</p> <p>SB7. place the tools on the work bench for effective work management</p> <p>SB8. ensure proper lighting is focussed for performance of the job</p> <p>SB9. improve productivity</p>
	Critical thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. increase efficiency based on past working experience</p>

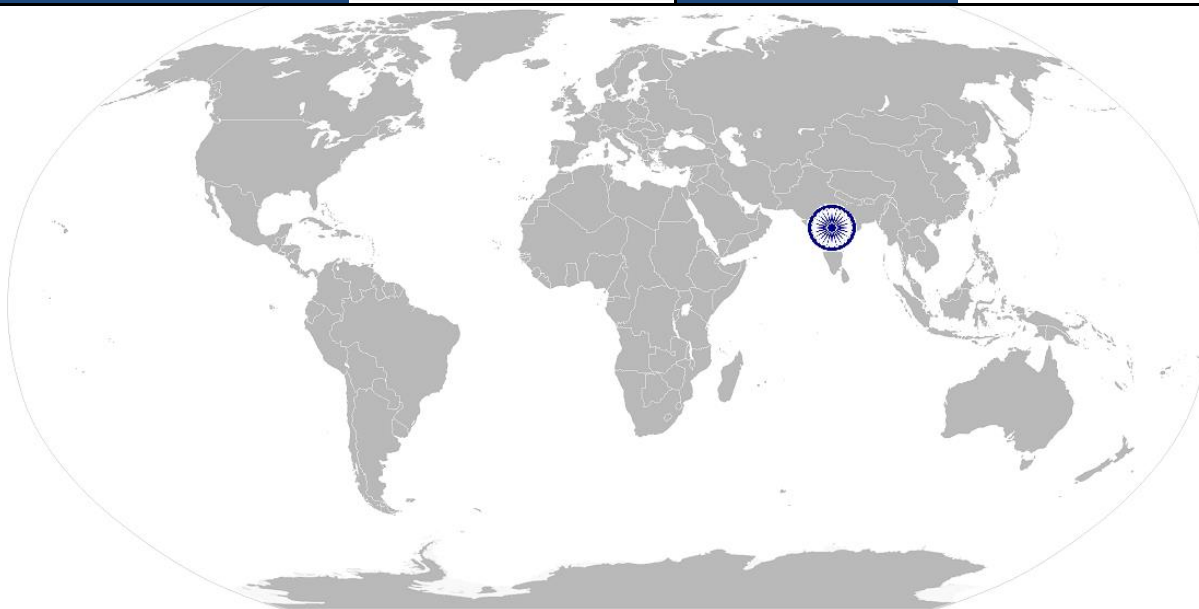


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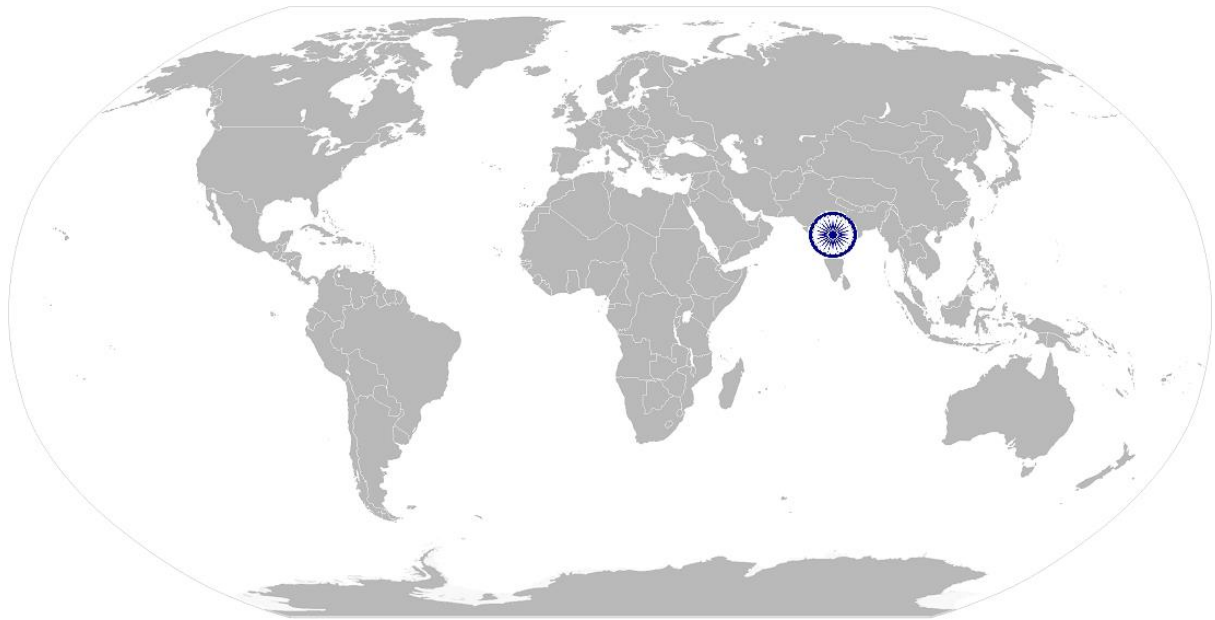
Set diamonds and gemstones in precious metal jewellery piece

NOS Version Control

NOS Code	G&J /N3101		
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	Metal setting	Next review date	12/08/15



National Occupational Standard



Overview

This unit represents an important post-casting process of the cast and diamond-set jewellery manufacturing that of placing and fixing diamonds and gemstones into precious metal jewellery frame by hand using advance techniques. The key outcomes required for metal setting are: to hold a stone securely as well as maintain its brilliance.

