

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

### What are Occupational Standards(OS)?

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

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### Contents

1. Introduction and Contact..... P1
2. Qualifications Pack .....P2
3. OS Units..... P3
4. Glossary of Key Terms.....P20
5. Nomenclature of QP & NOS..... P22

### Introduction

## Qualifications Pack-Goldsmith: Engraving and Embossing

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Handmade gold and gems-set jewellery

**OCCUPATION:** Gold smithy (Specialised)

**REFERENCE ID:** G&J/Q0903

**ALIGNED TO:** NCO-2004/7313.28

**Engraving and Embossing Goldsmith:** Also known as 'Repousse goldsmith', the Embossing Goldsmith makes specialised jewellery including Temple jewellery using embossing or repousse technique.

**Brief Job Description:** The individual works with hand and machine tools to make specialised jewellery of gold using engraving (*naqqashi*) and embossing or repousse method. The individual is also makes specific tools for embossing. It is a highly technical and creative job role.

**Personal Attributes:** The job requires the individual to have: aptitude for designing; attention to details; good eyesight; steady hands; ability to work for long hours in sitting position; and a lot of patience. The individual must also be able to use reflective skills in order to replicate the designs and work processes, and avoid errors and hazards.

Job Details

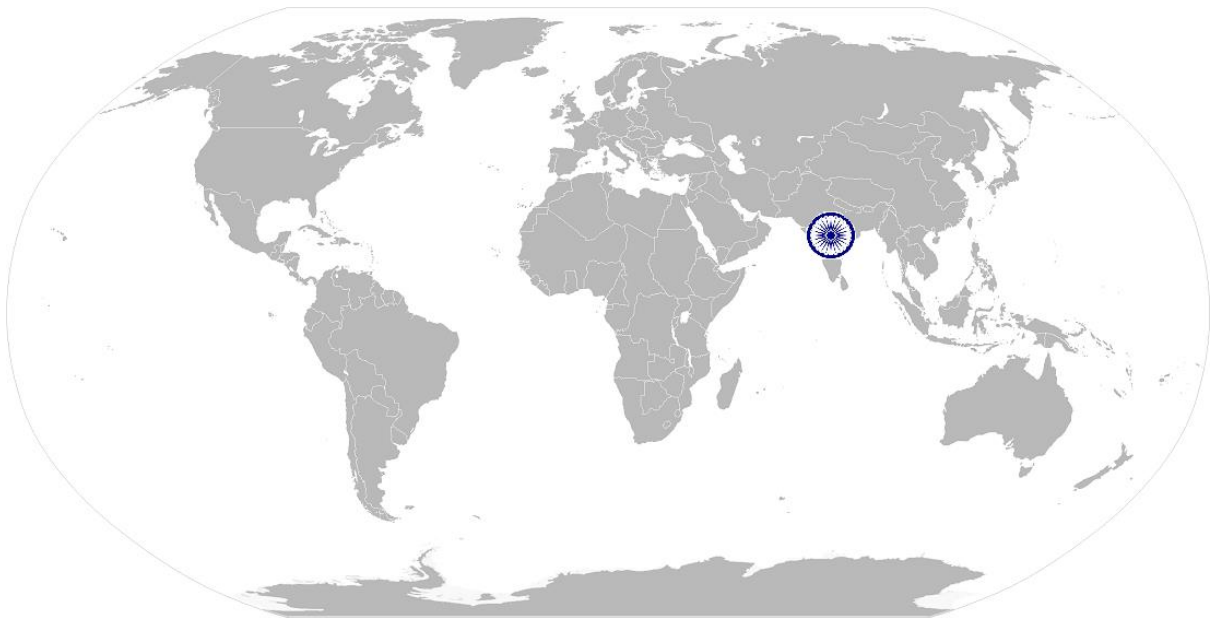
Qualifications Pack Code	<b>G&amp;J/Q0903</b>		
Job Role	<b>Goldsmith – Engraving and Embossing</b>		
Credits(NSQF)		Version number	<b>1.0</b>
Sector	<b>Gems &amp; Jewellery</b>	Drafted on	<b>05/09/13</b>
Sub-sector	<b>Handmade and Gems-set Jewellery</b>	Last reviewed on	<b>13/08/14</b>
Occupation	<b>Gold smithy (Specialised)</b>	Next review date	<b>12/08/15</b>

