

## Qualification Pack



# Wax Setter

QP Code: G&J/Q1701

Version: 3.0

NSQF Level: 2

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## Qualification Pack

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### G&J/Q1701: Wax Setter

#### Brief Job Description

The individual works with various hand tools to set diamonds and / or gemstones in the wax piece or wax model as per design. They are responsible for delivering levelled, damage-free and securely-set wax pieces.

#### Personal Attributes

The job requires the individual to have attention to detail, good eyesight, steady grip and ability to work in a process driven setup. The individual is expected to have a high level of integrity.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [G&J/N1701: Set diamond and stones in the wax models](#)
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

<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Cast and diamonds-set jewellery
<b>Occupation</b>	Wax Setting
<b>Country</b>	India
<b>NSQF Level</b>	2
<b>Credits</b>	10
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO - 2015/7313.0803

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<b>Minimum Educational Qualification &amp; Experience</b>	Ability to read and write (No formal education) with 1 Year of experience relevant experience may be desired for some qualifications OR Previous relevant Qualification of NSQF Level (NSQF level 1) with NA of experience
<b>Minimum Level of Education for Training in School</b>	8th Class
<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>	10/04/2025
<b>NSQC Approval Date</b>	17/11/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/GJ/GJSCI/06710
<b>NQR Version</b>	3

## Qualification Pack

### G&J/N1701: Set diamond and stones in the wax models

#### Description

This OS unit is about setting diamonds and gemstones in the wax pieces or models by using various hand tools.

#### Scope

The scope covers the following :

- This unit/task covers the following
- Verifying the raw materials
- Prepare each wax piece before stone setting
- Setting the diamonds and / or gemstones in the wax piece
- Achieving productivity
- Achieving quality standards

#### Elements and Performance Criteria

##### *Verifying the raw materials*

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

- PC1.** identify the required raw materials like diamonds and / or gemstones of required cut, shape, quantity and weights etc., specified on the job sheet or skeletal diagram
- PC2.** match the size of diamonds and / or gemstones received against the requirement

##### *Prepare each wax piece before stone setting*

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

- PC3.** check all wax pieces for signs of defects, which might get reflected in the metal jewellery piece during casting
- PC4.** segregate the defective pieces for rejection or repair in consultation with the supervisor
- PC5.** prepare the wax piece by cleaning the excess wax, making precut in prongs or channels for secure setting of stones

##### *Setting the diamonds and/ or gemstones in the wax piece*

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

- PC6.** select tools, materials and equipment in accordance with the type of stone setting technique, shape or size of stone to be set etc.
- PC7.** set the stones i.e. diamond or gemstone of different sizes in various styles like prong, channel, bead, flush, bezel, pave, micro-pave, invisible etc., as mentioned in the skeletal diagram, using appropriate tools
- PC8.** use the appropriate soldering or locking technique to secure the diamonds and / or gemstones in the wax pieces
- PC9.** inspect the stone set wax piece for various quality defects like uneven stone level, gap between stones, prong-overlapping etc.
- PC10.** repair the observed defects and finish the piece

##### *Achieving productivity*

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

- PC11.** organize the work station, machine and tools
- PC12.** ensure timely delivery of stone set wax pieces to enable the commencement of wax tree-making process
- PC13.** set number of stones per day against the target given
- PC14.** update the supervisor on the work completion status at the end of shift

### *Achieving quality standards*

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

- PC15.** handle diamonds and gemstones with care to avoid their loss during setting
- PC16.** inspect the stone set wax piece thoroughly before sending for quality check
- PC17.** rework as per quality control authorities' feedback on the defective stone set wax pieces
- PC18.** deliver zero defect stone set wax pieces for the next level of processing

