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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Introduction

Qualifications Pack-Sorter

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Handmade Gold and Gems-Set Jewellery

OCCUPATION: Setting

REFERENCE ID: G&J/Q0801

ALIGNED TO: NCO-2004/7313.35

Sorter: A sorter selects gemstones and groups them according to design requirement of the jewellery.

Brief Job Description: The individual selects the most appropriate gemstones for the jewellery as per design by size, shape, weight, colour and type, for setting on the jewellery frame at a later stage.

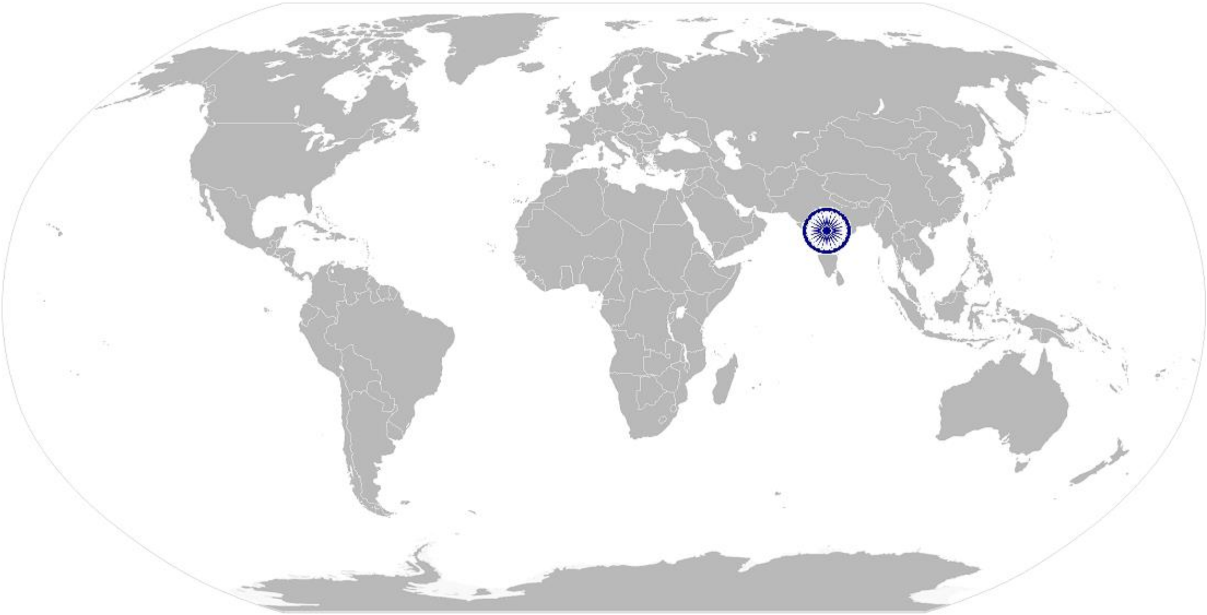
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; and ability to work in a monotonous job for long hours in a sitting position.

Job Details

Qualifications Pack Code	**G&J/Q0801**		
Job Role	**Sorter**		
Credits(NVEQF/NVQF/NSQF)	**TBD**	**Version number**	**1.0**
Sector	**Gems & Jewellery**	**Drafted on**	**14/05/13**
Sub-sector	**Handmade and Gems-set Jewellery**	**Last reviewed on**	**30/07/13**
Occupation	**Setting**	**Next review date**	**15/07/15**

Job Role	**Sorter**
Role Description	Sorting gemstones as per design by type, size, colour and weight, for setting in jewellery
NVEQF/NVQF level	3
Minimum Educational Qualifications	Preferably 10th standard passed
Maximum Educational Qualifications	
Training	Not applicable
Experience	Not applicable
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. G&J/N0801 Sort gemstones for setting 2. G&J/N9910 Maintain IPR and respect copyright 3. G&J/N9912 Coordinate with co-workers 4. G&J/N9914 Maintain safe work environment **Optional:** Not applicable
Performance Criteria	As described in the relevant OS units

National Occupational Standard



Overview

This unit is about selecting gemstones as per design requirement for setting in a jewellery, i.e., by type, shape, size, colour and weight.

