

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

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Introduction

Qualifications Pack-Cleaver

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Rough cutting and sawing

REFERENCE ID: G&J/Q4405

ALIGNED TO: NCO-2004/7313.50

Cleaver: Also known as *Bhar Fatka* worker, a cleaver who cuts rough diamond into two pieces using manual force. Cleaving is a traditional role in the Indian diamond processing industry

Brief Job Description: The individual at work needs to cut the rough diamond into two pieces, for better value or the removal of impurities or irregularities without shattering it. The individual uses a second diamond or a laser, to carve a groove into the diamond along a plane of weakness. A steel blade is placed in the groove and a sharp blow is delivered with the hammer, which splits the stone.

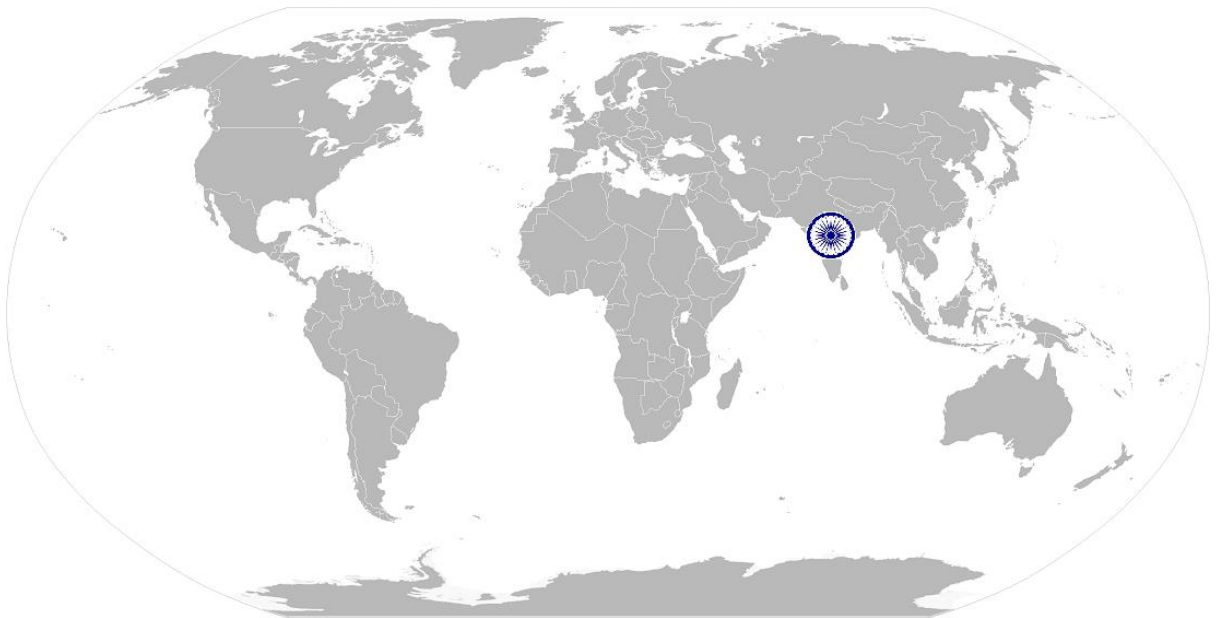
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; steady hands; powerful arms; ability to work for long hours in sitting position; high level of concentration; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4405		
Job Role	Cleaver		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	31/05/13
Sub-sector	Diamond Processing	Last reviewed on	30/07/13
Occupation	Diamond Planning	Next review date	15/07/15

Job Role	Cleaver Also known as 'Bhar Fatka Worker'
Role Description	Cutting the rough diamond along the marking of the groove using a blade and striking by hammer, in order to remove inclusions and maximise yield, while ensuring minimum breakage
NVEQF/NVQF level	3
Minimum Educational Qualifications	Preferably 10 th Standard Passed
Maximum Educational Qualifications	
Training	Not Applicable
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N4406 Cleave the rough diamond G&J/N9930 Maintain IPR G&J/N9931 Coordinate with team and superiors G&J/N9933 Maintain safety <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

National Occupational Standard



Overview

This unit is about cutting the rough diamond into two pieces, using a steel blade placed in the groove that has been created using another diamond or laser, and delivering a sharp blow with the hammer, which splits the stone.