## 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.** liability arising out of loss, theft, or inadvertent disclosure of confidential information
- KU4.** work flow involved in jewellery manufacturing process of the company
- KU5.** importance of the individual's role in the workflow
- KU6.** the reporting structure
- KU7.** different types of basic and advance stone setting techniques for diamond and gemstones such as pave, micro- pave, channel, invisible, etc.
- KU8.** how to solder or melt prong accurately in order to fix the stones securely without damaging the stone
- KU9.** use of different types of tools used for cleaning and setting wax piece like 10X loupe, 5X optivisor, burrs etc.,
- KU10.** maintenance of tools for cleaning and setting wax piece
- KU11.** types of wax and their properties
- KU12.** mismatch of stone colour, size & weight with respect to job sheet or skeletal diagram

## Generic Skills (GS)

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

- GS1.** fill the requisition slip for tools and materials required
- GS2.** read job sheets
- GS3.** read company rules and compliance documents
- GS4.** read and understand nondisclosure policies of the company

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- GS5.** read accurately the dimensions while measuring ring size or prong height using appropriate gauge
- GS6.** share work load as required
- GS7.** follow supervisor's instructions
- GS8.** report to the supervisor about mismatch and shortage in diamonds
- GS9.** decide on the proper size of the diamonds before carrying out setting
- GS10.** organize required toolkit at the work bench for better time management
- GS11.** improvise upon the efficiency, based on past work experience and guidance from supervisor

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Verifying the raw materials</i>	2	4	-	-
<b>PC1.</b> identify the required raw materials like diamonds and / or gemstones of required cut, shape, quantity and weights etc., specified on the job sheet or skeletal diagram	1	2	-	-
<b>PC2.</b> match the size of diamonds and / or gemstones received against the requirement	1	2	-	-
<i>Prepare each wax piece before stone setting</i>	3	6	-	-
<b>PC3.</b> check all wax pieces for signs of defects, which might get reflected in the metal jewellery piece during casting	1	2	-	-
<b>PC4.</b> segregate the defective pieces for rejection or repair in consultation with the supervisor	1	2	-	-
<b>PC5.</b> prepare the wax piece by cleaning the excess wax, making precut in prongs or channels for secure setting of stones	1	2	-	-
<i>Setting the diamonds and/ or gemstones in the wax piece</i>	11	30	-	-
<b>PC6.</b> select tools, materials and equipment in accordance with the type of stone setting technique, shape or size of stone to be set etc.	1	4	-	-
<b>PC7.</b> set the stones i.e. diamond or gemstone of different sizes in various styles like prong, channel, bead, flush, bezel, pave, micro-pave, invisible etc., as mentioned in the skeletal diagram, using appropriate tools	5	14	-	-
<b>PC8.</b> use the appropriate soldering or locking technique to secure the diamonds and / or gemstones in the wax pieces	2	4	-	-
<b>PC9.</b> inspect the stone set wax piece for various quality defects like uneven stone level, gap between stones, prong-overlapping etc.	2	4	-	-
<b>PC10.</b> repair the observed defects and finish the piece	1	4	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Achieving productivity</i>	<b>5</b>	<b>9</b>	-	-
<b>PC11.</b> organize the work station, machine and tools	1	2	-	-
<b>PC12.</b> ensure timely delivery of stone set wax pieces to enable the commencement of wax tree-making process	2	3	-	-
<b>PC13.</b> set number of stones per day against the target given	1	2	-	-
<b>PC14.</b> update the supervisor on the work completion status at the end of shift	1	2	-	-
<i>Achieving quality standards</i>	<b>4</b>	<b>8</b>	-	-
<b>PC15.</b> handle diamonds and gemstones with care to avoid their loss during setting	1	2	-	-
<b>PC16.</b> inspect the stone set wax piece thoroughly before sending for quality check	1	2	-	-
<b>PC17.</b> rework as per quality control authorities' feedback on the defective stone set wax pieces	1	2	-	-
<b>PC18.</b> deliver zero defect stone set wax pieces for the next level of processing	1	2	-	-
<b>NOS Total</b>	<b>25</b>	<b>57</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N1701
<b>NOS Name</b>	Set diamond and stones in the wax models
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Cast and diamonds-set jewellery
<b>Occupation</b>	Wax setting
<b>NSQF Level</b>	3
<b>Credits</b>	7
<b>Version</b>	3.0
<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 dangers of accidents on the job and maintaining health and safety at workplace.

