

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY



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### What are Occupational Standards(OS)?

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

**Contact Us:**  
GJSCI, Mumbai

E-mail: [coo@gjsci.org](mailto:coo@gjsci.org)



## Introduction

### Qualifications Pack – Diamond Assorter

**SECTOR: GEMS & JEWELLERY**

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

**OCCUPATION:** Procuring and assorting

**REFERENCE ID:** G&J/Q2502

**ALIGNED TO:** NCO-2004/7313.35

**Diamond Assorter:** A Diamond Assorter is also known as ‘Assorter’ in cast and diamond-set jewellery manufacturing in India. An assorter, sorts diamonds according to its cut, carat, colour and clarity.

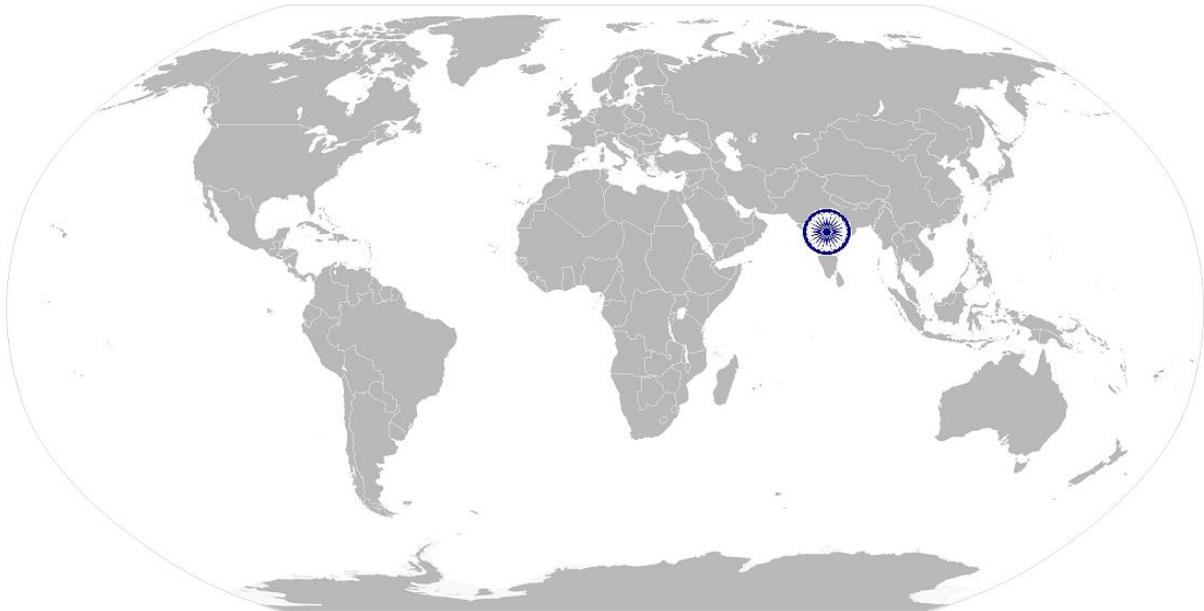
**Brief Job Description:** Individuals working as assorter have to separate polished diamonds and group them into lots having similar characteristics and reject which are not as per required quality. It is done by looking at the diamond through an eye glass under light and requires experience in spotting similar type of diamonds. Each diamond is assessed according to its characteristics of cut, carat, colour and clarity.

**Personal Attributes:** The job requires the individual to have in-depth knowledge of diamonds, good eyesight and vast experience in order to judge the quality of each diamond. It also requires high level of concentration and patience. The individual is expected to have integrity in dealing with diamonds.

