

Model Curriculum

Assorter (Basic)

SECTOR: GEMS & JEWELLERY
SUB-SECTOR: DIAMOND PROCESSING
OCCUPATION: ASSORTING
REF ID: G&J/Q3601, VERSION 1.0
NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

GEM & JEWELLERY SECTOR SKILL COUNCIL OF INDIA

for the


MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Assorter (Basic)**' QP No. '**G&J/Q3601 NSQF Level 3**'

Date of Issuance: **October 15th, 2016**

Valid up to: **October 14th, 2018**

* Valid up to the next review date of the Qualification Pack


Mr. Premkumar Kothari
Chairman
(Gem & Jewellery Skill Council of India)

Assorter (Basic)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Assorter (Basic)”, in the “Gems & Jewellery” Sector and aims at building the following key competencies amongst the learner

| | | | |
|---|--|----------------------------|----------------|
| Program Name | Assorter (Basic) | | |
| Qualification Pack Name & Reference ID | Assorter (Basic) G&J/Q3601, Version 1.0 | | |
| Version No. | 1.0 | Version Update Date | Not Applicable |
| Pre-requisites to Training | 10th Standard passed, preferably | | |
| Training Outcomes | <p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Assort small polished diamonds: Tallying the weight of the stones from the weight written on the packet, classifying diamonds based on size and shape, sorting diamonds based on colour, clarity and cut, reporting problems related to lighting failure, any delays, mismatch etc. • Organise diamonds and gemstones in bags: Counting diamonds and gemstones. Putting them into labelled bags as required • Coordinate with others: Coordinate with others to work as a team and multitask and communicate with colleagues. Achieve team goals and individual goals. • Maintain health and safety at workplace: Familiarising artisan towards potential hazards in order to make work environment safe for everyone against fire and other hazards with first aid procedures | | |

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Assorter (Basic)” Qualification Pack issued by “Gem & Jewellery Skill Council of India”.

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---|--|---|
| 1 | <p>Assort small polished diamonds</p> <p>Theory Duration (hh:mm) 18:00</p> <p>Practical Duration (hh:mm) 118:00</p> <p>Corresponding NOS Code G&J/N3601</p> | <ul style="list-style-type: none"> To be able to verify the weight of diamond To know the classification of diamonds based on size and shape To know cleaning of diamond using a clean cloth if required To understand the company policy to distribute diamonds in groups To be able to use sieve to classify the diamonds To be able to use tripod or table loupe on the tray to view diamonds To understand 4Cs of diamonds | <p>Mandatory - Paper Pad/Japan Tk (Replaceable), Table Lamp / Diamond Lamp, Stone Scoop / Supadi, Jeweler’s Loupe, Tweezers, Calculator, Packets for Gemstone with Safety Backing Paper, Grading Tray, Cleaning Cloth/Gem Cloth, Gem Balance, Writing Pad, Pen, Pencil, Eraser, Sieve Set, Tripod, Stock of Polished Diamond</p> |
| 2 | <p>Organise diamonds and gemstones in bags</p> <p>Theory Duration (hh:mm) 2:00</p> <p>Practical Duration (hh:mm) 4:00</p> <p>Corresponding NOS Code G&J/N3602</p> | <ul style="list-style-type: none"> To be able to Collect diamonds and gemstones from supervisor To be able to Count and measure weight of the number of diamonds and gemstones and match with the requirement in job sheet To Segregate the diamonds and gemstones in terms of shades Label the bag as per job sheet instructions Report mismatch in the numbers, weight and shades of the diamonds and gemstones To Timely deliver diamond bags to next process and complete bagging and fluting number of diamonds and gemstones as per target deliverable and quality approved by the supervisor. | <p>Mandatory - Paper Pad/Japan Tk (Replaceable), Table Lamp / Diamond Lamp, Stone Scoop / Supadi, Jeweler’s Loupe, Tweezers, Calculator, Packets for Gemstone with Safety Backing Paper, Grading Tray, Cleaning Cloth/Gem Cloth, Gem Balance, Writing Pad, Pen, Pencil, Eraser, Sieve Set, Tripod, Stock of Polished Diamond</p> |
| 3 | <p>Coordinate with others</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code G&J/N9901</p> | <ul style="list-style-type: none"> To know reporting structure. To coordinate work instructions and raw material received from supervisor To know team coordination To understand the importance of individual’s role in the workflow To understand company’s policies on personnel management | |
| 4 | <p>Maintain health and</p> | <ul style="list-style-type: none"> To know company’s policies on handling | <p>Mandatory - Table</p> |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---|--|--|
| | <p>safety at workplace</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code G&J/N9902</p> | <p>sharp tools and materials</p> <ul style="list-style-type: none"> To understand the workflow involved in company's diamond processing To understand first aid and emergency procedures To understand various hazards and safety signs To know about occupational norms based on company policy | <p>lamp, Diamond Lamp, Jeweler's Loupe</p> |
| | <p>Total Duration</p> <p>Theory Duration 24:00</p> <p>Practical Duration 126:00</p> | <p>Unique Equipment Required: Paper Pad/Japan Tk (Replaceable), Table Lamp / Diamond Lamp, Stone Scoop / Supadi, Jeweler's Loupe, Tweezers, Calculator, Packets for Gemstone with Safety Backing Paper, Grading Tray, Cleaning Cloth/Gem Cloth, Gem Balance, Writing Pad, Pen, Pencil, Eraser, Sieve Set, Tripod, Stock of Polished Diamond</p> | |

