Contents

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

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Introduction

Qualifications Pack – Diamond bagger and flueter

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Cast and Diamonds-Set Jewellery

OCCUPATION: Procuring and Assorting

REFERENCE ID: G&J/Q2503

ALIGNED TO: NCO-2004/ NIL

Diamond bagger and flueter: A diamond bagger and flueter is also known as 'bagger' or 'flueter' in the Indian jewellery making industry.

Brief Job Description: The individual at work counts diamonds and gemstones and puts into a bag as per the product requirement for any given jewellery design.

Personal Attributes: The job requires the individual to have: attention to details; good eyesight; ability to sit for long hours; high level of concentration and patience. A bagger is expected to have integrity in dealing with high value diamonds and gemstones.

Qualifications Pack Code	G&J/Q2503		
Job Role	Diamond bagger and flueter		
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	30/07/13
Occupation	Procuring and Assorting	Next review date	15/07/15

Job Details

Job Role	Diamond bagger and flueter
Role Description	Counting diamonds and gemstones and putting in a labelled bags as per the product requirement for any given jewellery design
NVEQF/NVQF level Minimum Educational Qualifications Maximum Educational Qualifications	3 12th standard passed
Training	Not applicable
Experience	Not applicable
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. G&J/N2501 organise diamond and gemstones in bags 2. G&J/N9901 Respect and maintain IPR 3. G&J/N9902 Coordinate with others 4. G&J/N9905 Maintain occupational health and safety **Optional:** Not applicable
Performance Criteria	As described in the relevant OS units
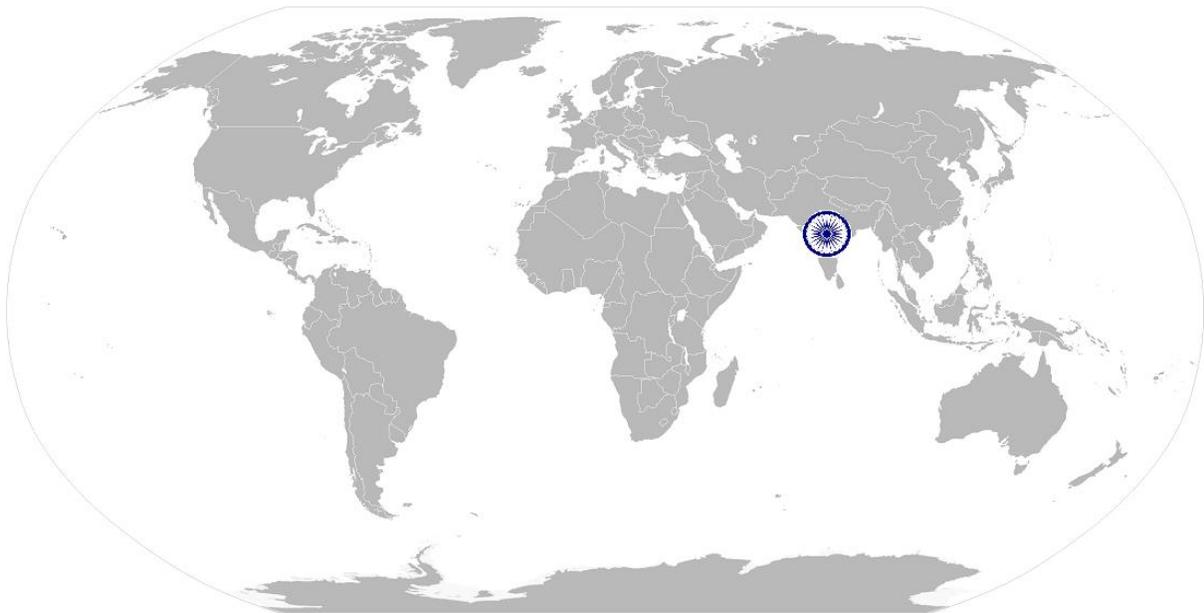
G&J/N2501   **Organise diamond and gemstones in bags**

National Occupational Standard

Overview

This unit is about counting diamonds and gemstones and putting in a labelled bags as per the product requirement for any given jewellery design.