Job Role	<b>Embossing Goldsmith</b> Also called 'Repousse Goldsmith'
Role Description	Manufacturing jewellery component using a combination of engraving and embossing or repousse technique as well as making the tools required for the process
NSQF level	4
Minimum Educational Qualifications	Preferably: 10 <sup>th</sup> Standard Passed
Maximum Educational Qualifications	
Training	Not applicable
Experience	Not applicable
Applicable National Occupational Standards (NOS)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N0903 Use embossing technique to make jewellery components from precious metals</a></li> <li><a href="#">G&amp;J/N9910 Maintain IPR and respect copyright</a></li> <li><a href="#">G&amp;J/N9912 Coordinate with co-workers</a></li> <li><a href="#">G&amp;J/N9914 Maintain safe work environment</a></li> </ol> <b>Optional:</b> Not applicable
Performance Criteria	As described in the relevant OS units

**G&J/0903 Use embossing technique to make jewellery components from precious metals**

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# National Occupational Standard



## Overview

This unit is about making jewellery using engraving and embossing or repousse technique. This also includes preparing specialised tools by Goldsmith for engraving and embossing of jewellery. Embossed components are predominantly used in Temple jewellery.

## G&J/0903 Use embossing technique to make jewellery components from precious metals

Unit Code	G&J /N0903
Unit Title (Task)	Make jewellery components using embossing technique
Description	This OS unit is about making specialised jewellery including temple jewellery using a combination of engraving ( <i>naqqquashi</i> ) and embossing technique and making the required tools
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Collect raw materials for making embossed components</li> <li>Prepare tools</li> <li>Sketch the design of the jewellery in the gold sheet</li> <li>Emboss the jewellery from the back side</li> <li>Engrave the embossed component on the front side</li> <li>Finish the embossing and engraving work</li> <li>Check the finished jewellery</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Making the temple jewellery</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive the jewellery design from the supervisor</p> <p>PC2. roll gold sheet as per size required using sheet rolling machine</p> <p>PC3. collect necessary wax and place it on the table where the embossing work will be done</p> <p>PC4. understand the design requirement and collect the tools which are required for embossing</p> <p>PC5. make the engravers and embossing nails as per the design if they are not available in specific size and shape</p> <p>PC6. anneal the engraverl and sharpen them as per the size required for making the jewellery</p> <p>PC7. place the gold sheet with the design sketch facing back side of the jewellery on top of the wax</p> <p>PC8. emboss or rack the jewellery from the back side in the empty portion of the sketch by hitting them using specialised tool</p> <p>PC9. use tools of various sizes to create depth in different parts of the sheet as per design</p> <p>PC10. ensure that the sheet is not damaged while embossing</p> <p>PC11. ensure that appropriate depth is created in required portion of the component, as per the design</p> <p>PC12. remove the embossed sheet from the wax and visually check for finishing</p> <p>PC13. place the embossed component on top of the wax facing the front side</p> <p>PC14. engrave the embossed component on front side to provide finishing as per design</p>

