



# Packager, Labeller and Dispatcher - Diamond Processing

Options: Gemstone Packager/ Retail Tagger and Labeller

QP Code: G&J/Q5002

Version: 1.0

NSQF Level: 2

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## **G&J/Q5002: Packager, Labeller and Dispatcher - Diamond Processing**

### **Brief Job Description**

The individual at work uses computers, design or plan to pack and label the polished diamonds, gemstones or jewellery ready for dispatch. Packager and Labeller does weighing, checking the attributes, tagging and appropriately labelling of diamonds/gemstones/jewellery pieces. This also includes recording the stock details

### **Personal Attributes**

The job requires the individual to have: attention to details and ability to work on computers for long hours. The individual must also be able to use reflective skills in order to develop improved work processes

### **Applicable National Occupational Standards (NOS)**

#### **Compulsory NOS:**

1. [G&J/N5001: Pack, tag and label diamonds](#)
2. [G&J/N9901: Coordinate with others](#)
3. [G&J/N9902: Maintain health and safety at workplace](#)

#### **Options(Not mandatory):**

##### **Option 1: Gemstone Packager**

Weighs, Packs & labels gemstones

1. [G&J/N5002: Pack, tag and label gemstone](#)

##### **Option 2: Retail Tagger and Labeller**

Weighs, checks piece details, appropriately tags the Jewellery pieces

1. [G&J/N5003: Tag and label the jewellery product](#)

### **Qualification Pack (QP) Parameters**

<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing, Jewellery Retail, Gemstone Processing

<b>Occupation</b>	Inventory Management
<b>Country</b>	India
<b>NSQF Level</b>	2
<b>Credits</b>	NA
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/ 9321.0102, 9321.0205, 9321.0201
<b>Minimum Educational Qualification &amp; Experience</b>	8th Class
<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>	10/11/2017
<b>Next Review Date</b>	31/03/2022
<b>NSQC Approval Date</b>	15/03/2022
<b>Version</b>	1.0

## **G&J/N5001: Pack, tag and label diamonds**

### **Description**

This OS unit is about packing the polished diamonds for dispatch

### **Scope**

The scope covers the following :

- This unit/task covers the following:
- Packing and dispatching polished diamonds

### **Elements and Performance Criteria**

#### *Packing and dispatching polished diamonds*

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

- PC1.** match the stone type, weight and number as mentioned on the bag received
- PC2.** check diamonds order against plan
- PC3.** record details such as order number, design, size, weight, colour and type
- PC4.** make accurate and complete entry of details on tag and label as per company policy
- PC5.** put the diamond(s) in packets or boxes as per company rule
- PC6.** ensure that no diamond is damaged or discoloured
- PC7.** use appropriate packing material depending on dispatch destination and type of diamond packed
- PC8.** tag the pack and label using barcoding or printed details
- PC9.** pack diamonds as per company policy and securely
- PC10.** send to marketing or dispatch for sending to customer
- PC11.** record, the dispatch details on computer, as per company policy

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

The individual on the job needs to know and understand:

- KU1.** companys policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement
- KU2.** work flow involved in companys diamond processing
- KU3.** importance of the individuals role in the workflow
- KU4.** reporting structure
- KU5.** issue return procedures followed by the company.
- KU6.** different types of diamonds
- KU7.** computer operations
- KU8.** to use software for generating tags, labels and barcode
- KU9.** exports and local destinations of the companys products

- KU10.** general product qc parameters (4cs)
- KU11.** plan details and job sheet or order form information
- KU12.** types of diamonds processed by the company

