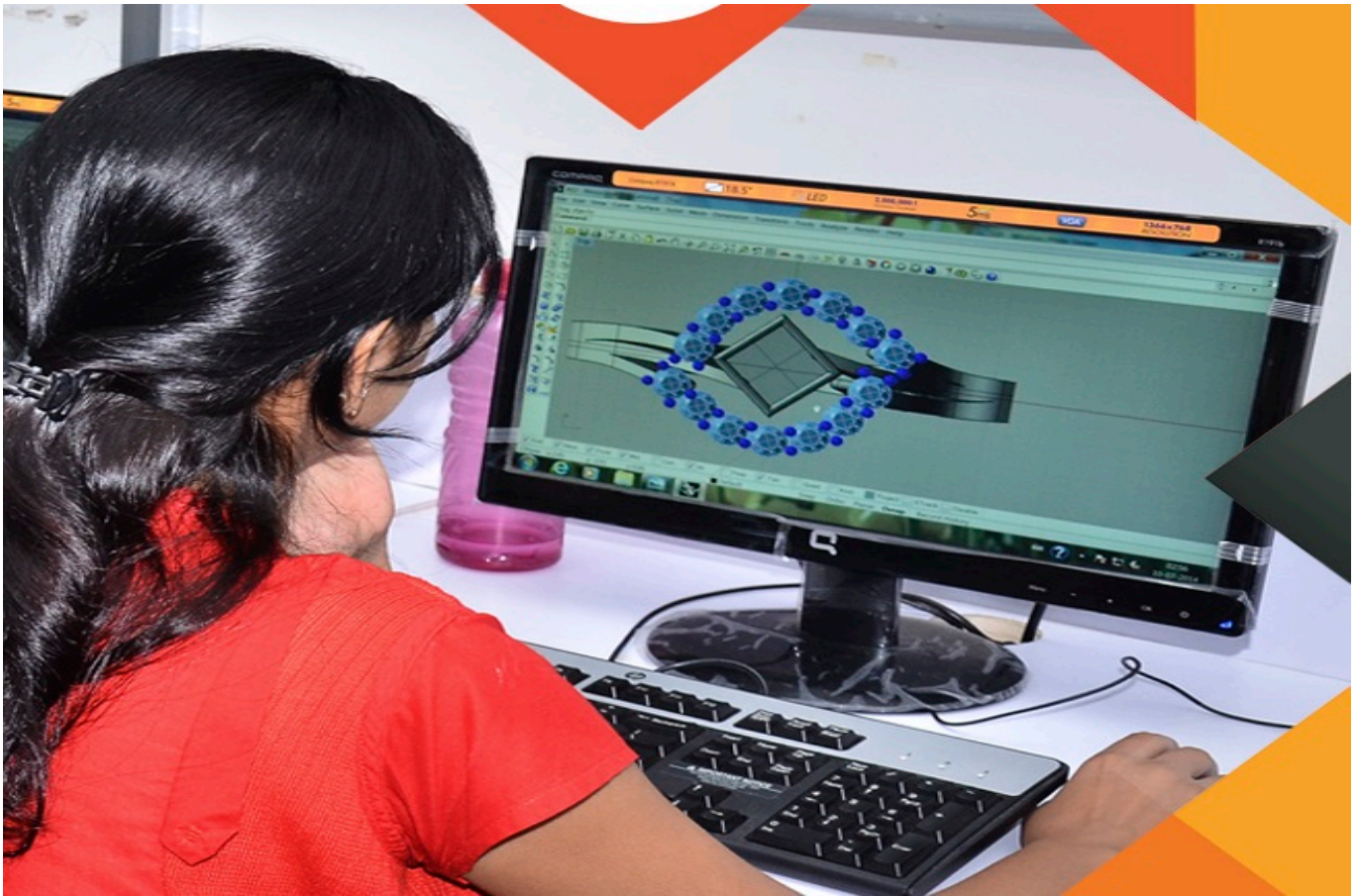# Jewellery designer - CAD

QP Code: G&J/Q2303

Version: 3.0

NSQF Level: 4

GJSCI || Gem Jewellery Skill Council of India, 4th Floor, Business Facilitation Centre, SEEPZ SEZ, Andheri (E)
Mumbai 400096 || email:standards.qa@gjsci.org

# Contents

# G&J/Q2303: Jewellery designer - CAD

## Brief Job Description

The individual at work uses Computer-Aided Designing (CAD) to produce 3D jewellery designs, which serve as a model for producing prototypes of jewellery and to initiate manufacturing of a range of generic jewellery.

