

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS AND 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

Contact Us:

Gem and Jewellery Skill Council of India, 3rd floor, BFC building, SEEPZ, Andheri East, Mumbai - 400096

E-mail: ceo@gjsoci.org



CONTENTS

1. [Introduction and Contacts.....\[P1\]](#)
2. [Qualifications Pack.....\[P2\]](#)
3. [Glossary of Key Terms\[P3\]](#)
4. [OS Units.....\[P5\]](#)
5. [Annexure: Nomenclature for QP & OS.\[P29\]](#)
6. [Assessment Criteria.....\[P31\]](#)

Introduction

Qualifications Pack - Assorter (Advanced)

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Cast and Diamonds-Set Jewellery, Diamond Processing, Handmade Gold and Gem-Set Jewellery

OCCUPATION: Assorting

REFERENCE ID: G&J/Q3603

ALIGNED TO: NCO-2004/3471.90

Assorter (Advanced): Also known as Sorter or Grader, the Assorter (advanced) segregates rough/polished diamonds and gemstones into multiple groups based on 4Cs.

Brief Job Description: The individual at work mainly works with a loupe to segregate rough/polished diamonds and gemstones into multiple groups based on its characteristics like cut, carat, clarity or colour. The individual is required to have knowledge of performing measurements of 4Cs on a diamond. The individual is responsible for delivering segregated diamonds or gemstones with no loss.

Personal Attributes: The job requires the individual to have: attention to details; good eyesight; no colour-blindness; steady hands; ability to work for long hours in sitting position; and a lot of patience.

Qualifications Pack Code	G&J/Q3603		
Job Role	Assorter (Advanced)		
Credits (NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	28/08/2016
Sub-sector	Cast and Diamonds-Set Jewellery, Diamond Processing, Handmade Gold and Gem-set Jewellery	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019
NSQC Clearance on*	DD/MM/YYYY		

Job Role	Assorter (Advanced)
Role Description	Segregating rough/polished diamonds into multiple groups based on the 4 Cs, by looking at the diamonds or gemstones through a loupe/eye glass under adequate light
NSQF level	4
Minimum Educational Qualifications*	10th Standard, preferably
Maximum Educational Qualifications*	Not applicable
Training (Suggested but not mandatory)	Not applicable
Minimum job entry age	18 years
Experience	Not applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N9901 Coordinate with others G&J/N9902 Maintain health and safety at workplace <p>Optional: It is mandatory to select one of these options</p> <p>Assorter for Jewellery Manufacturing</p> <ol style="list-style-type: none"> G&J/N3603 Assort diamonds for jewellery manufacturing <p>Polished Diamonds Assorter</p> <ol style="list-style-type: none"> G&J/N3604 Assort polished diamonds <p>Rough Diamonds Assorter</p> <ol style="list-style-type: none"> G&J/N3605 Assort rough diamonds <p>Gemstone Assorter</p> <ol style="list-style-type: none"> G&J/N3606 Assort gemstones
Performance Criteria	As described in the relevant OS units

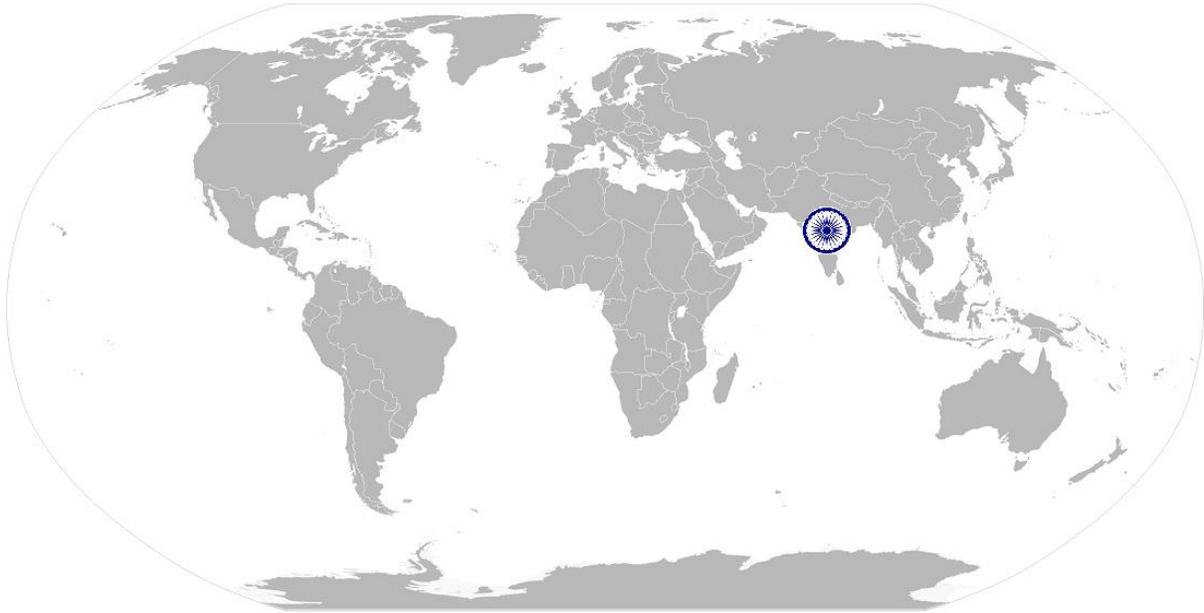
Definitions

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.
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.

Acronyms

Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack

National Occupational Standard



Overview

This unit is about team work and communication with colleagues or clients. It determines the coordination capability of an individual to work as a team member, share work and multi-task in order to achieve the deliverables on schedule.

G&J/N9901

Coordinate with others

National Occupational Standard

Unit Code	G&J/ N9901
Unit Title (Task)	Coordinate with others
Description	This OS unit is about communicating with colleagues, seniors and outside parties in order to achieve the deliverables on schedule
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Interacting with supervisor • Interacting with colleagues within and outside the department • Interacting with outside parties
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interacting with supervisor	To be competent, the user/individual on the job must be able to <ul style="list-style-type: none"> PC1. Coordinate for receiving work instructions and raw materials from reporting supervisor PC2. Communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required PC3. Communicate to reporting supervisor about operation details and hazards PC4. Interact with supervisor regarding compliance of company policy and rules
Interacting with colleagues within and outside the department	<ul style="list-style-type: none"> PC5. Coordinate with colleagues to share work, as per the workload PC6. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement PC7. Coordinate and receive feedback from quality control department PC8. Coordinate for putting team goals over individual goals PC9. Resolve conflicts by communicating with colleagues and other departments PC10. Coordinate with colleagues regarding multitasking in other departments with requirements
Interacting with outside parties	PC11. Adhere to nondisclosure policy of the company in all outside coordination
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management KA2. Company's policies on non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential KA3. Liability arising out of loss, theft, or inadvertent disclosure of confidential information KA4. Reporting structure