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q2502</b>		
<b>Job Role</b>	<b>Diamond assorter</b>		
<b>Credits(NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>29/05/13</b>
<b>Sub-sector</b>	<b>Cast and Diamond-set Jewellery</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
<b>Occupation</b>	<b>Procuring and assorting</b>	<b>Next review date</b>	<b>15/07/15</b>

<b>Job Role</b>	<b>Diamond assorter</b>  <b>Also called as 'Assorter'</b>
<b>Role Description</b>	This unit is about segregating diamonds into groups having similar characteristics and reject which are not as per required quality by looking at the diamond through an eye glass under light, for further distribution to jewellery manufacturing
<b>NVEQF/NVQF level</b>	4
<b>Minimum Educational Qualifications</b>	Minimum: Preferably 10 <sup>th</sup> standard passed
<b>Maximum Educational Qualifications</b>	
<b>Training</b>	Not applicable
<b>Experience</b>	Not applicable
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N2502 Assort diamond into different categories</a></li> <li><a href="#">G&amp;J/N9902 Coordinate with others</a></li> <li><a href="#">G&amp;J/N9905 Maintain occupational health and safety</a></li> </ol> <p><b>Optional:</b> Not applicable</p>
<b>Performance Criteria</b>	As described in the relevant OS units

# National Occupational Standard



## Overview

This unit is about first stage post procurement in cast and diamond-set jewellery manufacturing. It involves segregation of diamonds of similar characteristics into lots as per required quality and reject which are not as per required quality. Each diamond is assessed according to its characteristics of cut, carat, colour and clarity.

**G&J/N2502**

**Assort diamond into different categories**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N2502</b>
<b>Unit Title (Task)</b>	<b>Assort diamond in different categories</b>
<b>Description</b>	This OS unit is about segregation of diamonds of similar characteristics into groups having similar characteristics of required quality and reject which are not as per required quality; selected diamonds are further distributed for cast and diamond-set jewellery manufacturing
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Receive the packet of diamonds from diamond procurer</p> <ul style="list-style-type: none"> <li>• follow instructions of diamond procurer in terms of sorting</li> <li>• check the weight and number of stones, w.r.t what is mentioned on the packet</li> <li>• use a sieve to classify the diamonds based on its size</li> <li>• do a basic sorting based on shape and size</li> </ul> <p>Look at each diamond individually through an eye glass and make further classification into groups as per company policy, e.g.:</p> <ul style="list-style-type: none"> <li>• select diamonds which are of similar characteristics such as cut, carat, colour and clarity and segregate as per quality required by the company</li> <li>• reject diamonds which are not as per required quality</li> <li>• buffer stock, diamonds which are of required quality but do not match with the selected lots, are kept aside as a buffer stock to meet the future requirement or resold to diamond traders</li> </ul> <p>Report problems about:</p> <ul style="list-style-type: none"> <li>• mismatch in the number of diamonds</li> <li>• difference in the actual quality of diamonds vis-à-vis specified on packet</li> <li>• any problems in identification of diamonds</li> <li>• difficulty in classifying a particular diamond in terms of unclear characteristics</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Assorting quality</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. accurately segregate/group the diamonds as per the company's policy</p> <p>PC2. identify different characteristics of diamonds, example –</p> <ol style="list-style-type: none"> <li>i. Cut – round, princess, emerald, etc.</li> <li>ii. Carat – one metric carat = 1/5 gram, or 200 milligrams</li> <li>iii. Colour – colourless (D, E, F), near colourless (G, H, I, J), etc. and</li> <li>iv. Clarity – flawless (F), Very, Very Small Inclusions (VVS1, VVS2), etc.</li> </ol> <p>PC3. use judgment for selecting and rejecting diamond</p> <p>PC4. ensure near zero damage/loss to the diamond</p>

