

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:
GJSCI, Mumbai

E-mail: coo@gjsci.org



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Introduction

Qualifications Pack-Wax Model Making Supervisor

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Cast and Diamonds-Set Jewellery

OCCUPATION: Wax model making

REFERENCE ID: G&J/Q2604

ALIGNED TO: NCO-2004/ NIL

Wax Model Making Supervisor: The Wax Model Making Supervisor is in-charge of running the day-to-day work flow and processes of the wax model making department.

Brief Job Description: The individual allocates work to subordinates workers, trains and educates them, instructs about the job to be performed on daily basis, checks quality of output, manages departmental accounts along with team and systems, and interacts with other departments in order to produce wax trees as per production planning and delivers on time.

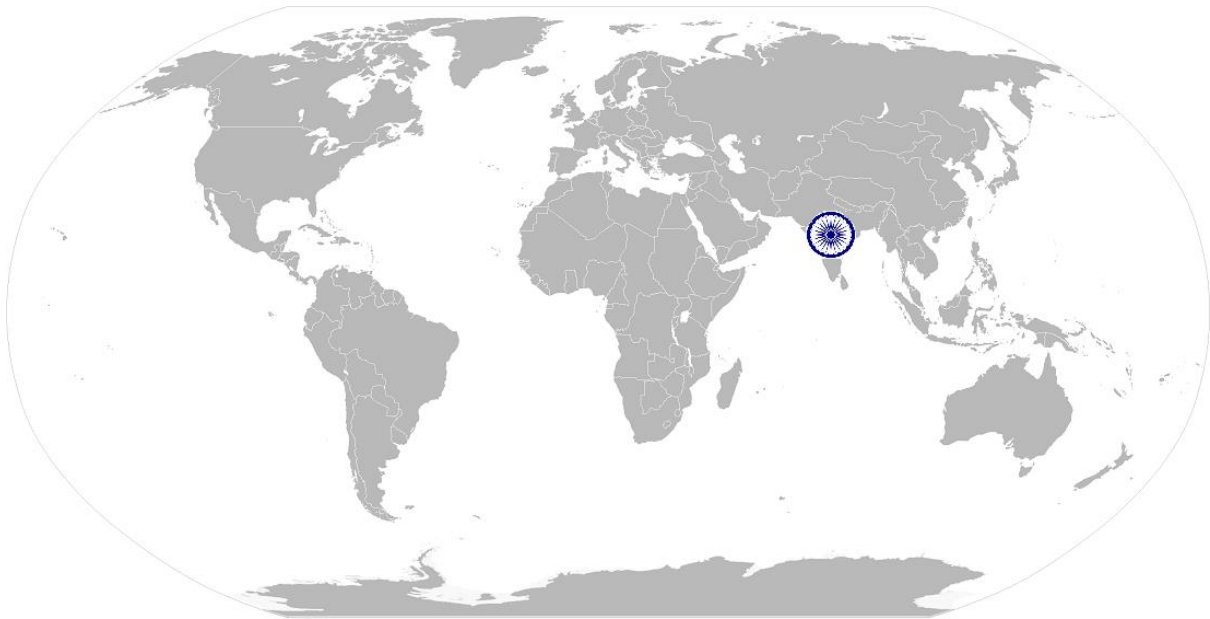
Personal Attributes: The job requires the individual to have: ability to operate computer; attention to details; good eyesight; ability to manage a process driven team with a lot of patience. The individual must have ability to improve quality of output of the team.

Job Details

Qualifications Pack Code	G&J/Q2604		
Job Role	Wax model making supervisor		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	29/05/13
Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	11/07/13
Occupation	Wax Model Making	Next review date	15/07/15

Job Role	Wax model making supervisor
Role Description	Supervising the production of wax replicas of jewellery pieces from rubber or metal moulds and assembling to make wax tree.
NVEQF/NVQF level	5
Minimum Educational Qualifications	10 th standard passed
Maximum Educational Qualifications	
Training	Not applicable
Experience	Minimum 3 years of experience in wax model making
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N2604 Supervise wax model making department's functions G&J/N9901 Respect and maintain IPR G&J/N9903 Coordinate with team, co-workers and seniors G&J/N9905 Maintain occupational health and safety <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

National Occupational Standard



Overview

This unit is about supervising the functions of rubber mould making or cutting, wax pieces making and tree making processes. Providing information and knowledge; and management of work flow and team are important aspects of this job role.

G&J/N2604

Supervise wax model making department's functions

National Occupational Standard

Unit Code	G&J/N2604
Unit Title (Task)	Supervise wax model making department functions
Description	This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of rubber mould making, wax piece and tree making functions
Scope	<p>This unit/task covers the following:</p> <p>Deliver the master model and consumables to respective team</p> <ul style="list-style-type: none"> • receive resin or metal master model from product development department • handover master model along with rubber to rubber mould maker for making a rubber mould • as per production planning requisite issue rubber mould to wax piece maker and wax pieces will be received back after quality check • issue wax pieces which are required for gold casting to wax tree maker as per job sheet • issue wax pieces required for wax setting as per the job sheet to wax setting department • allocate work to rubber mould maker or cutter, wax piece and tree makers according to their work load and level of expertise • instruct respective team member about the delivery time. • make available tools, machines and consumables required to complete the job • educate about a new design, jewellery type and demonstrate if required • explain the hazards involved and precautions to be taken to avoid accidents <p>Provide Instructions to rubber mould maker about:</p> <ul style="list-style-type: none"> • the type of the rubber to be used • the additional sprue (if any) • the use of vulcaniser machine • prepare rubber mould using, say, liquid silicon rubber • how to cut rubber with different inner air ventilator required for smooth flow of molten wax • the final outcome as per the job sheet • recording and marking on the rubber, the parameter of vacuum and pressure ideally require for making wax piece <p>Provide instructions to wax piece maker about:</p> <ul style="list-style-type: none"> • the type of wax to be used • the effective usage of injection moulding machine • setting vacuum and pressure parameters in the injection moulding machine • the final outcome as per the job sheet <p>Provide instructions to wax tree maker about:</p> <ul style="list-style-type: none"> • the sequencing of different types of wax pieces to be assembled on a single tree • the angles for soldering wax pieces to be assembled on the central stem • precautions to be taken so that there is no damage the stone