G&J/N4406

Cleave the rough diamond

National Occupational Standard

Unit Code	G&J/N4406
Unit Title (Task)	Cleave the rough diamond
Description	This OS unit is about cutting the rough diamond into pieces by manually applying force, as per the markings so that inclusions are removed and maximum yield is achieved
Scope	<p>This unit/task covers the following:</p> <p>Collect the rough diamond from the supervisor</p> <ul style="list-style-type: none"> match specifications such as shape, size, dimensions, etc., and marking of the fixed rough received as per those mentioned on the bag <p>Check the groove marking and create groove</p> <ul style="list-style-type: none"> check the groove marking, if it is appropriate for cleaving if no marking is provided, use own judgment for the best cut to maximise yield and minimize breakage and mark the groove into the diamond along a plane of weakness send for laser if laser groove is required or cut a groove along the line showing where the stone is to be cleaved, using another diamond as a cutting tool <p>Cleave the rough diamond</p> <ul style="list-style-type: none"> place the rough on a heavy and firm base place a blade / chisel in the groove created or the natural groove align the cutting blade with the marking on the rough before striking strike it hard along the grain of the diamond, with the hammer bag the cut pieces and label as per the company's procedure return to the supervisor for further processing <p>Return the uncut roughs if:</p> <ul style="list-style-type: none"> cleaving is not possible in the rough there is anticipated problem with the planned cut such that cleaving can lead to breakage <p>Follow safety procedures at work</p> <ul style="list-style-type: none"> ensure that no accidents take place while operating the sharp blade be careful while striking with the hammer <p>Report problems to Supervisor/reporting authority about:</p> <ul style="list-style-type: none"> impractical markings reasons for anticipated delays that may adversely affect delivery

G&J/N4406

Cleave the rough diamond

Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Quality of planning	To be competent, the user/individual on the job must be able to: PC1. accurately cut the roughs along the markings PC2. accurately judge placement of grooves for cutting, where no marking was provided PC3. accurately bag and label the roughs packet before returning
Productivity	To be competent, the user/individual on the job must be able to: PC4. achieve the productivity in terms of carats or number of pieces as set by the company PC5. timely delivery for further processing
Controlling defects	To be competent, the user/individual on the job must be able to: PC6. minimize damage, weight loss and breakage PC7. accurately assess the tension in the rough PC8. assess that the marking is correct for the cut required and will not damage the diamond
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. issue return procedures followed by the company KA6. typical customer profile and market trends KA7. specialization area of the company (size, clarity, shape, quality, etc. of diamonds) KA8. diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. shape, cut, clarity, carat, and physical characteristics of the diamond KB2. alignments for different cuts in a diamond KB3. tension in a diamond KB4. potential ways that may cause damage to a diamond KB5. potential work hazards, particularly, when using blade and hammer KB6. types of inclusions in a diamond KB7. other techniques of rough cutting KB8. use of various scopes in diamond processing KB9. geometry to understand the angles and symmetry KB10. repair work KB11. uses of different types of tools and materials for different purposes and end results KB12. how to maintain and prepare the tools as per job requirement

G&J/N4406

Cleave the rough diamond

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: SA1. to read descriptions on the diamond packets/ bags SA2. to document work done for status and performance appraisal
	Calculation and geometry skills
	The user/individual on the job needs to know and understand how: SA3. to count the number of pieces of a diamond SA4. to understand the structure of the diamond and identify plane of weakness
	Communication skills
	The user/individual on the job needs to know and understand how: SA5. to discuss task, schedules, and work-loads with co-workers and supervisors SA6. to understand instructions and report problems
	Teamwork and multitasking
	The user/individual on the job needs to know and understand how: SA7. to share work load as required SA8. to assist others who require help SA9. to share knowledge with co-workers
	B. Professional Skills
Understanding planning and marking	
The user/individual on the job needs to know and understand how: SB1. the diamond has to be cut along the marking in order to achieve the planned cut	
Using tools and machines	
The user/individual on the job needs to know and understand how: SB2. to work with blade and hammer SB3. to use tools like tweezers, eye glass, etc. to hold and view the diamond SB4. to maintain tools and machines used SB5. to work in a safe environment, i.e., without injuries	
Reducing loss	
The user/individual on the job needs to know and understand how: SB6. to handle diamonds with care SB7. to minimize damage or loss of any diamond during the cleaving process SB8. to report diamond losses via documentation as per company policy SB9. to suggest improvements in order to reduce loss	
Decision making	
The user/individual on the job needs to know and understand how: SB10. to decide if a particular rough must be cut along the marking provided SB11. to determine where the groove must be made, where no marking is provided SB12. to judge the amount of force needed to be applied	
Planning skills	