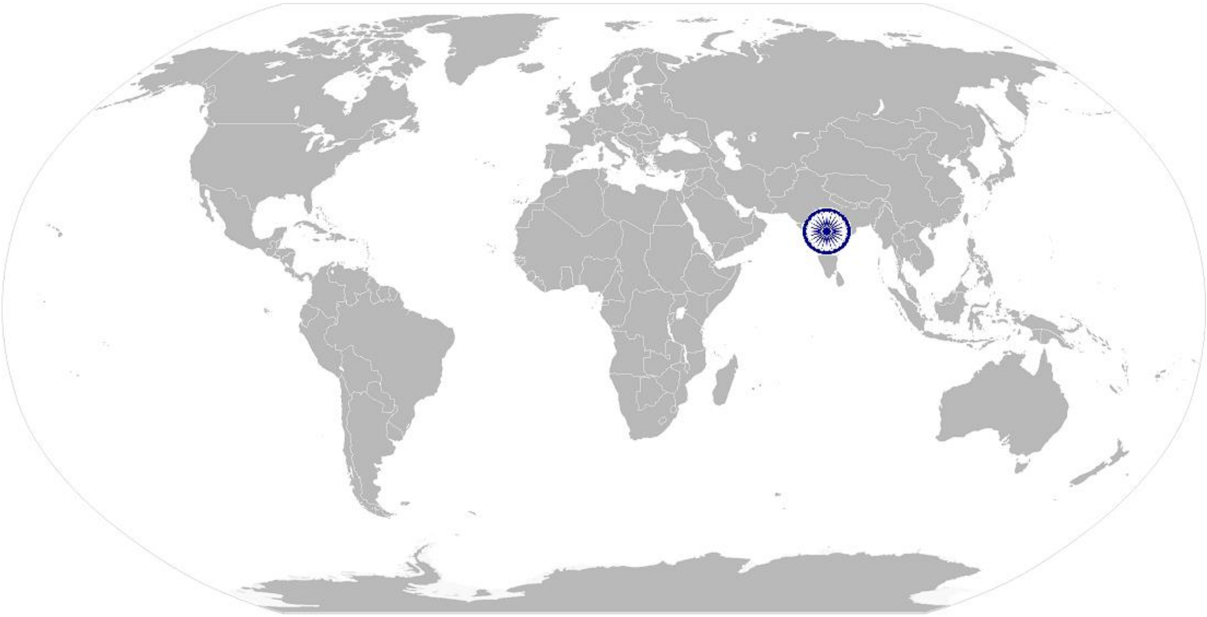
Unit Code	G&J/N0801
Unit Title (Task)	Sort gemstones for setting on jewellery frame
Description	This OS unit is about selecting gemstones for setting in a jewellery as per design in terms of shape, size, weight, colour and type
Scope	This unit/task covers the following: Receive the bag of gemstones from supervisor or senior • count the gemstones against labelled on the bag • check type of gemstone (precious, semi-precious, synthetic) against labelled on the bag • check shape and colour of gemstone against labelled on the bag Sort gemstones for a design • understand different shapes, sizes, colour and origins of stones • distinguish raw stones from prepared ones • weigh the stones on a weigher, use scoop for picking up the stones • sort and bag stones of different types as per design in terms of required size, weight and colour • bag the sorted stones and label as per job sheet or as instructed • ensure no damage or pilferage of stones • fill the job sheet about the stones sorted, e.g., size, weight, quantity, colour, type • return the bag to supervisor or superior Report problems related to: • any mismatch regarding colour, type, size or weight of stones to be sorted against the description of the bag received • any shortage of stones in the bag as per design
Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Stones sorting	To be competent, the user/individual on the job must be able to: PC1. sort stones accurately as per design in terms of weight, size, colour and type PC2. maintain even colour of stones sorted or as required by design PC3. distinguish between types of stones correctly, e.g., raw versus factory manufactured PC4. make timely delivery of sorted stones for setting PC5. sort number of stones sorted against target given PC6. ensure that no stones lost or damaged during counting or sorting