National Occupational Standard

G&J/N2501   **Organise diamond and gemstones in bags**

Unit Code	G&J/N2501
Unit Title (Task)	**Organise diamond and gemstones in bags**
Description	This OS unit is about counting diamonds and gemstones and putting in a labelled bags as per the product requirement for any given jewellery design
Scope	This unit/task covers the following: Collect job sheet and diamonds from supervisor • read job sheets to understand diamond and gemstones requirement • collect diamonds and gemstones from supervisor Bag the diamonds and gemstones • pick the diamonds and gemstones with pins • inspect the diamonds and gemstones • segregate diamonds as per the shades of diamonds and gemstones • count and measure weight of the number of diamonds and gemstones and match with the requirement in the job sheet • separate required number of diamonds and gemstones, having same shades and put into a bag • label the bag as per job sheet instructions Report problems related to: • mismatch in the number and shades of the diamonds and gemstones • surface defects in the diamonds and gemstones • shortage of diamonds and gemstones

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Diamond bagging and flueting	To be competent, the user/individual on the job must be able to: PC1. read job sheet for the diamond and gemstone requirement PC2. count and measure weight of the number of diamonds and gemstones PC3. segregate the diamonds and gemstones in terms of shades PC4. identify surface defects in diamonds and gemstones PC5. report mismatch and number, weight and shades of the diamonds and gemstones
Productivity	To be competent, the user/individual on the job must be able to: PC6. timely deliver diamond bags to next process PC7. complete bagging and flueting number of diamonds and gemstones as per target deliverable and quality approved by the supervisor PC8. improve productivity by organising the workspace

**G&J/N2501**   **Organise diamond and gemstones in bags**

Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on: quality, incentives, delivery standards, safety and hazards, integrity and IPR, personnel management and dress code KA2. importance of the individual's role in the workflow KA3. reporting structure
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Basics of types and shades of diamonds and gemstones KB2. methods of calculating required quantities of diamonds and gemstones

| Skills (S) [Optional]		
A. Core Skills/ Generic Skills	**Basic reading and writing skills**	
	The user/ individual on the job needs to know and understand how to: SA1. read notes, designs and instructions on job sheet SA2. read company rules and compliance documents required to complete the work	
	Calculation skills	
	The user/individual on the job needs to know and understand how to: SA3. calculate and weigh the correct quantities of diamonds and gemstones required as per job sheet	
	Teamwork and multitasking	
	The user/individual on the job needs to know and understand how to: SA4. share work load as required SA5. receive feedback from co-workers and supervisor	
B. Professional Skills	**Reading design**	
	The user/individual on the job needs to know and understand: SB1. the requirement of diamonds and gemstones as per design	
	Reflective thinking	
	The user/individual on the job needs to know and understand how to: SB2. improve productivity based on the past experience SB3. handle diamonds and gemstones	