### **G&J/0903 Use embossing technique to make jewellery components from precious metals**

	<p>PC15. use appropriate engraving nails of different size to provide finish as per design</p> <p>PC16. ensure that there is no damage to the component while using sharp tools for engraving</p> <p>PC17. remove the jewellery from the wax and visually check for finishing</p> <p>PC18. bring clarity to the face of the motif, usually a god in temple jewellery style</p> <p>PC19. rework wherever necessary</p> <p>PC20. remove the unwanted areas in the “net cutting” process in “naququashi”</p> <p>PC21. accurately and consistently etch the design in gold sheet</p> <p>PC22. ensure that the gold sheet is not damaged during etching and it is even</p> <p>PC23. create appropriate depth from the back side while embossing</p> <p>PC24. engrave the component accurately as per design on the front side using different engravers</p> <p>PC25. accurately capture the face of motif (or the god in temple jewellery) as per design</p> <p>PC26. remove the unwanted portions carefully without damaging the embossing</p> <p>PC27. ensure that all parts of the embossing is finished as per design</p> <p>PC28. ensure that there is no damage of gold sheet during embossing and engraving process</p>
<b>Preparation of tools</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC29. understand the design and pick appropriate tools</p> <p>PC30. make tools by annealing and other methods as per requirement</p>
<b>Checking quality</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC31. visually check the finished jewellery for design and completion of work</p> <p>PC32. submit the finished component to supervisor or production manager for further finishing work by filing, soldering, and polishing</p> <p>PC33. deliver the embossed components on time by reporting problems faced or anticipated well in advance</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company’s policies on: acceptable limits of gold loss per product type; delivery timelines; safety and hazards; integrity; and personnel management</p> <p>KA2. work flow involved in company’s jewellery manufacturing process and time required to complete each stage</p> <p>KA3. importance of the individual’s role in the workflow</p> <p>KA4. reporting structure</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. entire process of specialised jewellery making such as Temple jewellery</p> <p>KB2. embossing and engraving techniques</p> <p>KB3. different types of embossed/temple jewellery, region wise, and their specifications</p> <p>KB4. design of the embossing/temple jewellery from dimensions on paper sketch</p> <p>KB5. prepare wax and other materials required for embossing</p> <p>KB6. different type of tools used in embossing/temple jewellery making</p> <p>KB7. different types of gold alloys and their properties such as malleability and hardness</p> <p>KB8. racking and net cutting process required for etching the design</p>