G&J/N9901

Coordinate with others

<p>B. Technical Knowledge</p>	<p>KB1. Various categories of people that one is required to communicate and coordinate within the organization</p> <p>KB2. Importance of effective communication in the workplace</p> <p>KB3. Importance of teamwork in organization and individual success</p> <p>KB4. Various components of effective communication</p> <p>KB5. Key elements of active listening</p> <p>KB6. Barriers to effective communication</p> <p>KB7. Importance of avoiding casual expletives and unpleasant terms while communicating professional circles</p> <p>KB8. Common reasons for interpersonal conflict</p> <p>KB9. Expressing and addressing grievances appropriately and effectively</p> <p>KB10. What constitutes disciplined behavior for a working professional</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write instructions, remarks, job sheets, basic information, technical details etc. in preferred local language of communication and English</p> <p>Reading Skills</p> <p>SA2. Read preferred language of communication as prescribed by the company</p> <p>SA3. Read job sheets and interpret technical details mentioned in the job sheet</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA4. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. Be a good listener</p> <p>SA6. Be effective in communicating the issues faced to the supervisor</p> <p>SA7. Avoid using jargon, slang or acronyms when communicating</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>SB1. Spot and communicate potential areas of disruptions to work process and report the same</p> <p>SB2. Report to supervisor and or to deal with a colleague individually, depending on the type of concern</p> <p>Plan and Organize</p> <p>SB3. Collate information and communicate in a manner that is clear and comprehensive to colleagues and supervisor</p> <p>Customer Centricity</p> <p>SB4. Convey accurate information to all internal as well as external customers (or right information to right person)</p>

G&J/N9901

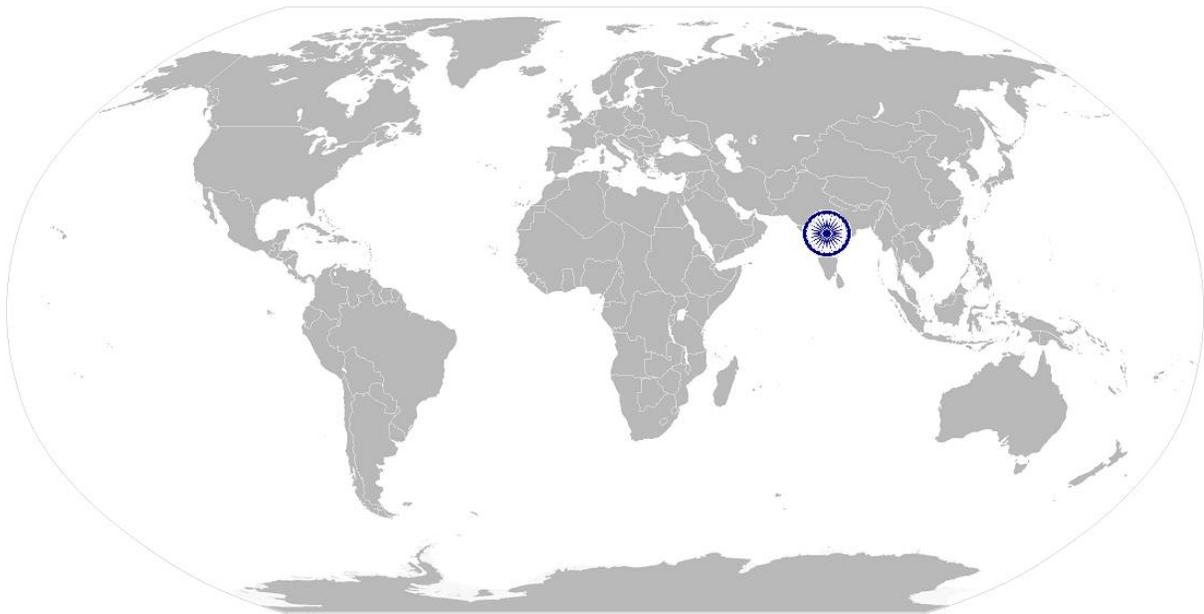
Coordinate with others

	Problem Solving
	SB5. How to handle critical situations caused due to communication issues at workplace and solve problems without blaming others
	Analytical Thinking
	SB6. Analyse the work processes by interacting with others and adopting best practices
	SB7. Use prior experience to observe and reflect for development of ideas
	Critical Thinking
SB8. Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)	
SB9. Deal with clients lacking the technical background to solve the problem on their own	
SB10. Spot process disruptions and delays and report and communicate with solutions	
SB11. Identify immediate or temporary solutions to resolve delays	
SB12. Apply, analyze and evaluate the information gathered from observation, experience, reasoning or communication as a guide to thought and action	

NOS Version Control

NOS Code	G&J/N9901		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019

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/N9902

Maintain health and safety at workplace

National Occupational Standard

Unit Code	G&J/N9902
Unit Title (Task)	Maintain health and safety at workplace
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	This unit/task covers the following: <ul style="list-style-type: none"> • Health and safety in work area • Fire safety • Emergencies, rescue and first aid procedures
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Health and safety in work area	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Identify and use appropriate protective clothing/equipment for specific tasks and work PC2. Identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace PC3. Carry out safe working practices while dealing with hazards to ensure safety of self and others PC4. Identify and avoid doing any tasks or activities in a bad working position PC5. Practice appropriate working postures to minimise occupational health related issues
Fire safety	<ul style="list-style-type: none"> PC6. Use the appropriate fire extinguishers on different types of fire PC7. Demonstrate rescue techniques applied during fire hazard PC8. Demonstrate good housekeeping in order to prevent fire hazards PC9. Demonstrate the correct use of any fire extinguisher
Emergencies, rescue and first aid procedures	<ul style="list-style-type: none"> PC10. Administer appropriate first aid procedure to victims wherever required e.g. in case of bleeding, burns, choking, electric shock etc. PC11. Respond promptly and appropriately to an accident situation or medical emergency PC12. Participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company's policies on: safety and hazards and personnel management KA2. Names and location of documents that refer to health and safety in work place KA3. Reporting structure
B. Technical Knowledge	<ul style="list-style-type: none"> KB1. Meaning of "hazard's" and risks KB2. Health and safety hazards commonly present in the work place and related precautions

