

## Qualification Pack



# Jewellery Designer

Options: Graphics Designer

QP Code: G&J/Q2301

Version: 3.0

NSQF Level: 4

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## Qualification Pack

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### G&J/Q2301: Jewellery Designer

#### Brief Job Description

The individual at work draws generic jewellery designs using basic stationery and measuring tools. They create different 2D designs as well as views of jewellery using computer graphics software and also prepare the design-specification sheet, which provides all the dimensions as well as other necessary details required for creating three-dimensional (3D) computer-aided design model and manufacturing of jewellery.

#### Personal Attributes

The job requires the individual to have good hand-eye coordination, visualization and attention to details.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [G&J/N2301: Draw jewellery Designs](#)
2. [G&J/N9901: Respect and maintain IPR](#)
3. [G&J/N9949: Follow material and energy conservation practices at workplace](#)
4. [G&J/N9902: Maintain health and safety at workplace](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

##### Options(Not mandatory):

Option : Graphics Designer

Making jewellery designs and drawings using graphics software

1. [G&J/N2309: Create jewellery design using computer graphics](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Cast and diamonds-set jewellery, Handmade Gold and Gems-set Jewellery, Silver Smithing, Imitation Jewellery

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<b>Occupation</b>	Designing and Product Development, Designing
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Credits</b>	14
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/ 2163.0301
<b>Minimum Educational Qualification &amp; Experience</b>	11th grade pass with NA of experience OR Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma with NA of experience OR 8th Class with 1 Year of experience relevant experience
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Approval Date</b>	17/11/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/GJ/GJSCI/06704
<b>NQR Version</b>	3

**Remarks:**

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### G&J/N2301: Draw jewellery Designs

#### Description

This OS unit is about drawing generic jewellery designs and creating a design specification sheet.

#### Scope

The scope covers the following :

- Drawing generic jewellery designs
- Achieving quality standards
- Achieving Productivity

#### Elements and Performance Criteria

##### *Drawing generic jewellery designs*

To be competent, the user/individual on the job must be able to:

- PC1.** collate various design parameters in terms of concept, size, shape, measurement, gemstone placement, weight, material, basic costing calculation or any specific customer requirement, etc. from the design brief given by the senior designer, jewellery merchandiser, product development manager or customer
- PC2.** report any issues related to design concept clarity, measurement, and practicality to senior designer
- PC3.** determine various design aspects like trend, aesthetics, composition, dimensions, ergonomic, technology, manufacturing process, linking and locking or closing mechanism, etc. through self-research or in consultation with the senior designer
- PC4.** draw generic jewellery designs or sketches using various form generation methodologies, decorative elements like filigree, miligrain, etc. and design manipulation techniques like repetition, rotation, overlapping, compression, etc., using standard designing tools and stationery
- PC5.** draw technical drawings of the jewellery in different views like orthographic view, isometric views, etc. along with diamonds and or gemstones of different number, shape, size in different basic stone setting style
- PC6.** render jewellery designs using dry media for realistic depiction of the metals, gemstones, surface finish and texture using various light, shadow and gradation techniques
- PC7.** prepare design specification sheet for the information about measurements of jewellery product like bangle diameter, bracelet length, etc., about diamonds and gemstones in terms of number, size etc., about precious metals like weight, Karat etc.,
- PC8.** maintain sketches, drawings and records of other related information in files shared by internal team or customer

##### *Achieving quality standards*

To be competent, the user/individual on the job must be able to:

- PC9.** check each design for the final look and various design parameters before final submission
- PC10.** rework as per the senior designer's feedback whenever required, based on inputs from marketing, merchandising, product development and production department

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### *Achieving Productivity*

To be competent, the user/individual on the job must be able to:

- PC11.** ensure timely delivery of jewellery designs or drawings to enable the commencement of computer-aided designing (CAD) process
- PC12.** create jewellery design or drawings as per target given
- PC13.** update the senior designer on work completion status

