

## 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

#### Contact Us:

GJSCI, Mumbai

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



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### Introduction

#### Qualifications Pack-Goldsmith: Enameller

**SECTOR:** GEMS & JEWELLERY

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

**OCCUPATION:** Gold smithy (Specialised)

**REFERENCE ID:** G&J/Q0902

**ALIGNED TO:** NCO-2004/7313.78

**Goldsmith-Enameller:** Also called 'Minakari Goldsmith', the Enameller paints the finished jewellery for embellishing it as per design. It is a traditional art.

**Brief Job Description:** The individual at work in handmade gold jewellery manufacturing prepares enamel colours of different types to paint vibrant patterns on the finished jewellery frame as per design.

**Personal Attributes:** The job requires the individual to have: integrity, attention to details, good eyesight, steady hands, ability to work in a process driven team, ability to work for long hours in sitting position, a lot of patience, and creativity. The individual must be able to work in small groups in an enclosed area, with minimum hazards when dealing with sharp tools and gas torches and chemicals.

Job Details

Qualifications Pack Code	G&J/Q0902		
Job Role	Goldsmith - Enameller		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	14/06/13
Sub-sector	Handmade and Gems-set Jewellery	Last reviewed on	30/07/13
Occupation	Gold smithy (Specialised)	Next review date	15/07/15

Job Role	Enameller Also called 'Minakari Goldsmith'
Role Description	Painting vibrant coloured patterns on jewellery frame using enamel paint
NVEQF/NVQF 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/N0902 Paint with enamel colours on jewellery frame</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

# National Occupational Standard



## Overview

This unit is also called *Minakari* and is about setting painting vibrant coloured patterns on finished jewellery frame using enamel colours. This is among the last stages of manufacturing jewellery for embellishing it and is an optional but specialised and highly creative unit.

**G&J/N0902**

**Paint with enamel colours on jewellery frame**

Unit Code	G&J/N0902
Unit Title (Task)	Paint finished jewellery frame with vibrant enamel colours
Description	This OS unit is about <i>minakari</i> or painting patterns with enamel colours on jewellery frame
Scope	<p>This unit/ task covers the following:</p> <p>Receive work from supervisor</p> <ul style="list-style-type: none"> <li>receive the design from supervisor and understand the enamelling requirement, i.e., colour combinations, type of surface to be prepared, areas for enamel painting, delivery schedule and methodology to use</li> <li>order consumables such as enamel lumps, acids and chemicals, brush, handling tools, safety gear and take stock of equipment such as kiln or furnace or oven or gas torch</li> <li>receive the jewellery to be enamelled</li> </ul> <p>Prepare gold jewellery surface for enamel paint application</p> <ul style="list-style-type: none"> <li>prepare jeweller surface for adhesion, uniform firing and even colour distribution</li> <li>grave or chisel the surface to be painted using chisel or graver for sparkling finish of large base area or buff the surface for glossy finish or cut motifs, scoop out or chisel to create motifs or patterns.</li> <li>prepare enamelling area of even thickness in order to achieve even spread of enamel while firing</li> <li>prepare surface of optimum thickness for the enamel to hold an not chip or crack at a later stage, taking care to protect the surface from being pierced or punctured</li> <li>apply enamel to a hollow surface after removing all moisture to avoid enamel-splitting at the time of firing because of moisture tapped in the hollow or depressed area</li> <li>remove from the surface any grease, oil grime and dust</li> <li>clean or degrease using solvents or acid or cleaning solutions after preparing the surface while avoiding any hand contact with the chemical used</li> </ul> <p>Prepare the enamel</p> <ul style="list-style-type: none"> <li>crush the required quantities and colours of enamel lumps and grind with mortar into fine powder using mortar and pestel (joy &amp; ewly) and add demineralised (DM) water to the lumps to avoid small particles, ground enamel and debris from being dispersed in air</li> <li>protect eyes and skin from injuries from dispersing debris which may contain glass and other sharp dust particles; Use protective eyewear</li> <li>repeatedly rinse fine powder and grind, adding Nitric acid to water in order to remove impurities</li> <li>take extreme care while rinsing the ground enamel using Nitric acid drops to avoid skin burns or adverse acid reaction</li> <li>transfer finely ground paste to a small dish or container with water at a level slightly higher than the paste</li> </ul>