G&J/N4406

Cleave the rough diamond

	The user/individual on the job needs to know and understand how: SB13. to plan work for maximum productivity
	Analytical skills
	The user/individual on the job needs to know and understand how: SB14. to assess the accuracy of marking, sufficiency of the depth of the groove
	Reflective thinking
	The user/individual on the job needs to know and understand how: SB15. to work for long hours in a sitting position without health problems
	Critical thinking
	The user/individual on the job needs to know and understand how: SB16. to spot process disruptions and delays

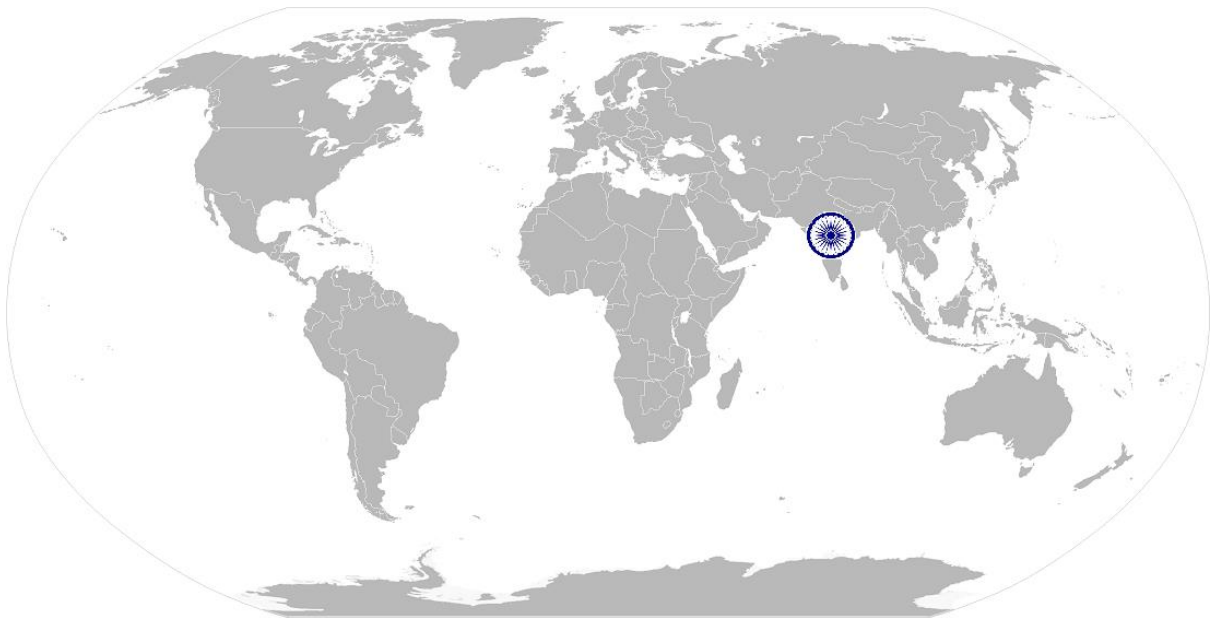
G&J/N4406

Cleave the rough diamond

NOS Version Control

NOS Code	G&J/N4406		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	31/05/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

National Occupational Standard



Overview

This unit is about and respecting intellectual property rights (IPR) of the company's products, policies, procedures and orders.

G&J/N9930

Maintain IPR

National Occupational Standard

Unit Code	G&J/N9930
Unit Title (Task)	Respect IPR of company
Description	This OS unit is about maintaining company's intellectual property
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 orders to competitors by reporting on time • prevent leak of the manufacturing processes or the policies followed by the company • be aware of any of company's product patents • report IPR violations observed in the market, to supervisor or company heads
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Respecting IPR	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot plagiarism and report</p> <p>PC2. understand rationale of patents and IPR</p> <p>PC3. avoid being involved in IPR violations</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on IPR, plagiarism and order leaks</p> <p>KA2. company's patented products</p> <p>KA3. market trends and company's unique product range</p> <p>KA4. reporting structure</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. basics of patents and IPR laws</p> <p>KB2. how IPR protection is important for competitiveness of a company</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate any observed IPR violations or leaks</p>
B. Professional Skills	Decision making
	<p>The user/individual on the job needs to know and understand when and how:</p> <p>SB2. to report sources of IPR violations</p>
	Reflective thinking
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB3. to learn from past mistakes and report IPR violations on time</p>
	Critical thinking
<p>The user/individual on the job needs to know and understand how:</p> <p>SB4. to spot signs of violations and alert authorities in time</p>	