NOS Version Control

NOS Code	G&J/N2501		
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	30/07/13
Occupation	Procuring and assorting	Next review date	15/06/15
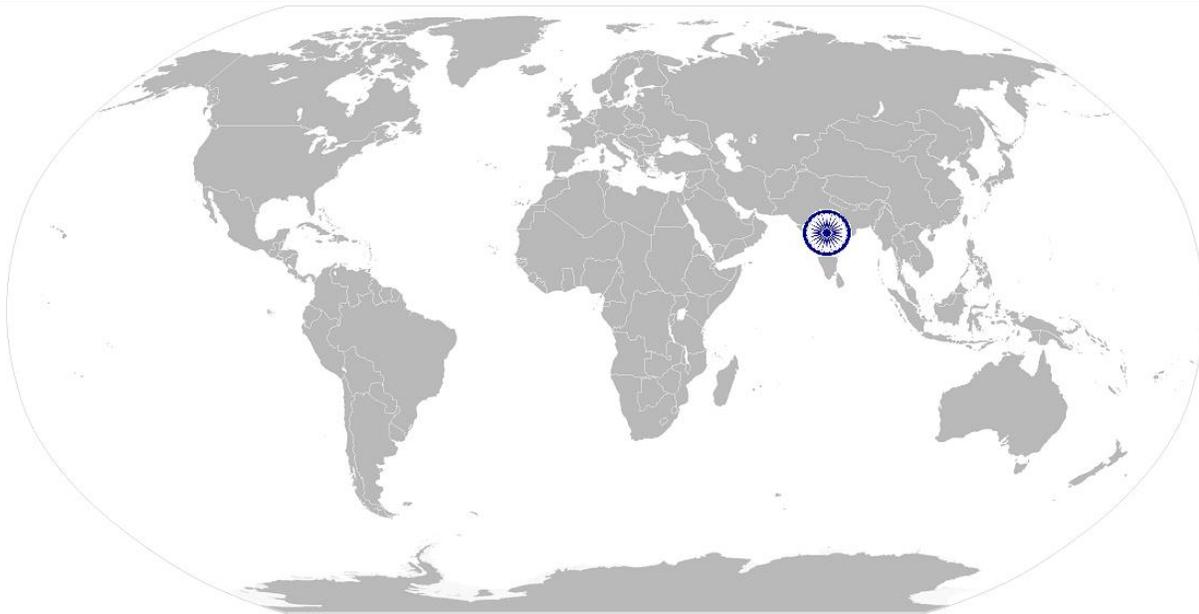
National Occupational Standard
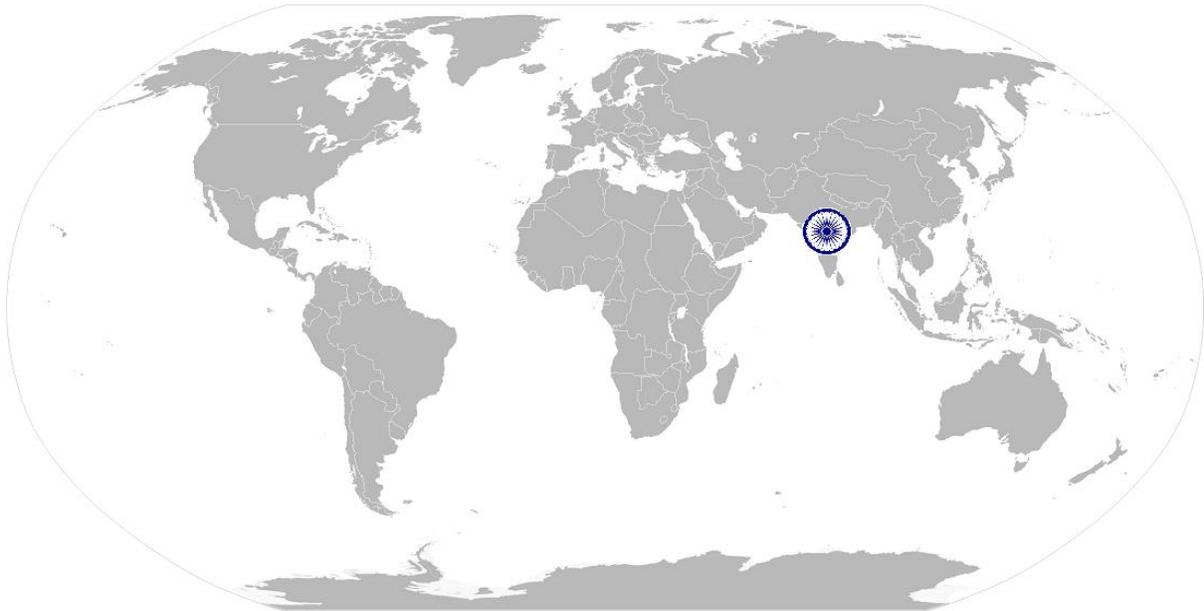
Overview

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.

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	This unit/task covers the following: Protect company's Intellectual Property Rights (IPR) • 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 Avoid infringement to IPR of other companies • 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]	
A. 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
B. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand how to: SA2. report potential sources of violations