**G&J/N0902**

**Paint with enamel colours on jewellery frame**

- check the paste solution for any impurities and water for any floating particles
- add a few drops of vegetable glue as bonding agent for the paste

**Apply enamel paint on gold jewellery surface**

- paint and apply colour on prepared surface using brushes with soft bristles
- use jigs to hold the jewellery piece securely while painting
- do not spill over paint during application on different sides of the jewel
- apply separate colours in separate strokes, i.e., one after another and not all together
- ensure use of separate brushes and containers for different colours
- leave the painted surface for a few minutes to dry
- take care not to drop the jewellery piece after painting

**Fire, retouch and finish**

- place the painted jewellery piece in the kiln or oven or furnace using stainless steel mesh for firing or use gas torch at recommended temperature for the enamel
- remove the jewellery from the kiln or oven or furnace or gas torch as soon as the colour melts and flows
- leave it to cool to room temperature
- check the jewel for excess enamel and remove using Hydrofluoric acid
- take extreme precaution while using Hydrofluoric acid against inhalation, skin burns or skin contact;
- always keep soda-ash-water solution ready in the work area, to be used upon contact with Hydrofluoric acid
- re-fire the jewel for finish as per design, repeat if necessary
- remove jewel from kiln, oven, furnace or gas torch and leave to cool
- finish the surface with grinder and cutter to remove uneven enamel and gold
- rinse with Hydrofluoric acid for uniform spread of enamel applied
- re-fire for glossy finish
- dry after every rinsing cycle and cool after each firing
- use resin colours for non-traditional, i.e., non-Jaipuri or non-Bikaneri, style of enamelling

**Detect product defects**

- inform supervisor if product has arrived with polishing, cleaning, filing or linking defect from previous processes
- understand the type of defect and send to relevant goldsmith
- report impractical design

**Check quality and return**

- use needle to check for chipped or cracked enamel after final firing
- in case it is chipped or cracked, leave the jewel in Hydrofluoric acid for 24-72 hour in order to remove the enamel completely and repeat the process
- check weight and dimensions of jewellery as per design

**G&J/N0902**

**Paint with enamel colours on jewellery frame**

	<ul style="list-style-type: none"> <li>return the completed enamelled jewel to supervisor or senior</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Enamelling</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. achieve smooth finish of enamel paint as per design</p> <p>PC2. ensure no overflow or excess enamel at the edges of the painted area</p> <p>PC3. ensure that enamel prepared with no impurities</p> <p>PC4. ensure no chipping or cracking enamel</p> <p>PC5. prepare surface of thickness and evenness for long term enamel adhesion</p> <p>PC6. fire at right temperature for the enamel</p> <p>PC7. achieve colour, vibrancy and gloss as per design</p> <p>PC8. achieve hazard-free output after using acids and chemicals</p>
<b>Controlling gold loss</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC9. maintain loss as per company's loss margin policy</p> <p>PC10. Document account on job sheet as per company policy</p>
<b>Productivity</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC11. deliver of jewellery in time as committed to client</p> <p>PC12. deliver number of frames painted as per target</p>
<b>Quality of output</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC13. achieve defect-free and evenly coloured enamelling as per design</p> <p>PC14. deliver maximum number of QC-okayed enamelled pieces</p>
<b>Handling problems</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC15. deliver complete jewellery 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, incentives, delivery standards, safety and hazards, integrity and IPR, and personnel management</p> <p>KA2. work flow involved in jewellery manufacturing process of the company</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p> <p>KA5. typical customer profile and market trends</p>
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. jewellery making process and types of jewellery (product, styles, regional, traditional, making technique)</p> <p>KB2. types of enamel, such as transparent, opaque and opal or translucent and their properties: Transparent and opaque easier to apply than opal</p> <p>KB3. hard (firing at 750°C), medium (600-750°C) and soft (&lt;650°C) enamels</p>