## Personal Attributes

The job requires the individual to have attention to details, patience, visualization and good eyesight.

## Applicable National Occupational Standards (NOS)

### Compulsory NOS:

1. G&J/N2303: Create jewellery designs using basic CAD software

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

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

4. DGT/VSQ/N0101: Employability Skills (30 Hours)

## Qualification Pack (QP) Parameters

| | |
|---|---|
| **Sector** | Gem & Jewellery |
| **Sub-Sector** | Handmade Gold and Gems-set Jewellery, Cast and diamonds-set jewellery, Silver Smithing, Imitation Jewellery |
| **Occupation** | Designing and Product Development, Designing |
| **Country** | India |
| **NSQF Level** | 4 |
| **Credits** | 14 |
| **Aligned to NCO/ISCO/ISIC Code** | NCO-2015/2166.0401 |

| | |
|---|---|
| **Minimum Educational Qualification & Experience** | 11th Class with NA of experience<br>OR<br>Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma with NA of experience<br>OR<br>8th Class with 1 Year of experience relevant experience |
| **Minimum Level of Education for Training in School** | |
| **Pre-Requisite License or Training** | Basic computer handling and MS office |
| **Minimum Job Entry Age** | 18 Years |
| **Last Reviewed On** | NA |
| **Next Review Date** | 17/11/2025 |
| **NSQC Approval Date** | 17/11/2022 |
| **Version** | 3.0 |
| **Reference code on NQR** | 2022/GJ/GJSCI/06709 |
| **NQR Version** | 3 |

**Remarks:**

| |
|---|
| |

# G&J/N2303: Create jewellery designs using basic CAD software

## Description

This OS unit is about producing three-dimensional (3D) jewellery designs using CAD software for generic range of jewellery.

## Scope

The scope covers the following :

- Prepare for 3D jewellery design creation
- Creating 3D jewellery design
- Achieving quality standards
- Achieving Productivity

## Elements and Performance Criteria

### Prepare for 3D jewellery design creation

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

**PC1.** collate the design requirements in terms of dimension, final weight of metal and gemstone, process metal loss and finishing allowance, assembly sequence of components, etc. from the internal team in the form of hand sketches, coral draw sketches, a knockdown jewellery piece, clowning sample, etc.

**PC2.** report any issues related to design concept clarity, dimensions and practicality to CAD manager

**PC3.** determine the various design and Computer-Aided Manufacturing (CAM) related parameters at various stages of manufacturing in consultation with the CAD manager

### Creating 3D jewellery design

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

**PC4.** set the required unit and dimension parameters in a CAD file

**PC5.** insert sketches, scanned images, diagrams, signs or symbols, etc. of required jewellery design in a CAD file

**PC6.** create 3D jewellery CAD design using appropriate curve commands such as line, arc, solid commands such as box, extrude or various transform commands such as array, orient and surface commands like sweep, loft etc. present in the menu.

**PC7.** use appropriate shrinkage and stone setting parameters for making seat and hole for diamond, for making prongs of particular thickness and height, for the gap between prongs, for the gap between diamonds etc.

**PC8.** prepare technical drawings of the jewellery in different views like orthographic view, isometric views of 3D jewellery CAD design in different positions and angles

**PC9.** apply different colours for the stone in different sizes in the drawing

**PC10.** make accurate and complete notes related to design in terms of overall dimensions or other manufacturing specifications like assembly sequence, surface texture etc. in the drawing

**PC11.** maintain CAD files, backup of CAD files and records of other related information shared by internal team or customer

**PC12.** report any issues while working with CAD file to CAD manager

*Achieving quality standards*

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

**PC13.** check each CAD design for the final look and various design parameters before final submission

**PC14.** rework as per the CAD manager's feedback when 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:

**PC15.** ensure timely delivery of 3D jewellery design file or STL (stereolithography) or OBJ (object), etc. files converted from the CAD designs to enable the commencement of prototyping process

**PC16.** create 3D jewellery CAD designs as per target given

**PC17.** update the CAD manager 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 hazard, 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.** the reporting structures

**KU6.** different types of jewellery products like rings, pendants, bracelets, necklace, etc.

**KU7.** various types of basic jewellery manufacturing processes like investment casting, polishing, soldering etc.

**KU8.** various physical properties like hardness, malleability, shrinkage factor of different fineness of precious metals like gold, silver, platinum etc.,