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Supervise wax model making department's functions

	<ul style="list-style-type: none"> the final outcome as desired by the as per the production plan or job sheet <p>Receive wax tree and quality check</p> <ul style="list-style-type: none"> receive wax tree inspect the rubber mould at regular intervals for quality of wax piece to be produced, and replace rubber mould if wax pieces are coming defective perform sample quality check – of wax pieces surface finish as per job sheet inspect the diamond set wax pieces for missing diamonds <p>Manage accounts of the products of the wax department</p> <ul style="list-style-type: none"> keep accounts for rubber moulds and stock it for the future requirement and store it in a dust free atmosphere return QC approved wax trees to production manager <p>Handle or report problems related to:</p> <ul style="list-style-type: none"> regular maintenance of all machines in the wax department machine failure shortage of rubber, wax workforce shortage reasons for anticipated delays that may adversely affect delivery <p>Interact with inter-departments for the smooth flow of production</p> <ul style="list-style-type: none"> receive instructions from production manager about deliverables and work flow interact with stores department to arrange for tools, machines, work space, consumables and other facilities for the workers give feedback to rubber mould maker/cutter, wax piece and tree maker or other department on jewellery design and stone setting receive instructions on quality check for any defects and passing them to respective team member
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Performance Criteria(PC) w.r.t. the Scope

Element	Performance Criteria
Allocating work	To be competent, the user/individual on the job must be able to: PC1. accurately assess worker's capabilities and work load in order to distribute work for maximum productivity PC2. clearly define delivery schedule and work output requirements PC3. assess and alert about any disruptions PC4. motivate workers to multitask and work on different processes
Productivity	To be competent, the user/individual on the job must be able to: PC5. produce number of QC approved wax pieces PC6. produce number of wax pieces and tree as per target given by the company PC7. timely deliver wax pieces to wax setting department and wax tree for casting department
Problems handling	To be competent, the user/individual on the job must be able to: PC8. resolve problems related to machine, tools and consumable to deliver on time

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Supervise wax model making department's functions

	<p>PC9. resolve problems related to workers and their productivity PC10. encourage workers to achieve higher productivity</p>																																		
Knowledge and Understanding (K)																																			
<p>A. Organizational Context</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: salaries and wages, incentive system, delivery standards, safety and hazards, integrity and ipr, and personnel management KA2. work flow involved in jewellery manufacturing company KA3. management of worker, quality and productivity KA4. conflict resolution and problem solving KA5. performance appraisal system of the company KA6. reporting structure</p>																																		
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of rubber and waxes for a production process in terms of heat and pressure sensitivity and shrinkage levels KB2. basics of complete cast and diamond-set jewellery manufacturing process KB3. different types of central stem and rubber base KB4. potential work hazards, particularly, when using wax soldering iron and sharp tools KB5. process of rubber mould making or cutting, wax piece and tree making KB6. accounting of wax department and documentation</p>																																		
Skills (S) [Optional]																																			
<p>A. Core Skills/ Generic Skills</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" data-bbox="479 1119 1516 1150" style="background-color: #d9e1f2;">Basic reading and writing skills</td> </tr> <tr> <td colspan="2" data-bbox="479 1157 1516 1188">The user/ individual on the job needs to know and understand how to:</td> </tr> <tr> <td data-bbox="479 1194 548 1226">SA1.</td> <td data-bbox="553 1194 1516 1226">read notes, designs and instructions in terms of wax department processes</td> </tr> <tr> <td data-bbox="479 1232 548 1264">SA2.</td> <td data-bbox="553 1232 1516 1295">read company rules and compliance documents required to complete the work</td> </tr> <tr> <td data-bbox="479 1302 548 1333">SA3.</td> <td data-bbox="553 1302 1516 1333">document work flow, quality standards and outcomes as per company policy</td> </tr> <tr> <td colspan="2" data-bbox="479 1388 1516 1419" style="background-color: #d9e1f2;">Calculation and Geometry skills</td> </tr> <tr> <td colspan="2" data-bbox="479 1453 1516 1484">The user/individual on the job needs to know and understand how to:</td> </tr> <tr> <td data-bbox="479 1491 548 1522">SA4.</td> <td data-bbox="553 1491 1516 1522">count the number of wax pieces to be assembled on the single wax tree</td> </tr> <tr> <td data-bbox="479 1528 548 1560">SA5.</td> <td data-bbox="553 1528 1516 1560">assess accuracy of alignment and measure symmetry</td> </tr> <tr> <td colspan="2" data-bbox="479 1593 1516 1625" style="background-color: #d9e1f2;">Team management</td> </tr> <tr> <td colspan="2" data-bbox="479 1659 1516 1690">The user/individual on the job needs to know and understand how to:</td> </tr> <tr> <td data-bbox="479 1696 548 1728">SA6.</td> <td data-bbox="553 1696 1516 1728">distribute work according to expertise of worker</td> </tr> <tr> <td data-bbox="479 1734 548 1766">SA7.</td> <td data-bbox="553 1734 1516 1766">encourage workers to share workload and deliver on time</td> </tr> <tr> <td data-bbox="479 1772 548 1803">SA8.</td> <td data-bbox="553 1772 1516 1835">assess worker requirements in terms of training, tools, machinery, workspace and other facilities</td> </tr> <tr> <td data-bbox="479 1841 548 1873">SA9.</td> <td data-bbox="553 1841 1516 1873">appraise based on company's standards and workers' performance</td> </tr> <tr> <td data-bbox="479 1879 548 1911">SA10.</td> <td data-bbox="553 1879 1516 1911">encourage workers to multitask and work on different processes</td> </tr> <tr> <td data-bbox="479 1917 548 1948">SA11.</td> <td data-bbox="553 1917 1516 1948">make progression plan for every team member and give necessary training</td> </tr> </table>	Basic reading and writing skills		The user/ individual on the job needs to know and understand how to:		SA1.	read notes, designs and instructions in terms of wax department processes	SA2.	read company rules and compliance documents required to complete the work	SA3.	document work flow, quality standards and outcomes as per company policy	Calculation and Geometry skills		The user/individual on the job needs to know and understand how to:		SA4.	count the number of wax pieces to be assembled on the single wax tree	SA5.	assess accuracy of alignment and measure symmetry	Team management		The user/individual on the job needs to know and understand how to:		SA6.	distribute work according to expertise of worker	SA7.	encourage workers to share workload and deliver on time	SA8.	assess worker requirements in terms of training, tools, machinery, workspace and other facilities	SA9.	appraise based on company's standards and workers' performance	SA10.	encourage workers to multitask and work on different processes	SA11.	make progression plan for every team member and give necessary training
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G&J/N2604

