

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@gjsci.org



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Introduction

Qualifications Pack- Girdle Polisher- Diamond Processing

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Faceting and polishing

REFERENCE ID: G&J/Q4704

ALIGNED TO: NCO-2015/NIL

Brief Job Description: Individuals working on this job use girdle rounding and polishing machines to create a clean polished or faceted surface of the girdle in order to achieve a perfectly round girdle and yield maximum brilliance. This is the final process after all the facets of the diamond have been polished and provides a final finish for maximizing its brilliance. Also known as the Girdle Rounder or Rounder, the girdle polisher gives a final round finish to the girdle of the diamond.

Personal Attributes: The job requires the individual to have: attention to details; good eyesight; ability to work for long hours in sitting position; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4704		
Job Role	Girdle Polisher – Diamond Processing		
Credits (NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	28/08/2016
Sub-sector	Diamond Processing	Last reviewed on	24/11/2017
Occupation	Faceting and Polishing	Next review date	24/11/2021
NSQC Clearance on*	DD/MM/YYYY		

* only after clearance from NSQC

Job Role	Girdle Polisher – Diamond Processing
Role Description	Achieving a perfectly round girdle, with plain polish or facets, as per plan to maximize brilliance, using the girdle rounding and polishing machine
NSQF level	3
Minimum Educational Qualifications*	8th Standard
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)	Compulsory: <ol style="list-style-type: none"> G&J/N4707 Round and Polish the girdle of the diamond G&J/N9901 Coordinate with others G&J/N9902 Maintain health and safety at workplace
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 organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational context includes the way the organization 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 the context of the OS, these include communication related skills that are applicable to most job roles.

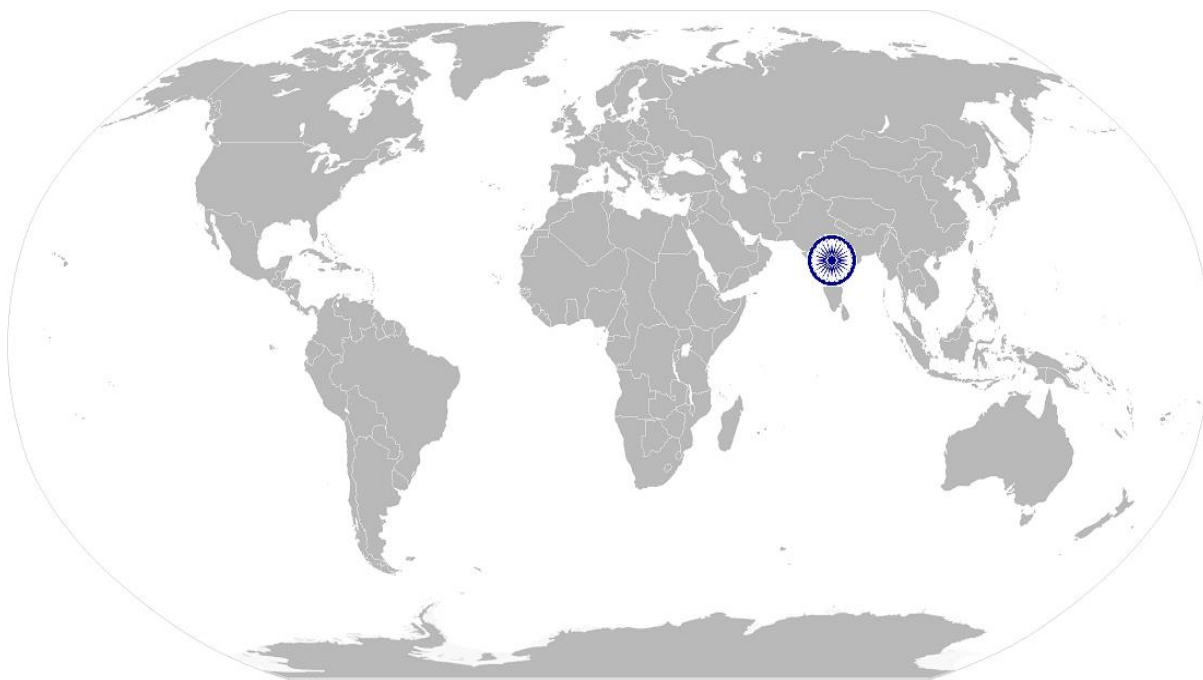
Acronyms

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

G&J/N4707

Round and polish the girdle of the diamond

National Occupational Standard



Overview

This unit is about using the girdle rounding and polishing machine to achieve a perfectly round girdle, with plain polish or facets, as per plan to maximize its brilliance. The objective is to ensure: a perfectly round girdle, with the finish as per plan.