	Reflective thinking
	The user/individual on the job needs to know and understand to: SA3. 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: SA4. spot signs of violations and alert authorities in time
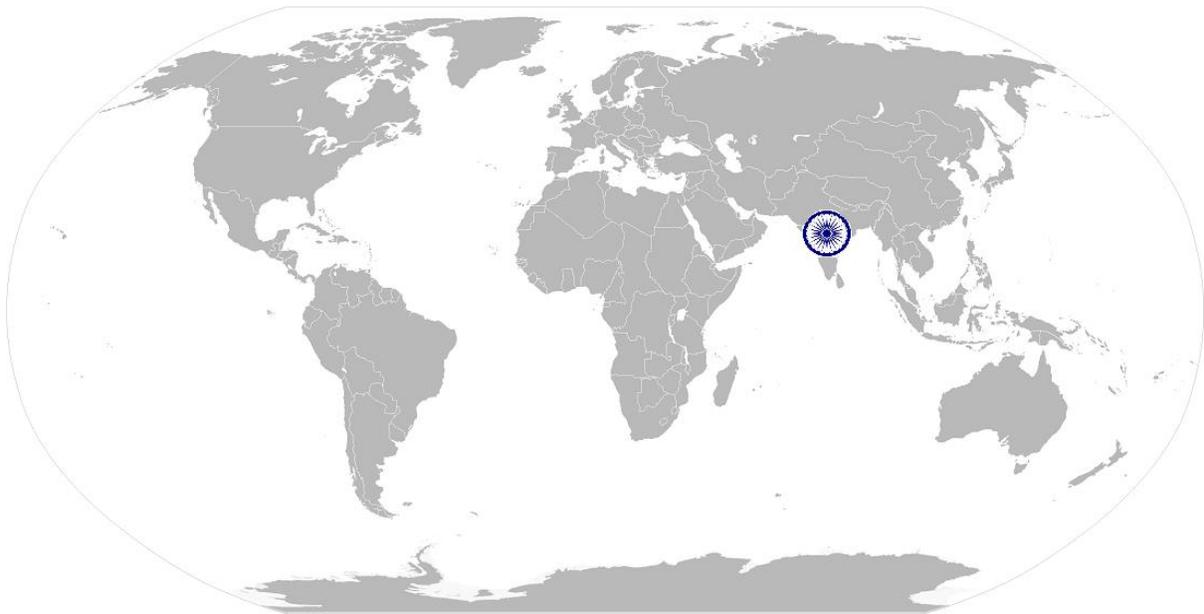
NOS Version Control

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	30/07/13
		Next review date	15/06/15
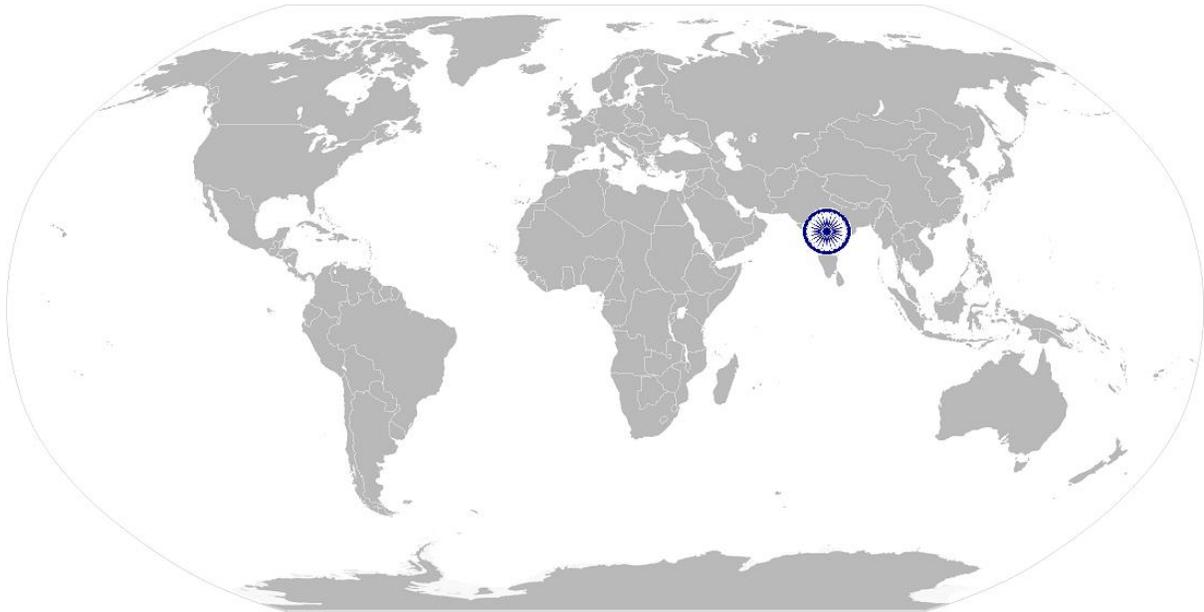
National Occupational Standard
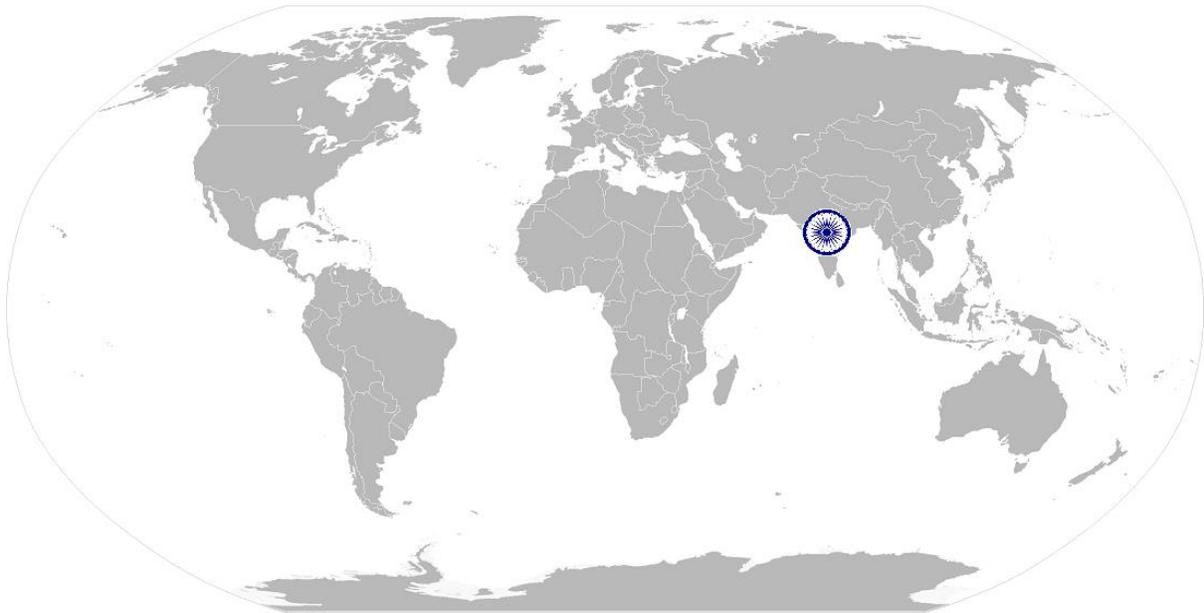
Overview