Supervise wax model making department's functions

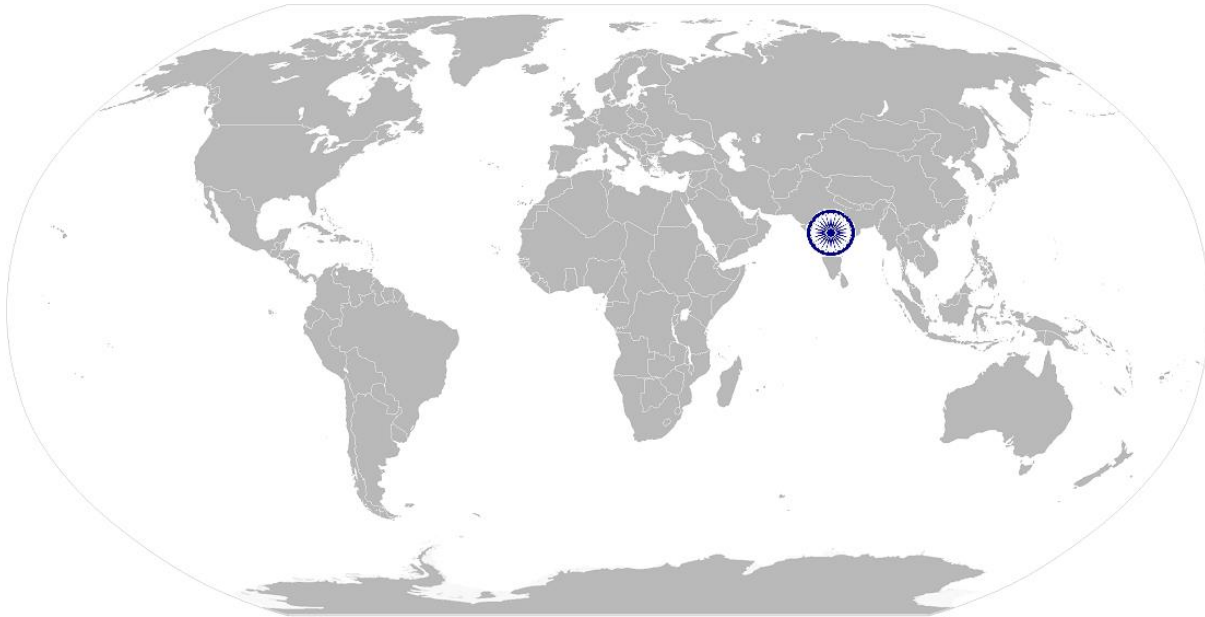
B. Professional Skills	Reading the design
	The user/individual on the job needs to know and understand how to: SB1. check quality of rubber mould if defective wax pieces are coming out of mould and send it for repair or remaking
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB2. to use the vulcaniser and injection moulding machine work SB3. to use vacuum and mixing equipment for mixing liquid solutions to make the silicon rubber SB4. different types of tools and machines are used for rubber mould cutting, wax soldering at different stages and what precautions are required in operating them in terms of desired outcome and safety SB5. to work in a safe environment, i.e., without injuries
	Communication skills
	The user/individual on the job needs to know and understand how to communicate effectively in order to: SB8. give appropriate instructions and feedback to different levels of workers SB9. educate about safety and work hazards SB10. train on productivity and correct steps to follow on the job SB11. inform about IPR issues pertaining to the company and detecting violations SB12. resolve inter-personal conflicts between workers and co-workers
	Reflective thinking
	The user/individual on the job needs to know and understand how to: SB13. improve work processes for greater productivity
	Work management skills
	The user/individual on the job needs to know and understand: SB14. stress management SB15. organising work
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB16. spot process disruption and reasons for delay SB17. arrange for tools, machines and consumables in time