**G&J/N2502**

**Assort diamond into different categories**

<b>Productivity</b>	To be competent, the user/individual on the job must be able to: PC5. improve speed of sorting / time taken per stone PC6. achieve number of diamonds sorted as per the target assigned
<b>Process compliances</b>	To be competent, the user/individual on the job must be able to: PC7. comply with relevant legislation, standards, policies and procedures
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: KA1. company's policies on: quality, incentives, delivery standards, safety and hazards, integrity and personnel management KA2. work flow involved in cast and diamond-set jewellery manufacturing KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. typical customer profile and market trends KA6. specialization of the company (size, clarity, shape, quality, etc., of diamonds)
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. identification of diamonds KB2. process of diamond procurement such as from the processing units, traders KB3. 4 C's of diamond (colour, cut, clarity and carat) KB4. diamond shading – colour wise KB5. application of diamonds as per the jewellery types KB6. gauging and sieving KB7. valuing diamond on market practice
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading and writing skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. read notes, designs and instructions in terms of diamond requirement SA2. read company rules and compliance documents required to complete the work SA3. maintain records of diamonds
	<b>Calculation and Geometry skills</b>
	The user/individual on the job needs to know and understand how to: SA4. count the number of diamonds and/or gemstones and weight of diamonds SA5. assess accuracy of dimensions and symmetry SA6. mathematical calculations used in sorting SA7. estimate the value of diamonds
<b>B. Professional Skills</b>	<b>Teamwork</b>
	The user/individual on the job needs to know and understand how to: SA8. share work load as required SA9. assist others who require help SA10. take feedback from co-workers and supervisor and share knowledge with them
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand: SB1. quality of diamonds as per the requirement of the company SB2. how to judge the diamond quality to be able to select, reject or keep buffer

**G&J/N2502**

**Assort diamond into different categories**

	stock
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB3. plan and organize work in order to ensure accurate and timely assortment SB4. manage and secure stocks SB5. maintain records of the diamond stocks
	<b>Diamond Valuing</b>
	The user/individual on the job needs to know and understand how to: SB6. derive the approximate value of the diamond based on its brilliance in cast and diamond-set jewellery
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how: SB7. to use the knowledge/experience about similar quality of diamonds in the past to predict the quality of the current lot
<b>Critical thinking</b>	
The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the knowledge gathered from observation, experience, reasoning, or communication, as a guide to thought and action SB9. spot process disruptions and delays	