G&J/N9902

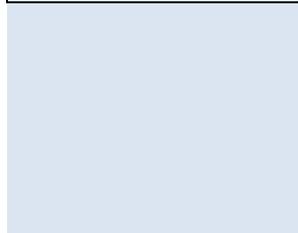
Maintain health and safety at workplace

	<p>KB3. Various dangers associated with the use of electrical equipment</p> <p>KB4. Preventative and remedial actions to be taken in case of exposure to toxic material</p> <p>KB5. Methods of accident prevention</p> <p>KB6. How different chemicals react and what could be the danger from them</p> <p>KB7. How to use machines and tools without suffering bodily harm</p> <p>KB8. Importance of using protective clothing/equipment while working</p> <p>KB9. Precautionary activities to prevent the fire accident</p> <p>KB10. Various causes of fire</p> <p>KB11. Techniques of using different fire extinguishers</p> <p>KB12. Different materials used for extinguishing fire</p> <p>KB13. Rescue techniques applied during a fire hazard</p> <p>KB14. Various types of safety signs and what they mean</p> <p>KB15. Appropriate basic first aid treatment relevant to condition e.g. bleeding minor burns eye injuries</p> <p>KB16. Potential impact to a person who is moved incorrectly</p>
Skills (S) [Optional]	
<p>A. Core Skills/ Generic Skills</p>	Writing Skills
	<p>The individual on the job needs to know and understand how to: N.A.</p>
	Reading Skills
	<p>SA1. Read and comprehend basic content to read labels, charts, signage's SA2. Read and comprehend basic English to read manuals of operations</p>
	Oral Communication (Listening and Speaking skills)
<p>B. Professional Skills</p>	Decision Making
	<p>SB1. Report potential sources of danger SB2. Follow the relevant prescribed procedure in the event of an accident SB3. Wear appropriate safety gear to avoid an accident</p>
	Plan and Organize
	<p>SB4. Learn from past mistakes regarding use of hazardous machines or chemicals</p>
	Customer Centricity
	<p>N. A.</p>
	Problem Solving
<p>SB5. Adhere to and guide others to follow prescribed procedures related to occupational health and safety</p>	

G&J/N9902

Maintain health and safety at workplace

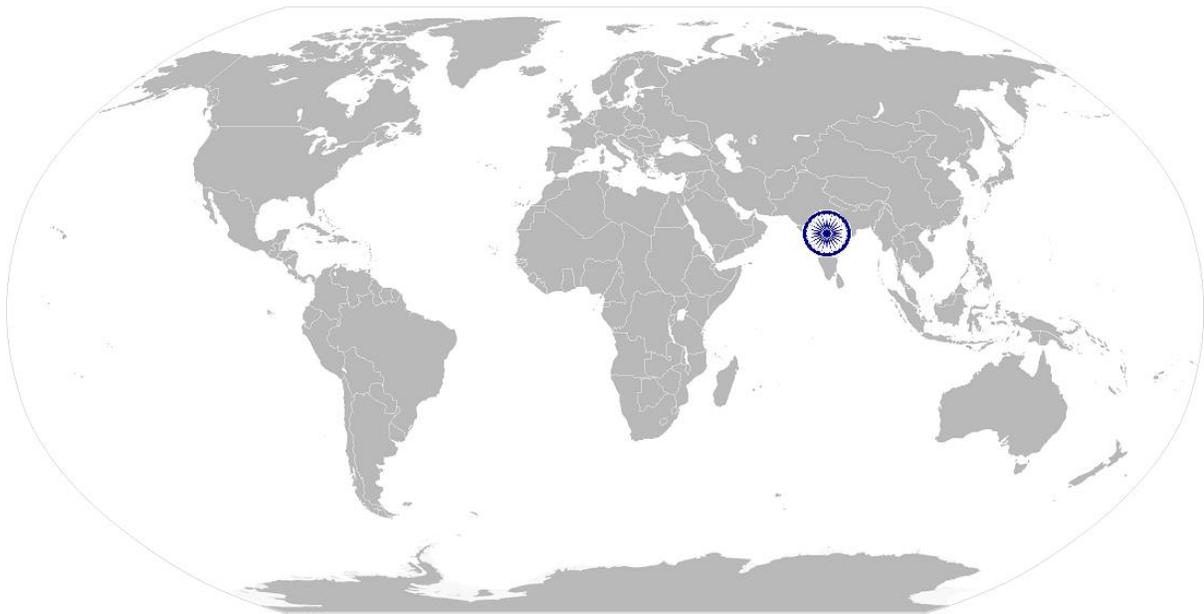
	Analytical Thinking
	SB6. Analyse untoward incidents from the past and implement correct use of machines, tools or hazardous chemicals
	Critical Thinking
	SB7. Critically analyse the processes carried out by self and by colleagues in the department to spot potential hazards and safety issues



NOS Version Control

NOS Code	G&J/N3603		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019

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 rejection of diamonds which are not as per required quality. Each diamond is assessed according to its characteristics of cut, carat, colour and clarity.

G&J/N3603

Assort diamonds for jewellery manufacturing

Unit Code	G&J/N3603
Unit Title (Task)	Assort diamonds for jewellery manufacturing
Description	This OS unit is about segregation of diamonds of similar characteristics into groups having similar characteristics of required quality and rejection which are not as per required quality; selected diamonds are further distributed for cast and diamond-set jewellery manufacturing
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Receiving the packet of diamonds from diamond procurer • Assorting diamonds • Ensuring quality of output • Ensuring productivity • Process compliances
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Receiving the packet of diamonds from diamond procurer	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Follow instructions of diamond procurer in terms of sorting</p> <p>PC2. Check the weight and number of stones, with respect to what is mentioned on the packet</p> <p>PC3. Use a sieve to classify the diamonds based on its size</p> <p>PC4. Do a basic sorting based on shape and size</p>
Assorting diamonds	<p>PC5. Look at each diamond individually through an eye glass and make further classification into groups as per company policy</p> <p>PC6. Select diamonds which are of similar characteristics such as cut, carat, colour and clarity and segregate as per quality required by the company</p> <p>PC7. Reject diamonds which are not as per required quality</p> <p>PC8. Maintain buffer stock to meet future requirements</p>
Ensuring quality of output	<p>PC9. Accurately segregate/group the diamonds as per the company's policy</p> <p>PC10. Use judgment for selecting and rejecting diamonds</p> <p>PC11. Deliver in time to next process</p> <p>PC12. Ensure near zero damage/loss to the diamonds</p>
Ensuring productivity	<p>PC13. Improve speed of assorting/time taken per stone</p> <p>PC14. Achieve number of diamonds sorted as per the target assigned</p>
Process compliances	PC15. Comply with relevant legislation, standards, policies and procedures