**G&J/N0902**

**Paint with enamel colours on jewellery frame**

	<p>KB4. enamel available in lumps (longer shelf life), powder and paste forms</p> <p>KB5. choice of mortar and Pestle for grinding powder such as hardened steel, agate, stone that do not leave residue while grinding</p> <p>KB6. expansion and shrinkage rates of gold alloy used and that of the enamels used</p> <p>KB7. adverse effect of very thin base surface, poorly prepared surface or moisture on enamelling outcome</p> <p>KB8. adverse effect of dust and impurities in enamel or on base surface on the outcome</p> <p>KB9. recommended temperatures for different categories of enamel</p> <p>KB10. use of highly hazardous acids and chemicals such as Nitric acid or Hydrofluoric acids and safeguards</p> <p>KB11. filing and soldering</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Basic reading and writing skills</b>
	<p>The individual on the job needs to know and understand how:</p> <p>SA1. to read notes and put notes on design</p> <p>SA2. to read company policy documents</p> <p>SA3. to read about enamelling and jewellery making techniques</p>
	<b>Calculation and Geometry skills</b>
	<p>The individual on the job needs to know and understand how:</p> <p>SA4. to assess gold loss at each step of jewellery making so as to deliver product of correct weight and size</p> <p>SA5. to translate design into enamel painted jewellery</p>
	<b>Teamwork and multitasking</b>
	<p>The individual on the job needs to know and understand how:</p> <p>SA6. to share work load with other setters as per capability and work load</p> <p>SA7. to deliver the enamelled jewellery on time</p>
<b>B. Professional Skills</b>	<b>Painting</b>
	<p>The individual on the job needs to know and understand how:</p> <p>SB1. to use creativity while painting layers of different colours of enamel</p> <p>SB2. to enamel keeping in mind the requirements of finish, longevity of colour and utility of the design</p>
	<b>Using tools and consumables</b>
	<p>The individual on the job needs to know and understand how:</p> <p>SB3. to use demineralised water for grinding, washing and rinsing enamel</p> <p>SB4. to use vegetable glue such as pomegranate seeds for bonding the enamel paste</p> <p>SB5. to use Nitric acid to rinse ground enamel through drop bottles</p> <p>SB6. to use Hydrofluoric acid to wash and remove excess enamel and achieve smooth finish</p> <p>SB7. to use polypropylene steel containers to handle acids</p> <p>SB8. to use mortar and pestle to break and grind enamel lumps into fine powder and grinding stones</p>

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**Paint with enamel colours on jewellery frame**

	<p>SB9. to use porcelain and steel dishes for holding enamel paste during application</p> <p>SB10. to use fine bristled brushes for painting</p> <p>SB11. to use chisels and gravers for preparing the base gold surface</p> <p>SB12. to use temperature controlled kilns, ovens or furnaces for firing and steel wire mesh for putting the jewel for firing</p> <p>SB13. to use tongs, holders, spatula, plates, ceramic blocks and asbestos boards</p> <p>SB14. to understand hazards involved with chemicals, furnaces and tools used</p>
	<b>Reducing precious-metal loss</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB15. how to reduce precious metal loss below the prescribed standards</p> <p>SB16. how to collect broken pieces, account in job sheet and return</p> <p>SB17. how to follow company's policies on collecting gold dust and fragments</p> <p>SB18. how to suggest improvements in order to reduce precious metal loss limits</p>
	<b>Reflective thinking</b>
	<p>The individual on the job needs to know and understand how:</p> <p>SB19. to improve work processes</p> <p>SB20. to reduce gold loss and rework because of chipped or cracked enamel</p>
	<b>Critical thinking</b>
	<p>The individual on the job needs to know and understand how:</p> <p>SB21. to spot process disruptions and delays</p>