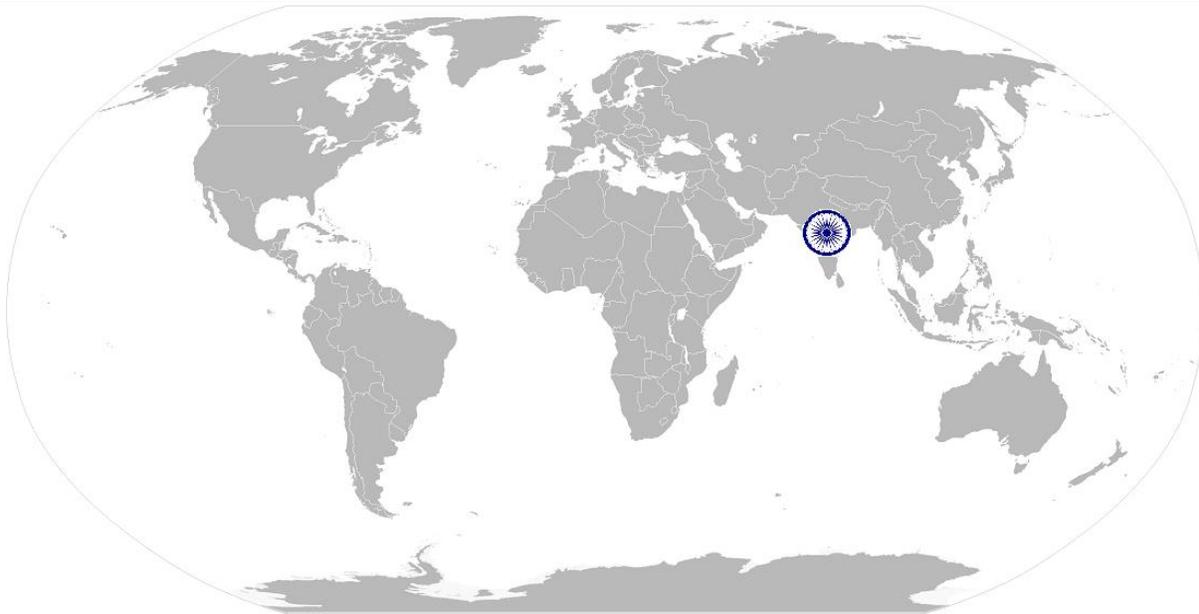


**G&J/N2502**

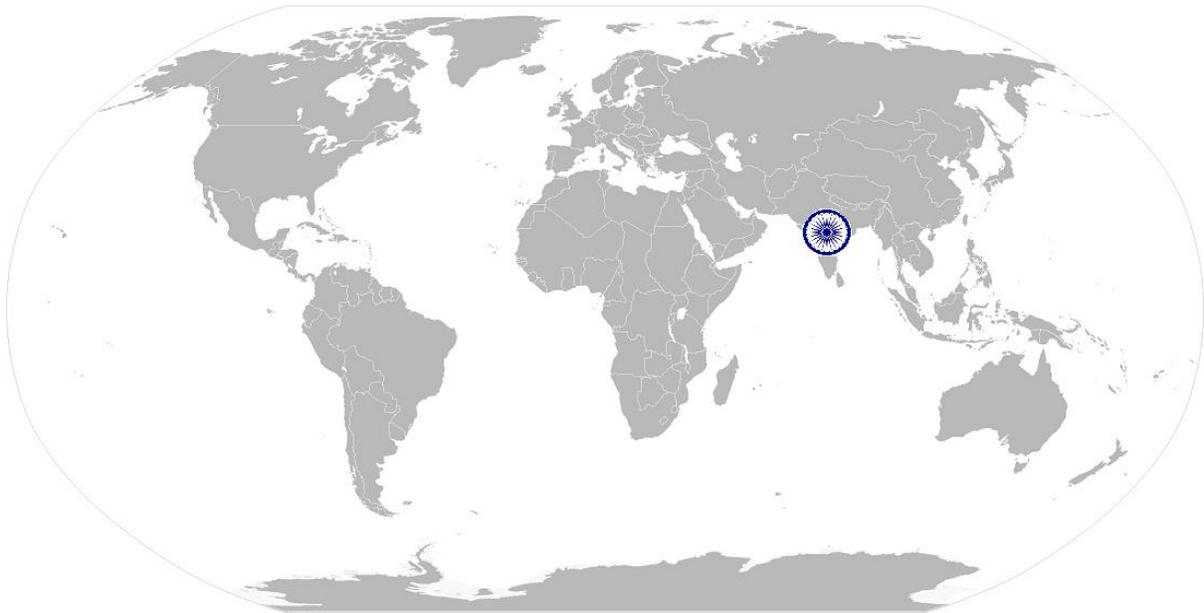
**Assort diamond into different categories**

**NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N2502</b>		
<b>Credits(NVEQF/NVQF/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>30/07/13</b>
<b>Occupation</b>	<b>Procuring and assorting</b>	<b>Next review date</b>	<b>15/07/15</b>