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. company's policies on: Acceptable limits of stone loss per product type; incentives; delivery standards; safety and hazards; security, IPR and personnel management KA2. work flow involved in company's jewellery manufacturing process KA3. importance of the individual's role in the workflow KA4. reporting structure
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different types of jewellery made by the company KB2. jewellery trends and types of gemstones used and their value KB3. basics of gemstones such as colour, cut, clarity, carat, precious, semi-precious, synthetic, modified KB4. different markets for gemstones and their origin so that precedence can indicate the gemstone quality KB5. gemstone setting process KB6. labelling details
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Basic reading and writing skills**
	The user/individual on the job needs to know and understand how: SA1. to read design notes SA2. to fill job sheet SA3. to write labels on sorted bags
	Calculation skills
	The user/individual on the job needs to know and understand how: SA4. to count the number of stones in the jewellery design and bag
	Communication skills
	The user/individual on the job needs to know and understand how: SA5. to communicate discrepancies to seniors and colleagues
B. Professional Skills	**Using tools**
	The user/individual on the job needs to know and understand how: SB1. to use weigh scales, scoops, forceps, magnifying glass
	Decision making
	The user/individual on the job needs to know and understand how: SB2. to separate stones as per design requirement

NOS Version Control

NOS Code	**G&J/N0801**		
Credits(NVEQF/NVQF/NSQF) [*OPTIONAL*]	**TBD**	**Version number**	**1.0**
Industry	**Gems & Jewellery**	**Drafted on**	**14/06/13**
Industry Sub-sector	**Handmade Gold and Gems-set Jewellery**	**Last reviewed on**	**30/07/13**
		Next review date	**15/07/15**

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 Maitain IPR and respect copyright

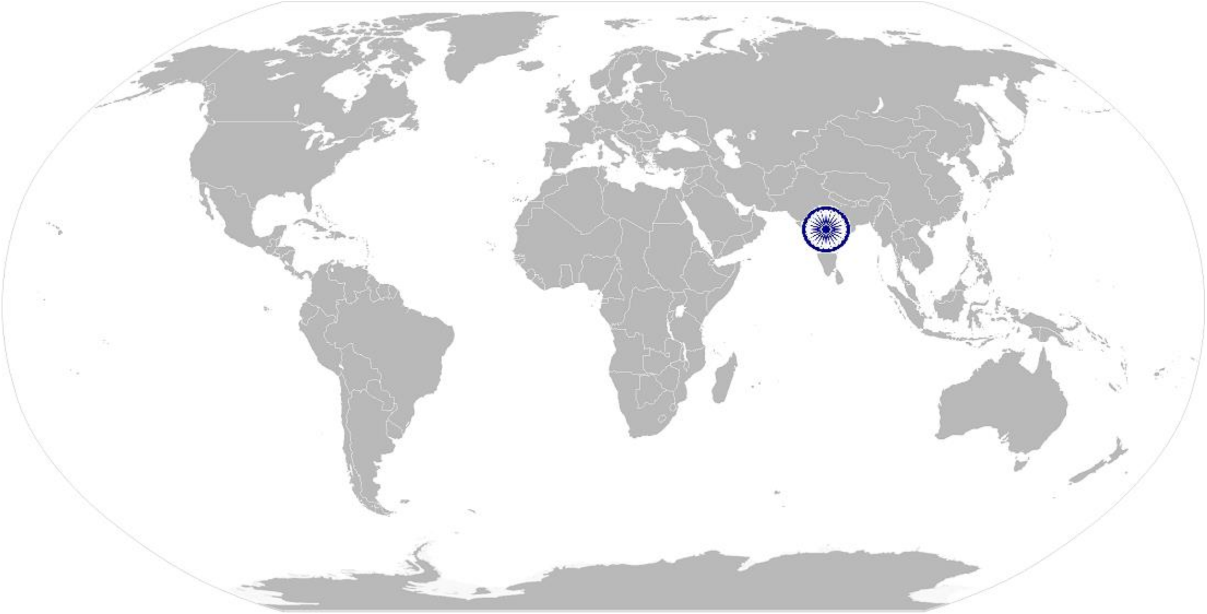
Unit Code	**G&J/N9910**
Unit Title (Task)	**Respect IPR of company as well as competitors**
Description	This OS unit is about maintaining company's IPR and avoiding infringement on copyright of others
Scope	This unit/task covers the following: Protect company's Intellectual Property Rights (IPR) • prevent leak of new designs to competitors by reporting on time • be aware of any of company's product or design patents • report IPR violations observed in the market, to supervisor or company heads Avoid infringement to copyright of other companies • read copyright clause of the material published on the internet and any other printed material • consult supervisor or senior management when in doubt about using publicly available information • report any infringement observed in the company
Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Respecting IPR	To be competent, the user/individual on the job must be able to: PC1. spot plagiarism and report PC2. understand rationale of patents and IPR PC3. avoid being involved in IPR violations
Knowledge and Understanding (K)	
A. Organizational Context	The individual on the job needs to know and understand: KA1. company's policies on IPR, plagiarism and order leaks KA2. company's patented products KA3. market trends and company's unique product range KA4. reporting structure
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. basics of patents and IPR laws KB2. how IPR protection is important for competitiveness of a company
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Communication skills**
	The user/individual on the job needs to know and understand how: SA1. to effectively communicate any observed IPR violations or design leaks
B. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand when and how: SB1. to report sources of IPR violations