### G&J/0903 Use embossing technique to make jewellery components from precious metals

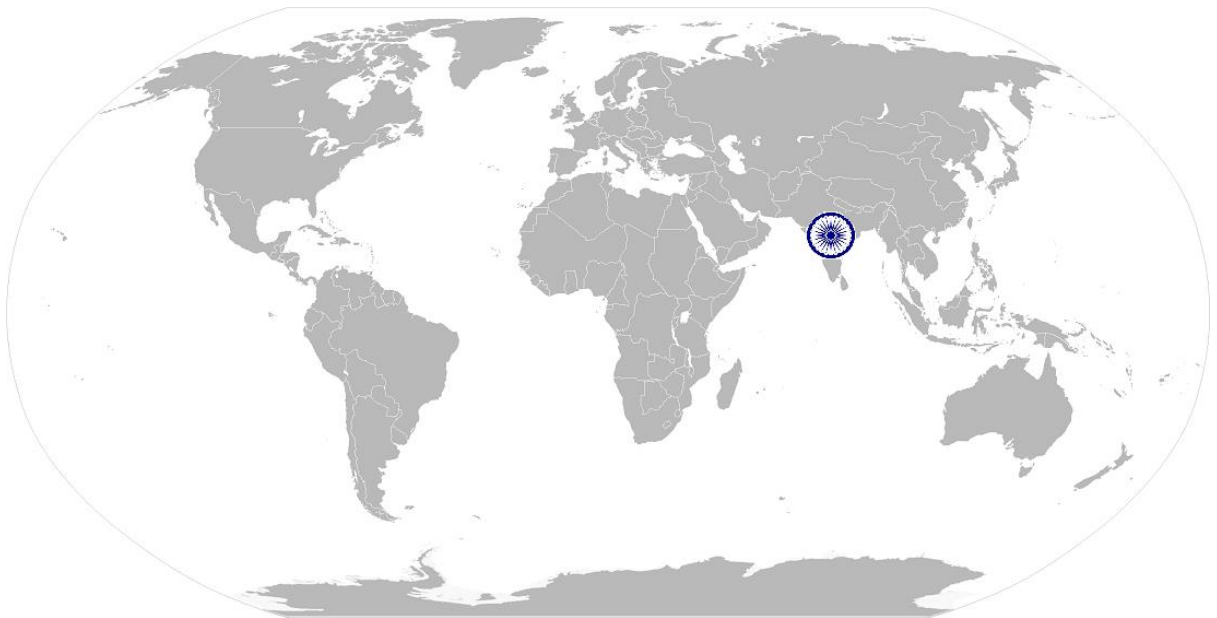
	KB9. design and etch the of face of the motif/god KB10. visually compare the jewellery with the design sketch to ensure finishing
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Basic reading and writing skills</b>
	The individual on the job needs to know and understand how: SA1. to read notes and put notes on design SA2. to read company policy documents SA3. to read about embossing/temple jewellery making techniques
	<b>Calculation and Geometry skills</b>
	The individual on the job needs to know and understand how: SA4. to assess gold loss at each step of jewellery making so as to deliver product of correct weight and size SA5. to translate design into finished temple jewellery using embossing technique
	<b>Teamwork and multitasking</b>
	The individual on the job needs to know and understand how: SA6. to share work load with other goldsmiths SA7. to deliver the embossed components in time
<b>B. Professional Skills</b>	<b>Using tools and consumables</b>
	The individual on the job needs to know and understand how: SB1. to select required engravers as per design requirement SB2. to prepare tools as per design according to various sizes SB3. to hit the tools or engraving nails with appropriate pressure for the desired output without damaging the product SB4. to use fire in the oven or furnace for annealing the tools SB5. to manually sharpen the engraver on rough stone as per the size required SB6. to use tools without damaging the embossing or gold sheet SB7. to understand hazards involved with chemicals, furnaces and tools used
	<b>Reducing precious-metal loss</b>
	The user/individual on the job needs to know and understand: SB8. how to reduce precious metal loss below the prescribed standards SB9. how to collect broken pieces, account in job sheet and return SB10. how to follow company's policies on collecting gold dust and fragments SB11. how to suggest improvements in order to reduce precious metal loss limits
	<b>Reflective thinking</b>
	The individual on the job needs to know and understand how: SB12. to improve work processes SB13. use correct posture for performing the job without injuring body parts SB14. to reduce gold loss and rework
	<b>Critical thinking</b>
	The individual on the job needs to know and understand how: SB15. to spot process disruptions and delays

## **G&J/0903 Use embossing technique to make jewellery components from precious metals**

### **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N0903</b>		
<b>Credits(NSQF) [OPTIONAL]</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>05/09/13</b>
<b>Industry Sub-sector</b>	<b>Handmade Gold and Gems-set Jewellery</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>12/08/15</b>

# National Occupational Standard



## Overview

This unit is about and respecting intellectual property rights (IPR) of the company's products and designs and avoiding infringement on copyrights of others.

**G&J/N9910**

**Maintain IPR and respect copyright**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9910</b>
<b>Unit Title (Task)</b>	<b>Respect IPR of company as well as competitors</b>
<b>Description</b>	This OS unit is about maintaining company's IPR and avoiding infringement on copyright of others
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Protect company's Intellectual Property Rights (IPR)</li> <li>Avoid infringement to copyright of other companies</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Respecting IPR</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. prevent leak of new designs to competitors by reporting on time</p> <p>PC2. spot any infringement of company's product or design patents</p> <p>PC3. report IPR violations observed in the market, to supervisor or company heads</p> <p>PC4. read copyright clause of the material published on the internet and any other printed material</p> <p>PC5. consult supervisor or senior management when in doubt about using publicly available information</p> <p>PC6. report any infringement observed in the company</p> <p>PC7. spot plagiarism and report</p> <p>PC8. understand rationale of patents and IPR</p> <p>PC9. avoid being involved in IPR violations</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on IPR, plagiarism and order leaks</p> <p>KA2. company's patented products</p> <p>KA3. market trends and company's unique product range</p> <p>KA4. reporting structure</p>
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. basics of patents and IPR laws</p> <p>KB2. how IPR protection is important for competitiveness of a company</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate any observed IPR violations or design leaks</p>
<b>B. Professional Skills</b>	<b>Decision making</b>
	<p>The user/individual on the job needs to know and understand when and how:</p> <p>SB1. to report sources of IPR violations</p>