# 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**

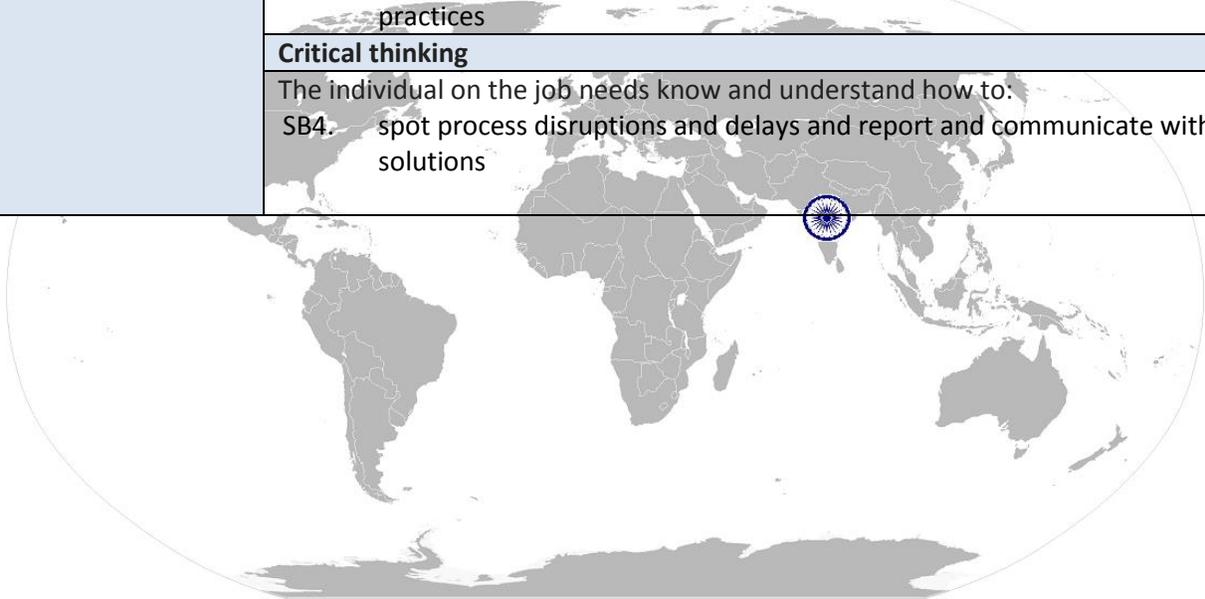
National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9902</b>
<b>Unit Title (Task)</b>	<b>Interact with colleagues and seniors</b>
<b>Description</b>	This OS unit is about communicating with colleagues and seniors in order to achieve smooth and hazard-free work flow
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Interact with supervisor</p> <ul style="list-style-type: none"> <li>• receive work instructions and raw materials from reporting supervisor</li> <li>• communicate to reporting supervisor about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</li> <li>• communicate any potential hazards or expected process disruptions</li> <li>• handover completed work to supervisor</li> </ul> <p>Interact with colleagues within and outside the department</p> <ul style="list-style-type: none"> <li>• work as a team with colleagues and share work as per their or own work load and skills</li> <li>• work with colleagues of other departments</li> <li>• communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>• receive feedback from qc and rework in order to complete work on time</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interaction with supervisor</b>	To be competent, the user/individual on the job must be able to: PC1. understand the work output requirements PC2. comply with company policy and rule PC3. deliver quality work on time as required by reporting any anticipated reasons for delays
<b>Interactions with colleagues and other departments</b>	To be competent, the user/individual on the job must be able to: PC4. put team over individual goals PC5. be able to resolve conflicts PC6. learn how to multi-task relevant activities
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: KA1. company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management KA2. reporting structure
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand how to: KB1. communicate effectively KB2. build team coordination