G&J/N2604

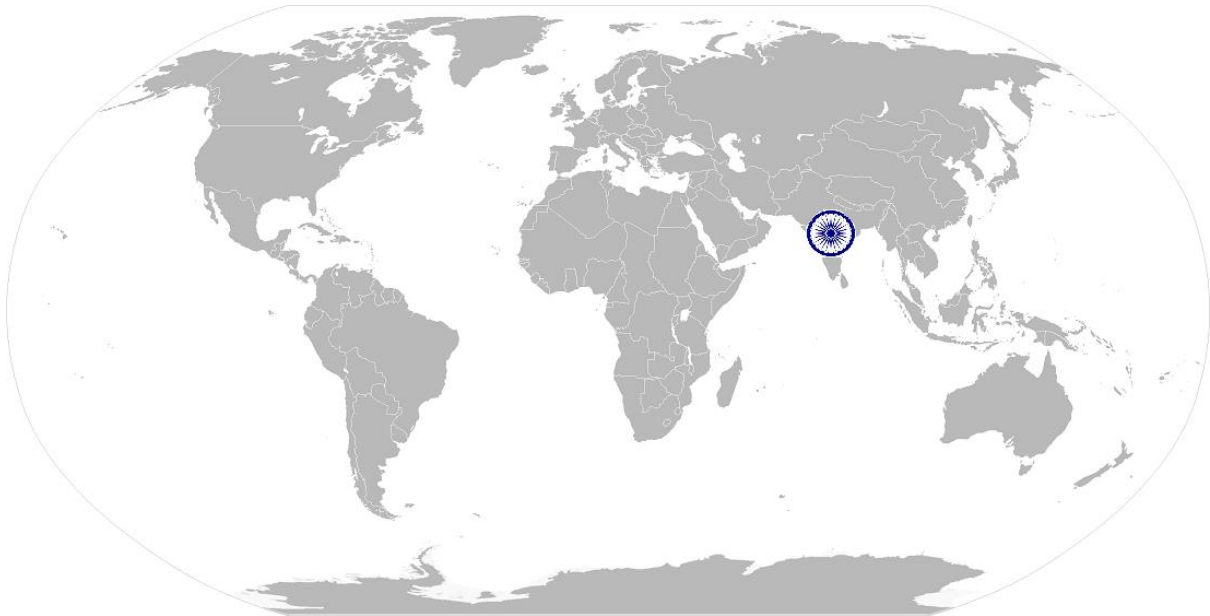
Supervise wax model making department's functions

NOS Version Control

NOS Code	G&J/N2604		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	11/07/13
Occupation	Wax model making	Next review date	15/07/15



National Occupational Standard



Overview

This unit is about respecting intellectual property rights of the company's products and designs as well as avoiding infringement on IPR of other companies.

G&J/N9901

Respect and maintain IPR

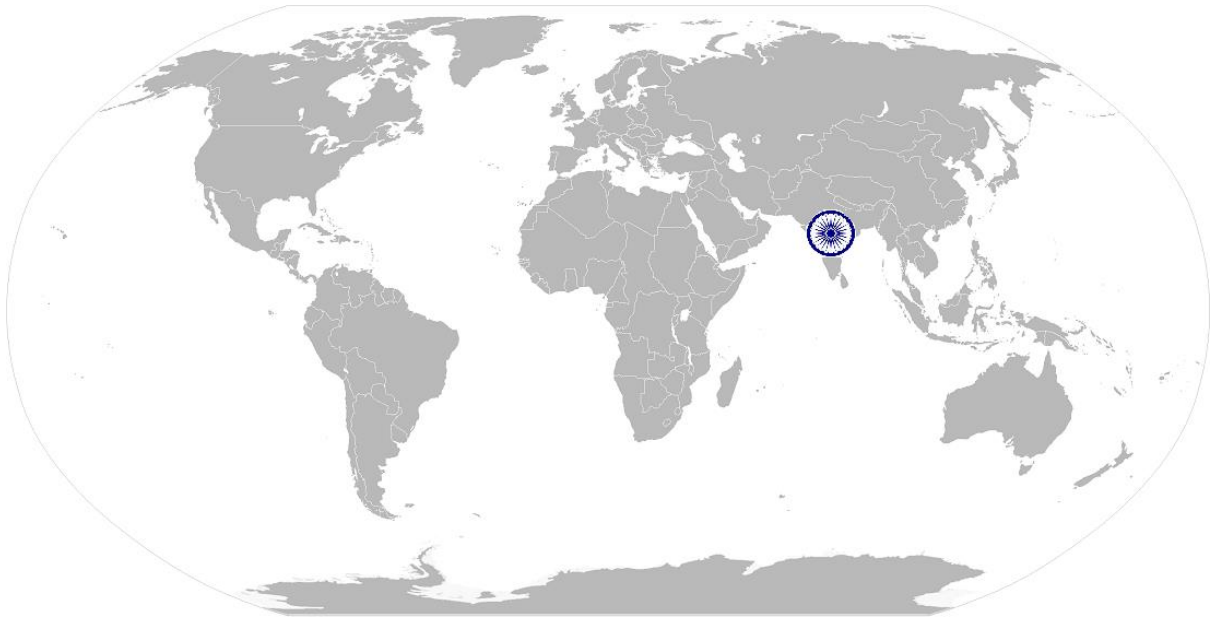
National Occupational Standard

Unit Code	G&J/N9901
Unit Title (Task)	Maintain IPR of company and respect IPR of other companies
Description	This OS unit is about protecting company's IPR and avoiding infringement to IPR of other companies
Scope	<p>This unit/task covers the following:</p> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> • prevent leak of new designs to competitors by reporting on time • be aware of any of company's product or design patents • report IPR violations observed in the market, to supervisor or company heads <p>Avoid infringement to IPR of other companies</p> <ul style="list-style-type: none"> • read copyright clause of the material published on the internet and any other printed material • consult supervisor or senior management when in doubt about using publicly available information • report any infringement observed in the company
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Respecting and Maintaining IPR	To be competent, the user/individual on the job must: PC1. be able to spot plagiarism and report PC2. be aware of patents and IPR PC3. not be involved in IPR violations
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on IPR and plagiarism KA2. reporting structure KA3. company's unique product range
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. patents and IPR laws KB2. how IPR protection is important for competitiveness of a company
Skills (S) [Optional]	
C. Core Skills/ Generic Skills	Communication skills
	The user/ individual on the job needs to know and understand how to: SA1. effectively communicate any observed IPR violations or order leaks