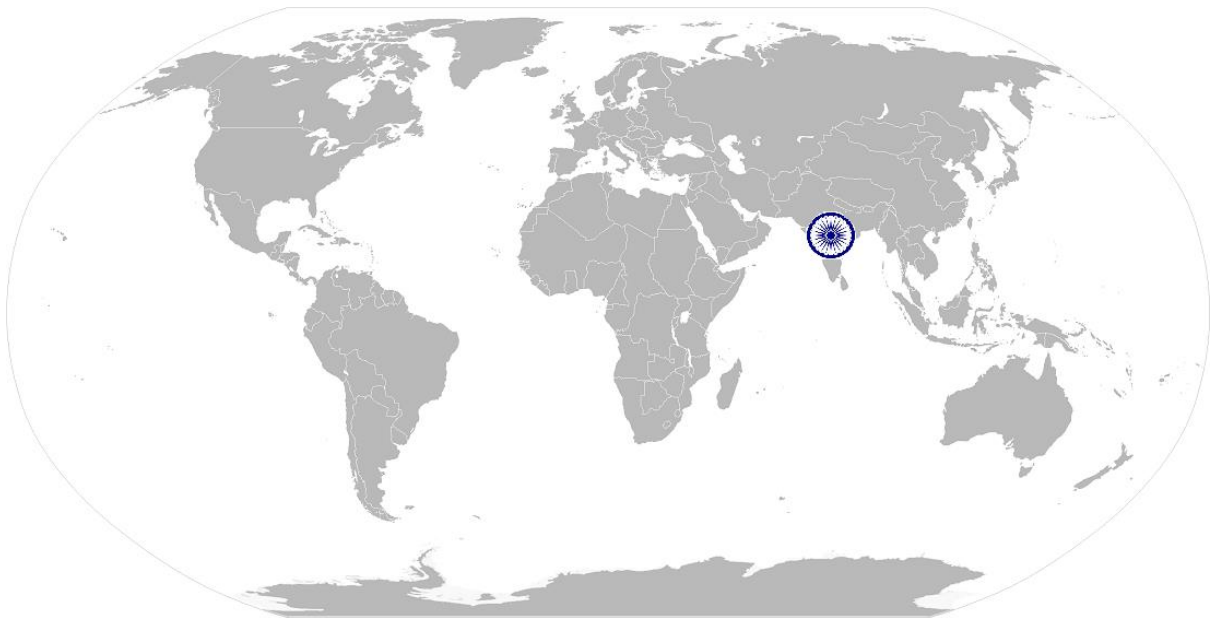
**G&J/N0902**

**Paint with enamel colours on jewellery frame**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N0902</b>		
<b>Credits(NVEQF/NVQF/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>16/06/13</b>
<b>Industry Sub-sector</b>	<b>Handmade Gold and Gems-set Jewellery</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</b>

# National Occupational Standard



## Overview

This unit is about 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> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> <li>prevent leak of new designs to competitors by reporting on time</li> <li>be aware of any of company's product or design patents</li> <li>report IPR violations observed in the market, to supervisor or company heads</li> </ul> <p>Avoid infringement to copyright of other companies</p> <ul style="list-style-type: none"> <li>read copyright clause of the material published on the internet and any other printed material</li> <li>consult supervisor or senior management when in doubt about using publicly available information</li> <li>report any infringement observed in the company</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. spot plagiarism and report</p> <p>PC2. understand rationale of patents and IPR</p> <p>PC3. 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