**G&J/N9902**

**Coordinate with others**

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

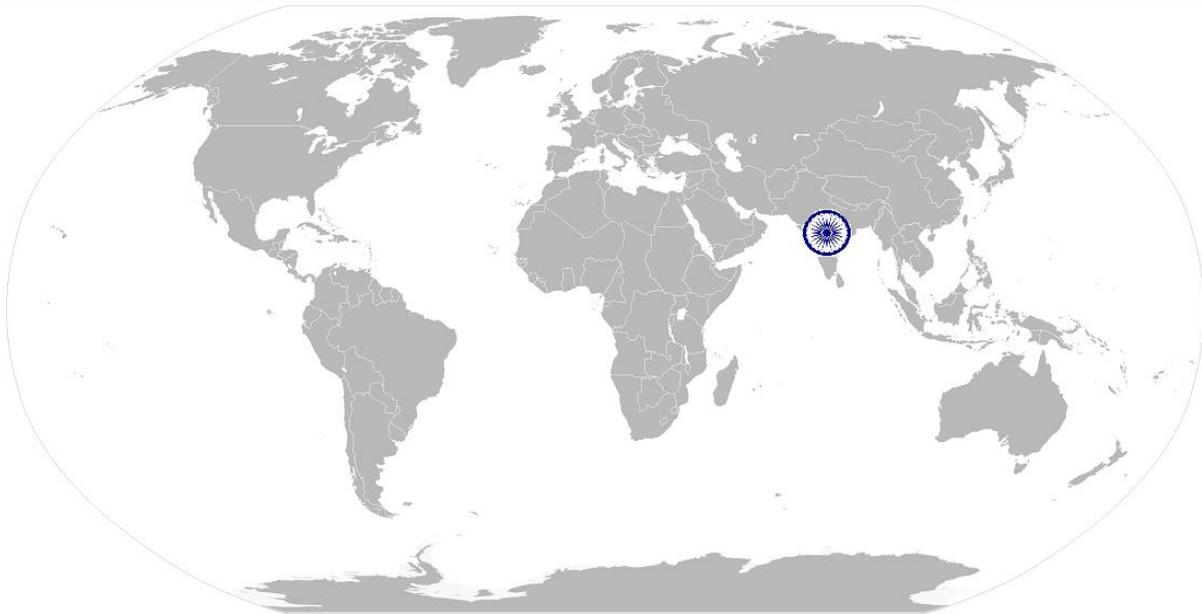


**G&J/N9902**

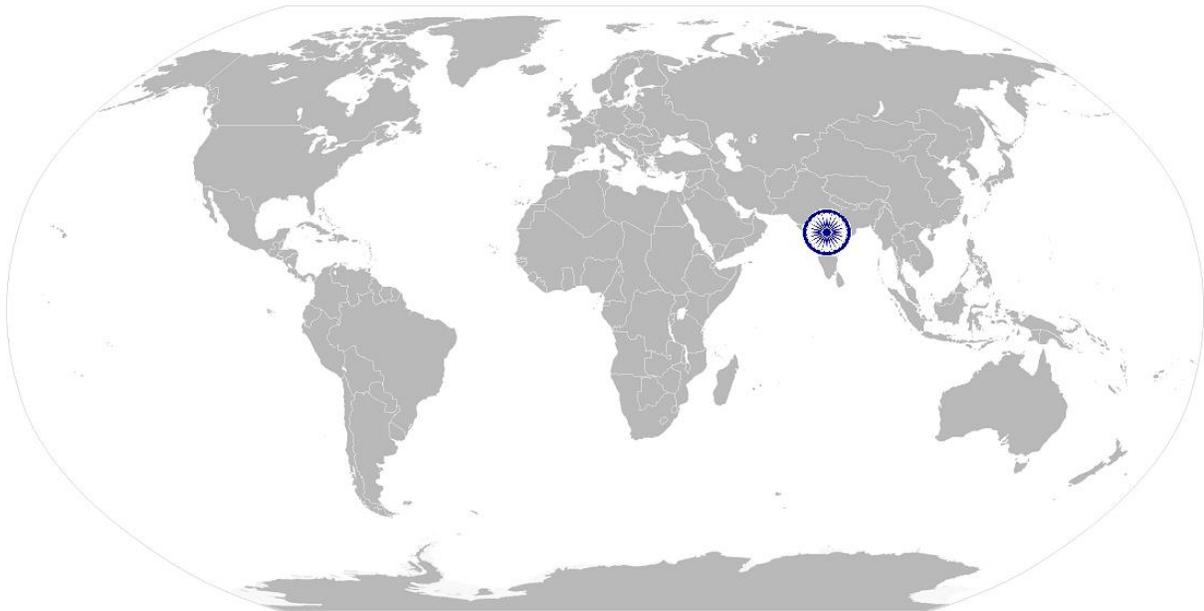
**Coordinate with others**

**NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9902</b>		
<b>Credits(NVEQF/NVQF/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>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</b>



