

MODEL CURRICULUM

POLISHER AND CLEANER

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: HANDMADE GOLD AND GEMS-SET JEWELLERY

OCCUPATION: POLISHING AND CLEANING

REF ID: G&J/Q0701, V1.0

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: 'Polisher and Cleaner' QP No. 'G&J/Q0701 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

Premkumar Kothari

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

Polisher and Cleaner

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Polisher and Cleaner", in the "Gems & Jewellery" Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Polisher and Cleaner		
Qualification Pack Name & Reference ID.	G&J/Q0701, v1.0		
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"> • Polish, clean and finish the jewellery: Finishing the jewellery frame and cleaning it in order to give it the look that the design requires. • Maintain IPR and respect copyright: Respecting Intellectual Property Rights of company's products and designs to avoid infringement. • Coordinate with co-workers: Encouraging artisan to work as a team and multitask and communicate with colleagues. • Maintain safe work environment: Familiarising artisan towards potential hazards in order to make work environment safe for everyone. 		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	01:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code G&J/N9910		
3	Coordinate with co-workers Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code G&J/N9912	<ul style="list-style-type: none"> Learn how to coordinate with supervisor, colleagues and others Learn the importance of interaction and coordination for personal growth 	
4	Maintain safe work environment Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code G&J/N9914	<ul style="list-style-type: none"> Learn about safety procedures Learn about potential hazards in workplace Learn what to do in an emergency situation Learn to use the fire extinguisher by identifying the appropriate fire Learn how to comply with company safety rules and regulations 	Mandatory – Eye Protective Goggles, Protective Medical Mask, Cotton Gloves
	Total Duration Theory Duration 24:00 Practical Duration 126:00	Unique Equipment Required: Cotton Gloves, Paint Brush, Metal Brush, Pin Tong, Metal Scissors, Steel Scale, Metal Weighing Scale, Mandrel for bristle brush, Wooden Clip, Leather Belt, 2 line Hair Brush, Rough Rouge (Luster), Strong Motors, Bristle Brush, Felt ring buff, Lapping wheel, Ultrasonic Jig, Tray for Steam Cleaner, Sand for sand Blaster, Ring Wooden Stick, Sand Blaster, Ultrasonic Cleaner , Polishing Station With Machine, Steam Cleaner, Magnetic Tumbler, Unfinished Silver/ Brass/ Copper Ornaments, Wooden Polish Sticks , Red Rouge, Tweezers, Cleaning Solution, Table Brush, Buffs- Cloth, Emery Paper, Emery Mandrel, Rubber Wheel, Rubber Bullet, Eye Protective Goggles, Polishing Wax, Thick Cotton Thread, Protective Medical Mask, Caustic Soda Chemical	

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

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

Trainer Prerequisites for Job role: “Polisher and Cleaner” mapped to Qualification Pack: “G&J/Q0701, 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/Q0701”, 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 10th Standard Passed
4a	Domain Certification	Certified for Job Role: <u>Polisher and Cleaner</u> mapped to QP: “G&J/Q0701, 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	The minimum required experience of a trainer is 2-3 years in Polishing.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Polisher and Cleaner
Qualification Pack	G&J/Q0701, v1.0
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 NOS's, the candidate is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation			
		Total Marks (60+40)	Out of	Theory	Skills Practical
1. G&J/N0701 Polish, clean and finish the jewellery	PC1. Achieve finish as per design requirement with minimum gold loss and damage	75	12	2	10
	PC2. Avoid accidents while buffing and using acids for cleaning.		10	2	8
	PC3. Maintain precious-metal loss as per company's loss margin policy		12	2	10
	PC4. Conduct regular dust cleaning process and methodology as prescribed by company		10	2	8
	PC5. Maintain accounts and related documentation		3	0	3
	PC6. Make timely delivery to next process		3	0	3
	PC7. Polish number of frames and components as per target deliverable and of design quality		2	0	2
	PC8. Deliver defect free and evenly finished jewellery		8	0	8
	PC9. Achieve minimum damage after polishing and cleaning process		10	2	8
	PC10. Deliver maximum number of QC-okayed frame or component		2	0	2
	PC11. Deliver complete product on time by reporting problems faced or anticipated well in advance		3	0	3
Sub Total		75	10	65	
2. G&J/N9910 Maintain IPR and respect copyright	PC1. Spot plagiarism and report	9	4	2	2
	PC2. Understand rationale of patents and IPR		3	1	2
	PC3. Avoid being involved in IPR violations		2	1	1
Sub Total		9	4	5	

3. G&J/N9912 Coordinate with co- workers	PC1. Understand the work output requirements	8	2	1	1
	PC2. Understand company policy and rule		2	1	1
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		1	0	1
	PC4. Put team over individual goals		1	0	1
	PC5. Resolve conflicts and multi-task		2	1	1
Sub Total			8	3	5
4. G&J/N9914 Maintain safe work environme nt	PC1. Spot and report potential hazards on time	8	4	2	2
	PC2. Follow company policy and rules regarding use of hazardous materials		2	0	2
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		2	1	1
Sub Total			8	3	5
Grand Total		100	100	20	80
Percentage Weightage:				20%	80%
Minimum Pass% to qualify (aggregate):				50%	