G&J/N9901

Respect and maintain IPR

D. Professional Skills	Decision making
	The user/individual on the job needs to know and understand how to: SB1. report potential sources of violations
	Reflective thinking
	The user/individual on the job needs to know and understand to: SB2. learn from past mistakes and report IPR violations on time
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB3. spot signs of violations and alert authorities in time

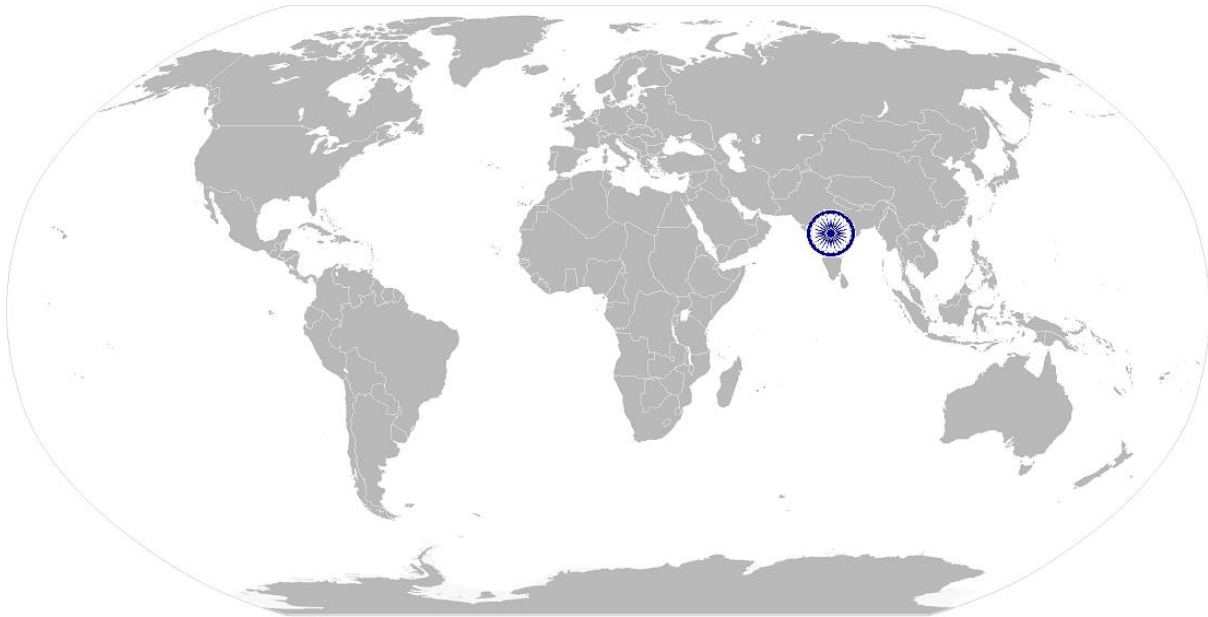


G&J/N9901

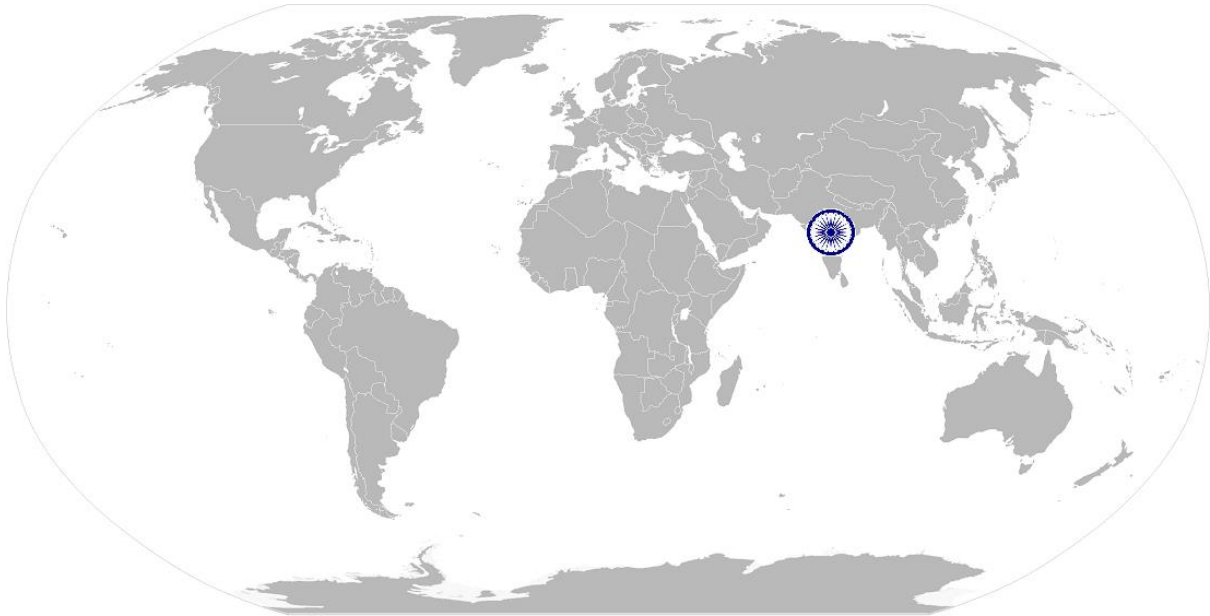
Respect and maintain IPR

NOS Version Control

NOS Code	G&J/N9901		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	11/07/13
		Next review date	15/07/15



National Occupational Standard



Overview

This unit is about team work and level of communication with colleagues or clients. It determines the ability to work as a team member, share work and multi-task in order to achieve the deliverables on schedule.