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.

National Occupational Standard

Unit Code	G&J/N9902
Unit Title (Task)	Interact with colleagues and seniors
Description	This OS unit is about communicating with colleagues and seniors in order to achieve smooth and hazard-free work flow
Scope	This unit/task covers the following: Interact with supervisor • receive work instructions and raw materials from reporting supervisor • communicate to reporting supervisor about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required • communicate any potential hazards or expected process disruptions • handover completed work to supervisor Interact with colleagues within and outside the department • work as a team with colleagues and share work as per their or own work load and skills • work with 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 supervisor	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
Interactions with colleagues and other departments	To be competent, the user/individual on the job must be able to: PC4. put team over individual goals PC5. be able to resolve conflicts PC6. learn how to multi-task relevant activities
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management KA2. 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

G&J/N9902   **Coordinate with others**

Skills (S) [Optional]		
A. Core Skills/ Generic Skills	**Communication skills**	
	The individual on the job needs to know and understand how to: SA1. read and write preferred language of communication as prescribed by the company SA2. read job sheets and interpret technical details mentioned in the job sheet	
B. Professional Skills	**Decision making**	
	The individual on the job needs to know and understand: SB1. how to spot and communicate potential areas of disruptions to work process and report the same SB2. when to report to supervisor and when to deal with a colleague individually, depending on the type of concern	
	Reflective thinking	
	The individual on the job needs to know and understand how to: SB3. improve work processes by interacting with others and adopting best practices	
	Critical thinking	
	The individual on the job needs know and understand how to: SB4. spot process disruptions and delays and report and communicate with solutions	
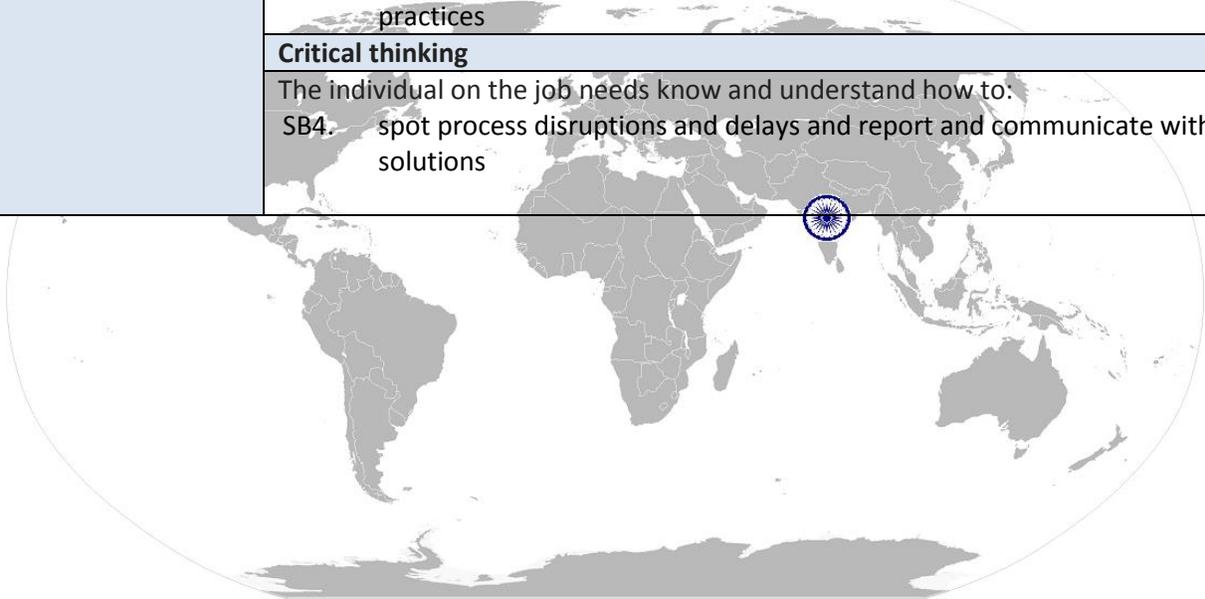
NOS Version Control