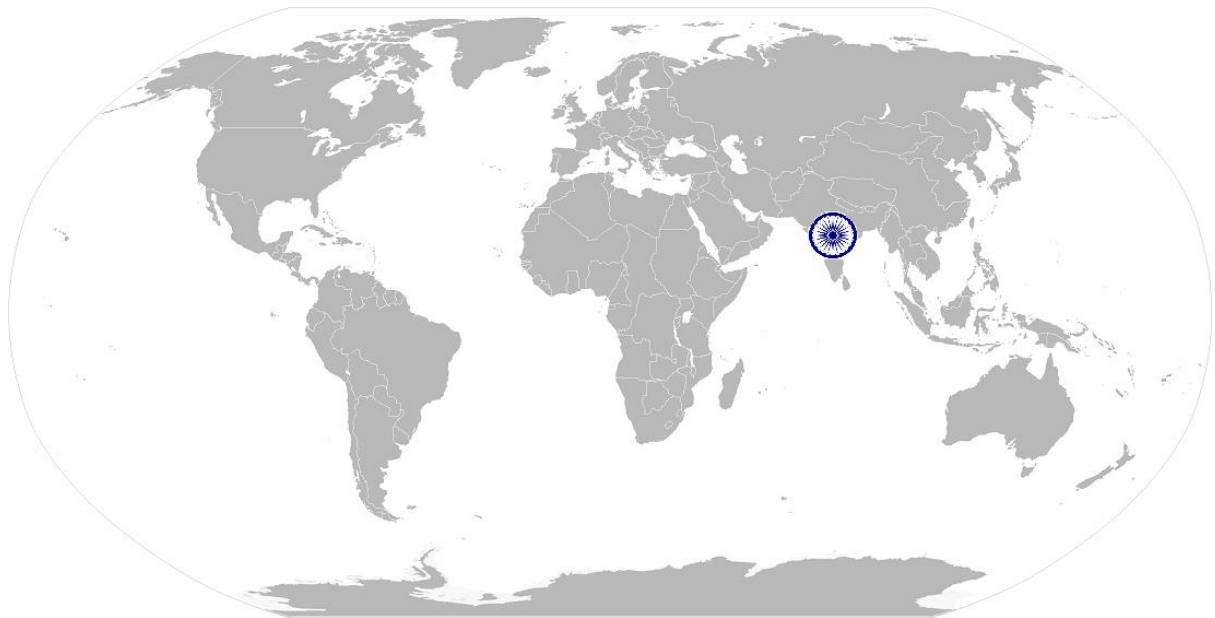
**G&J/N9910**

**Maintain IPR and respect copyright**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9910</b>		
<b>Credits(NVEQF/NVQF/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>14/04/13</b>
<b>Industry Sub-sector</b>	<b>Handmade Gold and Gems-set Jewellery</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</b>

# National Occupational Standard



## Overview

This unit is about 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

Unit Code	G&J/N9912
Unit Title (Task)	Coordinate with co-workers
Description	This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazards free work flow
Scope	<p>This unit/task covers the following:</p> <p>Interact with supervisor to:</p> <ul style="list-style-type: none"> <li>• receive work instructions and raw materials from reporting supervisor</li> <li>• communicate to reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</li> <li>• communicate any potential hazards or expected process disruptions</li> <li>• handover completed work to supervisor</li> </ul> <p>Interact with colleagues within and outside the department to:</p> <ul style="list-style-type: none"> <li>• work as a team with colleagues and share work as per their or own work load and skills</li> <li>• work with colleagues of other departments such as frame making or component making or polishing or setting or stores</li> <li>• communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>• receive feedback from QC and rework in order to complete work on time</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Interaction with supervisor</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. understand the work output requirements</p> <p>PC2. comply with company policy and rule</p> <p>PC3. 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>PC4. put team over individual goals</p> <p>PC5. conflicts resolution and multi-tasking</p>
Knowledge and Understanding (K)	
<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 communication 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>SB3. 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>SB4. how to spot process disruptions and delays</p>