G&J/N9903

Coordinate with team, co-workers and seniors

National Occupational Standard

Unit Code	G&J /N9903
Unit Title (Task)	Coordinate with team, co-workers and seniors
Description	This OS unit is about communicating with colleagues, seniors and customers in order to achieve smooth and hazard-free work flow
Scope	<p>This unit/task covers the following:</p> <p>Interact with superiors</p> <ul style="list-style-type: none"> • receive work instructions and feedback from reporting or other senior • communicate to reporting superior about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required • communicate to reporting supervisor about employee management, i.e., shortages or performance related • communicate any potential hazards or expected process disruptions • re-work based on feedback provided by superior on product, process and people • provide documentation as required by senior such as daily reports, job sheets, etc. <p>Interact with team members</p> <ul style="list-style-type: none"> • allocate work to the team according to their capabilities • explain the expected outcome of each team member • provide training to the team members • discuss and resolve issues concerning team members <p>Interact with colleagues within and outside the department</p> <ul style="list-style-type: none"> • work as a team with colleagues to ensure smooth work flow and timely delivery • work on feedback and suggestions of colleagues of other departments • communicate and discuss work flow related difficulties in order to find solutions with mutual agreement • receive feedback from QC and rework in order to complete work on time
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interaction with superiors	To be competent, the user/individual on the job must be able to: PC1. understand the work output requirements PC2. comply with company policy and rule PC3. deliver quality work on time as required by reporting any anticipated reasons for delays
Interaction with team members	To be competent, the user/individual on the job must be able to: PC4. understand the team strength and effectively communicate areas of development PC5. train the team members
Interactions with colleagues and other departments	To be competent, the user/individual on the job must be able to: PC6. put team over individual goals PC7. resolve conflicts

G&J/N9903

Coordinate with team, co-workers and seniors

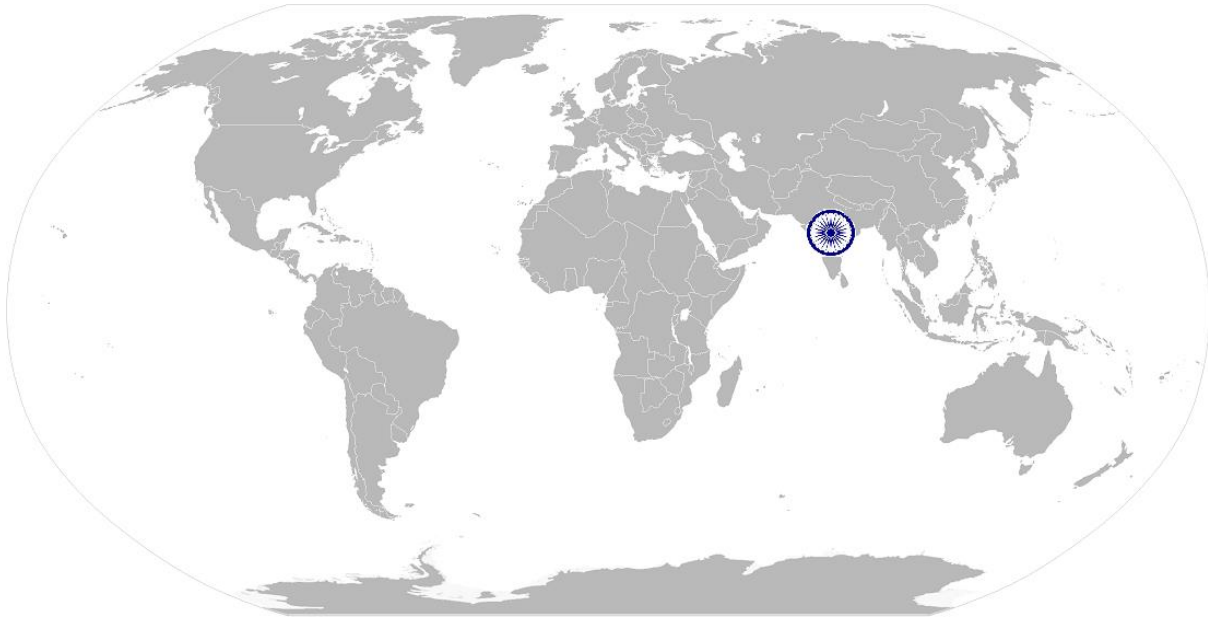
	PC8. take appropriate action taken at the right time as per company policy
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and IPR, and personnel management KA2. work flow involved in cast and diamond-set jewellery manufacturing of company KA3. importance of the individual's role in the workflow KA4. reporting structure
B. Technical Knowledge	The user/individual on the job needs to know and understand how to: KB1. communicate effectively KB2. build team coordination KB3. manage work flow and personnel
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication and motivation skills The individual on the job needs to know and understand: SA1. significance of delivering product to next work process on time SA2. how to motivate team members to deliver required quality of output on time SA3. how to communicate for the purpose of: training, resolving problems related to machines or personnel, giving specific instructions and driving work
B. Professional Skills	Decision making The individual on the job needs to know and understand: SB1. how to anticipate potential areas of disruptions to work process and address before it happens SB2. when to report to superior and when to deal with a colleague individually, depending on the type of concern SB3. how the product has to be processed for giving accurate instructions to team members
	Reflective thinking The individual on the job needs to know and understand how to: SB4. improve work processes for greater output SB5. resolve inter-personal conflicts among workers and departments
	Critical thinking The individual on the job needs know and understand how to: SB6. spot process disruptions and delays SB7. allocate work for optimum output of required quality and quantity