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** company's policies on acceptable limits of quality, delivery standards, safety practices and hazards, security and performance measurements
- KU2.** importance of non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential
- KU3.** work flow involved in jewellery manufacturing process of the company
- KU4.** importance of the individual's role in the workflow
- KU5.** reporting structure
- KU6.** basics of internet usage
- KU7.** various basic graphic designing softwares like CorelDraw, Photoshop, etc.
- KU8.** different types of jewellery products like rings, bracelets, pendants etc.
- KU9.** various physical properties like hardness, malleability, shrinkage factor of different fineness of precious metals like gold, silver, platinum etc.,
- KU10.** various types of diamonds and gemstones in terms of shape, size, cut, colour etc.
- KU11.** basic measuring system and units
- KU12.** various measuring tools like scale, vernier calliper and gauges like ring or bangle sizer etc.
- KU13.** various views, shapes or forms of day to day, geometric and organic objects
- KU14.** manufacturing drawing practices as per the company standards
- KU15.** different rendering tools and techniques used in Jewellery
- KU16.** various types of decorative techniques like filigree, miligrain, cameo, etc.
- KU17.** basic calculations in terms of calculating the final weight of the jewellery, count of the number of diamonds or gemstones, etc.

### **Generic Skills (GS)**

User/individual on the job needs to know how to:

- GS1.** write accurate design details in the design specification sheet e.g. ring size, the weight of diamonds and gemstones, karat of gold/silver, etc.
- GS2.** read notes, designs, and instructions shared by different internal teams
- GS3.** read company rules and compliance documents required to complete the work
- GS4.** read design, concept and software-related books

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- GS5.** select the correct drawing tools and stationery for making necessary changes in the design for practicality and maintaining aesthetics of the jewellery design
- GS6.** share technical information clearly using appropriate language
- GS7.** visualize designs

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Drawing generic jewellery designs</i>	<b>21</b>	<b>48</b>	-	-
<b>PC1.</b> collate various design parameters in terms of concept, size, shape, measurement, gemstone placement, weight, material, basic costing calculation or any specific customer requirement, etc. from the design brief given by the senior designer, jewellery merchandiser, product development manager or customer	2	3	-	-
<b>PC2.</b> report any issues related to design concept clarity, measurement, and practicality to senior designer	1	2	-	-
<b>PC3.</b> determine various design aspects like trend, aesthetics, composition, dimensions, ergonomic, technology, manufacturing process, linking and locking or closing mechanism, etc. through self-research or in consultation with the senior designer	2	4	-	-
<b>PC4.</b> draw generic jewellery designs or sketches using various form generation methodologies, decorative elements like filigree, miligrain, etc. and design manipulation techniques like repetition, rotation, overlapping, compression, etc., using standard designing tools and stationery	5	15	-	-
<b>PC5.</b> draw technical drawings of the jewellery in different views like orthographic view, isometric views, etc. along with diamonds and or gemstones of different number, shape, size in different basic stone setting style	4	10	-	-
<b>PC6.</b> render jewellery designs using dry media for realistic depiction of the metals, gemstones, surface finish and texture using various light, shadow and gradation techniques	4	8	-	-
<b>PC7.</b> prepare design specification sheet for the information about measurements of jewellery product like bangle diameter, bracelet length, etc., about diamonds and gemstones in terms of number, size etc., about precious metals like weight, Karat etc.,	2	4	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC8.</b> maintain sketches, drawings and records of other related information in files shared by internal team or customer	1	2	-	-
<i>Achieving quality standards</i>	<b>2</b>	<b>8</b>	-	-
<b>PC9.</b> check each design for the final look and various design parameters before final submission	1	4	-	-
<b>PC10.</b> rework as per the senior designer's feedback whenever required, based on inputs from marketing, merchandising, product development and production department	1	4	-	-
<i>Achieving Productivity</i>	<b>4</b>	<b>7</b>	-	-
<b>PC11.</b> ensure timely delivery of jewellery designs or drawings to enable the commencement of computer-aided designing (CAD) process	2	3	-	-
<b>PC12.</b> create jewellery design or drawings as per target given	1	2	-	-
<b>PC13.</b> update the senior designer on work completion status	1	2	-	-
<b>NOS Total</b>	<b>27</b>	<b>63</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N2301
<b>NOS Name</b>	Draw jewellery Designs
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Cast and diamonds-set jewellery, Handmade Gold and Gems-set Jewellery, Silver Smithing, Imitation Jewellery
<b>Occupation</b>	Designing and Product Development, Designing
<b>NSQF Level</b>	4
<b>Credits</b>	6
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### G&J/N9901: Respect and maintain IPR