G&J/N3102 Set diamonds and gemstones using advanced techniques

National Occupational Standard

Unit Code	G&J/N3102
Unit Title (Task)	Set diamonds and gemstones in the precious-metal jewellery piece using advance techniques
Description	This unit is about securely setting diamonds and gemstones in the precious-metal jewellery frames using advance techniques in a way that enhances brilliance of the stones
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Collect the job sheet and raw materials Prepare jewellery frame for setting Set the stones in the collet Control precious metal loss and damage to stones Send jewellery piece for QC Keep the work environment clean and organised Report problems to supervisor about stone mismatch, damaged stone, casting defects
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing the jewellery frame for setting	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. understand design specifications and information given in the job sheet in terms of type of jewellery, diamonds and gemstones required and their weight</p> <p>PC2. match the size and shape of the diamonds and gemstones received from supervisor against the job sheet</p> <p>PC3. assess the type of setting required, e.g., prong, channel, bead, flush, bezel and pre-cut pave as per design of the jewellery and stone shape</p> <p>PC4. set jewellery frame on lac plate or a ring clamp or a holding plate</p> <p>PC5. check the fit and seat the jewellery frame</p>
Advanced metal setting	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. use burrs to grind the seat as per design</p> <p>PC7. use the advanced techniques for setting such as pave, micro-pave, invisible, etc. for setting small and tiny diamonds and gemstones (less than 1 mm size) use Pave and Micro Pave setting technique, where a bead is raised and created in between pre-drilled holes. Create these beads in such a way to hold the stones together in a very close and uniform way.</p> <p>PC8. use the advanced techniques for setting such as pave, micro-pave, invisible, etc., to show appearance of uninterrupted and continuous surface for multi-stone arrangement, use Invisible setting technique. Groove stones just below the girdle and then slid those grooved stones onto metal tracks to hold them in place. select tools, materials and equipment in accordance with the job specifications and type of setting such as pave, micro pave, invisible, etc.</p> <p>PC9. place the stone into the collet</p>

G&J/N3102 Set diamonds and gemstones using advanced techniques

	<p>PC10. press and level the stones with the pusher</p> <p>PC11. tighten metal for secure setting of stone file edges to finish</p> <p>PC12. file and smoothen edges to avoid snagging to fabric</p> <p>PC13. place or fix stone as per design requirement</p> <p>PC14. secure stone in a jewellery piece without any defect or damage, with brilliance intact</p> <p>PC15. file edges ensuring smooth surface and utility of wearing</p>
Controlling precious metal loss and achieving productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC16. collect metal dispersed during the day (dust and fragments)</p> <p>PC17. report metal losses via documentation as per company policy</p> <p>PC18. tally account as per allowed standards for the design</p> <p>PC19. conduct regular and controlled environment cleaning for collection of metal dust</p> <p>PC20. minimise metal loss as per prescribed limits of the company</p> <p>PC21. report any incidents of over prescribed precious metal loss</p> <p>PC22. suggest improvements in order to reduce precious metal loss</p> <p>PC23. handle diamonds and precious stones with care</p> <p>PC24. minimise or avoid damage to the diamonds and precious stones</p> <p>PC25. wash hands at the specified wash basin as per the company's policy</p> <p>PC26. maintain precious metal and stone loss within prescribed limit for the design</p> <p>PC27. complete the number of settings as per the target</p>
Achieving quality standards	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC28. ensure finishing of the prongs or channels and surface of the cast jewellery frame as per design</p> <p>PC29. ensure levelling of the stone set at the level as per design</p> <p>PC30. ensure no diamonds or gemstones are loose</p> <p>PC31. rework on any suggested QC correction or setting defects</p> <p>PC32. after receiving QC approval, forward metal frame for final polishing</p> <p>PC33. deliver on time, the metal-set jewellery for final polish and plating or for the further processing as per work flow</p> <p>PC34. accurately level the stones</p> <p>PC35. set the stones firmly</p> <p>PC36. achieve setting finish as per design</p> <p>PC37. keep the work station, machine and tools clean</p> <p>PC38. keep all the tools in an organised manner</p> <p>PC39. Avoid litter or spit on work premises</p>
Knowledge and Understanding (K)	
B. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA5. company's policies on: acceptable limits of precious metal loss, quality and delivery timelines, safety and hazards, integrity and IPR, and personnel management</p> <p>KA6. work flow involved in jewellery manufacturing process of the company</p> <p>KA7. importance of the individual's role in the workflow</p> <p>KA8. reporting structure</p>