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

NOS Version Control

NOS Code	G&J/N9910		
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

National Occupational Standard

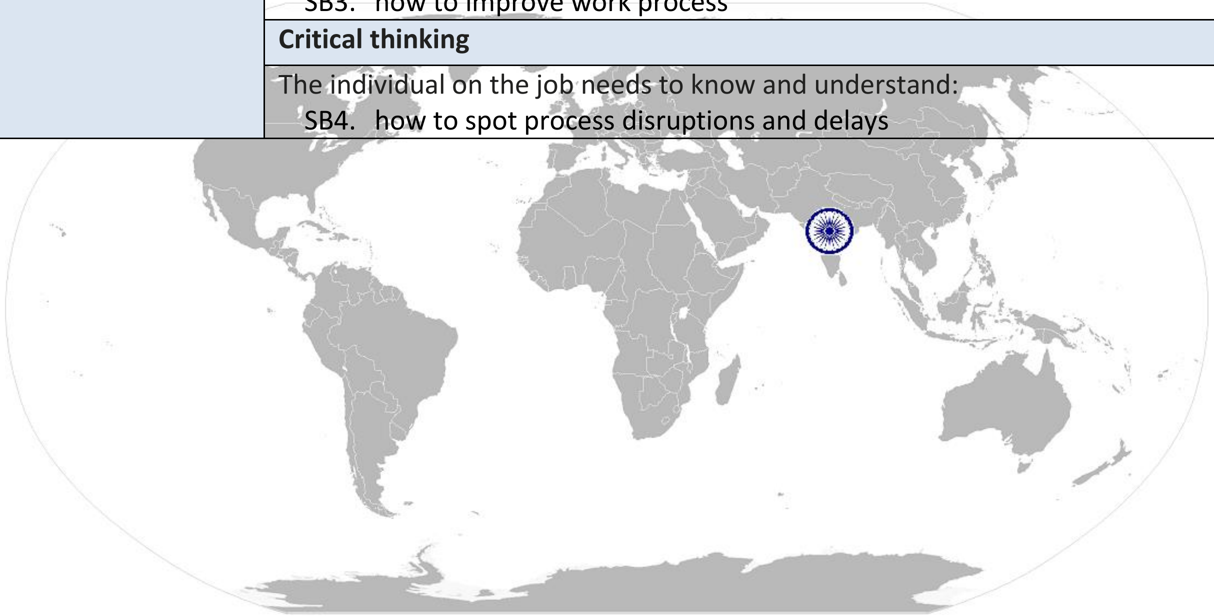


Overview

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.