Grand Total Course Duration: **150 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Gem and Jewellery Skill Council of India](#))

Trainer Prerequisites for Job role: "Assorter (Basic)" mapped to Qualification Pack: "G&J/Q3601, v1.0"

| Sr. No. | Area | Details |
|---------|---|---|
| 1 | Job Description | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack "G&J/Q3601", Version 1.0. |
| 2 | Personal Attributes | Aptitude for conducting training, and pre/post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field. |
| 3 | Minimum Educational Qualifications | Minimum 10 th Standard Passed |
| 4a | Domain Certification | Certified for Job Role: <u>Assorter (Basic)</u> mapped to QP: "G&J/Q3601, v1.0". Minimum accepted score as per SSC guidelines is 80% on the SSC prescribed online theory assessment test based on an industry validated question bank. |
| 4b | Platform Certification | Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "SSC/1402". Minimum accepted score for the trainer is 80% as per SSC guidelines. |
| 5 | Experience | Minimum 3-years of experience in Diamond Grading is required. |

Annexure: Assessment Criteria

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|-----------------------------|---|
| Assessment Criteria | |
| Job Role | Assorter (Basic) |
| Qualification Pack | G&J/Q3601, Version 1.0 |
| Sector Skill Council | Gem & Jewellery Skill Council of India |

| Sr. No. | Guidelines for Assessment |
|----------------|---|
| 1 | Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC. |
| 2 | The assessment for the theory part will be based on knowledge bank of questions created by the SSC. |
| 3 | Individual assessment agencies will create theory question papers for candidates at every examination/training centre. (as per assessment criteria below) |
| 4 | Individual assessment agencies will create practical tests for skill evaluation for candidates at every examination/training centre. (as per assessment criteria below) |
| 5 | To pass the Qualification Pack, every candidate should score a minimum 50% of aggregate marks 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. |

| Assessment outcomes | Assessment Criteria for outcomes | Marks Allocation | | | |
|--|---|---------------------|--------|--------|------------------|
| | | Total Mark (130+20) | Out of | Theory | Skills Practical |
| 1. G&J/N3601 Assort small polished diamonds | PC1. Read and comprehend the job sheet for the diamond and gemstone requirement | 60 | 2 | 1 | 1 |
| | PC2. Check the weight and number of stones, with respect to what is mentioned on the packet | | 2 | 1 | 1 |
| | PC3. Remove the diamonds from the packet and place them on the tray under the light | | 2 | 0 | 2 |
| | PC4. Clean the diamonds using a cleaning cloth if require | | 5 | 1 | 4 |
| | PC5. Classify broadly using sieve | | 5 | 1 | 4 |
| | PC6. Place the tripod or table loupe on the tray to view the diamonds one by one | | 2 | 0 | 2 |
| | PC7. Report mismatch in the numbers, weight and shades of the diamonds and gemstones | | 14 | 1 | 13 |
| | PC8. Distribute into two or three groups as per the company policy | | 5 | 1 | 4 |
| | PC9. Scoop and place segregated diamonds in packets, label as per the company's policy and return to the supervisor | | 2 | 1 | 1 |
| | PC10. Report problems to reporting authority | | 15 | 0 | 15 |
| | PC11. Accurately segregate the polished diamonds consistently as per company's policy | | 2 | 0 | 2 |
| | PC12. Deliver in time to next process | | 2 | 0 | 2 |
| | PC13. Complete work with no loss of diamonds | | 1 | 0 | 1 |
| | PC14. Achieve the productivity in terms of carats or number of pieces as set by the company | | 1 | 0 | 1 |
| | Sub Total | | 60 | 7 | 53 |