#### Description

This OS unit is about maintaining the company's confidentiality

#### Scope

The scope covers the following :

- Protecting company's Intellectual Property Rights (IPR)
- Maintain IPR of other companies

#### Elements and Performance Criteria

##### *Protecting company's Intellectual Property Rights (IPR)*

To be competent, the user/individual on the job must be able to:

- PC1.** identify the company's design patents, trademarks and copyrights for different products or product line
- PC2.** report any infringement observed in the company to concerned authorities or senior management

##### *Maintain IPR of other companies*

To be competent, the user/individual on the job must be able to:

- PC3.** interpret copyright clauses in the material published on the internet or any other printed material during the research
- PC4.** consult supervisor or senior management when in doubt about using publicly available information
- PC5.** report IPR violations observed in the market, to concerned authorities or company heads

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on IPR and plagiarism
- KU2.** reporting structure
- KU3.** company's unique product range
- KU4.** various patents, trademarks, copyrights used in Jewellery industry
- KU5.** company's customer profile
- KU6.** industrial and political espionages

#### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate any observed case of IPR violations, effectively and timely

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**GS2.** analyze references or information from various sources

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Protecting company's Intellectual Property Rights (IPR)</i>	<b>3</b>	<b>3</b>	-	-
<b>PC1.</b> identify the company's design patents, trademarks and copyrights for different products or product line	1	1	-	-
<b>PC2.</b> report any infringement observed in the company to concerned authorities or senior management	2	2	-	-
<i>Maintain IPR of other companies</i>	<b>3</b>	<b>3</b>	-	-
<b>PC3.</b> interpret copyright clauses in the material published on the internet or any other printed material during the research	1	1	-	-
<b>PC4.</b> consult supervisor or senior management when in doubt about using publicly available information	1	1	-	-
<b>PC5.</b> report IPR violations observed in the market, to concerned authorities or company heads	1	1	-	-
<b>NOS Total</b>	<b>6</b>	<b>6</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N9901
<b>NOS Name</b>	Respect and maintain IPR
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing, Handmade Gold and Gems-set Jewellery, Jewellery Retail, Cast and diamonds-set jewellery, Gemstone Processing, Silver Smithing, Imitation Jewellery
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	7.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

# G&J/N9949: Follow material and energy conservation practices at workplace

## Description

This OS unit is about adopting sustainable practices and optimizing use of resources, especially material, energy and waste, in day-to-day operations at work.

## Scope

The scope covers the following :

- Material conservation practices at workplace
- Energy/electricity conservation practices at workplace

## Elements and Performance Criteria

### *Material conservation practices at workplace*

To be competent, the user/individual on the job must be able to:

- PC1.** identify ways to optimize usage of material including water in various activities and processes
- PC2.** check for spills/leakages in various activities and processes
- PC3.** plug spills/leakages and escalate the issue to appropriate authority if unable to rectify
- PC4.** carry out routine cleaning of tools, machines and equipment

### *Energy/electricity conservation practices at workplace*

To be competent, the user/individual on the job must be able to:

- PC5.** identify ways to optimize usage of electricity/energy in various activities and processes
- PC6.** check if the equipment/machine is functioning normally before starting work and rectify the issues wherever required
- PC7.** report malfunctioning (fumes/sparks/emission/vibration/noise) of the equipment/machine and delay in maintenance of equipment
- PC8.** check electrical equipment and appliances are properly connected and turned off when not in use

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on material and energy conservation practices
- KU2.** potential hazards and risks involved in the work
- KU3.** layout of the workstation and electrical and thermal equipment used as required
- KU4.** ways of efficient material management including water
- KU5.** basics of electricity and prevalent energy efficient devices
- KU6.** common practices of conserving electricity

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**KU7.** safety precautions (electric and mechanical isolation) before starting any maintenance activity on machine/equipment.