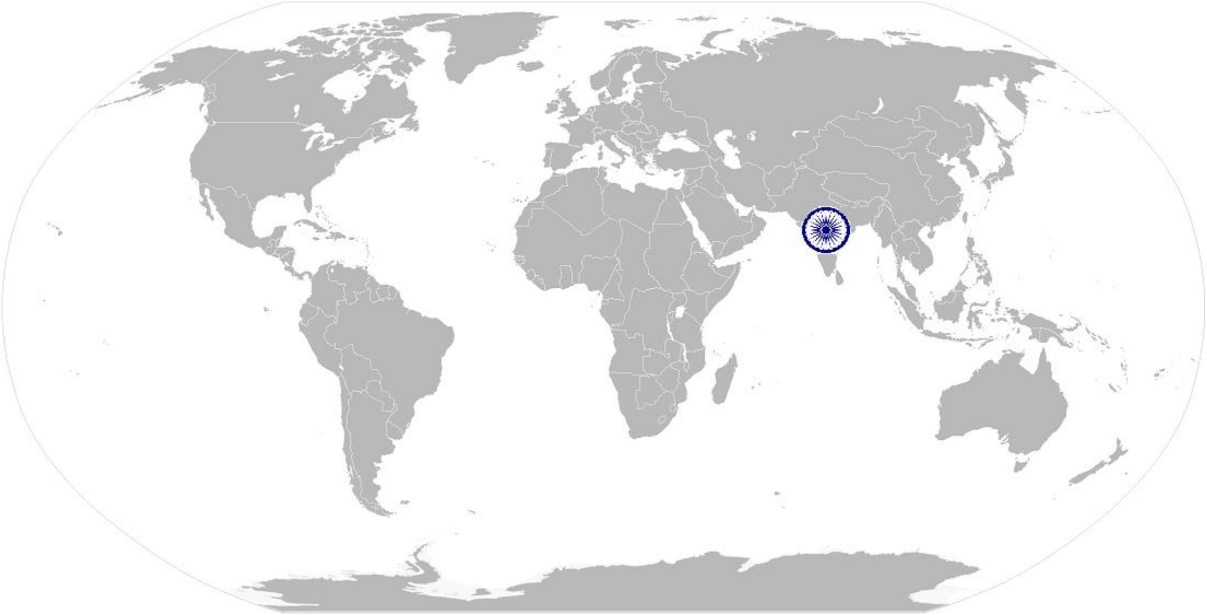
Unit Code	**G&J/N9912**
Unit Title (Task)	**Coordinate with co-workers**
Description	This OS unit is about communicating with colleagues and seniors in order to maintain smooth ad hazards free work flow
Scope	This unit/task covers the following: Interact with supervisor to: • receive work instructions and raw materials from reporting supervisor • communicate to reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required • communicate any potential hazards or expected process disruptions • handover completed work to supervisor Interact with colleagues within and outside the department to: • work as a team with colleagues and share work as per their or own work load and skills • work with colleagues of other departments such as frame making or component making or polishing or setting or stores • communicate an discuss work flow related difficulties in order to find solutions with mutual agreement • receive feedback from QC and rework in order to complete work on time
Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Interaction with supervisor	To be competent, the user/individual on the job must be able to: PC1. understand the work output requirements PC2. comply with company policy and rule PC3. deliver quality work on time as required by reporting any anticipated reasons for delays
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 PC5. conflicts resolution and multi-tasking
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. company's policies on personnel management KA2. work flow involved in company's jewellery manufacturing process KA3. importance of the individual's role in the workflow KA4. reporting structure
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. how to communicate effectively

	KB2. how to build team coordination
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Teamwork and some multitasking**
	The individual on the job needs to know and understand how: SA1. to share work load as required SA2. to deliver product to next work process on time
B. Professional Skills	**Decision making**
	The individual on the job needs to know and understand: SB1. how to report potential areas of disruptions to work process SB2. when to report to supervisor and when to deal with a colleague depending on the type of concern
	Reflective thinking
	The individual on the job needs to know and understand: SB3. how to improve work process
	Critical thinking
	The individual on the job needs to know and understand: SB4. how to spot process disruptions and delays