G&J/N4707

Round and polish the girdle of the diamond

Unit Code	G&J/N4707
Unit Title (Task)	Round and polish the girdle of the diamond
Description	This OS unit is about giving a final finish to the diamond by rounding the girdle, polishing it plain or faceting it as per the planning or the objective fixed by the company, to increase its brilliance
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Collecting the polished diamond packet/ bag and understand the requirement Polishing the girdle using the rounding machine Performing quality check Achieving productivity
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Collecting the polished diamond packet/ bag and understanding the requirement	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. match specifications of diamond as per that mentioned on the packet, such as shape, size, quantity, dimensions</p> <p>PC2. ask for the finishing requirement, i.e. whether the girdle finish should be rough/bruted, polished or faceted</p> <p>PC3. interpret the planning on the job sheet for the final finish of the diamond and resolve doubts, if any</p>
Polishing the girdle	<p>PC4. fix and align the polished diamond in rounding and polishing machine</p> <p>PC5. constantly monitor the rounding process</p> <p>PC6. check that dimensions of the girdle are as per plan (e.g. diameter, thickness)</p> <p>PC7. remove all the nicks and naturals while polishing as per plan</p> <p>PC8. achieve a cut grading up to the required standards</p> <p>PC9. ensure accurate bagging and labelling of the diamonds before returning</p>
Performing quality check	<p>PC10. check polish quality with the help of an eye glass, or on the screen (if provided)</p> <p>PC11. check the dimensions of the girdle using the proportion and symmetry analyser machine, if necessary</p> <p>PC12. ensure table is exactly as per planning</p> <p>PC13. ensure there are no flaws due to faulty polishing such as extra facets, nicks, natural surface, scratches, polish lines, burn marks, abrasions, etc. on the girdle</p> <p>PC14. achieve accurate girdle dimensions as per design requirement</p> <p>PC15. achieve finish and brilliance of the girdle as planned</p>
Achieving productivity	<p>PC16. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC17. achieve timely delivery for further processing</p>

G&J/N4707

Round and polish the girdle of the diamond

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 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</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. Specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</p> <p>KA9. Diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Working on girdle rounding and polishing machine</p> <p>KB2. Basic 4Cs of a diamond (Colour, Cut, Clarity and Carat)</p> <p>KB3. Use of various scopes in diamond processing</p> <p>KB4. Results of proportion and symmetry analyzer machine</p> <p>KB5. Geometry to understand the angles and symmetry</p> <p>KB6. Repair work</p> <p>KB7. To know how to maintain and prepare the tools as per job requirement</p> <p>KB8. To know potential work hazards, particularly, when using machine tools</p> <p>KB9. How to avoid over rounding, higher weight loss and damage while polishing</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. To document work done for status and performance appraisal</p>
	Reading Skills
	<p>SA2. To read descriptions/planning on the job packets/ bags</p> <p>SA3. To read the dimensions specified by the proportion analyser machine</p>
	Oral Communication (Listening and Speaking skills)
	<p>SA4. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. To understand instructions and report problems related to machine/work to supervisor</p> <p>SA6. To suggest improvements in order to reduce loss</p>

G&J/N4707

Round and polish the girdle of the diamond

B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. Make decisions pertaining to the extent or duration of rounding required to achieve the required finish
	Plan and Organize
	SB2. To plan and organize work in order to ensure accurate and timely process SB3. To plan to improve speed of polishing while maintaining facet's proportion, symmetry and weight loss as per planning
	Customer Centricity
	N.A.
	Problem Solving
	SB4. To rectify defects occurred SB5. To identify immediate or temporary solutions to avoid delays
	Analytical Thinking
	SB6. Minimize damage or loss of any diamond during the polishing process
	Critical Thinking
	SB7. To spot process disruptions and delays