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read Standard Operating Procedure(SOP) documents
- GS2.** communicate effectively about material and energy conservation practices to others
- GS3.** make timely communication for the decisions to be taken at work
- GS4.** complete tasks efficiently and accurately within stipulated time
- GS5.** critically analyze the processes carried out by self and colleagues in the department related to material and energy conservation
- GS6.** record observations on effect of material and energy conservation at workplace.
- GS7.** work with supervisors/team members to carry out related tasks



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Material conservation practices at workplace</i>	<b>2</b>	<b>4</b>	-	-
<b>PC1.</b> identify ways to optimize usage of material including water in various activities and processes	0.5	1	-	-
<b>PC2.</b> check for spills/leakages in various activities and processes	0.5	1	-	-
<b>PC3.</b> plug spills/leakages and escalate the issue to appropriate authority if unable to rectify	0.5	1	-	-
<b>PC4.</b> carry out routine cleaning of tools, machines and equipment	0.5	1	-	-
<i>Energy/electricity conservation practices at workplace</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> identify ways to optimize usage of electricity/energy in various activities and processes	0.5	1	-	-
<b>PC6.</b> check if the equipment/machine is functioning normally before starting work and rectify the issues wherever required	0.5	1	-	-
<b>PC7.</b> report malfunctioning (fumes/sparks/emission/vibration/noise) of the equipment/machine and delay in maintenance of equipment	0.5	1	-	-
<b>PC8.</b> check electrical equipment and appliances are properly connected and turned off when not in use	0.5	1	-	-
<b>NOS Total</b>	<b>4</b>	<b>8</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N9949
<b>NOS Name</b>	Follow material and energy conservation practices at workplace
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing, Handmade Gold and Gems-set Jewellery, Jewellery Retail, Cast and diamonds-set jewellery, Gemstone Processing, Silver Smithing, Imitation Jewellery
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	10/04/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### G&J/N9902: Maintain health and safety at workplace

#### Description

This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and maintaining health and safety at workplace.

#### Scope

The scope covers the following :

- Health, hygiene and safety in work area
- Fire safety
- Emergencies, rescue and first aid procedures
- Waste management

#### Elements and Performance Criteria

##### *Health, hygiene and safety in work area*

To be competent, the user/individual on the job must be able to:

- PC1.** follow regular cleaning and disinfection practices at work place using appropriate techniques and materials
- PC2.** follow hand hygiene practices at work place using appropriate techniques and materials
- PC3.** follow alternative ways of conducting meeting and organizing event to ensure safety
- PC4.** follow contactless attendance system
- PC5.** report regarding the contagious illness of self or people in close contact
- PC6.** use appropriate protective clothing/ equipment for specific tasks
- PC7.** identify hazardous activities and the possible causes of risks or accidents in the workplace
- PC8.** follow safe working practices while dealing with hazards to ensure safety of self and others
- PC9.** maintain appropriate working postures to minimize occupational health related issues

##### *Fire safety*

To be competent, the user/individual on the job must be able to:

- PC10.** use appropriate type of fire extinguisher
- PC11.** apply appropriate rescue techniques during fire hazard
- PC12.** ensure good housekeeping in order to prevent fire hazards

##### *Emergencies, rescue and first aid procedures*

To be competent, the user/individual on the job must be able to:

- PC13.** provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.
- PC14.** respond promptly and appropriately to an accident or medical emergency.
- PC15.** follow emergency procedures such as raising alarm, safe evacuation etc.