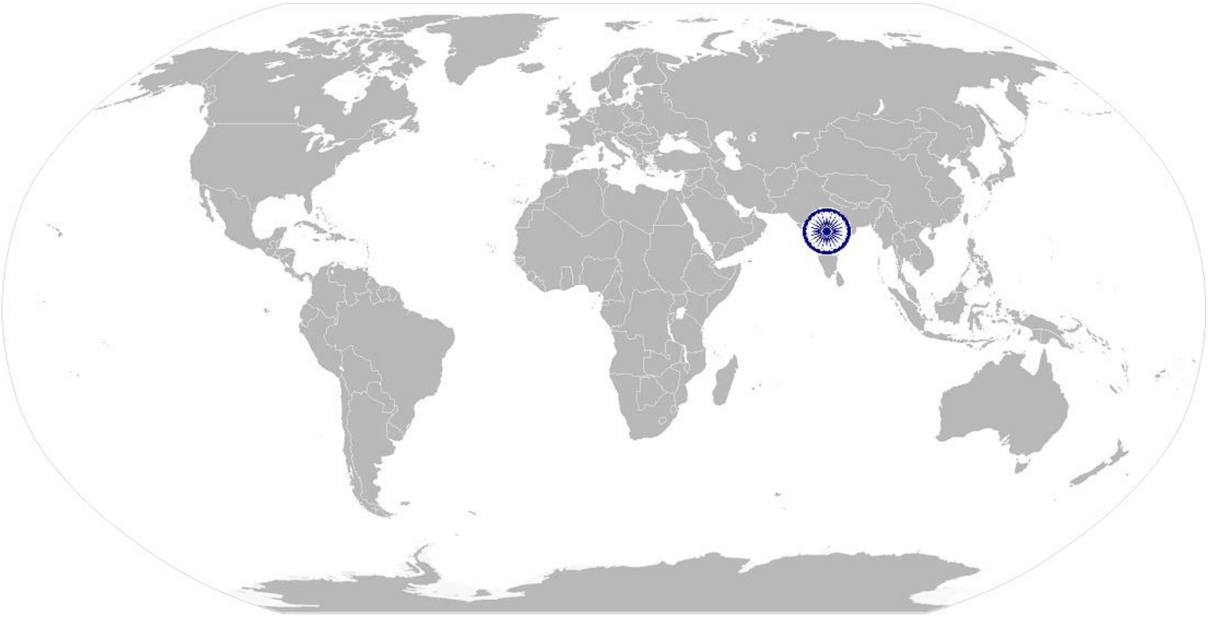


NOS Version Control

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



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.

Unit Code	**G&J/N9914**
Unit Title (Task)	**Work towards having a safe work environment**
Description	This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job
Scope	This unit/task covers the following: Understand potential sources of accidents • to avoid accidents related to use of potentially dangerous chemicals, gas torches, sharp tools and hazards from machines Communicate to reporting supervisor about: • process flow improvements to reduce anticipated or repetitive hazards • mishandling of tools, machines or hazardous materials • electrical problems that could result in accident
Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Understanding of potential sources of accidents and communicating	To be competent, the user/individual on the job must be able to: PC1. spot and report potential hazards on time PC2. follow company policy and rules regarding hazardous materials PC3. deliver quality work on time as required by reporting any anticipated reasons for delays
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: 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 KA2. work flow involved in company's jewellery manufacturing process KA3. importance of the individual's role in the workflow KA4. reporting structure
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. how different chemicals react and what could be the danger from them KB2. how to use machines and tools without causing bodily harm KB3. fire safety education KB4. disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Communication skills** The individual on the job needs to know and understand how: SA1. to effectively communicate the danger

B. Professional Skills	**Decision making**	
	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	
	Reflective thinking	
	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	
	Critical thinking	
	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	

NOS Version Control

NOS Code	G&J/N9914		
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

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.