NOS Code	G&J/N9902		
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	30/07/13
		Next review date	15/06/15
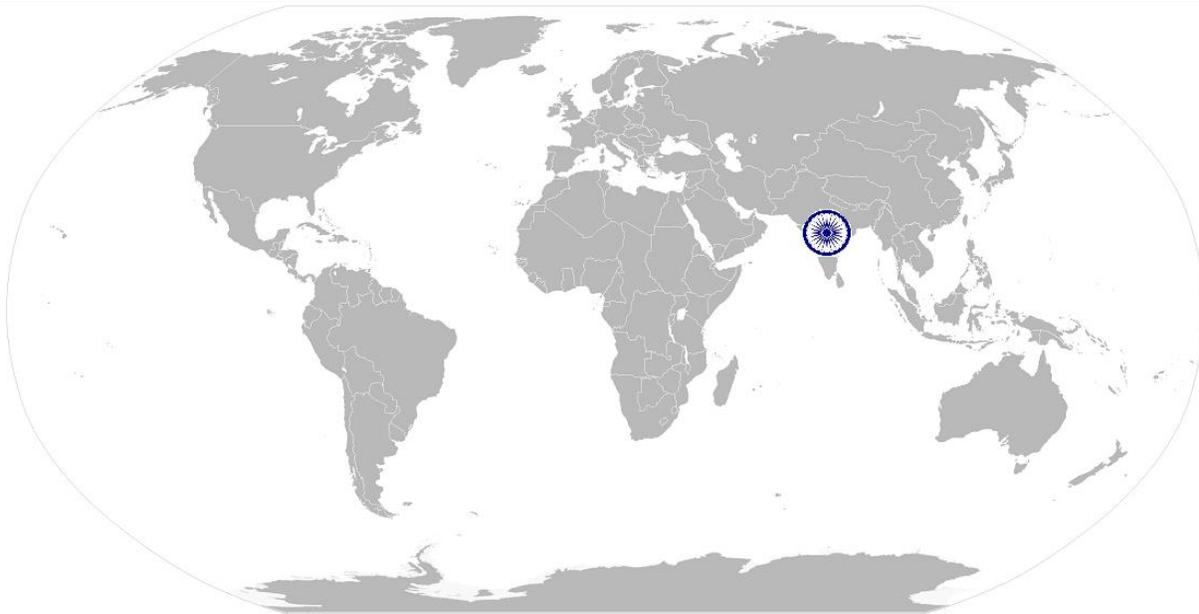
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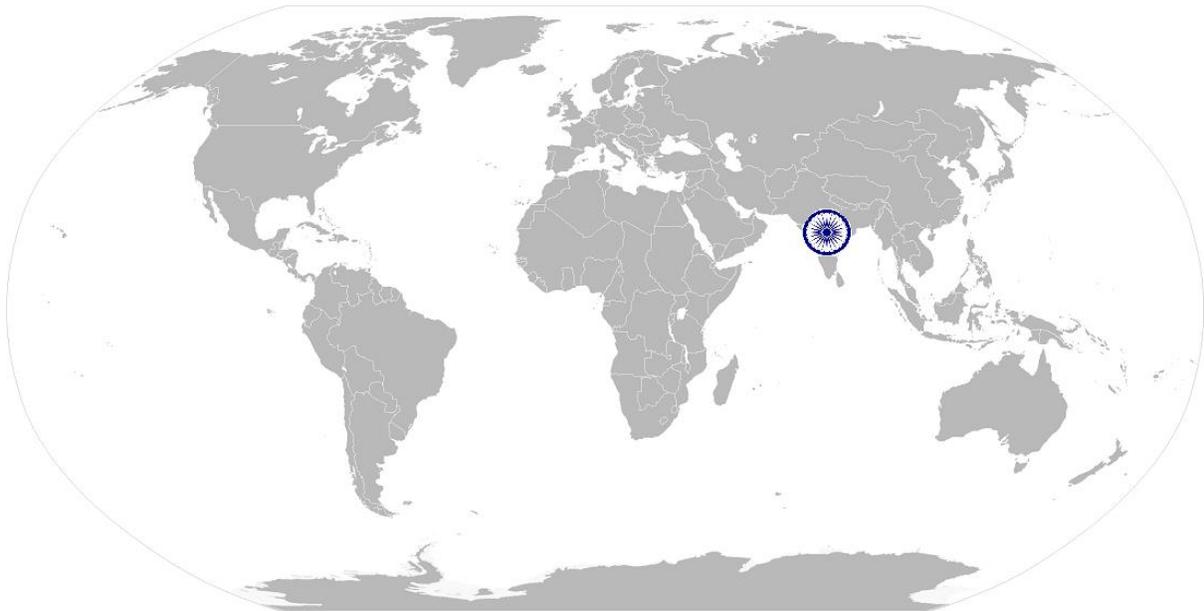
Overview