G&J/N3603

Assort diamonds for jewellery manufacturing

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, incentives, delivery standards, safety and hazards, integrity and personnel management</p> <p>KA2. Work flow involved in cast and diamond-set jewellery manufacturing</p> <p>KA3. Importance of the individual's role in the workflow</p> <p>KA4. Reporting structure</p> <p>KA5. Typical customer profile and market trends</p> <p>KA6. Specialization of the company (size, clarity, shape, quality, etc., of diamonds)</p>
B. Technical Knowledge	<p>KB1. Identification of diamonds</p> <p>KB2. Process of diamond procurement such as from the processing units, traders</p> <p>KB3. 4 C's of diamond (colour, cut, clarity and carat)</p> <p>KB4. Diamond shading – colourwise</p> <p>KB5. Application of diamonds as per the jewellery types</p> <p>KB6. Gauging and sieving</p> <p>KB7. Valuing diamond on market practice</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Maintain records of diamonds
	Reading Skills
	SA2. Read notes, designs and instructions in terms of diamond requirement
	SA3. Read company rules and compliance documents required to complete the work
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	SA4. Take feedback from co-workers and supervisor and share knowledge with them
	Decision Making
	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 stock
	Plan and Organize
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	
Customer Centricity	
N. A.	
Problem Solving	
SB6. Deal with mismatch in the number of diamonds	

G&J/N3603

Assort diamonds for jewellery manufacturing

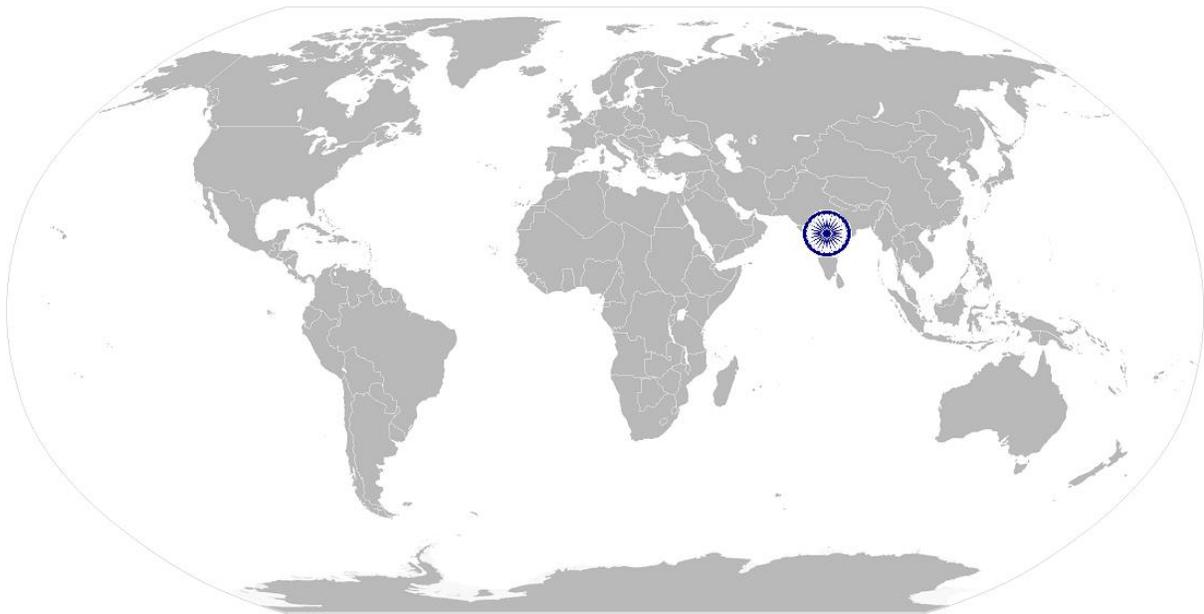
	SB7. Resolve difference in the actual quality of diamonds vis-à-vis specified on packet
	SB8. Sort any problems in identification of diamonds
	SB9. Resolve difficulty in classifying a particular diamond in terms of unclear characteristics
	Analytical Thinking
	SB10. To use the knowledge/experience about similar quality of diamonds in the past to predict the quality of the current lot
	Critical Thinking
	SB11. Apply, analyze, and evaluate the knowledge gathered from observation, experience, reasoning, or communication, as a guide to thought and action
	SB12. Spot process disruptions and delays

NOS Version Control



NOS Code	G&J/N3603		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019

National Occupational Standard



Overview

This unit is the final stage prior to packaging and dispatch in diamond processing. It involves segregation of polished diamonds into multiple groups, assessing each diamond according to its colour, clarity, carat and cut.

G&J/N3604

Assort polished diamonds

National Occupational Standard

Unit Code	G&J/N3604
Unit Title (Task)	Assort polished diamonds
Description	This OS unit is about measuring the 4Cs of a diamond and categorizing it accordingly.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing for carrying out assortment of polished diamonds • Assorting the polished diamonds based on the 4Cs • Ensuring the quality of assortment • Ensuring productivity • Process compliances
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing for carrying out assortment of polished diamonds	<p>To be competent, the user/individual on the job must be able to</p> <p>PC1. Accept the packet of polished diamonds from supervisor/procurer with instructions for sorting</p> <p>PC2. Check the weight and number of stones, with respect to what is mentioned on the packet</p> <p>PC3. Remove the diamonds from the packet and place them on the tray under the light</p> <p>PC4. Clean the diamonds using a cleaning cloth if required</p> <p>PC5. Use a sieve to classify the diamonds based on its size and shape</p>
Assorting the polished diamonds based on the 4Cs	<p>PC6. Hold the diamond with the help of tweezers under light and view it through a loupe one by one</p> <p>PC7. Measure the dimensions of the diamond and calculate the required ratios, e.g. table percentage, pavilion depth, etc.</p> <p>PC8. Grade the diamond based on its colour, cut, clarity and carat weight</p> <p>PC9. Use the UV Box to check the fluorescence of the diamond (if required)</p> <p>PC10. Use the symmetry analyzer machine to check the cut dimensions (if provided)</p> <p>PC11. Place assorted diamonds in the packets, label as per the company's policy and return to the supervisor with tallied weight</p>
Ensuring the quality of assortment	<p>PC12. Accurately measure the 4Cs of a diamond</p> <p>PC13. Match his/her judgment with the grading given by GIA or other agencies</p> <p>PC14. Deliver in time to next process</p> <p>PC15. Complete work with no loss of diamonds</p>
Ensuring productivity	<p>PC16. Improve speed of assorting/time taken per stone</p> <p>PC17. Achieve the productivity in terms of carats or number of pieces as set by the company</p>
Process compliances	PC18. Comply with relevant legislation, standards, policies and procedures
Knowledge and Understanding (K)	
A. Organizational Context	The individual on the job needs to know and understand:

G&J/N3604

Assort polished diamonds

	<p>KA1. Company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement</p> <p>KA2. Work flow involved in company's diamond processing process</p> <p>KA3. Importance of the individual's role in the workflow</p> <p>KA4. Reporting structure</p> <p>KA5. Issue return procedures followed by the company</p> <p>KA6. Typical customer profile and market trends</p> <p>KA7. Specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</p> <p>KA8. Diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</p>
<p>B. Technical Knowledge</p>	<p>KB1. Identification of a diamond</p> <p>KB2. Difference between a natural or a treated diamond</p> <p>KB3. Measuring 4Cs of a diamond</p> <p>KB4. Grading standards followed by GIA, IGI and HRD</p> <p>KB5. Gauging and sieving</p> <p>KB6. Use of various scopes in diamond processing</p> <p>KB7. Fluorescence in a diamond and its effect</p> <p>KB8. Use of symmetry analyzer machine and computer</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how:</p> <p>SA1. To label each segregated diamond appropriately according to its features</p> <p>SA2. To document work done for status and performance appraisal</p> <p>Reading Skills</p> <p>SA3. To read the manuals defining different standards as specified by GIA, IGI or HRD</p> <p>SA4. To read descriptions on the diamond packets/ bags</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA5. To discuss task, schedules, and work-loads with co-workers and supervisors</p> <p>SA6. To understand instructions and report problems</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>SB1. Grade or classify a particular diamond with unclear characteristics.</p> <p>Plan and Organize</p> <p>SB2. Plan and organize the assortment of diamonds to ensure accurate and timely assortment</p> <p>Customer Centricity</p>

G&J/N3604

Assort polished diamonds

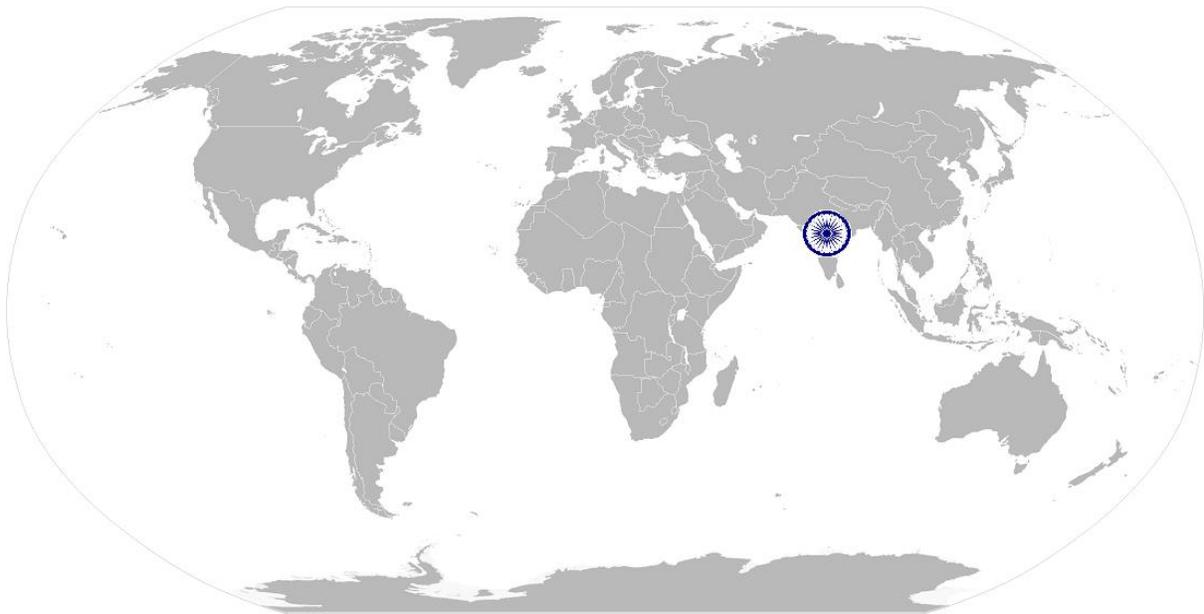
	N. A.
	Problem Solving
	SB3. To minimize damage or loss of any diamond during the sorting process SB4. To report diamond losses via documentation as per company policy SB5. To suggest improvements in order to reduce loss
	Analytical Thinking
	SB6. To assess the 4Cs of the diamond, analyzing various aspects of its dimensions, based on knowledge of grading standards and experience SB7. To derive maximum value from a polished diamond
	Critical Thinking
	SB8. To spot process disruptions and delays

NOS Version Control



NOS Code	G&J/N3604		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019

National Occupational Standard



Overview

This unit is the first stage post procurement in diamond processing. It involves segregation of rough diamonds of similar characteristics into groups like makeable, sawable, cleavable, rejection and resale, to be sent for further processing. Each rough diamond is assessed according to its natural characteristics – judging specifically at its colour, clarity, carat and model or shape.

G&J/N3605

Assort rough diamonds

National Occupational Standard

Unit Code	G&J/N3605
Unit Title (Task)	Assort rough diamonds
Description	This OS unit is about segregation of rough diamonds of similar characteristics into groups like makeable, sawable, cleavable, rejection and resale, to be sent for further processing
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing for assortment • Assorting rough diamonds • Ensuring quality of assortment • Ensuring productivity • Process compliances
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparing for assortment	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Check the weight and number of stones, against what is mentioned on the packet</p> <p>PC2. Remove the roughs from the packet and place them on the tray under the light</p> <p>PC3. Clean the roughs using a cleaning cloth if required</p>
Assorting rough diamonds	<p>PC4. Use sieve to classify the diamonds broadly based on its size</p> <p>PC5. Do a basic sorting based on shape and size</p> <p>PC6. Look at each rough individually through an eye glass and make further classification into groups as per company policy</p> <p>PC7. Hold the rough with the help of tweezers under light and view it through a loupe one by one</p> <p>PC8. Classify them into groups as per company policy e.g. makeable, sawable, cleavable and rejection</p> <p>PC9. Send the rough for windowing if one is not able to look into it clearly to make any judgment (if required)</p>
Ensuring quality of assortment	<p>PC10. Accurately segregate/group of the roughs as per the company's policies</p> <p>PC11. Identify different types of rough, e.g. Syndicate, Australian, Coated, Braza, Cleavage etc.</p> <p>PC12. Judge accurately the approximate expected yield, expected clarity, etc.</p> <p>PC13. Complete work with no loss of roughs</p>
Ensuring productivity	<p>PC14. Achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC15. Deliver in time to next process</p>
Process compliances	PC16. Comply with relevant legislation, standards, policies and procedures