G&J/N4707

Round and polish the girdle of the diamond

NOS Version Control

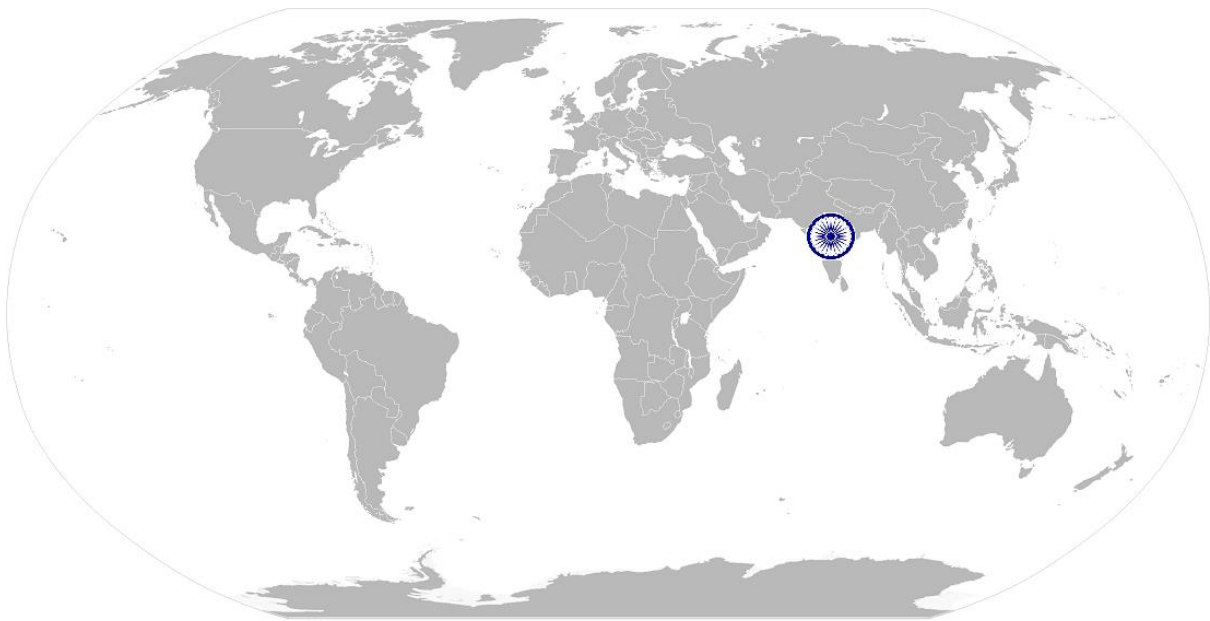
NOS Code	G&J/N4707		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	24/11/2017
Occupation	Faceting and Polishing	Next review date	24/11/2021



G&J/N9901

Coordinate with others

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

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	<p>This unit/task covers the following:</p> <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	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. coordinate for receiving work instructions and raw materials from reporting supervisor</p> <p>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</p> <p>PC3. communicate to reporting supervisor about operation details and hazards</p> <p>PC4. interact with supervisor regarding compliance of company policy and rules</p>
Interacting with colleagues within and outside the department	<p>PC5. coordinate with colleagues to share work, as per the workload</p> <p>PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC7. coordinate and receive feedback from quality control department</p> <p>PC8. coordinate for putting team goals over individual goals</p> <p>PC9. resolve conflicts by communicating with colleagues and other departments</p> <p>PC10. coordinate with colleagues regarding multitasking in other departments with requirements</p>
Interacting with outside parties	PC11. adhere to nondisclosure policy of the company in all outside coordination
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. Company's policies on 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. Reporting structure</p>

G&J/N9901

Coordinate with others

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</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. To avoid 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>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<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>
	Reading Skills
	<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>
	Oral Communication (Listening and Speaking skills)
	<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>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</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>
	Plan and Organize
	<p>SB3. Collate information and communicate in a manner that is clear and comprehensive to colleagues and supervisor</p>
	Customer Centricity