G&J/N3102 Set diamonds and gemstones using advanced techniques

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB9. shape, cut, clarity, carat, weight and physical characteristics of the gemstone or diamond to be set</p> <p>KB10. different types of advance setting techniques for diamond and gemstones such as pave, micro pave, invisible, etc.</p> <p>KB11. quality standards required as per design or company policy</p> <p>KB12. matching stones with the design</p> <p>KB13. layout of the frame and collet</p> <p>KB14. uses of different types of tools for different end results</p> <p>KB15. sharpening and repair of tools for the job</p> <p>KB16. potential work hazards, particularly, when using hand and machine tools</p>
Skills (S) [Optional]	
C. Core Skills/ Generic Skills	<p>Basic reading and writing skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA8. read and interpret job sheets</p> <p>SA9. read company policies and compliance documents required to complete the work such as security check, timings, and human behaviour</p> <p>Measuring and counting skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA10. measure diamond and gemstones size by gauge tool or vernier calipers</p> <p>SA11. count the number of the diamond and gemstones as per job sheet</p> <p>Teamwork</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA12. share work load as required</p> <p>SA13. interpret the design instructions given by co-worker and supervisor</p> <p>SA14. share knowledge with the co-workers</p>
D. Professional Skills	<p>Reading design</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. read design or actual jewellery sample piece and correlate with job sheet in order to achieve secure setting as well as maintain brilliance of stones</p> <p>Using hand and machine tools</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. work with metals including how to cut, give shape for preparing a seat for setting diamond and/or gemstones</p> <p>SB13. use following key tools for metal setting:</p> <ul style="list-style-type: none"> • hammers • tweezers • pliers • scribes • broaches and pin punches • center punches • hand-held burnishes and scrapers

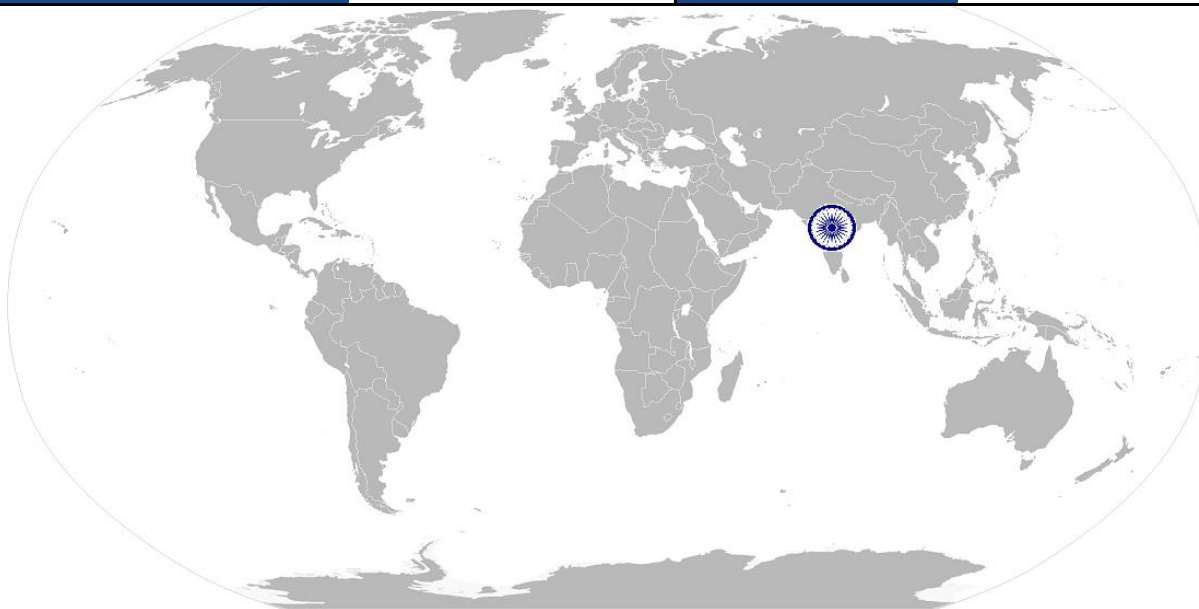
G&J/N3102 Set diamonds and gemstones using advanced techniques

	<ul style="list-style-type: none"> • high-speed steel burrs • carbide burrs and drills • twist drills • burr storage, lubricants and drill gauges • mill grain tools • prong lifters • work holders • hand pieces • flex shaft/micro motor • gauges • magnifiers and microscope • pushers <p>SB14. maintain, repair and customise tools</p> <p>SB15. work in a safe environment, i.e., without injuries</p>
	<p>Reflective thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. use correct posture for performing the job without injuring body parts</p> <p>SB17. place the tools on the work bench for effective work management</p> <p>SB18. ensure proper lighting is focussed for performance of the job</p> <p>SB19. improve productivity</p>
	<p>Critical thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB20. increase efficiency based on past working experience</p>