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| 2. G&J/N3602 Organise diamonds and gemstones in bags | PC1. Read job sheet for the diamond and gemstone requirement | 50 | 2 | 1 | 1 |
| | PC2. Collect diamonds and gemstones from supervisor | | 3 | 1 | 2 |
| | PC3. Count and measure weight of the number of diamonds and gemstones and match with the requirement in job sheet. | | 5 | 1 | 4 |
| | PC4. Segregate the diamonds and gemstones in terms of shades | | 10 | 0 | 10 |
| | PC5. Identify surface defects in diamonds and gemstones | | 5 | 0 | 5 |
| | PC6. Label the bag as per job sheet instructions | | 5 | 2 | 3 |
| | PC7. Report mismatch and number, weight and shades of the diamonds and gemstones | | 5 | 1 | 4 |
| | PC8. Timely deliver diamond bags to next process | | 3 | 0 | 3 |
| | PC9. Complete bagging and fluting number of diamonds and gemstones as per target deliverable and quality approved by the supervisor | | 10 | 1 | 9 |
| | PC10. Improve productivity by organising the workspace | | 2 | 0 | 2 |
| Sub Total | | | 50 | 7 | 43 |
| 3. G&J/N9901 Coordinate with others | PC1.Coordinate for receiving work instructions and raw materials from reporting supervisor | 20 | 1 | 0 | 1 |
| | 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 | | 1 | 0 | 1 |
| | PC3. Communicate to reporting supervisor about operation details and hazards | | 1 | 0 | 1 |
| | PC4.Interact with supervisor regarding compliance of company policy and rules | | 2 | 0 | 2 |
| | PC5.Coordinate with colleagues to share work, as per the workload | | 3 | 0 | 3 |

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|---|--|-----------|----|---|----|
| | PC6. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement | | 2 | 0 | 2 |
| | PC7. Coordinate and receive feedback from quality control department | | 2 | 1 | 1 |
| | PC8. Coordinate for putting team goals over individual goals | | 1 | 0 | 1 |
| | PC9. Resolve conflicts by communicating with colleagues and other departments | | 2 | 0 | 2 |
| | PC10. Communicate and discuss work Coordinate with colleagues regarding multitasking in other departments with requirements | | 3 | 1 | 2 |
| | PC11. Adhere to nondisclosure policy of the company in all outside coordination | | 2 | 1 | 1 |
| | Sub Total | | 20 | 3 | 17 |
| 4. G&J/N9902 Maintain health and safety at workplace | PC1. Identify and use appropriate protective clothing/equipment for specific tasks and work | 20 | 2 | 0 | 2 |
| | PC2. Identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace | | 1 | 0 | 1 |
| | PC3. Carry out safe working practices while dealing with hazards to ensure safety of self and others | | 1 | 0 | 1 |
| | PC4. Identify and avoid doing any tasks or activities in a bad working position | | 2 | 0 | 2 |
| | PC5. Practice appropriate working postures to minimise occupational health related issues | | 2 | 1 | 1 |
| | PC6. Use the appropriate fire extinguishers on different types of fire. | | 1 | 0 | 1 |
| | PC7. Demonstrate rescue techniques applied during fire hazard | | 2 | 0 | 2 |
| | PC8. Demonstrate good housekeeping in order to prevent fire hazards | | 1 | 0 | 1 |

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|--|---|------------|------------|------------|------------|
| | PC9. Demonstrate the correct use of any fire extinguisher | | 2 | 0 | 2 |
| | PC10. Administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc. | | 1 | 0 | 1 |
| | PC11. Respond promptly and appropriately to an accident situation or medical emergency | | 3 | 1 | 2 |
| | PC12. Participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc. | | 2 | 1 | 1 |
| | Sub Total | | 20 | 3 | 17 |
| | Grand Total | 150 | 150 | 20 | 130 |
| | Percentage Weightage: | | | 20% | 80% |
| | Minimum Pass % to quality (aggregate): | | | 50% | |