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.

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	This unit/task covers the following: Understand potential sources of accidents • to avoid accidents related to use of potentially dangerous chemicals, sharp tools and machines Use safety gear to avoid accidents • wear safety gear such as goggles, mask, gloves, ear plugs Actively participate in the health and safety awareness campaigns • 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 Communicate to reporting supervisor about: • process flow improvements that can reduce anticipated or repetitive hazards • mishandling of tools, machines or hazardous materials • electrical problems that could result in accident

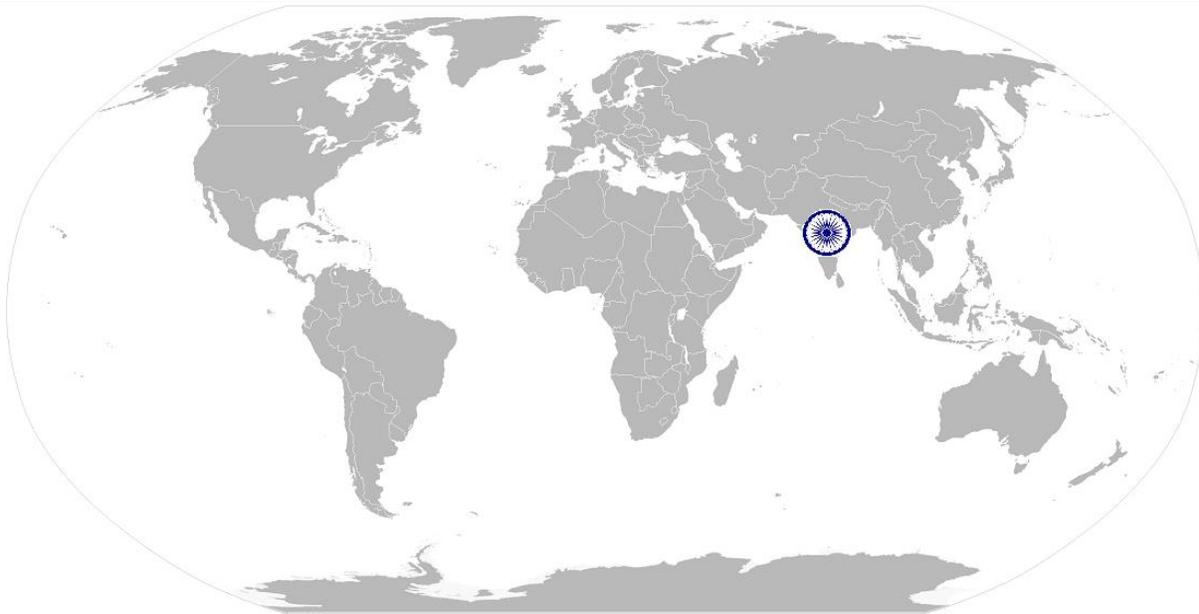| Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Communicating potential accident points	To be competent, the user/individual on the job must be able to: PC1. spot and report potential hazards on time PC2. follow company policy and rules regarding use of hazardous materials PC3. attend and actively participate in the health and safety campaigns organised by the company
Using safety gear	To be competent, the user/individual on the job must be able to: 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