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

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

- GS1.** report diamond losses via documentation as per company policy
- GS2.** enter data on computer
- GS3.** fill the performance appraisal form
- GS4.** read plan requirements
- GS5.** read order form
- GS6.** communicate effectively with customer, seniors and colleagues
- GS7.** understand instructions and report problems
- GS8.** interact with marketing department to inform about dispatch or delivery schedule
- GS9.** interact with final assorting department about any defect in the processed diamonds
- GS10.** inform superior about any mismatch of plan with processed diamonds
- GS11.** assess value of the stones, destination and pack without damage to destination
- GS12.** to plan details and job sheet or order form information
- GS13.** to achieve the productivity in terms of carats or number of pieces as set by the company by proper planning and execution
- GS14.** inform superior about any mismatch of plan with processed diamonds
- GS15.** minimize damage or loss of any diamond during the packing process identify and report mismatch of diamonds against plan or order
- GS16.** report barcoding or computer systems failure
- GS17.** suggest improvements in order to reduce loss
- GS18.** spot process disruptions

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Packing and dispatching polished diamonds</i>	<b>14</b>	<b>46</b>	-	-
<b>PC1.</b> match the stone type, weight and number as mentioned on the bag received	1	1	-	-
<b>PC2.</b> check diamonds order against plan	1	1	-	-
<b>PC3.</b> record details such as order number, design, size, weight, colour and type	-	2	-	-
<b>PC4.</b> make accurate and complete entry of details on tag and label as per company policy	1	4	-	-
<b>PC5.</b> put the diamond(s) in packets or boxes as per company rule	1	4	-	-
<b>PC6.</b> ensure that no diamond is damaged or discoloured	-	2	-	-
<b>PC7.</b> use appropriate packing material depending on dispatch destination and type of diamond packed	3	10	-	-
<b>PC8.</b> tag the pack and label using barcoding or printed details	4	6	-	-
<b>PC9.</b> pack diamonds as per company policy and securely	1	1	-	-
<b>PC10.</b> send to marketing or dispatch for sending to customer	2	13	-	-
<b>PC11.</b> record, the dispatch details on computer, as per company policy	-	2	-	-
<b>NOS Total</b>	<b>14</b>	<b>46</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N5001
<b>NOS Name</b>	Pack, tag and label diamonds
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing, Gemstone Processing, Jewellery Retail
<b>Occupation</b>	Inventory Management
<b>NSQF Level</b>	2
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	10/11/2021



## **G&J/N9901: Coordinate with others**

### **Description**

This OS unit is about communicating with colleagues, seniors and outside parties in order to achieve the deliverables as per schedule

### **Elements and Performance Criteria**

#### *Interacting with supervisor*

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

- PC1.** coordinate for receiving work instructions and raw materials from reporting supervisor
- PC2.** communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required
- PC3.** communicate to reporting supervisor about operation details and hazards
- PC4.** interact with supervisor regarding compliance of company policy and rules

#### *Interacting with colleagues within and outside the department*

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

- PC5.** coordinate with colleagues to share work, as per the workload in order to achieve team goals
- PC6.** communicate and discuss work flow related difficulties in order to find solutions with mutual agreement
- PC7.** coordinate and receive feedback from quality control department
- PC8.** resolve conflicts by communicating with colleagues and other departments
- PC9.** communicate and discuss work coordinate with colleagues regarding multitasking in other departments with requirements

#### *Interacting with outside parties*

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

- PC10.** adhere to nondisclosure policy of the company in all outside coordination

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

The individual on the job needs to know and understand:

- KU1.** companys policies on: preferred language of communication, reporting and escalation policy, quality delivery standards and personnel management
- KU2.** companys policies on 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.** reporting structure
- KU5.** various categories of people that one is required to communicate and coordinate within the organization
- KU6.** importance of effective communication in the workplace like expressing and addressing grievances appropriately and effectively
- KU7.** importance of teamwork in organization and individual success
- KU8.** various components of effective communication

- KU9.** barriers to effective communication
- KU10.** common reasons for interpersonal conflict
- KU11.** what constitutes disciplined behavior for a working professional