**G&J/N9910**

**Maintain IPR and respect copyright**

	<b>Reflective thinking</b>
	The user/individual on the job needs to know and understand how: SB2. to learn from past mistakes and report IPR violations on time
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how: SB3. to spot signs of violations and alert authorities in time

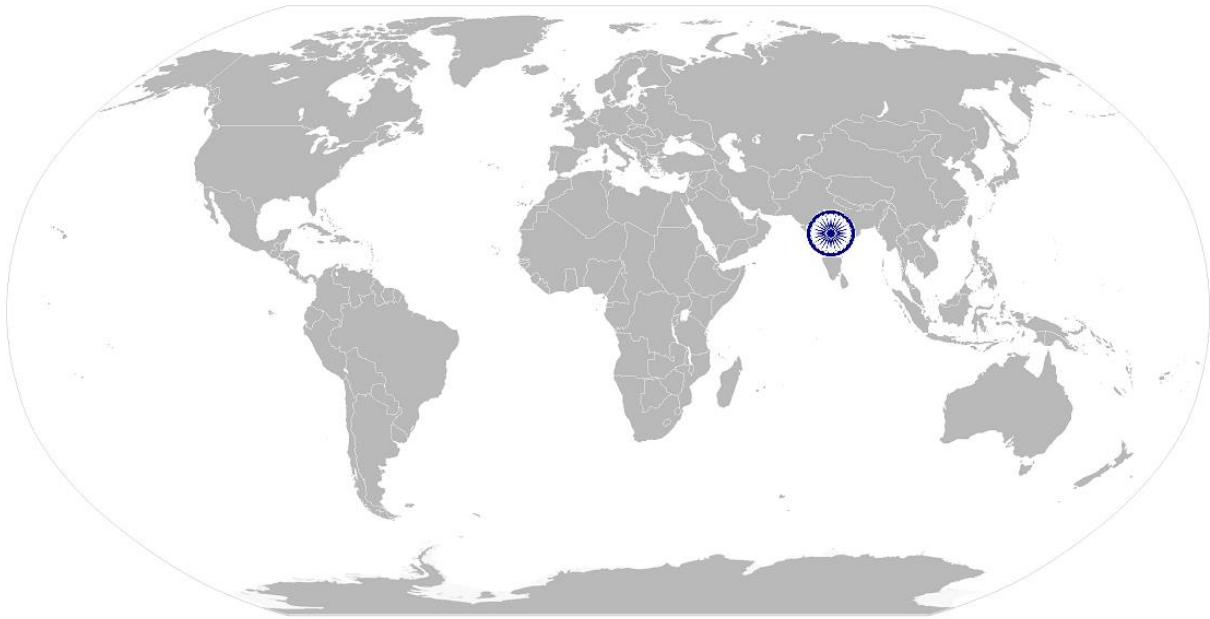
**G&J/N9910**

**Maintain IPR and respect copyright**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9910</b>		
<b>Credits(NSQF) [OPTIONAL]</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>05/09/13</b>
<b>Industry Sub-sector</b>	<b>Handmade Gold and Gems-set Jewellery</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>12/08/15</b>

# National Occupational Standard



## Overview

This unit is about the artisan or bench worker's level of communication with colleagues or clients. It determines the goldsmith's ability to work as a team member, share work and multi-task in order to achieve the required deliverables on schedule.