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 danger	
	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	

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	30/07/13
		Next review date	15/06/15

Definitions

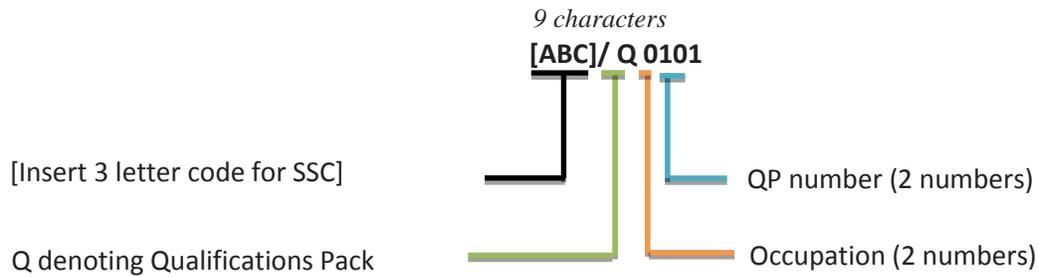| Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

Acronyms

Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters

[ABC]/ Q 0101

[Insert 3 letter code for SSC]

QP number (2 numbers)

Q denoting Qualifications Pack

Occupation (2 numbers)

Occupational Standard

An example of NOS with 'N'

9 characters

[ABC] / N 0101

[Insert 3 letter code for SSC]

OS number (2 numbers)

N denoting National Occupational Standard
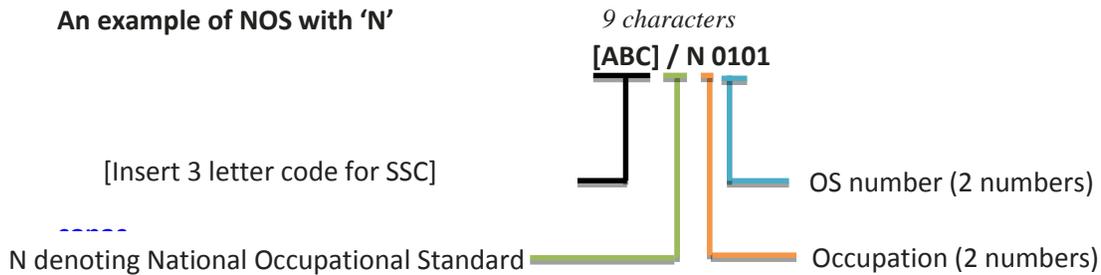
Occupation (2 numbers)

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 **Q**P or **N**OS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role	Qualifications Pack- Diamond bagger and flueter
Qualification Pack	Qualifications Pack- Diamond bagger and flueter
Sector Skill Council	
	GEMS & JEWELLERY

			Assessment Strategy	Marks Allocation	
NOS	Elements		Performance Criteria	Theory	Practical
1. G&J/N2501 Organise diamond and gemstones in bags	Diamond bagging and flueting		PC1. read job sheet for the diamond and gemstone requirement	1	8
			PC2. count and measure weight of the number of diamonds and gemstones	2	12
			PC3. segregate the diamonds and gemstones in terms of shades	1	8
			PC4. identify surface defects in diamonds and gemstones	2	12
			PC5. report mismatch and number, weight and shades of the diamonds and gemstones	1	12
	Productivity		PC6. timely deliver diamond bags to next process	0	6
			PC7. complete bagging and flueting number of diamonds and gemstones as per target deliverable and quality approved by the supervisor	0	6
			PC8. improve productivity by organising the workspace	0	6
				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/N9902 Coordinate with others	Interaction with supervisor		PC1. understand the work output requirements	1	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	1	2
	Interactions with colleagues and other departments		PC4. put team over individual goals	1	0
			PC5. be able to resolve conflicts	1	0
			PC6. learn how to multi-task relevant activities	1	0
				6	6
4. G&J/N9905 Maintain occupational	Communicating potential		PC1. spot and report potential hazards on time	1	0

health and safety	accident points	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
		GRAND TOTAL	20	80
100				