##### *Waste management*

To be competent, the user/individual on the job must be able to:

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- PC16.** identify recyclable, non-recyclable and hazardous waste
- PC17.** collect the segregated waste - at designated space
- PC18.** dispose non-recyclable waste appropriately and deposit recyclable and reusable material at identified location

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on safety, hazards and personnel management
- KU2.** signages that refer to health and safety in work place
- KU3.** the reporting structure
- KU4.** health and safety hazards commonly present in the work place and related precautions
- KU5.** preventative and remedial actions to be taken in case of exposure to toxic material
- KU6.** methods of accident prevention
- KU7.** how different chemicals react and the related hazards
- KU8.** how to use machines and tools without causing any accident
- KU9.** importance of using protective clothing/ equipment while working
- KU10.** precautionary activities to prevent the fire accident
- KU11.** various causes of fire
- KU12.** techniques of using different fire extinguishers
- KU13.** different materials used for extinguishing fire
- KU14.** rescue techniques applied during a fire hazard
- KU15.** various types of safety signs and their meaning
- KU16.** appropriate basic first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.,
- KU17.** casualty lifting in case of an accident
- KU18.** usage of different colors of dustbins.
- KU19.** categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics.
- KU20.** waste management and methods of waste disposal.

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and comprehend labels, charts, signages
- GS2.** read and comprehend manuals of operations
- GS3.** communicate effectively, the risk of not following safety measures
- GS4.** respond to emergencies/accidents, by taking an appropriate and timely decision
- GS5.** organize work schedule, work area, tools, equipment and material to minimize health and safety risk

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- GS6.** ensure appropriate action in case of any emergencies, accidents or fire at the work location
- GS7.** analyze untoward incidents from the past and follow correct procedures in handling machines, tools or hazardous chemicals
- GS8.** critically analyze the processes carried out by self and colleagues in the department to spot potential hazards and safety issues
- GS9.** record data on waste disposal at workplace.
- GS10.** complete statutory documents relevant to safety and hygiene.

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health, hygiene and safety in work area</i>	<b>9</b>	<b>16</b>	-	-
<b>PC1.</b> follow regular cleaning and disinfection practices at work place using appropriate techniques and materials	1	2	-	-
<b>PC2.</b> follow hand hygiene practices at work place using appropriate techniques and materials	1	2	-	-
<b>PC3.</b> follow alternative ways of conducting meeting and organizing event to ensure safety	1	2	-	-
<b>PC4.</b> follow contactless attendance system	1	1	-	-
<b>PC5.</b> report regarding the contagious illness of self or people in close contact	1	2	-	-
<b>PC6.</b> use appropriate protective clothing/ equipment for specific tasks	1	2	-	-
<b>PC7.</b> identify hazardous activities and the possible causes of risks or accidents in the workplace	1	2	-	-
<b>PC8.</b> follow safe working practices while dealing with hazards to ensure safety of self and others	1	1	-	-
<b>PC9.</b> maintain appropriate working postures to minimize occupational health related issues	1	2	-	-
<i>Fire safety</i>	<b>3</b>	<b>6</b>	-	-
<b>PC10.</b> use appropriate type of fire extinguisher	1	3	-	-
<b>PC11.</b> apply appropriate rescue techniques during fire hazard	1	2	-	-
<b>PC12.</b> ensure good housekeeping in order to prevent fire hazards	1	1	-	-
<i>Emergencies, rescue and first aid procedures</i>	<b>3</b>	<b>4</b>	-	-
<b>PC13.</b> provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> respond promptly and appropriately to an accident or medical emergency.	1	2	-	-
<b>PC15.</b> follow emergency procedures such as raising alarm, safe evacuation etc.	1	1	-	-
<i>Waste management</i>	<b>3</b>	<b>6</b>	-	-
<b>PC16.</b> identify recyclable, non-recyclable and hazardous waste	1	2	-	-
<b>PC17.</b> collect the segregated waste - at designated space	1	2	-	-
<b>PC18.</b> dispose non-recyclable waste appropriately and deposit recyclable and reusable material at identified location	1	2	-	-
<b>NOS Total</b>	<b>18</b>	<b>32</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N9902
<b>NOS Name</b>	Maintain health and safety at workplace
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Handmade Gold and Gems-set Jewellery, Gemstone Processing, Silver Smithing, Jewellery Retail, Cast and diamonds-set jewellery, Imitation Jewellery, Diamond Processing
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	28/02/2026
<b>NSQC Clearance Date</b>	28/02/2023