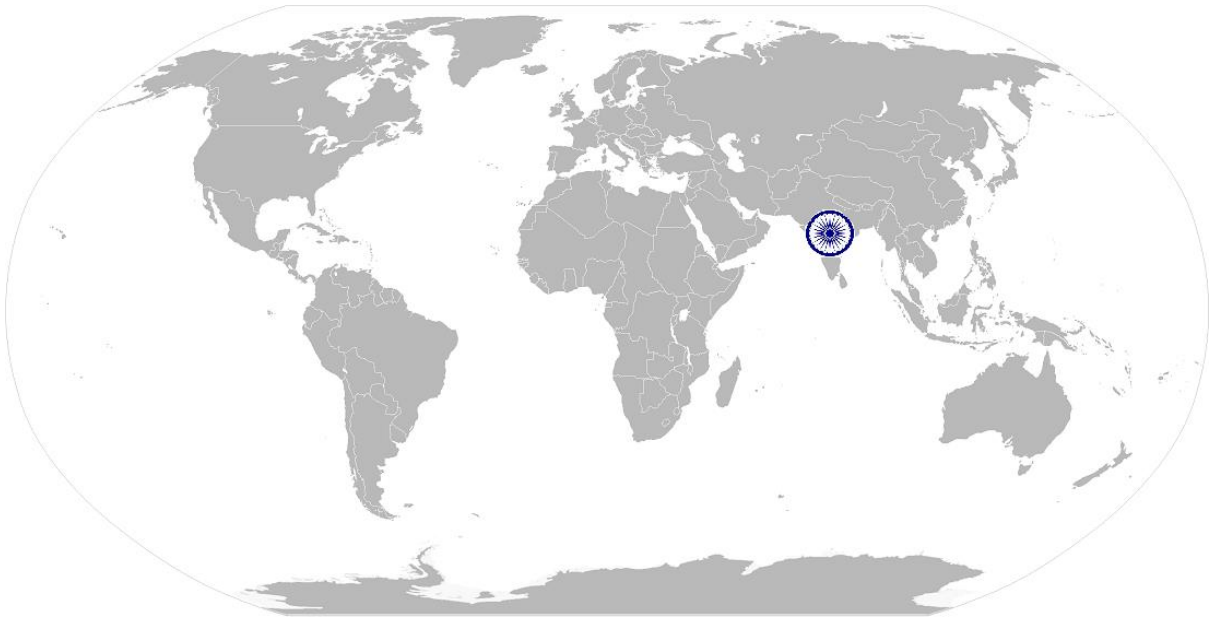
G&J/N9930

Maintain IPR

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National Occupational Standard



Overview

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

G&J/N9931

Coordinate with team and superiors

National Occupational Standard

Unit Code	G&J/N6002
Unit Title (Task)	Interact with colleagues and seniors
Description	This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazards free work flow
Scope	<p>This unit/task covers the following:</p> <p>Interact with supervisor to:</p> <ul style="list-style-type: none"> • 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 <p>Interact with colleagues within and outside the department to:</p> <ul style="list-style-type: none"> • 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. conflicts resolution and multi-tasking
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. company's policies on personnel management KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. how to communicate effectively KB2. how to build team coordination

G&J/N9931

Coordinate with team and superiors

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Teamwork and some multitasking
	The individual on the job needs to know and understand how: SA1. to share work load as required SA2. to deliver product to next work process on time
B. Professional Skills	Decision making
	The individual on the job needs to know and understand: SB1. how to report potential areas of disruptions to work process SB2. when to report to supervisor and when to deal with a colleague depending on the type of concern
	Reflective thinking
	The individual on the job needs to know and understand: SB3. how to improve work process
	Critical thinking
The individual on the job needs to know and understand: SB4. how to spot process disruptions and delays	