## **Generic Skills (GS)**

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

- GS1.** write instructions, remarks, job sheets, basic information, technical details etc. in preferred local language of communication and english
- GS2.** read preferred language of communication as prescribed by the company
- GS3.** read job sheets and interpret technical details mentioned in the job sheet
- GS4.** discuss task lists, schedules, and work-loads with co-workers
- GS5.** be a good listener
- GS6.** be effective in communicating the issues faced, to the supervisor
- GS7.** avoid using jargon, slang or acronyms when communicating
- GS8.** how to spot and communicate potential areas of disruptions in the work process and report the same
- GS9.** how to report supervisor or deal with a colleague individually, depending on the type of concern
- GS10.** how to plan work for maximum productivity
- GS11.** how to plan and organize the schedule for maintenance of tools and machines
- GS12.** how to convey accurate information to relevant internal as well as external customers
- GS13.** how to handle critical situations caused due to communication issues at workplace and solve problems without blaming others
- GS14.** how to analyse the work processes by interacting with others and adopting best practices
- GS15.** how to use prior experience to observe and reflect for development of ideas
- GS16.** how to think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS17.** how to deal with clients lacking the technical background to solve the problem on their own
- GS18.** how to spot process disruptions, delays and report and communicate with solutions
- GS19.** how to identify immediate or temporary solutions to resolve delays
- GS20.** how to apply, analyze and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interacting with supervisor</i>	-	<b>6</b>	-	-
<b>PC1.</b> coordinate for receiving work instructions and raw materials from reporting supervisor	-	1	-	-
<b>PC2.</b> communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required	-	1	-	-
<b>PC3.</b> communicate to reporting supervisor about operation details and hazards	-	1	-	-
<b>PC4.</b> interact with supervisor regarding compliance of company policy and rules	-	3	-	-
<i>Interacting with colleagues within and outside the department</i>	<b>2</b>	<b>10</b>	-	-
<b>PC5.</b> coordinate with colleagues to share work, as per the workload in order to achieve team goals	-	3	-	-
<b>PC6.</b> communicate and discuss work flow related difficulties in order to find solutions with mutual agreement	-	2	-	-
<b>PC7.</b> coordinate and receive feedback from quality control department	1	1	-	-
<b>PC8.</b> resolve conflicts by communicating with colleagues and other departments	-	2	-	-
<b>PC9.</b> communicate and discuss work coordinate with colleagues regarding multitasking in other departments with requirements	1	2	-	-
<i>Interacting with outside parties</i>	<b>1</b>	<b>1</b>	-	-
<b>PC10.</b> adhere to nondisclosure policy of the company in all outside coordination	1	1	-	-
<b>NOS Total</b>	<b>3</b>	<b>17</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N9901
<b>NOS Name</b>	Coordinate with others
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Jewellery Retail, Cast and diamonds-set jewellery
<b>Occupation</b>	Appraising and Valuation
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	24/02/2022
<b>Next Review Date</b>	24/02/2025
<b>NSQ Clearance Date</b>	24/02/2022

## **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 dangers of accidents on the job and maintaining health and safety at workplace.

### **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:

- 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

## 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	-	-
<b>NOS Total</b>	<b>3</b>	<b>17</b>	-	-

## 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>	Appraising and Valuation
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	24/02/2022
<b>Next Review Date</b>	24/02/2025
<b>NSQ Clearance Date</b>	24/02/2022



## **G&J/N5002: Pack, tag and label gemstone**

### **Description**

This OS unit is about packing the polished and /or faceted gemstones for dispatch

### **Scope**

The scope covers the following :

- This unit/task covers the following:
- Packing and dispatching polished diamonds

### **Elements and Performance Criteria**

#### *Packing and dispatching gemstones*

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

- PC1.** match the stone type, weight and number as mentioned on the bag received
- PC2.** make accurate assessment of gemstones matching with plan or order
- PC3.** ensure that no stone is damaged or discoloured
- PC4.** record details such as order number, design, size, weight, colour and type
- PC5.** make accurate and complete entry of details on tag and label as per company policy
- PC6.** pack jewellery as per company policy and securely
- PC7.** deliver in time to dispatch
- PC8.** enter dispatch details accurately