**G&J/N9912**

**Coordinate with co-workers**

## **NOS Version Control**

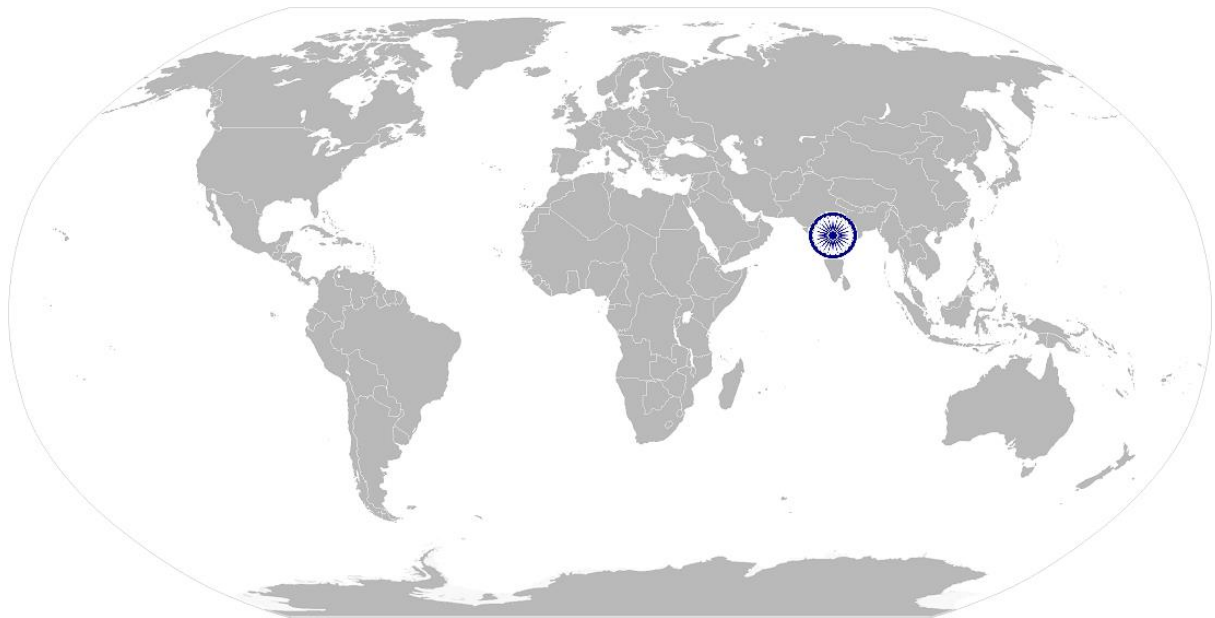
NOS Code	G&J/N9912		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	14/04/13
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	30/07/13
		Next review date	15/07/15

**G&J/N9914**

**Maintain safe work environment**

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# 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> <p>Understand potential sources of accidents</p> <ul style="list-style-type: none"> <li>to avoid accidents related to use of potentially dangerous chemicals, gas torches, sharp tools and hazards from machines</li> </ul> <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> <li>process flow improvements to reduce anticipated or repetitive hazards</li> <li>mishandling of tools, machines or hazardous materials</li> <li>electrical problems that could result in accident</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>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. spot and report potential hazards on time</p> <p>PC2. follow company policy and rules regarding hazardous materials</p> <p>PC3. 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. procedure 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. procedure to follow in the event of a fire or other hazard



**G&J/N9914**

**Maintain safe work environment**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9914</b>		
<b>Credits(NVEQF/NVQF/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>14/04/13</b>
<b>Industry Sub-sector</b>	<b>Handmade Gold and Gems-set Jewellery</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</b>