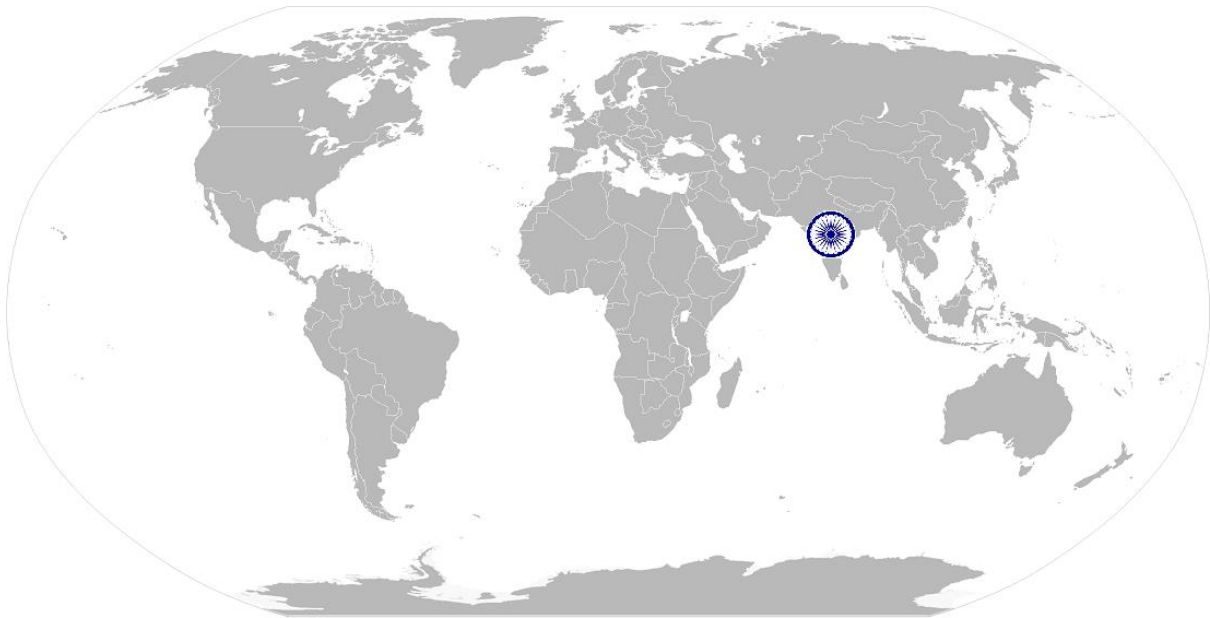
G&J/N3102 Set diamonds and gemstones using advanced techniques

NOS Version Control

NOS Code	G&J /N3102		
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	Metal 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 and avoiding infringement on IPR of other companies.

G&J/N9901

Respect and maintain IPR

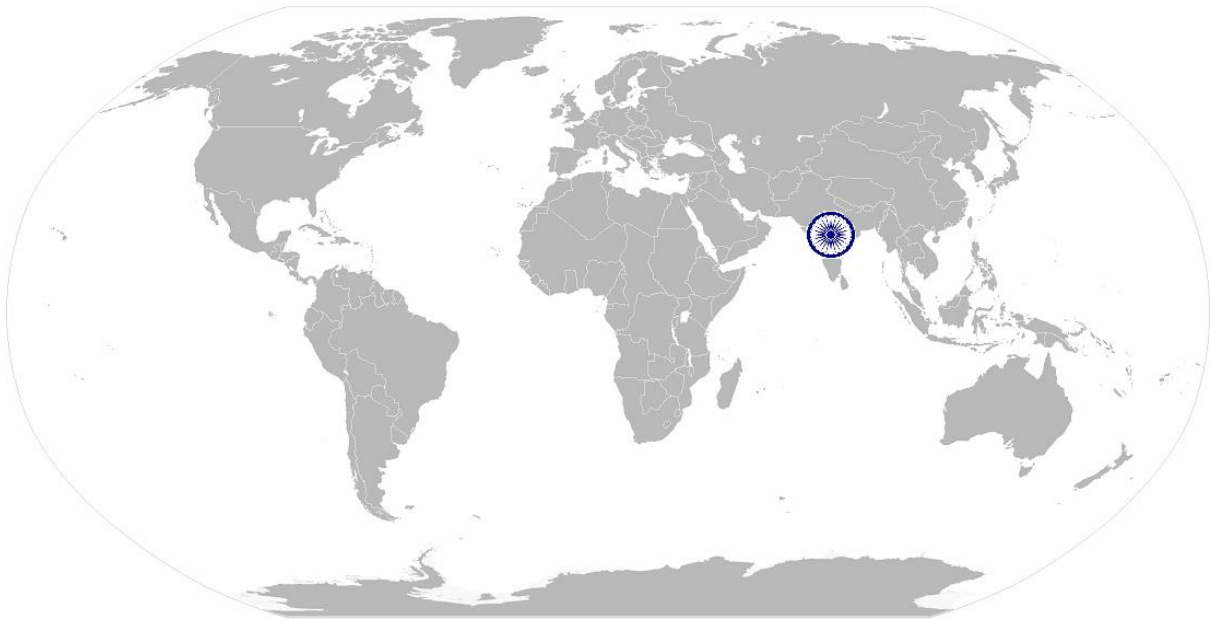
National Occupational Standard

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]	
E. 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>
F. 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