**G&J/N9912**

**Coordinate with co-workers**

<b>Unit Code</b>	<b>G&amp;J/N9912</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 maintain smooth and hazards free work flow
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Interact with supervisor</li> <li>Interact with colleagues within and outside the department</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interaction with supervisor</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. receive and understand work instructions from reporting superior</p> <p>PC2. communicate to reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</p> <p>PC3. communicate any potential hazards or expected process disruptions</p> <p>PC4. handover completed work to supervisor</p> <p>PC5. understand the work output requirements</p> <p>PC6. comply with company policy and rule</p> <p>PC7. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
<b>Interactions with colleagues and other departments</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC8. work as a team with colleagues and share work as per their or own work load and skills</p> <p>PC9. work with colleagues of other departments such as frame making or component making or polishing or setting or stores</p> <p>PC10. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC11. receive feedback from QC and rework in order to complete work on time</p> <p>PC12. put team over individual goals</p> <p>PC13. resolve conflicts and multi-task</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on personnel management</p> <p>KA2. work flow involved in company's jewellery manufacturing process</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>

**G&J/N9912**

**Coordinate with co-workers**

<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. how to communicate effectively</p> <p>KB2. how to build team coordination</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Teamwork and some multitasking</b></p> <p>The individual on the job needs to know and understand how:</p> <p>SA1. to share work load as required</p> <p>SA2. to deliver product to next work process on time</p>
<b>B. Professional Skills</b>	<p><b>Decision making</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB1. how to report potential areas of disruptions to work process</p> <p>SB2. when to report to supervisor and when to deal with a colleague depending on the type of concern</p> <p><b>Reflective thinking</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB5. how to improve work process</p> <p><b>Critical thinking</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB6. how to spot process disruptions and delays</p>