Definitions

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

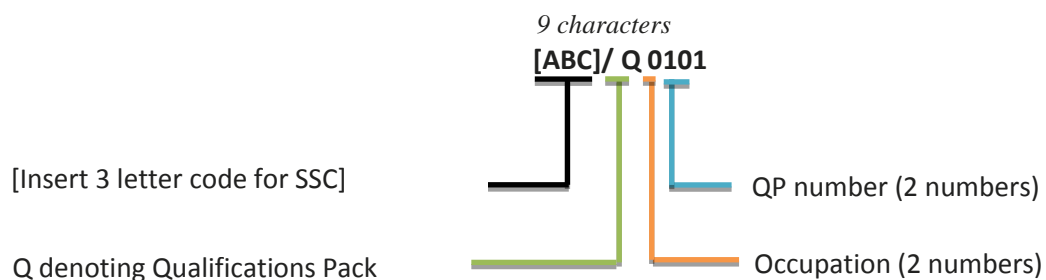
Acronyms

	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

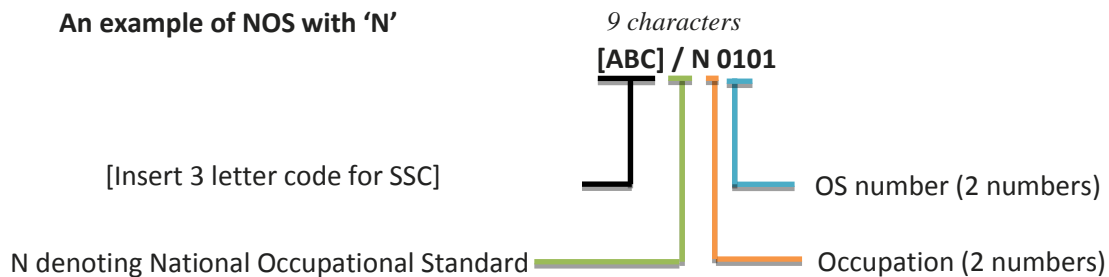
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

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



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

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

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

<p>Job Role Enameller</p> <p>Qualification Pack Enameller - G&amp;J/Q0902</p> <p>Sector Skill Council GEMS &amp; JEWELLERY</p> <p>To pass the Assessment, a candidate needs to score 50% in Theory and 70% in Practical</p> <p>CRITERIA FOR ASSESSMENT OF TRAINEES</p>				
Assessment Strategy			Marks Allocation	
NOS	Elements	Performance Criteria	Theory	Practical
1.G&J/N0902 Paint with enamel colours on jewellery frame	Enamelling	To be competent, the user/individual on the job must be able to: PC1. achieve smooth finish of enamel paint as per design	1	6
		PC2. ensure no overflow or excess enamel at the edges of the painted area	1	6
		PC3. ensure that enamel prepared with no impurities	1	6
		PC4. ensure no chipping or cracking enamel	1	6
		PC5. prepare surface of thickness and evenness for long term enamel adhesion	1	6
		PC6. fire at right temperature for the enamel	1	5
		PC7. achieve colour, vibrancy and gloss as per design	1	5
		PC8. achieve hazard-free output after using acids and chemicals	1	4
	Controlling gold loss	To be competent, the user/individual on the job must be able to: PC8. maintain loss as per company's loss margin policy	1	5
		PC9. document accounts on job sheet as per company policy	1	3
	Productivity	To be competent, the user/individual on the job must be able to: PC11. deliver of jewellery in time as committed to client	1	2
		PC12. deliver number of frames painted as per target	1	4
	Quality of output	To be competent, the user/individual on the job must be able to: PC13. achieve defect-free and evenly coloured enamelling as per design	1	4
		PC14. deliver maximum number of QC-okayed enamelled pieces	1	4
	Handling problems	To be competent, the user/individual on the job must be able to: PC15. deliver complete jewellery on time by reporting problems faced or anticipated well in advance	1	5
Sub Total			15	71



2.G&J/N9910 Maintain IPR and respect copyright	Respecting IPR	To be competent, the user/individual on the job must be able to: PC1. Spot plagiarism and report		1
		PC2. understand rationale of patents and IPR	1	
		PC3. avoid being involved in IPR violations		1
		Sub Total	1	2
3. G&J/ N 9912 Coordinate with others	Interaction with supervisor	To be competent, the user/individual on the job must be able to: PC1. Understand the work output requirements	1	
		PC2. Understand company policy and rule	1	
		PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		2
	Interactions with colleagues and other departments	To be competent, the user/individual on the job must be able to: PC4. Put team over individual goals		2
		PC5. resolve conflicts and multi-task		2
		Sub Total	2	6
4. G&J/ N 9914 Maintain safe work environment	Understanding of potential sources of accidents and communicating	PC1. Spot and report potential hazards on time		1
		PC2. Follow company policy and rules regarding use of hazardous materials	1	
		PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays	1	
		Sub Total	2	1
		Total	20	80
		Grand Total	100	