G&J/N9903

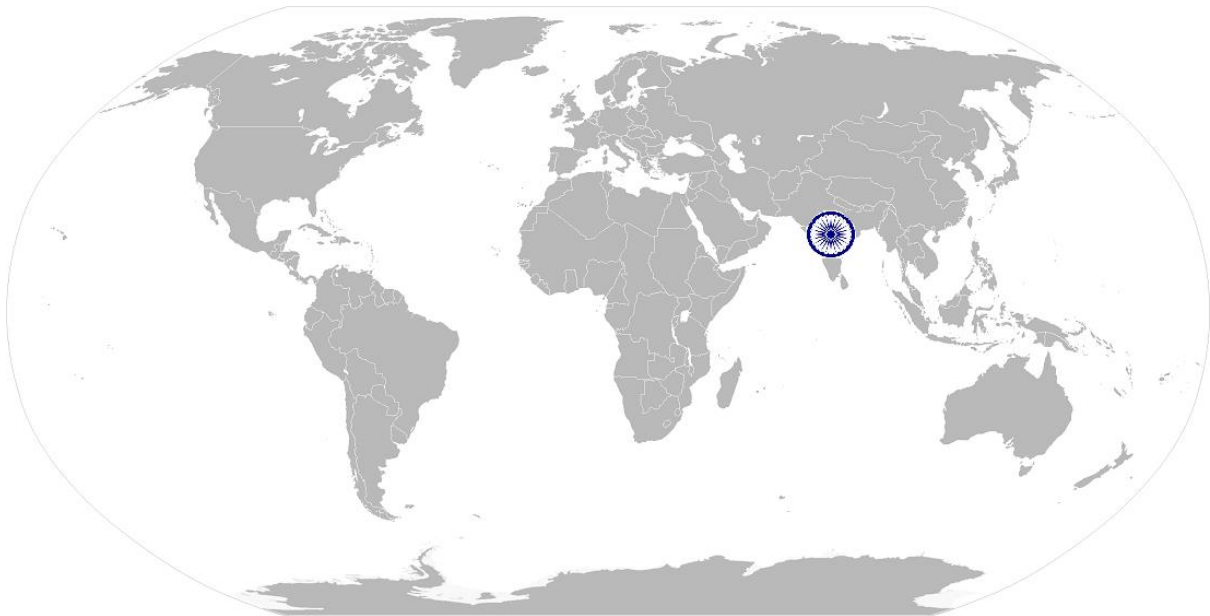
Coordinate with team, co-workers and seniors

NOS Version Control

NOS Code	G&J/N9903		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and diamond-set jewellery	Last reviewed on	11/07/13
		Next review date	15/07/15



National Occupational Standard



Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self and colleagues and maintaining occupational health and safety.

G&J/N9905

Maintain occupational health and safety

National Occupational Standard

Unit Code	G&J/N9905
Unit Title (Task)	Maintain occupational health and safety
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 occupational health and safety
Scope	<p>This unit/task covers the following:</p> <p>Understand potential sources of accidents</p> <ul style="list-style-type: none"> to avoid accidents related to use of potentially dangerous chemicals, sharp tools, hazards from machines and such as heating lamps <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> wear safety gear such as goggles, mask, gloves, ear plugs <p>Actively participate in the health and safety awareness campaigns</p> <ul style="list-style-type: none"> attend fire drills organised by the company or industrial zone learn first aid procedure be alert about designated assembly area in the event of an emergency read and understand the evacuation and emergency procedures <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> Process flow improvements that can reduce anticipated or repetitive hazards Mishandling of tools, machines or hazardous materials Electrical problems that could result in accident
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Communicating potential accident points	To be competent, the user/individual on the job must be able to: PC1. spot and report potential hazards on time PC2. follow company policy and rules regarding use of hazardous materials PC3. attend and actively participate in the health and safety campaigns organised by the company
Using safety gear	PC4. use or wear safety gear as per the rules of the company
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on: safety and hazards and personnel management KA2. reporting structure
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. how different chemicals react and what could be the danger from them KB2. how to use machines and tools without suffering bodily harm

G&J/N9905

Maintain occupational health and safety

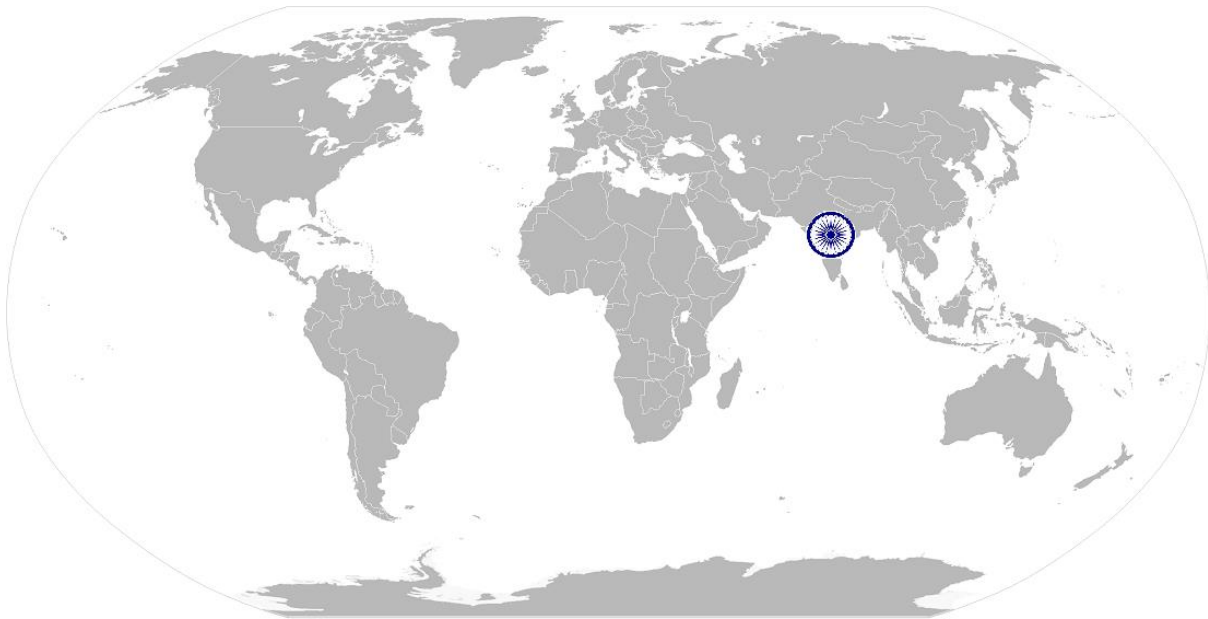
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	Organising skills
	The individual on the job needs to know and understand how to: SA2. keep all the tools in an organised manner so as to avoid accidents SA3. keep the work environment safe and clean
B. Professional Skills	Decision making
	The individual on the job needs to know and understand how to: SB1. report potential sources of danger SB2. follow prescribed procedure in the event of an accident SB3. wear appropriate safety gear to avoid an accident
	Reflective thinking
	The individual on the job needs to know and understand to: SB4. learn from past mistakes regarding use of hazardous machines or chemicals
	Critical thinking
	The individual on the job needs to know and understand how to: SB5. spot dangers
Decision making	
	The individual on the job needs to know and understand how to: SB6. report potential sources of danger SB7. follow prescribed procedure in the event of an accident SB8. wear appropriate safety gear to avoid an accident