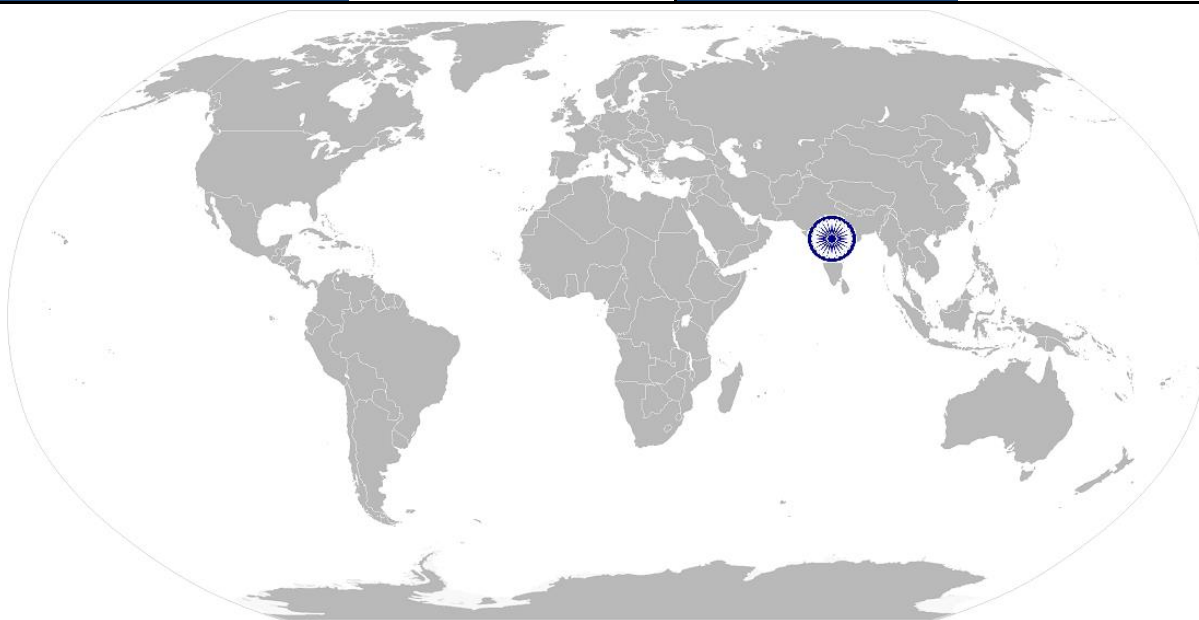


G&J/N9901

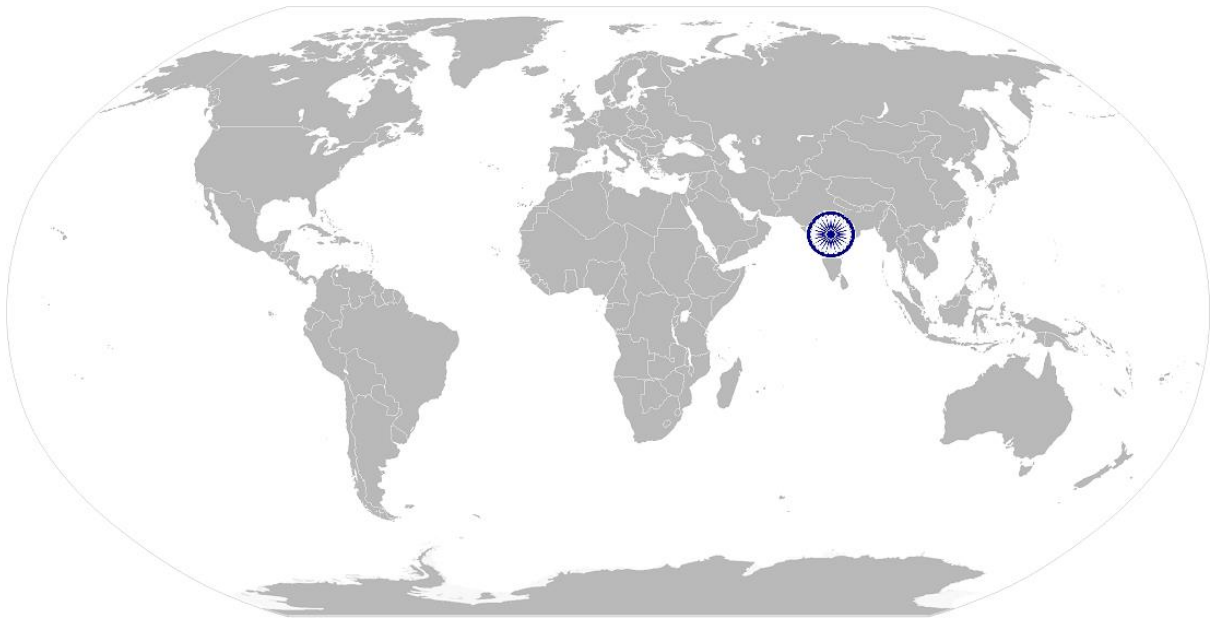
Respect and maintain IPR

NOS Version Control

NOS Code	G&J/N9901		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
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