# 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> <p>Understand potential sources of accidents</p> <ul style="list-style-type: none"> <li>to avoid accidents related to use of potentially dangerous chemicals, sharp tools and machines</li> </ul> <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> <li>wear safety gear such as goggles, mask, gloves, ear plugs</li> </ul> <p>Actively participate in the health and safety awareness campaigns</p> <ul style="list-style-type: none"> <li>attend fire drills organised by the company or industrial zone</li> <li>learn first aid procedure</li> <li>be alert about designated assembly area in the event of an emergency</li> <li>read and understand the evacuation and emergency procedures</li> </ul> <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> <li>process flow improvements that can reduce anticipated or repetitive hazards</li> <li>mishandling of tools, machines or hazardous materials</li> <li>electrical problems that could result in accident</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>	To be competent, the user/individual on the job must be able to: PC1. spot and report potential hazards on time PC2. follow company policy and rules regarding use of hazardous materials PC3. attend and actively participate in the health and safety campaigns organised by the company
<b>Using safety gear</b>	To be competent, the user/individual on the job must be able to: PC4. use or wear safety gear as per the rules of the company
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: KA1. company's policies on: safety and hazards and personnel management KA2. reporting structure
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. how different chemicals react and what could be the danger from them KB2. how to use machines and tools without suffering bodily harm

**G&J/N9905**

**Maintain occupational health and safety**

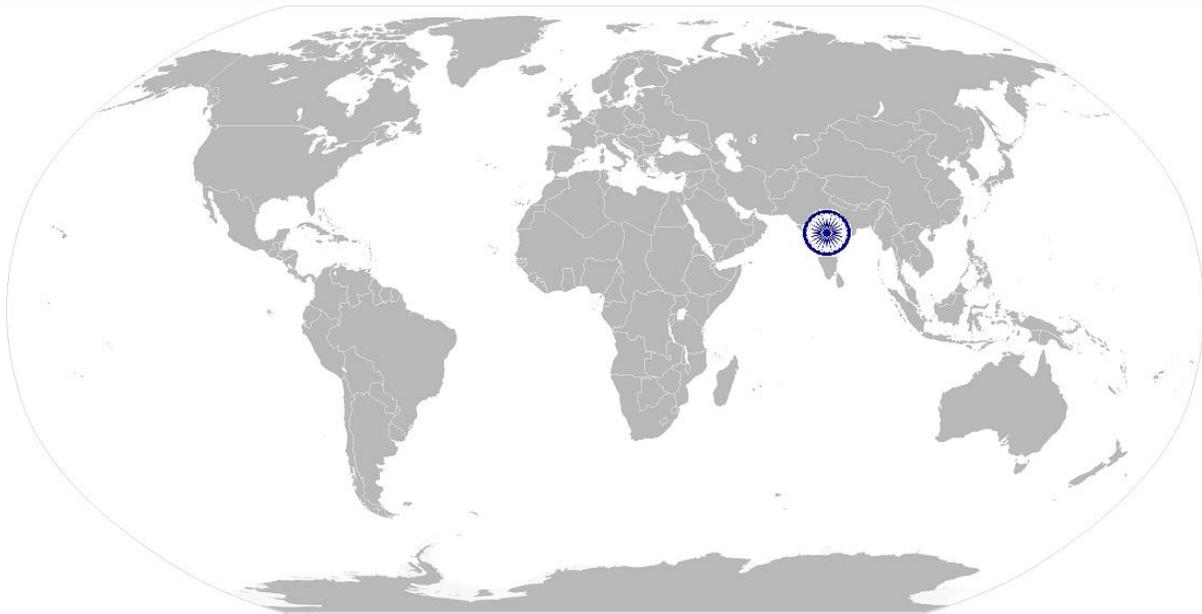
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b> The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	<b>Organising skills</b> The individual on the job needs to know and understand how to: SA2. keep all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