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

The individual on the job needs to know and understand:

- KU1.** company's policies on: delivery standards, integrity and personnel management
- KU2.** work flow involved in gemstone processing of company
- KU3.** importance of the individual's role in the workflow
- KU4.** reporting structure
- KU5.** different types of stones such as precious, semi-precious, synthetic
- KU6.** computer operations
- KU7.** exports and local destinations of the company's products
- KU8.** general product qc parameters
- KU9.** plan details and job sheet or order form information
- KU10.** types of gemstones processed by the company

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

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

- GS1.** enter data on computers
- GS2.** use software for generating tags, labels and barcode
- GS3.** use ms office tools for writing and recording
- GS4.** read plan requirements
- GS5.** read order form
- GS6.** discuss task lists, schedules, and work-loads with co-workers
- GS7.** communicate effectively with customer, seniors and colleagues
- GS8.** inform superior about any mismatch of plan with processed gemstones
- GS9.** to assess value of the stones, destination and pack without damage to destination
- GS10.** prioritize and execute tasks within the scheduled time limits
- GS11.** plan details and job sheet or order form information
- GS12.** identify trends/common causes for errors and suggest possible solutions to the reporting authority
- GS13.** suggest methods to streamline the labeling process
- GS14.** spot process disruptions

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Packing and dispatching gemstones</i>	<b>10</b>	<b>40</b>	-	-
<b>PC1.</b> match the stone type, weight and number as mentioned on the bag received	1	1	-	-
<b>PC2.</b> make accurate assessment of gemstones matching with plan or order	1	2	-	-
<b>PC3.</b> ensure that no stone is damaged or discoloured	1	4	-	-
<b>PC4.</b> record details such as order number, design, size, weight, colour and type	-	10	-	-
<b>PC5.</b> make accurate and complete entry of details on tag and label as per company policy	1	9	-	-
<b>PC6.</b> pack jewellery as per company policy and securely	2	3	-	-
<b>PC7.</b> deliver in time to dispatch	2	3	-	-
<b>PC8.</b> enter dispatch details accurately	2	8	-	-
<b>NOS Total</b>	<b>10</b>	<b>40</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N5002
<b>NOS Name</b>	Pack, tag and label gemstone
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing, Gemstone Processing, Jewellery Retail
<b>Occupation</b>	Inventory Management
<b>NSQF Level</b>	2
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	10/11/2021

## **G&J/N5003: Tag and label the jewellery product**

### **Description**

This OS unit is about weighing, checking for attributes, tagging and appropriately labelling the jewellery product.

### **Elements and Performance Criteria**

#### *Tag and label the jewellery product*

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

- PC1.** receive the jewellery products from the inventory manager for tagging
- PC2.** record the weight and quantity of jewellery products for tagging and labelling
- PC3.** weigh the jewellery using digital weighing scale (which is attached to system to automatically capture weight)
- PC4.** visually check for product for any defects
- PC5.** prepare label for the jewellery taking consideration the attributes such as weight, type of jewel, selling section, etc.
- PC6.** ensure that all the attributes of the product is defined in case of bar code labelling
- PC7.** ensure that critical aspects such as weight, product code, design code, etc. are mentioned clearly in the label
- PC8.** ensure that label is prepared as per store policy
- PC9.** attach tag to the jewellery
- PC10.** group similar products after labelling and deliver them to inventory manger
- PC11.** record stock details while receiving and delivering the product

#### *Escalation of issues*

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

- PC12.** find any issues such as mismatch in weight, damage of product, etc. and inform inventory manager

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

The individual on the job needs to know and understand:

- KU1.** companys policies on: personnel management, relevant legislation, standards, policies, and procedures followed in the company
- KU2.** pricing and discount policy of the retail store
- KU3.** companys various savings scheme offerings
- KU4.** documentation and reporting practices followed in the organisation
- KU5.** basic knowledge of the jewellery value chain from mining to consumption
- KU6.** basics on precious metals jewellery such as gold, platinum, silver along with their characteristics and differences
- KU7.** jewellery related terminologies used in the industry
- KU8.** basics on types, design, origin and make of the jewellery product