**KU9.** various types of diamonds and gemstones in terms of shape, size, cut, colour, etc.

**KU10.** various types of stone setting used for a different style of jewellery

**KU11.** various textures or surface enhancement techniques like mill graining used in jewellery manufacturing

**KU12.** basics of internet usage

**KU13.** various CAD software like Rhinoceros, Jewel CAD etc.

**KU14.** technical drawing practices as per the company standards

**KU15.** basic calculations in terms of final weight of jewellery, shrinkage allowance for different precious metals, count of number of diamonds or gemstones etc.

**KU16.** basic measuring system and units

**KU17.** various measuring tools like scale, vernier calliper or gauges like ring sizer, bangle sizer etc.

## Generic Skills (GS)

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

**GS1.** read notes, designs and instructions shared by different internal team

**GS2.** read company rules and compliance documents required to complete the work

**GS3.** read design, concept and software related books

**GS4.** share technical information clearly using appropriate language

**GS5.** visualize designs

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Prepare for 3D jewellery design creation* | **11** | **22** | **-** | **-** |
| **PC1.** collate the design requirements in terms of dimension, final weight of metal and gemstone, process metal loss and finishing allowance, assembly sequence of components, etc. from the internal team in the form of hand sketches, coral draw sketches, a knockdown jewellery piece, clowning sample, etc. | 4 | 8 | - | - |
| **PC2.** report any issues related to design concept clarity, dimensions and practicality to CAD manager | 2 | 4 | - | - |
| **PC3.** determine the various design and Computer-Aided Manufacturing (CAM) related parameters at various stages of manufacturing in consultation with the CAD manager | 5 | 10 | - | - |
| *Creating 3D jewellery design* | **30** | **61** | **-** | **-** |
| **PC4.** set the required unit and dimension parameters in a CAD file | 2 | 4 | - | - |
| **PC5.** insert sketches, scanned images, diagrams, signs or symbols, etc. of required jewellery design in a CAD file | 2 | 6 | - | - |
| **PC6.** create 3D jewellery CAD design using appropriate curve commands such as line, arc, solid commands such as box, extrude or various transform commands such as array, orient and surface commands like sweep, loft etc. present in the menu. | 6 | 12 | - | - |
| **PC7.** use appropriate shrinkage and stone setting parameters for making seat and hole for diamond, for making prongs of particular thickness and height, for the gap between prongs, for the gap between diamonds etc. | 5 | 12 | - | - |
| **PC8.** prepare technical drawings of the jewellery in different views like orthographic view, isometric views of 3D jewellery CAD design in different positions and angles | 5 | 10 | - | - |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| **PC9.** apply different colours for the stone in different sizes in the drawing | 2 | 3 | - | - |
| **PC10.** make accurate and complete notes related to design in terms of overall dimensions or other manufacturing specifications like assembly sequence, surface texture etc. in the drawing | 4 | 8 | - | - |
| **PC11.** maintain CAD files, backup of CAD files and records of other related information shared by internal team or customer | 2 | 3 | - | - |
| **PC12.** report any issues while working with CAD file to CAD manager | 2 | 3 | - | - |
| *Achieving quality standards* | **4** | **7** | **-** | **-** |
| **PC13.** check each CAD design for the final look and various design parameters before final submission | 2 | 4 | - | - |
| **PC14.** rework as per the CAD manager's feedback when required, based on inputs from marketing, merchandising, product development and production department | 2 | 3 | - | - |
| *Achieving Productivity* | **4** | **7** | **-** | **-** |
| **PC15.** ensure timely delivery of 3D jewellery design file or STL (stereolithography) or OBJ (object), etc. files converted from the CAD designs to enable the commencement of prototyping process | 2 | 3 | - | - |
| **PC16.** create 3D jewellery CAD designs as per target given | 1 | 2 | - | - |
| **PC17.** update the CAD manager on work completion status | 1 | 2 | - | - |
| **NOS Total** | **49** | **97** | **-** | **-** |