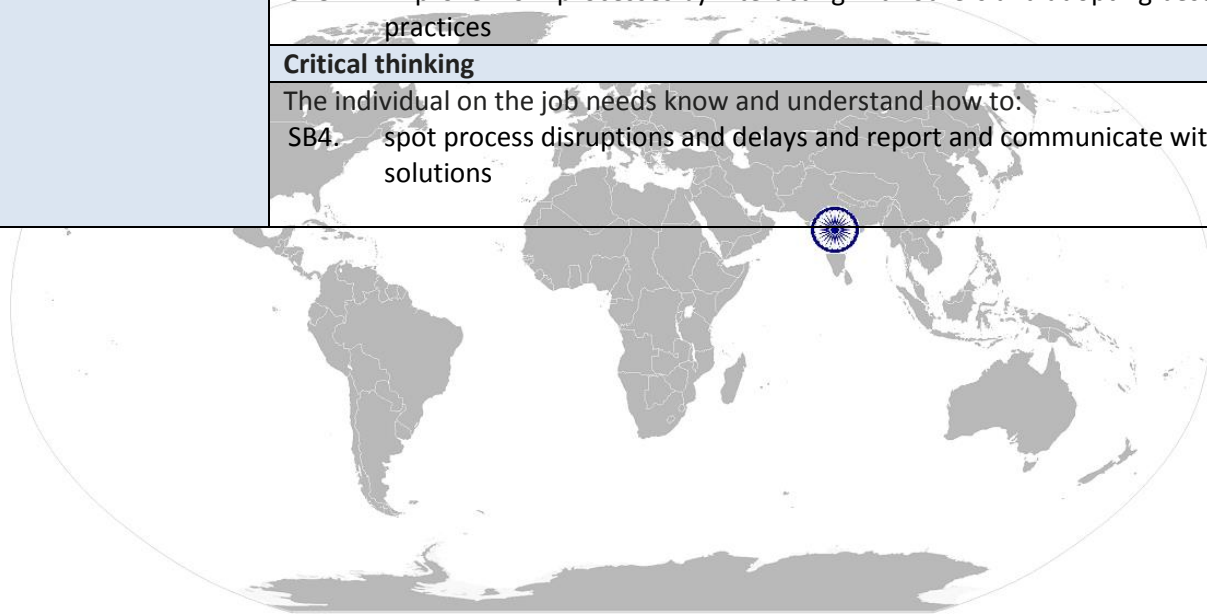
National Occupational Standard

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>

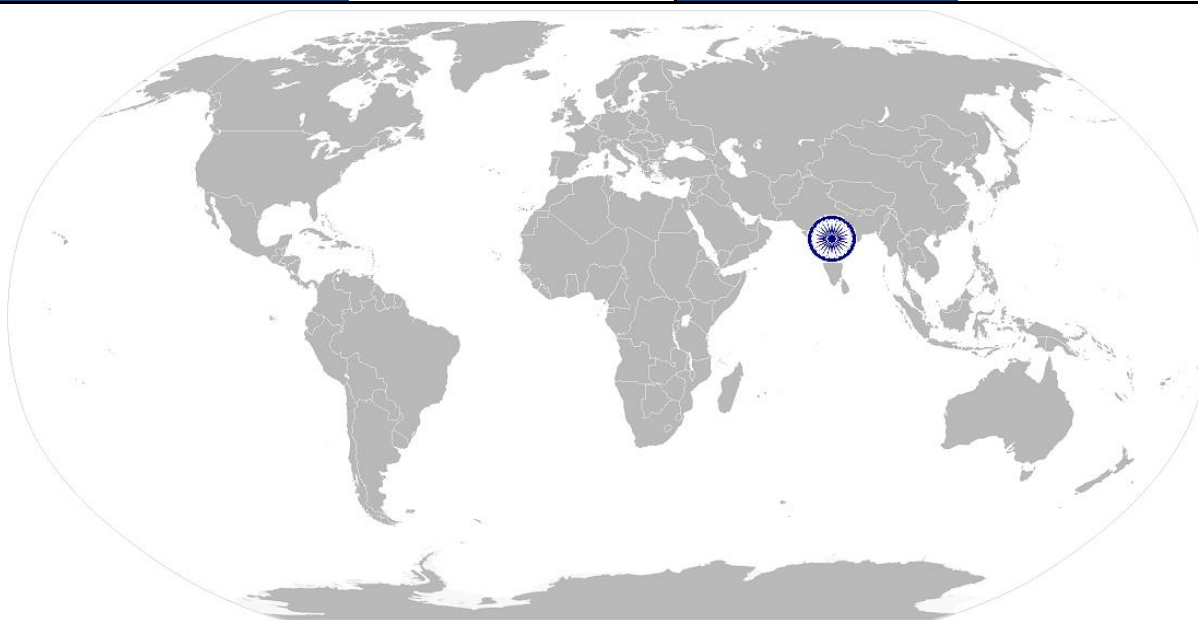


G&J/N9902

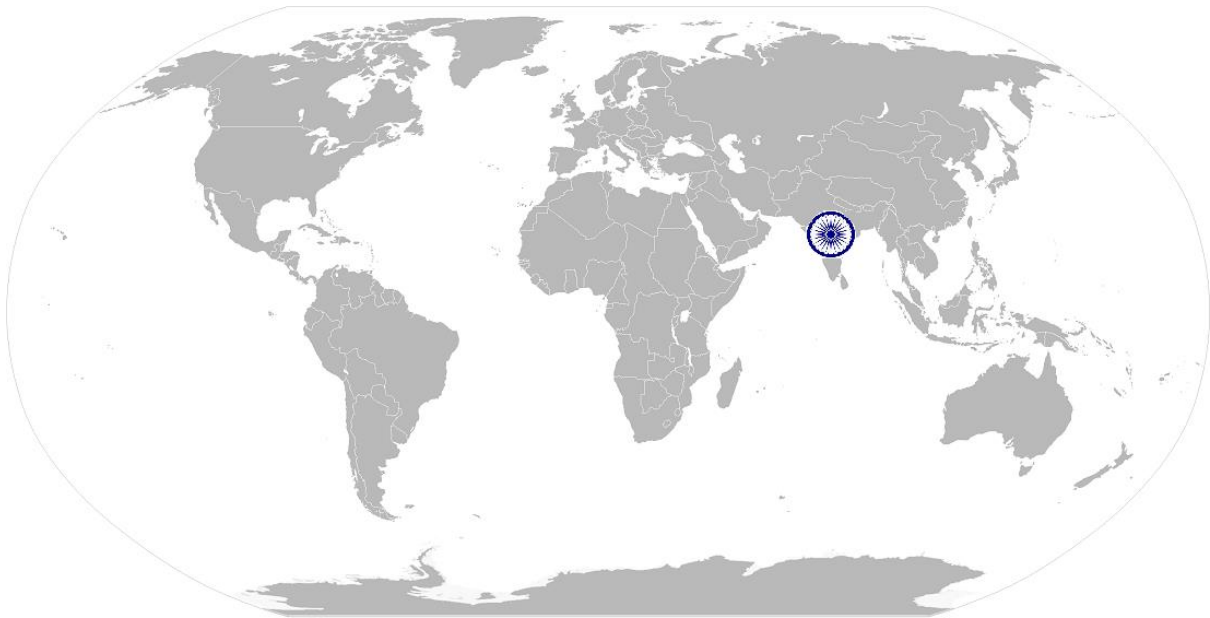
Coordinate with others

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