G&J/N9901

Coordinate with others

	SB4. Convey accurate information to all internal as well as external customers (or right information to right person)
	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

G&J/N9901

Coordinate with others

NOS Version Control

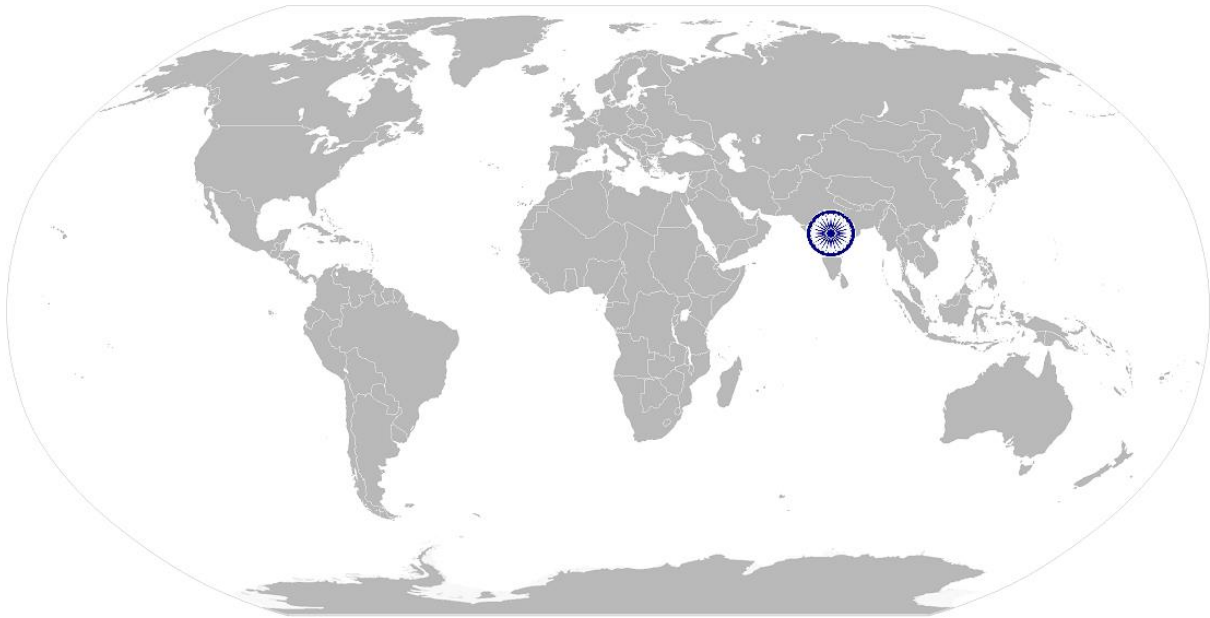
NOS Code	G&J/N9901		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	24/11/2017
Occupation	Faceting and Polishing	Next review date	24/11/2021



G&J/N9902

Maintain health and safety at workplace

National Occupational Standard



Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to avoid accidents in order to make the work environment safe for self and colleagues and also helps in maintaining health and safety at workplace.

G&J/N9902

Maintain health and safety at workplace

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 health and safety at workplace
Scope	<p>This unit/task covers the following:</p> <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	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify and use appropriate protective clothing/equipment for specific tasks and work</p> <p>PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace</p> <p>PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others</p> <p>PC4. identify and avoid doing any tasks or activities in a bad working position</p> <p>PC5. practice appropriate working postures to minimise occupational health related issues</p>
Fire safety	<p>PC6. use the appropriate fire extinguishers on different types of fire</p> <p>PC7. demonstrate rescue techniques applied during fire hazard</p> <p>PC8. demonstrate good housekeeping in order to prevent fire hazards</p> <p>PC9. demonstrate the correct use of any fire extinguisher</p>
Emergencies, rescue and first aid procedures	<p>PC10. administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.</p> <p>PC11. respond promptly and appropriately to an accident situation or medical emergency</p> <p>PC12. participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.</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. Names and location of documents that refer to health and safety in work place</p> <p>KA3. Reporting structure</p>