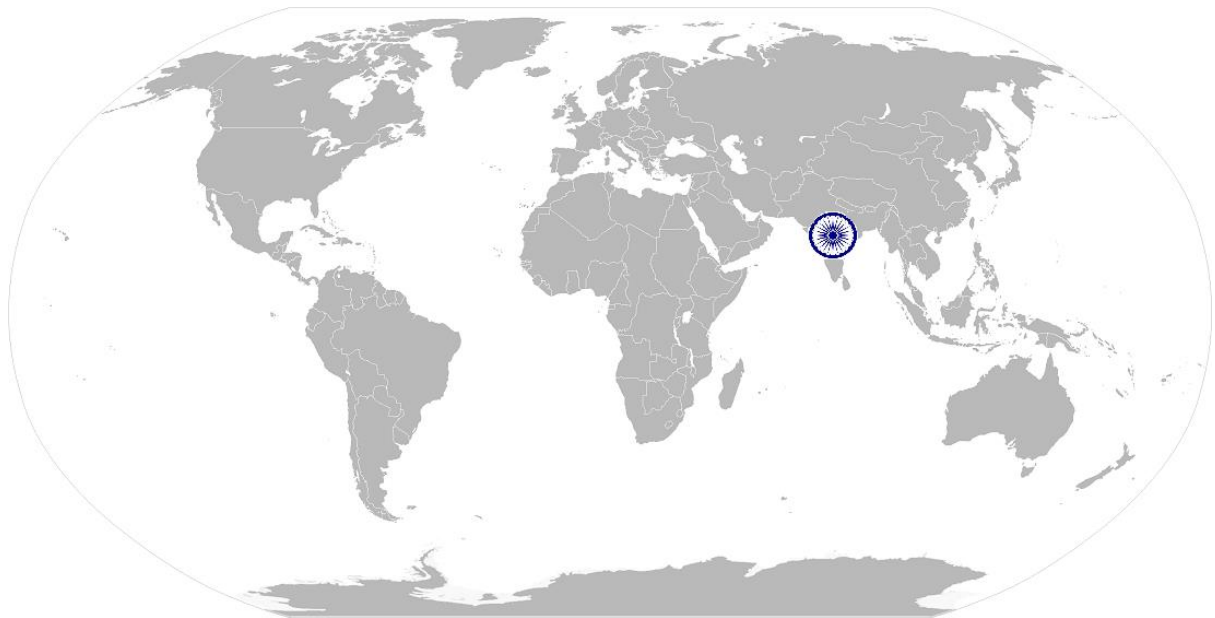
**G&J/N9912**

**Coordinate with co-workers**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9912</b>		
<b>Credits(NSQF) [OPTIONAL]</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>05/09/13</b>
<b>Industry Sub-sector</b>	<b>Handmade Gold and Gems-set Jewellery</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>12/08/15</b>

# National Occupational Standard



## Overview

This unit is about the artisan or bench worker's commitment towards reporting potential hazards and containing accidents in order to make the work environment safe for self and colleagues.

**G&J/N9914**

**Maintain safe work environment**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9914</b>
<b>Unit Title (Task)</b>	<b>Work towards having a safe work environment</b>
<b>Description</b>	This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Understand potential sources of accidents</li> <li>Communicate to reporting supervisor about hazards in time</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Understanding of potential sources of accidents and communicating</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. avoid accidents related to use of potentially dangerous chemicals, gas torches, sharp tools and hazards from machines</p> <p>PC2. suggest process flow improvements to reduce anticipated or repetitive hazards</p> <p>PC3. report mishandling of tools, machines or hazardous materials</p> <p>PC4. identify electrical problems that could result in accident</p> <p>PC5. spot and report potential hazards on time</p> <p>PC6. follow company policy and rules regarding hazardous materials</p> <p>PC7. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on handling: harmful chemicals and sharp tools, safety and hazards of machines, fire safety and, disposal of harmful chemicals and materials</p> <p>KA2. work flow involved in company's jewellery manufacturing process</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. how different chemicals react and what could be the danger from them</p> <p>KB2. how to use machines and tools without causing bodily harm</p> <p>KB3. fire safety education</p> <p>KB4. disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	<p>The individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate the danger</p>

**G&J/N9914**

**Maintain safe work environment**

<b>B. Professional Skills</b>	<b>Decision making</b>
	The individual on the job needs to know and understand: SB1. importance of reporting potential sources of danger SB2. appropriate actions to be taken in the event of an accident SB3. process for disposing of hazardous materials, safely and following environmental guidelines
	<b>Reflective thinking</b>
	The individual on the job needs to know and understand how: SB4. to learn from past mistakes regarding use of hazardous machines or chemicals or gas torches
	<b>Critical thinking</b>
	The individual on the job needs to know and understand: SB5. how to spot danger SB6. procedures to follow in the event of a fire or other hazard

**G&J/N9914**

**Maintain safe work environment**

## **NOS Version Control**

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<b>Industry Sub-sector</b>	<b>Handmade Gold and Gems-set Jewellery</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
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Definitions

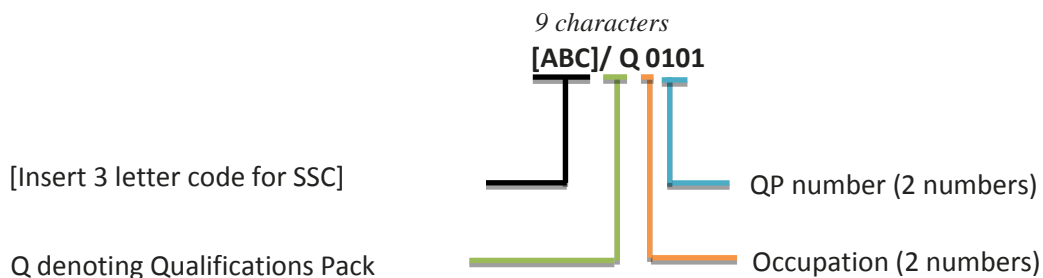
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish

	specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
IPR	Intellectual Property Rights
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