G&J/N9905

Maintain occupational health and safety

NOS Version Control

NOS Code	G&J/N9905		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and diamond-set jewellery	Last reviewed on	11/07/13
		Next review date	15/07/15



Definitions

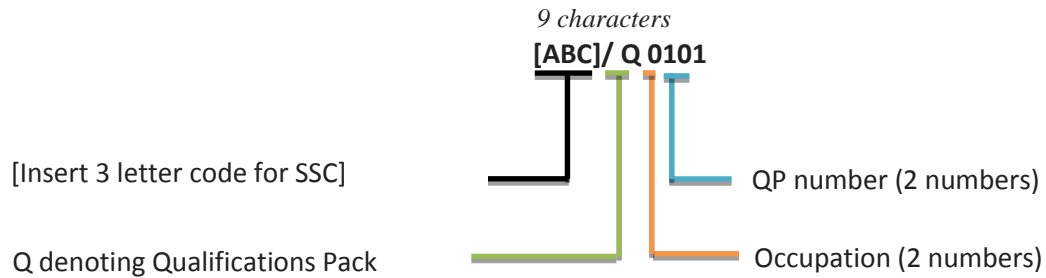
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defied as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish

	specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills 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.
Keywords /Terms	Description
CAD	Computer Aided Design
CAM	Computer Aided Manufacturing
IPR	Intellectual Property Rights
Mohs	Mohs scale of mineral hardness
NOS	National Occupational Standard(s)
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Annexure

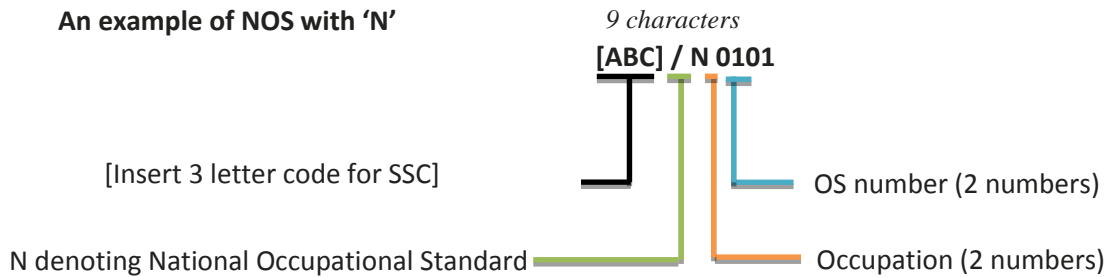
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-20
Cast and diamond-set jewellery	21-40
Diamond processing	41-60
Gemstone processing	61-80
Jewellery retailing	81-98

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role

Qualifications Pack-Wax Model Making Supervisor

Qualification Pack

Qualifications Pack-Wax Model Making Supervisor

Sector Skill Council

GEMS & JEWELLERY

Assessment Strategy			Marks Allocation	
NOS	Elements	Performance Criteria	Theory	Practical
1. G&J/N2604 Supervise wax model making department functions	Allocating work	PC1. accurately assess worker's capabilities and work load in order to distribute work for maximum productivity	1	12
		PC2. clearly define delivery schedule and work output requirements	1	12
		PC3. assess and alert about any disruptions	1	12
		PC4. motivate workers to multitask and work on different processes	1	0
	Productivity	PC5. produce number of QC approved wax pieces	0	7
		PC6. produce number of wax pieces and tree as per target given by the company	0	7
		PC7. timely deliver wax pieces to wax setting department and wax tree for casting department	0	7
	Problems handling	PC8. resolve problems related to machine, tools and consumable to deliver on time	1	7
		PC9. resolve problems related to workers and their productivity	1	6
		PC10. encourage workers to achieve higher productivity	1	0
			7	70
2.G&J/N9901 Respect and maintain IPR	Respecting and Maintaining IPR	PC1. be able to spot plagiarism and report	1	0
		PC2. be aware of patents and IPR	1	0
		PC3. not be involved in IPR violations	1	0
			3	0
3. G&J/N9903 Coordinate with team, co-workers and seniors	Interaction with superiors	PC1. understand the work output requirements	0	2
		PC2. comply with company policy and rule	1	2
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	2
	Interaction with team members	PC4. understand the team strength and effectively communicate areas of development	1	0
		PC5. train the team members	1	0

	Interactions with colleagues and other departments	PC6. put team over individual goals	1	0
		PC7. resolve conflicts	1	0
		PC8. take appropriate action taken at the right time as per company policy	1	0
			6	6
4. G&J/N9905 Maintain occupational health and safety	Communicating potential accident points	PC1. spot and report potential hazards on time	1	0
		PC2. follow company policy and rules regarding use of hazardous materials	1	2
		PC3. attend and actively participate in the health and safety campaigns organised by the company	1	0
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	1	2
			4	4
			20	80
			100	