G&J/N9902

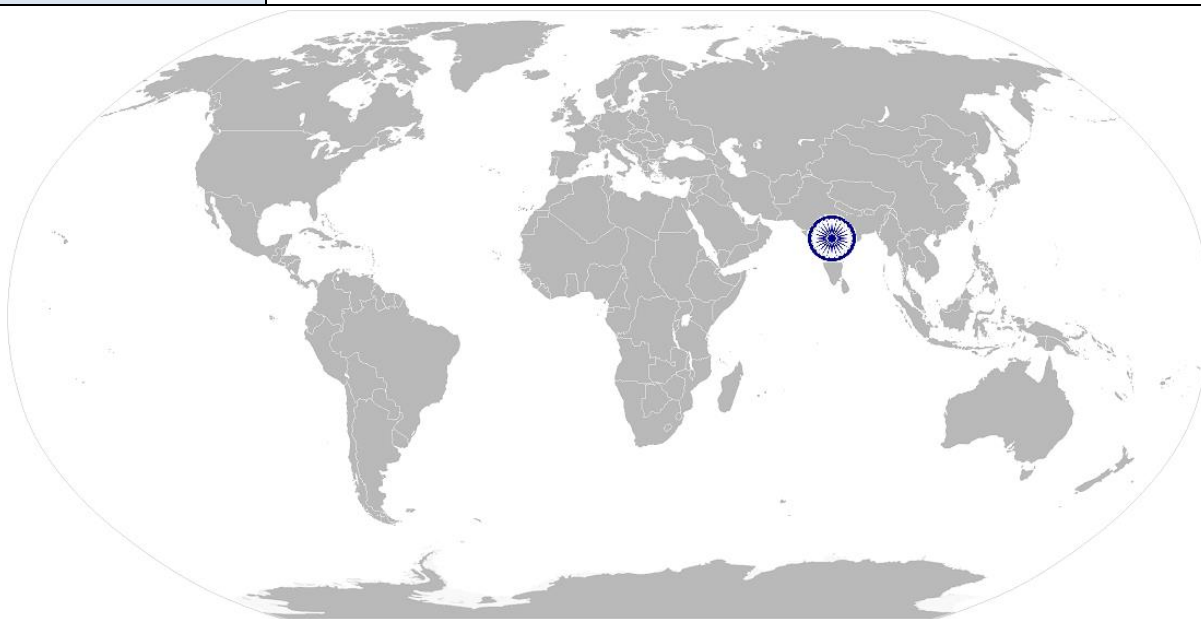
Maintain health and safety at workplace

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Meaning of “hazards” and risks</p> <p>KB2. Health and safety hazards commonly present in the work place and related precautions</p> <p>KB3. Various dangers associate with 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 causing harm to the body.</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 etc.</p> <p>KB16. Potential impact to a person who is moved incorrectly</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The individual on the job needs to know and understand how to:</p> <p>N.A.</p>
	Reading Skills
	<p>SA1. Read and comprehend basic content to read labels, charts, signage's</p> <p>SA2. Read and comprehend basic English to read manuals of operations</p>
	Oral Communication (Listening and Speaking skills)
	<p>SA1. Effectively communicate the risk of not following safety measures</p>
B. Professional Skills	Decision Making
	<p>The individual on the job needs to know and understand how to:</p> <p>SB1. Report potential sources of danger</p> <p>SB2. Follow the relevant prescribed procedure in the event of an accident</p> <p>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

G&J/N9902

Maintain health and safety at workplace

	N. A.
	Problem Solving
	SB5. Adhere to and guide others to follow prescribed procedures related to 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



G&J/N9902

Maintain health and safety at workplace

NOS Version Control

NOS Code	G&J/N9902		
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Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Diamond Processing	Last reviewed on	24/11/2017
Occupation	Faceting and Polishing	Next review date	24/11/2021