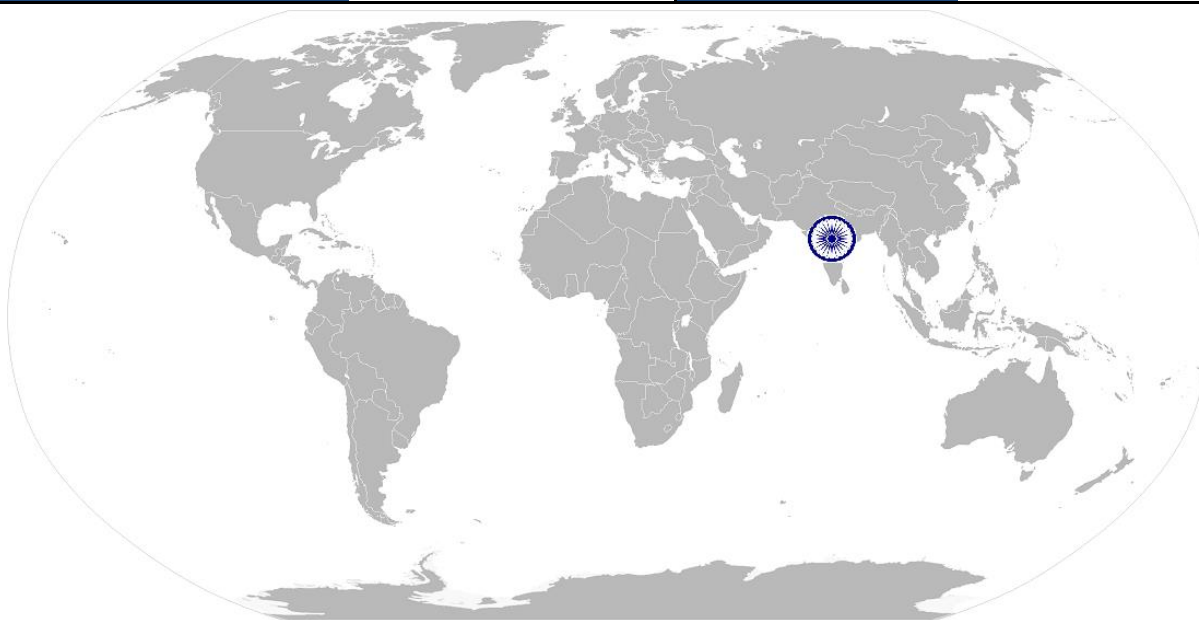
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	Organising skills
	The individual on the job needs to know and understand how to: SA2. keep all the tools in an organised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