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Health and safety in work area
- Fire safety
- Emergencies, rescue and first aid procedures

#### Elements and Performance Criteria

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

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

- PC1.** identify and use appropriate protective clothing/equipment for specific tasks and work
- PC2.** identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace
- PC3.** carry out safe working practices while dealing with hazards to ensure safety of self and others
- PC4.** identify and avoid doing any tasks or activities in a wrong posture
- PC5.** practice appropriate working postures to minimise occupational health related issues

##### *Fire safety*

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

- PC6.** use the appropriate fire extinguishers on different types of fire
- PC7.** demonstrate rescue techniques applied during fire hazard
- PC8.** demonstrate good housekeeping in order to prevent fire hazards
- PC9.** demonstrate the correct use of any fire extinguisher

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

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

- PC10.** administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.
- PC11.** respond promptly and appropriately to an accident or medical emergency
- PC12.** participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.,

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** companys policies on: safety and hazards and personnel management
- KU2.** names and location of documents that refer to health and safety in work place
- KU3.** reporting structure
- KU4.** meaning of hazards and risks
- KU5.** health and safety hazards commonly present in the work place and related precautions
- KU6.** various dangers associated with use of electrical equipment
- KU7.** preventative and remedial actions to be taken in case of exposure to toxic material
- KU8.** methods of accident prevention
- KU9.** how different chemicals react and the related hazards
- KU10.** how to use machines and tools without causing any accident
- KU11.** importance of using protective clothing/ equipment while working
- KU12.** precautionary activities to prevent the fire accident
- KU13.** various causes of fire
- KU14.** techniques of using different fire extinguishers
- KU15.** different materials used for extinguishing fire
- KU16.** rescue techniques applied during a fire hazard
- KU17.** various types of safety signs and their meaning
- KU18.** appropriate basic first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.,
- KU19.** casualty lifting in case of an accident caused to a person

## Generic Skills (GS)

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

- GS1.** read and comprehend basic content to read labels, charts, signages
- GS2.** read and comprehend basic english to read 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 implement correct use of 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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and safety in work area</i>	<b>1</b>	<b>7</b>	-	-
<b>PC1.</b> identify and use appropriate protective clothing/equipment for specific tasks and work	-	2	-	-
<b>PC2.</b> identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace	-	1	-	-
<b>PC3.</b> carry out safe working practices while dealing with hazards to ensure safety of self and others	-	1	-	-
<b>PC4.</b> identify and avoid doing any tasks or activities in a wrong posture	-	2	-	-
<b>PC5.</b> practice appropriate working postures to minimise occupational health related issues	1	1	-	-
<i>Fire safety</i>	-	<b>6</b>	-	-
<b>PC6.</b> use the appropriate fire extinguishers on different types of fire	-	1	-	-
<b>PC7.</b> demonstrate rescue techniques applied during fire hazard	-	2	-	-
<b>PC8.</b> demonstrate good housekeeping in order to prevent fire hazards	-	1	-	-
<b>PC9.</b> demonstrate the correct use of any fire extinguisher	-	2	-	-
<i>Emergencies, rescue and first aid procedures</i>	<b>2</b>	<b>4</b>	-	-
<b>PC10.</b> administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	-	1	-	-
<b>PC11.</b> respond promptly and appropriately to an accident or medical emergency	1	2	-	-
<b>PC12.</b> participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.,	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>3</b>	<b>17</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>	Jewellery Retail, Cast and diamonds-set jewellery
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQF Clearance Date</b>	31/08/2023

## 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

### 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

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### *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

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- 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

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### 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	-	-	-	-

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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

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

## Qualification Pack

**Minimum Aggregate Passing % at QP Level : 50**

(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/N1701.Set diamond and stones in the wax models	25	57	-	-	82	70
G&J/N9902.Maintain health and safety at workplace	3	17	-	-	20	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	0	0	50	10
<b>Total</b>	<b>52</b>	<b>112</b>	<b>-</b>	<b>-</b>	<b>164</b>	<b>100</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.