<b>NOS Code</b>	<b>G&amp;J/N9905</b>		
<b>Credits(NVEQF/NVQF/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>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</b>



Definitions

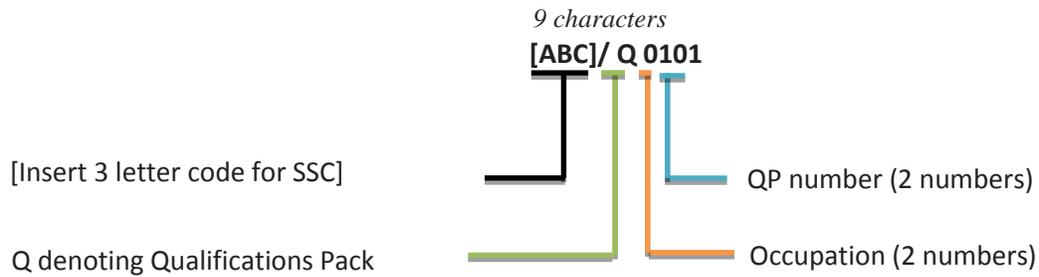
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

## Annexure

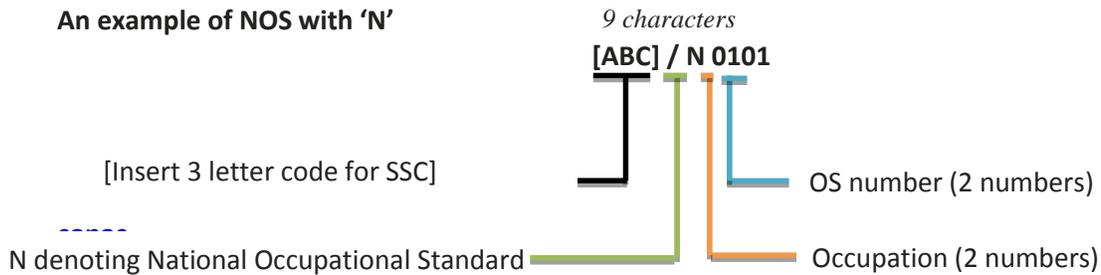
### Nomenclature for QP and NOS

#### 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	Qualifications Pack- Diamond Assorter			
Qualification Pack	Qualifications Pack- Diamond Assorter			
Sector Skill Council	GEMS & JEWELLERY			
Assessment Strategy			Marks Allocation	
NOS	Elements	Performance Criteria	Theory	Practical
1. G&J/N2502 Assort diamond into different categories	Assorting quality	PC1. accurately segregate/group the diamonds as per the company's policy	2	14
		PC2. identify different characteristics of diamonds, example – i. Cut – round, princess, emerald, etc. ii. Carat – one metric carat = 1/5 gram, or 200 milligrams iii. Colour – colourless (D, E, F), near colourless (G, H, I, J), etc. and iv. Clarity – flawless (F), Very, Very Small Inclusions (VVS1, VVS2), etc.	2	14
		PC3. use judgment for selecting and rejecting diamond	2	14
		PC4. ensure near zero damage/loss to the diamond	1	7
	Productivity	PC5. improve speed of sorting / time taken per stone	1	7
		PC6. achieve number of diamonds sorted as per the target assigned	1	7
	Process compliances	PC7. comply with relevant legislation, standards, policies and procedures	1	7
			10	70
2. G&J/N9902 Coordinate with others	Interaction with supervisor	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	2
	Interactions with colleagues and other departments	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
			6	6
3. 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	2
		PC3. attend and actively participate in the health and safety campaigns organised by the company	1	0
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	1	2

			4	4
			20	80
			100	