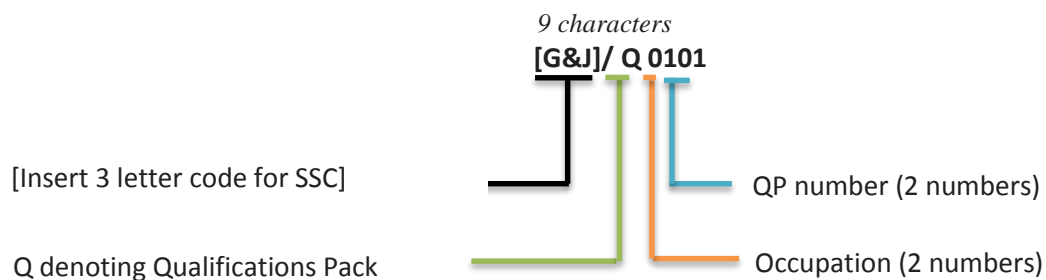
G&J/Q4704

Qualifications Pack for Girdle Polisher- Diamond Processing

Annexure

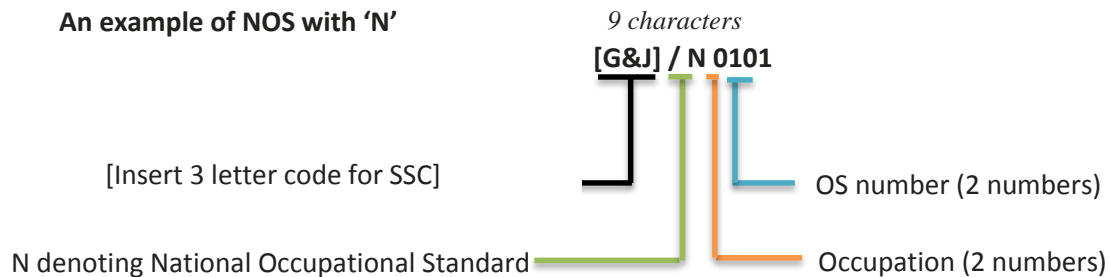
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



G&J/Q4704

Qualifications Pack for Girdle Polisher- Diamond Processing

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

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-11
Imitation Jewellery	12-20
Cast and diamond-set jewellery	21-40
Diamond processing	41-60
Gemstone processing	61-80
Jewellery retailing	81-90
Silver Smithing	91-98
Common	99

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 Girdle Polisher- Diamond Processing

Qualification Pack G&J/Q4704

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1. G&J/N4707 Round and polish the girdle of the diamond	PC1. match specifications of diamond as per that mentioned on the packet, such as shape, size, quantity, dimensions	60	2	1	1
	PC2. ask for the finishing requirement, i.e., if the girdle finish should be rough/bruted, polished or faceted		3	1	2
	PC3. interpret the planning on the job sheet for the final finish of the diamond and resolve doubts, if any		5	1	4
	PC4. fix and align the polished diamond in rounding and polishing machine		5	1	4
	PC5. constantly monitor the rounding process		5	1	4
	PC6. check that dimensions of the girdle are as per plan (e.g. diameter, thickness)		5	1	4
	PC7. remove all the nicks and naturals while polishing as per		5	1	4

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	plan				
	PC8. achieve a cut grading up to the required standards		5	1	4
	PC9. ensure accurate bagging and labelling of the diamonds before returning		3	1	2
	PC10. check polish quality with the help of an eye glass, or on the screen (if provided)		4	1	3
	PC11. check the dimensions of the girdle using the proportion and symmetry analyser machine, if necessary		5	1	4
	PC12. ensure table is exactly as per planning		2	1	1
	PC13. ensure there are no flaws due to faulty polishing such as extra facets, nicks, natural surface, scratches, polish lines, burn marks, abrasions, etc. on the girdle		3	1	2
	PC14. achieve accurate girdle dimensions as per design requirement		2	0	2
	PC15.achieve finish and brilliance of the girdle as planned		2	0	2
	PC16. achieve the productivity in terms of carats or number of pieces as set by the company		2	0	2
	PC17. achieve timely delivery for further processing		2	1	1
	Total		60	14	46

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
2. G&J/N9901 Coordinate with others	PC1. coordinate for receiving work instructions and raw materials from reporting supervisor	20	1	0	1

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	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. 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
	Total		20	3	17

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
3. G&J/N9902 Maintain health and safety at workplace	PC1. identify and use appropriate protective clothing/equipment for specific tasks and work	20	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		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
	Total		20	3	17