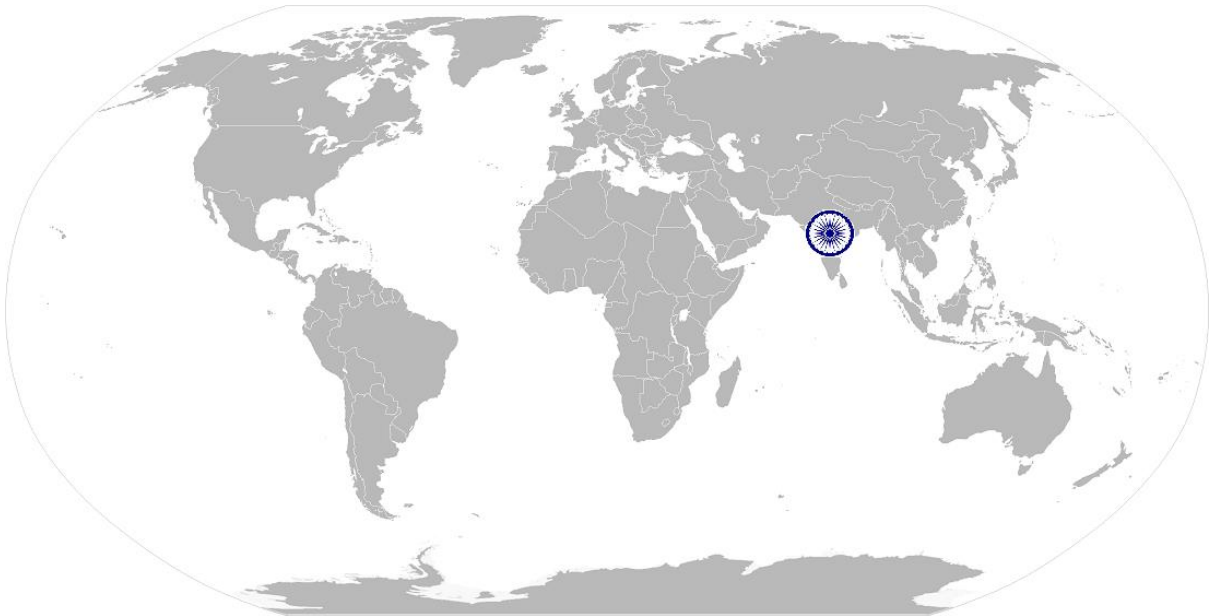
G&J/N9931

Coordinate with team and superiors

NOS Version Control

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Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
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Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
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National Occupational Standard



Overview

This unit is about the worker's commitment towards reporting potential hazards and containing accidents in order to make the work environment safe for self and colleagues.

G&J/N9933

Maintain safety

National Occupational Standard

Unit Code	G&J/N6004
Unit Title (Task)	Maintain safety at work
Description	This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job
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, gases, sharp tools and hazards from machines like rotating scaife, lasers, heating ovens, etc. <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> wear safety gear such as goggles, mask, gloves , jacket , etc. as prescribed for the job <p>Understand the safety procedures followed by the company</p> <ul style="list-style-type: none"> such as fire drills, emergency/ evacuation procedures, first aid, etc., which will be helpful in case of an emergency <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> process flow improvements to 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
Understanding of potential sources of accidents and communicating	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 hazardous materials PC3. deliver quality work on time as required by reporting any anticipated reasons for delays
Using safety gear	To be competent, the user/individual on the job must be able to: PC4. understand which safety gear must we used for a particular task
Understanding of safety procedures	To be competent, the user/individual on the job must be able to: PC5. understand and follow the evacuation procedure properly during a fire drill PC6. provide first aid to self or others in case of emergency
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: KA1. company's policies on handling: harmful chemicals and sharp tools, safety and hazards of machines, fire safety/drill, first aid and, disposal of harmful chemicals and materials KA2. work flow involved in company's diamond processing KA3. importance of the individual's role in the workflow KA4. reporting structure

G&J/N9933

Maintain safety

<p>B. Technical Knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. how different chemicals react and what could be the danger from them</p> <p>KB2. how to use machines and tools without causing bodily harm</p> <p>KB3. fire safety education</p> <p>KB4. first aid execution</p> <p>KB5. disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Communication skills</p> <p>The individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate the danger</p>
<p>B. Professional Skills</p>	<p>Decision making</p> <p>The individual on the job needs to know and understand:</p> <p>SB1. importance of reporting potential sources of danger</p> <p>SB2. appropriate actions to be taken in the event of an accident</p> <p>SB3. procedure for disposing of hazardous materials, safely and following environmental guidelines</p> <p>Reflective thinking</p> <p>The individual on the job needs to know and understand how:</p> <p>SB4. to learn from past mistakes regarding use of hazardous machines, tools or chemicals</p> <p>Critical thinking</p> <p>The individual on the job needs to know and understand:</p> <p>SB5. how to spot danger</p> <p>SB6. procedure to follow in the event of a fire or other hazard</p>