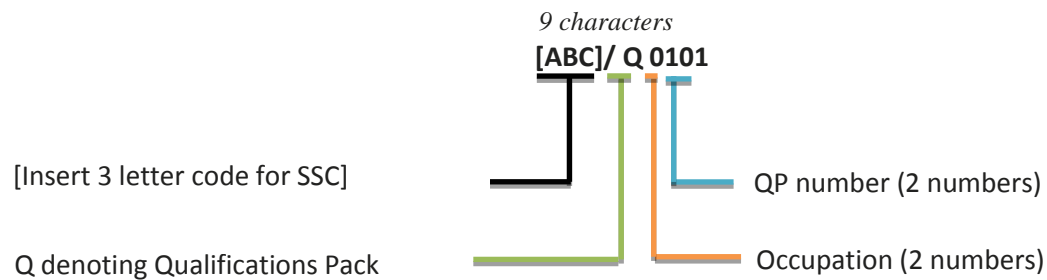
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further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

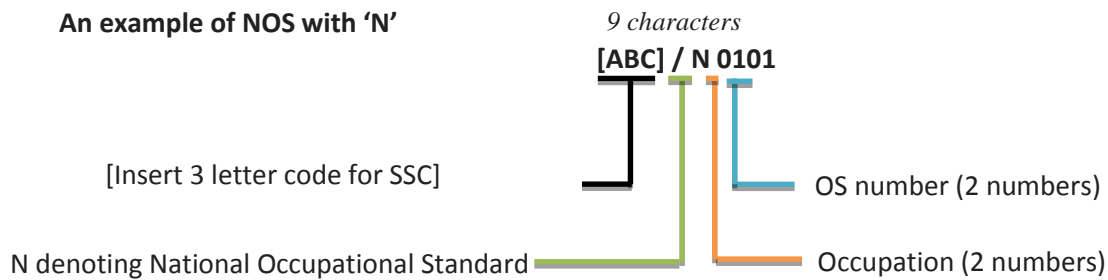
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

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

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

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

		CRITERIA FOR ASSESSMENT OF TRAINEES		
Job Role		Metal Setter (Advanced)		
Qualification Pack		Metal Setter (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/N3101 Set diamonds and gemstones in precious metal jewellery piece	Metal Setting	PC1. place or fix stone as per design requirement	0	6
		PC2. secure stone in a jewellery piece without any defect or damage, with brilliance intact	0	6
		PC3. file edges ensuring smooth surface and utility of wearing	0	6
	Productivity	PC4. maintain precious metal and stone loss within prescribed limit for the design	1	6
		PC5. complete the number of settings as per the target	1	6
	Quality of output	PC6. deliver on time, the metal-set jewellery for final polish and plating or for the further processing as per work flow	0	6
		PC7. accurately level the stones	0	6
		PC8. set the stones firmly	0	4
		PC9. achieve setting finish as per design	1	4
2. G&J/N3102 Set diamonds and gemstones using advanced techniques	Metal Setting	PC1.select tools, materials and equipment in accordance with the job specifications and type of setting such as pave, micro pave, invisible, etc.	1	4
		PC2. place or fix stone as per design requirement	0	4
		PC3. secure stone in a jewellery piece without any defect or damage, with brilliance intact	0	4
		PC4. file edges ensuring smooth surface and utility of wearing	0	2
	Productivity	PC5. maintain precious metal and stone loss within prescribed limit for the design	1	2
		PC6. complete the number of settings as per the target	1	2
	Quality of output	PC7. deliver on time, the metal-set jewellery for final polish and plating or for the further processing as per work flow	1	2
		PC8. accurately level the stones	1	2
		PC9. set the stones firmly	1	2
		PC10. achieve setting finish as per design	1	1
		Sub Total	10	75
3. 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
4. G&J/N9902 Coordinate with	Interaction with superior	PC1. understand the work output requirements	0	2
		PC2. comply with company policy and rule	1	0

CRITERIA FOR ASSESSMENT OF TRAINEES				
others	Interactions with colleagues, customers and/or vendors	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	2
		PC4. put team over individual goals	1	0
		PC5. be able to resolve conflicts	1	0
		PC6. learn how to multi-task relevant activities	1	0
		Sub Total	4	4
5. G&J/N9905 Maintain occupational health and safety	Communicating potential accident points	PC1. spot and report potential hazards on time	1	0
		PC2. follow company policy and rules regarding use of hazardous materials	1	0
		PC3. attend and actively participate in the health and safety campaigns organised by the company	0	0
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	1	1
		Sub Total	3	1
Total			20	80