## National Occupational Standards (NOS) Parameters

| | |
|---|---|
| **NOS Code** | G&J/N2303 |
| **NOS Name** | Create jewellery designs using basic CAD software |
| **Sector** | Gem & Jewellery |
| **Sub-Sector** | Cast and diamonds-set jewellery, Handmade Gold and Gems-set Jewellery, Silver Smithing, Imitation Jewellery |
| **Occupation** | Designing and Product Development, Designing |
| **NSQF Level** | 4 |
| **Credits** | 11 |
| **Version** | 3.0 |
| **Last Reviewed Date** | NA |
| **Next Review Date** | 17/11/2025 |
| **NSQC Clearance Date** | 17/11/2022 |

# 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:

**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

**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.

## Assessment Criteria

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

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

## National Occupational Standards (NOS) Parameters

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

# 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

**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

## Assessment Criteria

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

## National Occupational Standards (NOS) Parameters

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

# 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

*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

**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

## Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| *Introduction to Employability Skills* | 1 | 1 | - | - |
| **PC1.** understand the significance of employability skills in meeting the job requirements | - | - | - | - |
| *Constitutional values – Citizenship* | 1 | 1 | - | - |
| **PC2.** identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices | - | - | - | - |
| *Becoming a Professional in the 21st Century* | 1 | 3 | - | - |
| **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* | 2 | 3 | - | - |
| **PC4.** speak with others using some basic English phrases or sentences | - | - | - | - |
| *Communication Skills* | 1 | 1 | - | - |
| **PC5.** follow good manners while communicating with others | - | - | - | - |
| **PC6.** work with others in a team | - | - | - | - |
| *Diversity & Inclusion* | 1 | 1 | - | - |
| **PC7.** communicate and behave appropriately with all genders and PwD | - | - | - | - |
| **PC8.** report any issues related to sexual harassment | - | - | - | - |
| *Financial and Legal Literacy* | 3 | 4 | - | - |
| **PC9.** use various financial products and services safely and securely | - | - | - | - |

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|
| **PC10.** calculate income, expenses, savings etc. | - | - | - | - |
| **PC11.** approach the concerned authorities for any exploitation as per legal rights and laws | - | - | - | - |
| *Essential Digital Skills* | **4** | **6** | **-** | **-** |
| **PC12.** operate digital devices and use its features and applications securely and safely | - | - | - | - |
| **PC13.** use internet and social media platforms securely and safely | - | - | - | - |
| *Entrepreneurship* | **3** | **5** | **-** | **-** |
| **PC14.** identify and assess opportunities for potential business | - | - | - | - |
| **PC15.** identify sources for arranging money and associated financial and legal challenges | - | - | - | - |
| *Customer Service* | **2** | **2** | **-** | **-** |
| **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* | **1** | **3** | **-** | **-** |
| **PC19.** create a basic biodata | - | - | - | - |
| **PC20.** search for suitable jobs and apply | - | - | - | - |
| **PC21.** identify and register apprenticeship opportunities as per requirement | - | - | - | - |
| **NOS Total** | **20** | **30** | **-** | **-** |

## National Occupational Standards (NOS) Parameters

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

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

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).

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/N2303.Create jewellery designs using basic CAD software | 49 | 97 | - | - | 146 | 70 |
| G&J/N9902.Maintain health and safety at workplace | 18 | 32 | - | - | 50 | 10 |
| G&J/N9949.Follow material and energy conservation practices at workplace | 4 | 8 | - | - | 12 | 10 |
| DGT/VSQ/N0101.Employability Skills (30 Hours) | 20 | 30 | - | - | 50 | 10 |
| **Total** | **91** | **167** | **-** | **-** | **258** | **100** |

## Acronyms

| NOS | National Occupational Standard(s) |
|------|-----------------------------------|
| NSQF | National Skills Qualifications Framework |
| QP | Qualifications Pack |
| TVET | Technical and Vocational Education and Training |
| CAD | Computer aided designing |
| 2D | two dimensional |
| 3D | three dimensional |
| RPT | Rapid prototyping |
| CAM | Computer-Aided Manufacturing |

## Glossary

| | |
|---|---|
| **Sector** | Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests. |
| **Sub-sector** | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components. |
| **Occupation** | Occupation is a set of job roles, which perform similar/ related set of functions in an industry. |
| **Job role** | Job role defines a unique set of functions that together form a unique employment opportunity in an organisation. |
| **Occupational Standards (OS)** | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| **Performance Criteria (PC)** | Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task. |
| **National Occupational Standards (NOS)** | 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 (KU)** | 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. |
| **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 (GS)** | 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. |
| **Electives** | 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. |
| **Options** | 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. |