## Qualification Pack

### DGT/VSQ/N0101: Employability Skills (30 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

To be competent, the user/individual on the job must be able to:

**PC1.** understand the significance of employability skills in meeting the job requirements

##### *Constitutional values - Citizenship*

To be competent, the user/individual on the job must be able to:

**PC2.** identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

To be competent, the user/individual on the job must be able to:

**PC3.** explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

##### *Basic English Skills*

To be competent, the user/individual on the job must be able to:

**PC4.** speak with others using some basic English phrases or sentences

##### *Communication Skills*

To be competent, the user/individual on the job must be able to:

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

## Qualification Pack

### *Diversity & Inclusion*

To be competent, the user/individual on the job must be able to:

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

To be competent, the user/individual on the job must be able to:

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

**PC11.** approach the concerned authorities for any exploitation as per legal rights and laws

### *Essential Digital Skills*

To be competent, the user/individual on the job must be able to:

**PC12.** operate digital devices and use its features and applications securely and safely

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

To be competent, the user/individual on the job must be able to:

**PC14.** identify and assess opportunities for potential business

**PC15.** identify sources for arranging money and associated financial and legal challenges

### *Customer Service*

To be competent, the user/individual on the job must be able to:

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

To be competent, the user/individual on the job must be able to:

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

**KU8.** different types of disabilities and appropriate communication and behaviour towards PwD

**KU9.** different types of financial products and services

## Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	29/03/2021
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2021

## Qualification Pack

### G&J/N2309: Create jewellery design using computer graphics

#### Description

This OS unit is about creating two-dimensional (2D) jewellery designs using computer graphics.

#### Scope

The scope covers the following :

- Creating 2D jewellery designs using graphics software
- Achieving quality standards
- Achieving Productivity

#### Elements and Performance Criteria

##### *Creating 2D jewellery designs using graphics software*

To be competent, the user/individual on the job must be able to:

- PC1.** create design layouts, element library using computer graphics software
- PC2.** draw various jewellery designs using design manipulation and rendering effects in computer graphics software
- PC3.** draw various views of jewellery in different projection methods in computer graphics software
- PC4.** maintain drawings and records of other related information in files shared by internal team or customer

##### *Achieving quality standards*

To be competent, the user/individual on the job must be able to:

- PC5.** check each design for the final look and various design parameters before final submission
- PC6.** rework as per the senior designer's feedback whenever required, based on inputs from marketing, merchandising, product development and production department

##### *Achieving Productivity*

To be competent, the user/individual on the job must be able to:

- PC7.** ensure timely delivery of jewellery designs or drawings to enable the commencement of computer-aided designing (CAD) process
- PC8.** create jewellery design or drawings as per target given
- PC9.** update the senior designer on work completion status

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on acceptable limits of quality, delivery standards, safety practices and hazards, security and performance measurements
- KU2.** importance of non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential
- KU3.** work flow involved in jewellery manufacturing process of the company