G&J/N3605

Assort rough diamonds

Knowledge and Understanding (K)	
A. Organizational Context	<p>The individual on the job needs to know and understand:</p> <p>KA1. Company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement</p> <p>KA2. Non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</p> <p>KA3. Liability arising out of loss, theft, or inadvertent disclosure of confidential information</p> <p>KA4. Work flow involved in company's diamond processing process</p> <p>KA5. Importance of the individual's role in the workflow</p> <p>KA6. Reporting structure</p> <p>KA7. Issue return procedures followed by the company</p> <p>KA8. Typical customer profile and market trends</p> <p>KA9. Specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</p> <p>KA10. Diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</p>
B. Technical Knowledge	<p>KB1. Identification of rough diamonds</p> <p>KB2. Formation of rough diamond - production from mines - sources & location</p> <p>KB3. Various types of rough e.g. Syndicate, Australian, Coated, Braza, Cleavage etc. and its characteristics</p> <p>KB4. Process of rough procurement - parcel from D.T.C. / I-I.D.C. / Belgium / Israel / Local - Bandha (i.e. Better - Medium - Weak)</p> <p>KB5. Polishing process in the factory (Bruting, Blocking, Bottom, Top, Table, Rounding, etc.)</p> <p>KB6. 4Cs of diamond (Colour, Cut, Clarity and Carat)</p> <p>KB7. Rough diamond shading – colourwise (LB-LC-White-Fancy)</p> <p>KB8. Use of various scopes in diamond processing</p> <p>KB9. Stress (tension) of the diamond</p> <p>KB10. Gauging & sieve</p> <p>KB11. Valuation as per market practice</p> <p>KB12. Windowing process to look inside a rough</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	<p>Writing Skills</p>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. To label each segregated rough appropriately according to its features</p> <p>SA2. To document work done for status and performance appraisal</p>
	<p>Reading Skills</p>
	<p>SA3. To read descriptions on the rough packets/ bags</p>

G&J/N3605

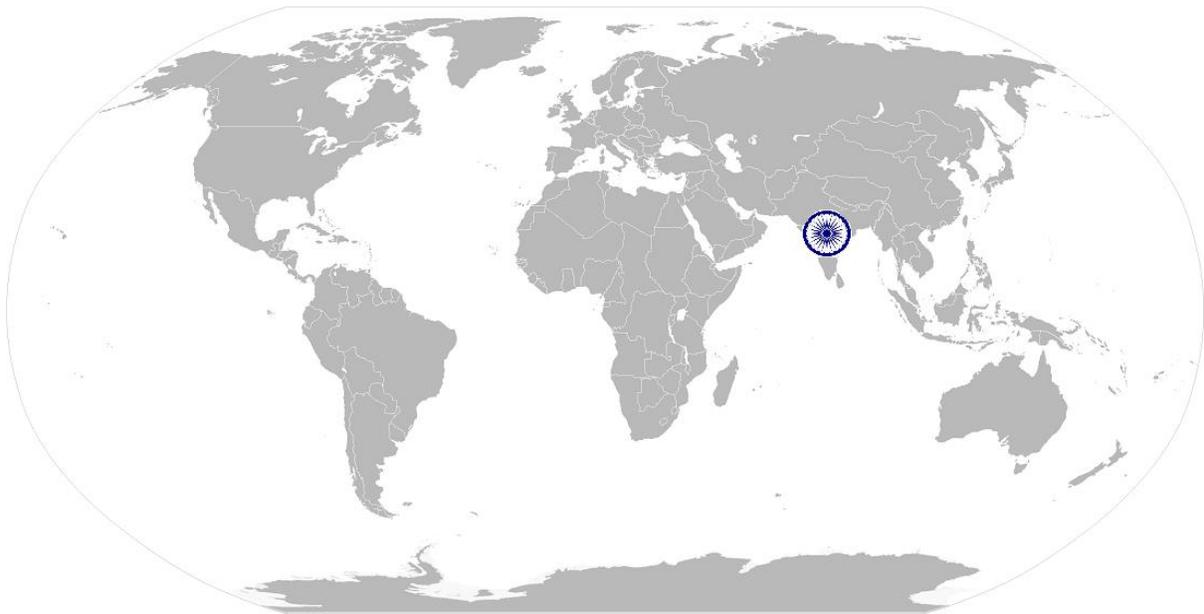
Assort rough diamonds

	Oral Communication (Listening and Speaking skills)
	SA4. To discuss task, schedules, and work-loads with co-workers and supervisors SA5. To understand instructions and report problems SA6. To share work load as required SA7. To assist others who require help SA8. To share knowledge with co-workers
B. Professional Skills	Decision Making
	SA9. To make decisions pertaining to the concerned area of work of sorting
	Plan and Organize
	SA10. To plan and organize work in order to ensure accurate and timely assortment
	Customer Centricity
	N. A.
	Problem Solving
	SA11. To resolve difficulty in grading or classifying a particular rough with unclear characteristics
	Analytical Thinking
	SA12. To use the knowledge/experience about similar quality of roughs in the past to predict the final outcome/quality of the current lot SA13. To analyze the expected yield, clarity from the rough, based on the source
Critical Thinking	
SA14. To apply, analyze and evaluate the knowledge gathered from observation, experience, reasoning or communication as a guide to thought and action SA15. To spot process disruptions and delays	

NOS Version Control

NOS Code	G&J/N3605		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019

National Occupational Standard



Overview

This unit is about assorting gemstones in terms of type, shape, size, colour and weight.

G&J/N3606

Assort gemstones

Unit Code	G&J/N3606
Unit Title (Task)	Assort gemstones
Description	This OS unit is about assorting gemstones in terms of type, shape, size, colour and weight
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Assorting gemstones • Ensuring productivity • Reporting problems to reporting authority • Process compliances
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Assorting gemstones	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Assort stones accurately as per design in terms of weight, size, colour and type</p> <p>PC2. Maintain even colour of stones sorted or as required by design</p> <p>PC3. Distinguish between types of stones correctly, e.g. raw versus factory manufactured</p>
Ensuring productivity	<p>PC4. Make timely delivery of sorted stones for setting</p> <p>PC5. Assort number of stones as per the target given</p> <p>PC6. Ensure that no stones are lost or damaged during counting or sorting</p>
Reporting problems to reporting authority	<p>PC7. Report mismatch regarding colour, type, size or weight of stones to be sorted against the description of the bag received</p> <p>PC8. Report shortage of stones in the bag as per design</p>
Process compliances	PC9. Comply with relevant legislation, standards, policies and procedures
Knowledge and Understanding (K)	
A. Organizational Context	<p>The individual on the job needs to know and understand:</p> <p>KA1. Company's policies on: Acceptable limits of stone loss per product type; incentives; delivery standards; safety and hazards; security, IPR and personnel management</p> <p>KA2. Non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</p> <p>KA3. Liability arising out of loss, theft, or inadvertent disclosure of confidential information</p> <p>KA4. Work flow involved in company's jewellery manufacturing process</p> <p>KA5. Importance of the individual's role in the workflow</p> <p>KA6. Reporting structure</p>