## Annexure

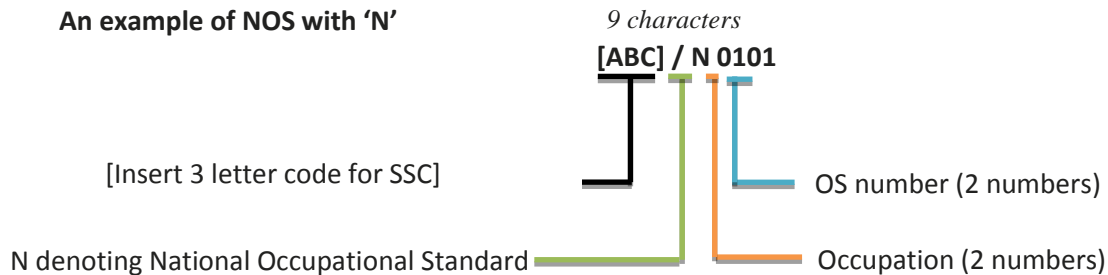
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



[Back to top...](#)

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

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

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether <b>QP</b> or <b>NOS</b>	Q
Next two numbers	Occupation code	07
Next two numbers	OS number	02

CRITERIA FOR ASSESSMENT OF TRAINEES				
Job Role	Engraving & Embossing			
Qualification	Engraving & Embossing			
Pack	Engraving & Embossing			
Sector Skill Council	GEMS & JEWELLERY			
To pass the Assessment, a candidate needs to score 50% in Theory and 70% in Practical				
Assessment Strategy			Marks Allocation	
NOS	Elements	Performance Criteria	Theory	Practical
G&J/N0903 Use embossing technique to make jewellery components from precious metals	Making the temple jewellery	PC1. understand the work requirement by reading the design	0	7
		PC2. accurately and consistently etch the design in gold sheet	1	7
		PC3. ensure that the gold sheet is not damaged during etching and it is even	1	7
		PC4. create appropriate depth from the back side while embossing	1	7
		PC5. engrave the component accurately as per design on the front side using different engravers	1	6
		PC6. accurately capture the face of motif (or the god in temple jewellery) as per design	0	6
		PC7. remove the unwanted portions carefully without damaging the embossing	2	6
		PC8. ensure that all parts of the embossing is finished as per design	1	6
		PC9. ensure that there is no damage of gold sheet during embossing and engraving	1	7
	Preparation of tools	PC10. understand the design and pick appropriate tools	1	6
		PC11. make tools by annealing and other methods as per requirement	2	3
	Handling problems	PC12. deliver the embossed components on time by reporting problems faced or anticipated well in advance	1	2
			<b>Sub Total</b>	<b>12</b>
2. G&J/N9901 Maintain IPR and respect copyright	Respecting IPR	PC1. Spot plagiarism and report	0	1
		PC2. understand rationale of patents and IPR	0	1
		PC3. avoid being involved in IPR violations	0	1
		<b>Sub Total</b>	<b>0</b>	<b>3</b>
3. G&J/N1903 Coordinate with Others	Interaction with supervisor	PC1. Understand the work output requirements	1	2
		PC2. Comply with Company policy and rule	1	1
		PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays	0	1

CRITERIA FOR ASSESSMENT OF TRAINEES				
	Interactions with colleagues and other departments	PC4. Put team over individual goals	0	0
		PC5. Conflicts resolution and multi-tasking	0	1
		<b>Sub Total</b>	<b>2</b>	<b>5</b>
4. G&J/N1907 Maintain safe work environment	Understanding of potential sources of accidents and communicating	PC1. Spot and report potential hazards on time	2	1
		PC2. Follow company policy and rules regarding use of hazardous materials	1	0
		PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays	3	1
		<b>Sub Total</b>	<b>6</b>	<b>2</b>
		<b>Total</b>	<b>20</b>	<b>80</b>