## Qualification Pack

- KU4.** importance of the individual's role in the workflow
- KU5.** reporting structure
- KU6.** basics of internet usage
- KU7.** various basic computer graphic designing softwares like CorelDraw, Photoshop, etc.
- KU8.** different types of jewellery products like rings, bracelets, pendants etc.
- KU9.** various physical properties like hardness, malleability, shrinkage factor of different fineness of precious metals like gold, silver, platinum etc.,
- KU10.** various types of diamonds and gemstones in terms of shape, size, cut, colour etc.
- KU11.** basic measuring system and units
- KU12.** various measuring tools like scale, vernier calliper and gauges like ring or bangle sizer etc.
- KU13.** various views, shapes or forms of day to day, geometric and organic objects
- KU14.** manufacturing drawing practices as per the company standards
- KU15.** different rendering tools and techniques used in Jewellery
- KU16.** various types of decorative techniques like filigree, miligrain, cameo, etc.
- KU17.** basic calculations in terms of calculating the final weight of the jewellery, count of the number of diamonds or gemstones, etc.

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write accurate design details in the design specification sheet e.g. ring size, the weight of diamonds and gemstones, karat of gold/silver, etc.
- GS2.** read notes, designs, and instructions shared by different internal teams
- GS3.** read company rules and compliance documents required to complete the work
- GS4.** read design, concept and software-related books
- GS5.** select the correct drawing tools and stationery for making necessary changes in the design for practicality and maintaining aesthetics of the jewellery design
- GS6.** share technical information clearly using appropriate language
- GS7.** visualize designs



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Creating 2D jewellery designs using graphics software</i>	<b>4</b>	<b>10</b>	-	-
<b>PC1.</b> create design layouts, element library using computer graphics software	1	3	-	-
<b>PC2.</b> draw various jewellery designs using design manipulation and rendering effects in computer graphics software	1	3	-	-
<b>PC3.</b> draw various views of jewellery in different projection methods in computer graphics software	1	2	-	-
<b>PC4.</b> maintain drawings and records of other related information in files shared by internal team or customer	1	2	-	-
<i>Achieving quality standards</i>	<b>2</b>	<b>8</b>	-	-
<b>PC5.</b> check each design for the final look and various design parameters before final submission	1	4	-	-
<b>PC6.</b> rework as per the senior designer's feedback whenever required, based on inputs from marketing, merchandising, product development and production department	1	4	-	-
<i>Achieving Productivity</i>	<b>4</b>	<b>7</b>	-	-
<b>PC7.</b> ensure timely delivery of jewellery designs or drawings to enable the commencement of computer-aided designing (CAD) process	2	3	-	-
<b>PC8.</b> create jewellery design or drawings as per target given	1	2	-	-
<b>PC9.</b> update the senior designer on work completion status	1	2	-	-
<b>NOS Total</b>	<b>10</b>	<b>25</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N2309
<b>NOS Name</b>	Create jewellery design using computer graphics
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Cast and diamonds-set jewellery, Handmade Gold and Gems-set Jewellery, Silver Smithing, Imitation Jewellery
<b>Occupation</b>	Designing and Product Development, Designing, Designing and Product Development
<b>NSQF Level</b>	4
<b>Credits</b>	4
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create theory question papers for candidates at every examination/training centre. (As per assessment criteria below).
4. Individual assessment agencies will create practical tests for skill evaluation for candidates at every examination/training centre. (As per assessment criteria below).

## Qualification Pack

5. To pass the Qualification Pack, every candidate should score a minimum 70% to successfully clear the assessment.

6. In case of successfully passing only certain number of NOSs, the candidate is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack.

### Minimum Aggregate Passing % at QP Level : 70

(**Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N2301.Draw jewellery Designs	27	63	-	-	90	60
G&J/N9901.Respect and maintain IPR	6	6	-	-	12	10
G&J/N9949.Follow material and energy conservation practices at workplace	4	8	-	-	12	10
G&J/N9902.Maintain health and safety at workplace	18	32	-	-	50	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>75</b>	<b>139</b>	<b>-</b>	<b>-</b>	<b>214</b>	<b>100</b>

Optional: 1 Graphics Designer

### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N2309.Create jewellery design using computer graphics	10	25	-	-	35	40
<b>Total</b>	<b>10</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>35</b>	<b>40</b>

## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) 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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) 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.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.