G&J/N3606

Assort gemstones

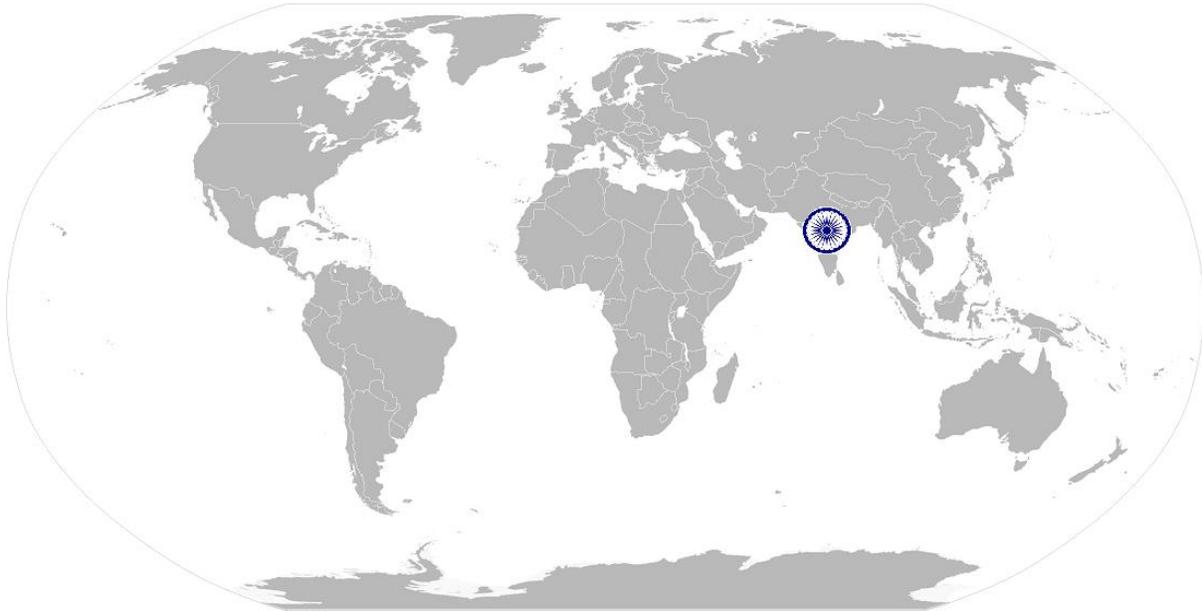
<p>B. Technical Knowledge</p>	<p>KB1. Different types of jewellery made by the company KB2. Jewellery trends and types of gemstones used and their value KB3. Basics of gemstones such as colour, cut, clarity, carat, precious, semi-precious, synthetic, modified KB4. Different markets for gemstones and their origin so that precedence can indicate the gemstone quality KB5. Gemstone setting process KB6. Labelling details</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills The user/individual on the job needs to know and understand how: SA1. To fill job sheet SA2. To write labels on sorted bags</p> <p>Reading Skills SA3. To read design notes SA4. Read labels on the bags containing diamonds</p> <p>Oral Communication (Listening and Speaking skills) SA5. To communicate discrepancies to seniors and colleagues</p>
<p>B. Professional Skills</p>	<p>Decision Making SB1. To separate stones as per design requirement</p> <p>Plan and Organize SB2. Plan and organize sorting of diamonds and gemstones</p> <p>Customer Centricity N. A.</p> <p>Problem Solving N. A.</p> <p>Analytical Thinking N. A.</p> <p>Critical Thinking N. A.</p>

G&J/N3606

Assort gemstones

NOS Version Control

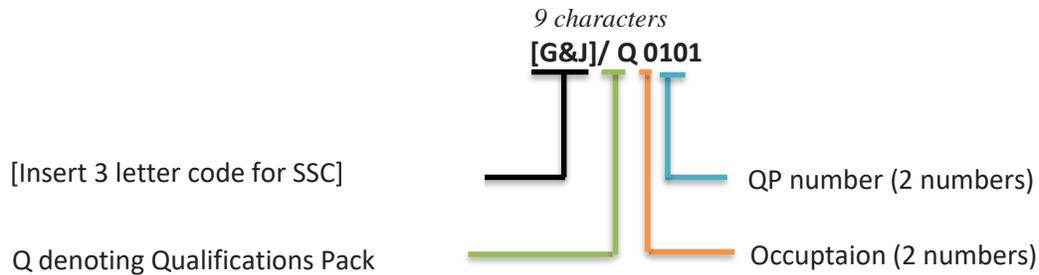
NOS Code	G&J/N3606		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019



Annexure

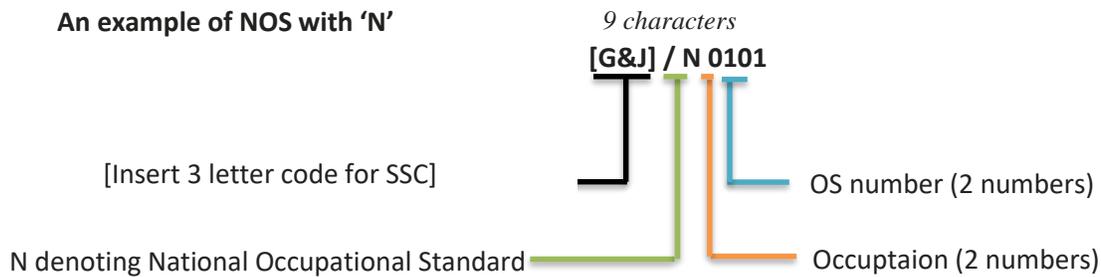
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



G&J/Q3603

Qualifications Pack For Assorter (Advanced)

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

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-15
Cast and diamond-set jewellery	16-35
Diamond processing	36-50
Gemstone processing	51-65
Jewellery retailing	66-75
Fashion jewellery	76-85
Common	86-98

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 Assorter (Advanced)

Qualification Pack G&J/Q3603

Sector Skill Council Gem & Jewellery

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create theory question papers for candidates at every examination/training centre. (As per assessment criteria below)
4. Individual assessment agencies will create practical tests for skill evaluation for candidates at every examination/training centre. (As per assessment criteria below)
5. To pass the Qualification Pack, every candidate should score a minimum 70% of aggregate marks to successfully clear the assessment.
6. In case of successfully passing only certain number of NOSs, the candidate is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack.

Assessment outcomes	Assessment Criteria for outcomes	Total Marks (20+80)	Out of	Marks Allocation	
				Theory	Skills Practical
1. G&J/N9901 Coordinate with others	PC1.Coordinate for receiving work instructions and raw materials from reporting supervisor	20	1	0	1
	PC2.Communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required		1	0	1
	PC3. Communicate to reporting supervisor about operation details and hazards		1	0	1
	PC4. Interact with supervisor regarding compliance of company policy and rules		2	0	2

	PC5.Coordinate with colleagues to share work, as per the workload		3	0	3
	PC6.Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		2	0	2
	PC7. Coordinate and receive feedback from quality control department		2	1	1
	PC8.Coordinate for putting team goals over individual goals		1	0	1
	PC9.Resolve conflicts by communicating with colleagues and other departments		2	0	2
	PC10. Communicate and discuss work Coordinate with colleagues regarding multitasking in other departments with requirements		3	1	2
	PC11. Adhere to nondisclosure policy of the company in all outside coordination		2	1	1
	Sub Total		20	3	17
2. G&J/N9902 Maintain health and safety at workplace	PC1. Identify and use appropriate protective clothing/equipment for specific tasks and work		2	0	2
	PC2. Identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace		1	0	1
	PC3. Carry out safe working practices while dealing with hazards to ensure safety of self and others		1	0	1