G&J/N9933

Maintain safety

NOS Version Control

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Industry	Gems & Jewellery	Drafted on	31/05/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
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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

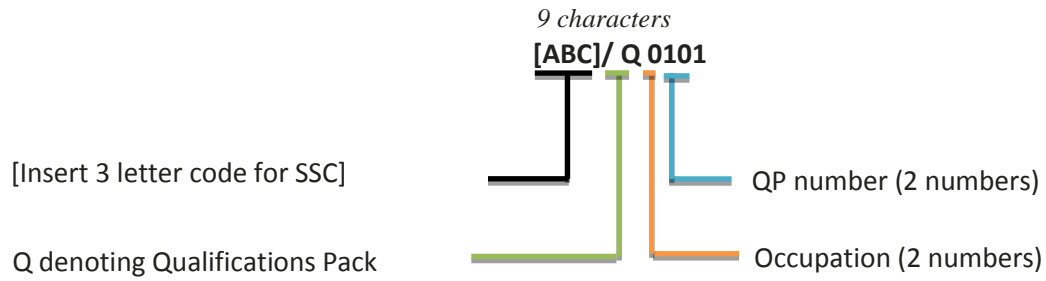
Acronyms

	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
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

Annexure

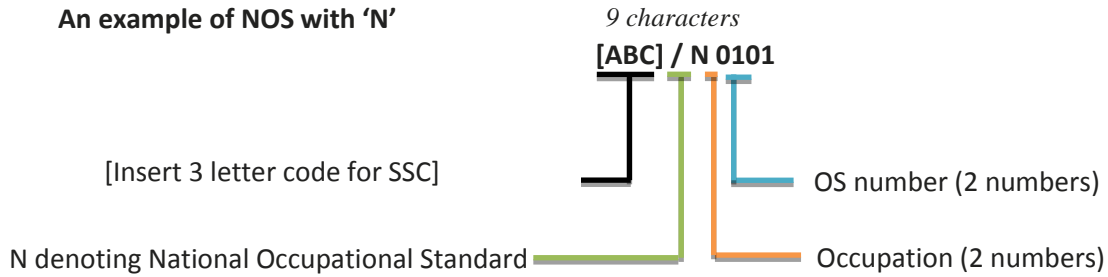
Nomenclature for QP and NOS

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	Q
Next two numbers	Occupation code	44
Next two numbers	OS number	04

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role - Cleaver

Qualification Pack Cleaver

Sector Skill Council
GEMS & JEWELLERY

Guidelines for Assessment:

1. To pass the Qualification Pack , every trainee should score a minimum of 50% in theory and 70% in practical assessments.

		Marks Allocation	
		Theory	Skills Practical
G&J/N4406 This OS unit is about cutting the rough diamond into pieces by manually applying force, as per the markings so that inclusions are removed and maximum yield is achieved	PC1. accurately cut the roughs along the markings	1	10
	PC2. accurately judge placement of grooves for cutting, where no marking was provided	1	10
	PC3. accurately bag and label the roughs packet before returning	1	9
	PC4. achieve the productivity in terms of carats or number of pieces as set by the company	1	9
	PC5. timely delivery for further processing	1	9
	PC6. minimize damage, weight loss and breakage	1	9
	PC7. accurately asses the tension in the rough	1	10
	PC8. asses that the marking is correct for the cut required and will not damage the diamond	1	9
		8	75
G&J/N9930 This OS unit is about maintaining company's intellectual property	PC1. spot plagiarism and report	1	0

	PC2. understand rationale of patents and IPR	1	0
	PC3. avoid being involved in IPR violations	1	0
		3	0
G&J/N9931 This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazards free work flow	PC1. understand the work output requirements	1	0
	PC2. comply with company policy and rule	1	0
	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	2
	PC4. put team over individual goals	2	0
	PC5. conflicts resolution and multi-tasking	2	0
		6	2
G&J/N9933 This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job	PC1. spot and report potential hazards on time	1	0
	PC2. follow company policy and rules regarding hazardous materials	1	0
	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	0
	PC4. understand which safety gear must we used for a particular task	0	1
	PC5. understand and follow the evacuation procedure properly during a fire drill	0	1

	PC6. provide first aid to self or others in case of emergency	0	1
		3	3
		20	80
		100	