- KU9.** how to operate computer and use software for stocking and pricing
- KU10.** use system to generate labels by entering the codes for different attributes of a jewellery (in case of a bar code label)
- KU11.** weighing jewellery (net and gross weight)
- KU12.** arithmetic operations
- KU13.** use karat meter to check jewellery product whenever required
- KU14.** documentation procedure for stock management

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

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

- GS1.** documentation procedure for stock management
- GS2.** record the stock details of jewellery
- GS3.** document complete stock details for fresh jewellery, exchange jewellery, jewellery for repairs, etc.
- GS4.** place order for fresh jewellery through order placement form
- GS5.** read english and other languages
- GS6.** interact with colleagues and others inside the store
- GS7.** interact with vendor for order placement and any follow up with them
- GS8.** ability to make a judgment as to whether an issue is crucial, and to be escalated
- GS9.** prioritize and execute tasks within the scheduled time limits
- GS10.** identify trends/common causes for errors and suggest possible solutions to the reporting authority
- GS11.** suggest methods to streamline the labeling process
- GS12.** spot process disruptions

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Tag and label the jewellery product</i>	<b>10</b>	<b>37</b>	-	-
<b>PC1.</b> receive the jewellery products from the inventory manager for tagging	1	3	-	-
<b>PC2.</b> record the weight and quantity of jewellery products for tagging and labelling	1	3	-	-
<b>PC3.</b> weigh the jewellery using digital weighing scale (which is attached to system to automatically capture weight)	1	3	-	-
<b>PC4.</b> visually check for product for any defects	2	4	-	-
<b>PC5.</b> prepare label for the jewellery taking consideration the attributes such as weight, type of jewel, selling section, etc.	1	7	-	-
<b>PC6.</b> ensure that all the attributes of the product is defined in case of bar code labelling	-	6	-	-
<b>PC7.</b> ensure that critical aspects such as weight, product code, design code, etc. are mentioned clearly in the label	-	5	-	-
<b>PC8.</b> ensure that label is prepared as per store policy	2	1	-	-
<b>PC9.</b> attach tag to the jewellery	-	2	-	-
<b>PC10.</b> group similar products after labelling and deliver them to inventory manger	1	1	-	-
<b>PC11.</b> record stock details while receiving and delivering the product	1	2	-	-
<i>Escalation of issues</i>	-	<b>3</b>	-	-
<b>PC12.</b> find any issues such as mismatch in weight, damage of product, etc. and inform inventory manager	-	3	-	-
<b>NOS Total</b>	<b>10</b>	<b>40</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N5003
<b>NOS Name</b>	Tag and label the jewellery product
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing, Gemstone Processing, Jewellery Retail
<b>Occupation</b>	Inventory Management
<b>NSQF Level</b>	2
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	10/11/2021

## 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 the 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.

### 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/N5001.Pack, tag and label diamonds	14	46	0	0	60	80
G&J/N9901.Coordinate with others	3	17	-	-	20	10
G&J/N9902.Maintain health and safety at workplace	3	17	-	-	20	10
<b>Total</b>	<b>20</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>

### Optional: 1 Gemstone Packager

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N5002.Pack, tag and label gemstone	10	40	0	0	50	25
<b>Total</b>	<b>10</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>25</b>

### Optional: 2 Retail Tagger and Labeller

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N5003.Tag and label the jewellery product	10	40	-	-	50	25
<b>Total</b>	<b>10</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>25</b>

## 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

## 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.
<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.

<p><b>Organisational Context</b></p>	<p>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.</p>
<p><b>Technical Knowledge</b></p>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<p><b>Core Skills/ Generic Skills (GS)</b></p>	<p>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.</p>
<p><b>Electives</b></p>	<p>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.</p>
<p><b>Options</b></p>	<p>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.</p>