	PC4. Identify and avoid doing any tasks or activities in a bad working position	20	2	0	2	
	PC5. Practice appropriate working postures to minimise occupational health related issues		2	1	1	
	PC6. Use the appropriate fire extinguishers on different types of fire.		1	0	1	
	PC7. Demonstrate rescue techniques applied during fire hazard		2	0	2	
	PC8. Demonstrate good housekeeping in order to prevent fire hazards		1	0	1	
	PC9. Demonstrate the correct use of any fire extinguisher		2	0	2	
	PC10. Administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.		1	0	1	
	PC11. Respond promptly and appropriately to an accident situation or medical emergency		3	1	2	
	PC12. Participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.		2	1	1	
	Sub Total			20	3	17

Optional NOS				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks (14+46)	Out of	Theory	Skills Practical
Assorter for Jewellery Manufacturing 1.G&J/N3603 Assort diamonds for jewellery manufacturing	PC1. Follow instructions of diamond procurer in terms of sorting		5	2	3

	PC2. Check the weight and number of stones, with respect to what is mentioned on the packet	60	5	2	3
	PC3. Use a sieve to classify the diamonds based on its size		5	2	3
	PC4. Do a basic sorting based on shape and size		8	2	6
	PC5. Look at each diamond individually through an eye glass and make further classification into groups as per company policy.		5	2	3
	PC6. Select diamonds which are of similar characteristics such as cut, carat, colour and clarity and segregate as per quality required by the company		5	2	3
	PC7. Reject diamonds which are not as per required quality		3	0	3
	PC8. Maintain buffer stock to meet future requirements		2	0	2
	PC9. Accurately segregate/group the diamonds as per the company's policy		6	1	5
	PC10. Use judgment for selecting and rejecting diamonds		5	0	5
	PC11. Deliver in time to next process.		1	0	1
	PC12. Ensure near zero damage/loss to the diamonds		1	0	1
	PC13. Improve speed of assorting / time taken per stone		2	0	2
	PC14. Achieve number of diamonds sorted as per the target assigned		5	1	4
	PC15. Comply with relevant legislation, standards, policies and procedures		2	0	2
	Sub Total			60	14

Optional NOS			Marks Allocation		
Assessment outcomes	Assessment Criteria for outcomes	Total Mark (14+46)	Out of	Theory	Skills Practical
Polished Diamonds Assorter 1.G&J/N3604 Assort polished diamonds	PC1. Accept the packet of polished diamonds from supervisor/procurer with instructions for sorting diamonds	60	1	0	1
	PC2. Check the weight and number of stones, with respect to what is mentioned on the packet		2	1	1
	PC3. Remove the diamonds from the packet and place them on the tray under the light		2	1	1
	PC4. Clean the diamonds using a cleaning cloth if required		5	1	4
	PC5. Use a sieve to classify the diamonds based on its size and shape		5	1	4
	PC6. Hold the diamond with the help of tweezers under light and view it through a loupe one by one		8	3	5
	PC7. Measure the dimensions of the diamond and calculate the required ratios		5	1	4
	PC8. Grade the diamond based on its colour, cut, clarity and carat weight		8	1	7
	PC9. Use the UV Box to check the fluorescence of the diamond (if required)		2	0	2
	PC10. Use the symmetry analyzer machine to check the cut dimensions (if provided)		2	1	1
	PC11. Place assorted diamonds in the packets, label as per the company's policy and return to the supervisor with tallied weight		2	1	1

	PC12. Accurately measure the 4Cs of a diamonds		8	3	5
	PC13. Match his/her judgment with the grading given by GIA or other agencies		5	0	5
	PC14. Deliver in time to next process		1	0	1
	PC15. Complete work with no loss of diamonds		1	0	1
	PC16. Improve speed of assorting/time taken per stone.		1	0	1
	PC17. Achieve the productivity in terms of carats or number of pieces as set by the company		1	0	1
	PC18. Comply with relevant legislation, standards, policies and procedures		1	0	1
	Sub Total		60	14	46

Optional NOS			Marks Allocation		
Assessment outcomes	Assessment Criteria for outcomes	Total Mark (14+46)	Out of	Theory	Skills Practical
Rough Diamonds Assorter 1.G&J/N3605 Assort rough diamonds	PC1. Check the weight and number of stones, against what is mentioned on the packet		2	0	2
	PC2. Remove the roughs from the packet and place them on the tray under the light		1	0	1
	PC3. Clean the roughs using a cleaning cloth if required		3	1	2
	PC4. Use sieve to classify the diamonds broadly based on its size		5	2	3
	PC5. Do a basic sorting based on shape and size		5	2	3
	PC6. Look at each rough individually through an eye glass and make further classification into groups as per company policy		5	2	3

	PC7. Hold the rough with the help of tweezers under light and view it through a loupe one by one	60	5	2	3
	PC8. Classify them into groups as per company policy e.g. makeable, sawable, cleavable and rejection		5	2	3
	PC9. Send the rough for windowing if one is not able to look into it clearly to make any judgment (if required)		5	1	4
	PC10. Accurately segregate/group of the roughs as per the company's policies		6	2	4
	PC11. Identify different types of rough, e.g. Syndicate, Australian, Coated, Braza, Cleavage etc.		5	0	5
	PC12. Judge accurately the approximate expected yield, expected clarity, etc.		5	0	5
	PC13. Complete work with no loss of roughs		2	0	2
	PC14. Achieve the productivity in terms of carats or number of pieces as set by the company		2	0	2
	PC15. Deliver in time to next process		2	0	2
	PC16. Comply with relevant legislation, standards, policies and procedures		2	0	2
	Sub Total		60	14	46

Optional NOS		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Mark (14+46)	Out of	Theory	Skills Practical
Gemstone Assorter 1.G&J/N3606 Assort gemstones	PC1. Assort stones accurately as per design in terms of weight, size, colour and type		10	2	8
	PC2. Maintain even colour of stones sorted or as required by design		10	2	8

	PC3. Distinguish between types of stones correctly, e.g., raw versus factory manufactured	60	12	2	10
	PC4. Make timely delivery of sorted stones for setting		5	2	3
	PC5. Assort number of stones as per the target given		5	2	3
	PC6. Ensure that no stones lost or damaged during counting or sorting		4	2	2
	PC7. Report mismatch regarding colour, type, size or weight of stones to be sorted against the description of the bag received		10	2	8
	PC8. Report shortage of stones in the bag as per design		2	0	2
	PC9. Comply with relevant legislation, standards, policies and procedures		2	0	2
	Sub Total		60	14	46