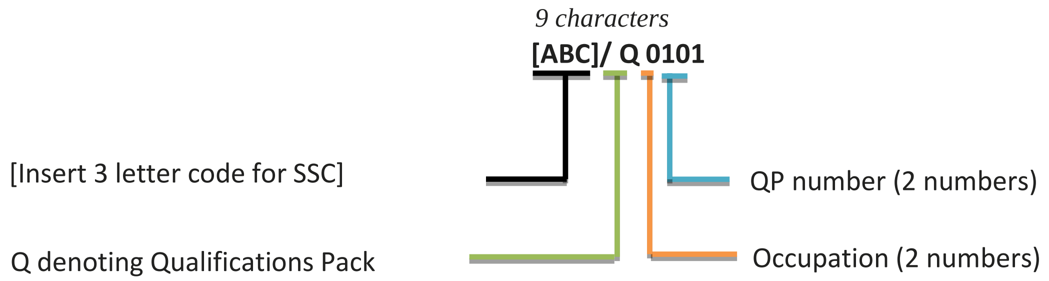
Acronyms

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

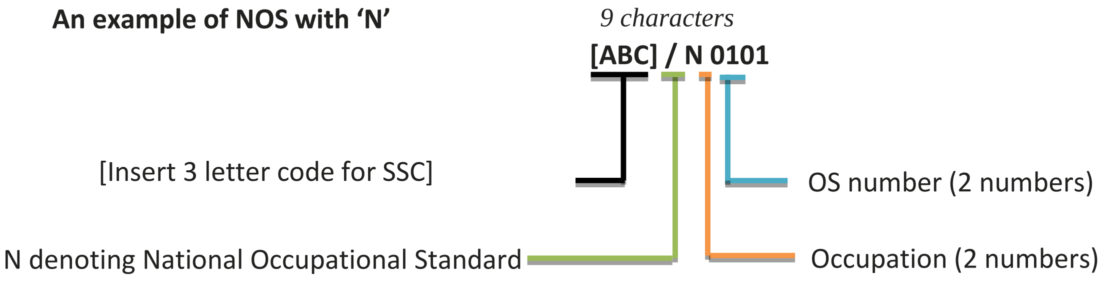
Nomenclature for QP and NOS

Qualifications Pack


9 characters
[ABC]/ Q 0101
[Insert 3 letter code for SSC]
QP number (2 numbers)
Q denoting Qualifications Pack
Occupation (2 numbers)

Occupational Standard

An example of NOS with ‘N’


9 characters
[ABC] / N 0101
[Insert 3 letter code for SSC]
OS number (2 numbers)
N denoting National Occupational Standard
Occupation (2 numbers)

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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 **Q**P or **N**OS	Q
Next two numbers	Occupation code	07
Next two numbers	OS number	02

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role	- Sorter
Qualification Pack	Sorter
Sector Skill Council	GEMS & JEWELLERY

Guidelines for Assessment:

1. To pass the Qualification Pack , every trainee should score a minimum of 50% in theory and 70% in practical assessments.

-		Marks Allocation	
		Theory	Skills Practical
G&J/N0801 This OS unit is about selecting gemstones for setting in a jewellery as per design in terms of shape, size, weight, colour and type	PC1. sort stones accurately as per design in terms of weight, size, colour and type	3	13
	PC2. maintain even colour of stones sorted or as required by design	1	13
	PC3. distinguish between types of stones correctly, e.g., raw versus factory manufactured	2	13
	PC4. make timely delivery of sorted stones for setting	1	12
	PC5. sort number of stones sorted against target given	0	12
	PC6. ensure that no stones lost or damaged during counting or sorting	2	12
		9	75
G&J/N9910 This OS unit is about maintaining company's IPR and avoiding infringement on copyright of others	PC1. spot plagiarism and report	1	0
	PC2. understand rationale of patents and IPR	1	0

	PC3. avoid being involved in IPR violations	1	0
		3	0
G&J/N9912 This OS unit is about communicating with colleagues and seniors in order to maintain smooth ad hazards free work flow	PC1. understand the work output requirements	1	0
	PC2. comply with company policy and rule	1	0
	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	2
	PC4. put team over individual goals	1	0
	PC5. conflicts resolution and multi-tasking	1	0
		4	2
G&J/N9914 This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job	PC1. spot and report potential hazards on time	2	0
	PC2. follow company policy and rules regarding hazardous materials	2	0
	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays		3
		4	3
		20	80
		100	