

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY

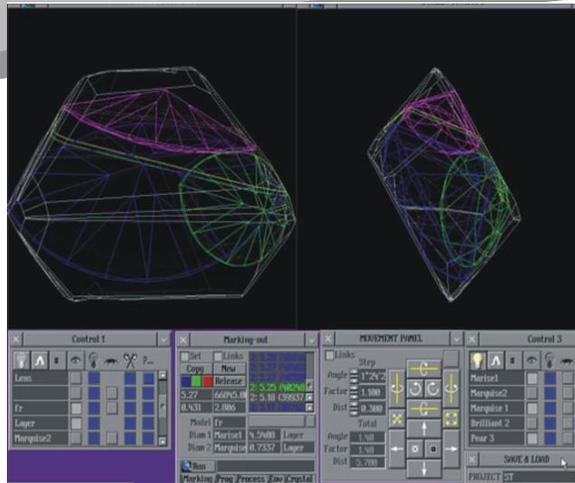
What are Occupational Standards(OS)?

- 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-Planner

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Diamond planning

REFERENCE ID: G&J/Q4202

ALIGNED TO: NCO-2004/ NIL

Planner: Also known as Designer or Marker, the planner decides the ultimate fate of the diamond's design parameters.

Brief Job Description: Individuals on this job use the designing software and planning and marking machines to decide where to mark the diamond rough for generating the most profitable polished diamond for the company as per its policy of maximizing value or colour and weight retention.

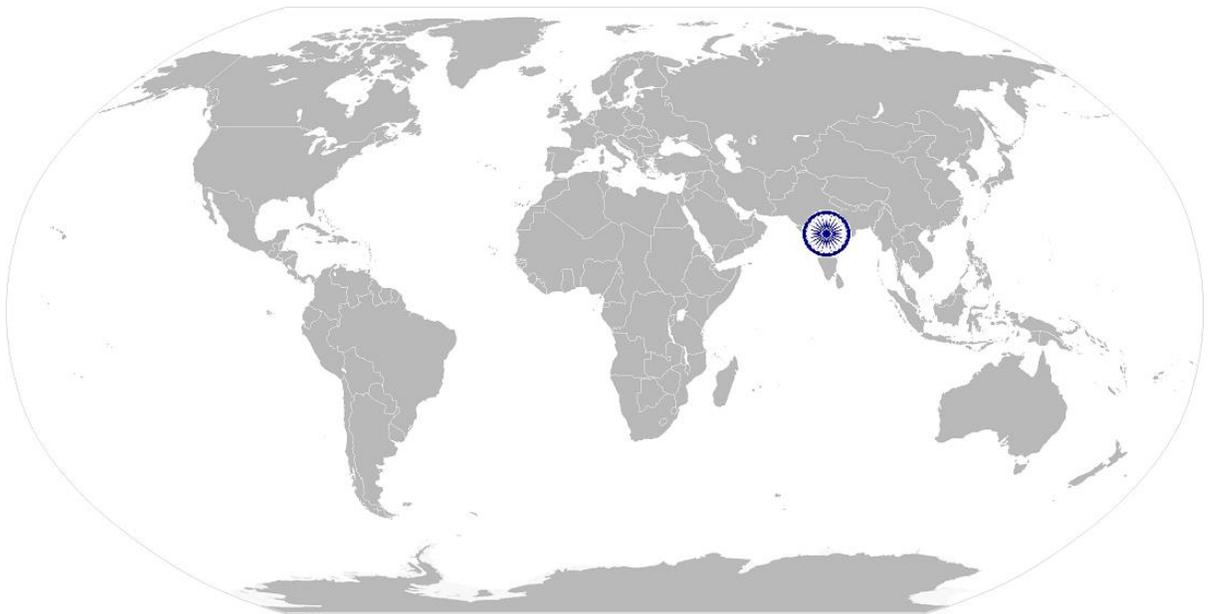
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; ability to work for long hours in sitting position in front of the computer; high level of concentration; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4202		
Job Role	Planner		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	07/06/13
Sub-sector	Diamond Processing	Last reviewed on	30/07/13
Occupation	Diamond Planning	Next review date	15/07/15

Job Role	Planner Also known as 'Designer' or 'Marker'
Role Description	Designing the final dimensions of the diamond using diamond planning software on the computer, as per the company's objectives and mark it using laser marker for further cutting and processing
NVEQF/NVQF level	4
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/N4202 Plan the final cut of the 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 analyzing diamond rough to decide how a diamond will be cut, with twin objectives of maximizing return on investment and optimizing its turnaround time. Scanning devices are used to get 3-dimensional computer model of the rough stone. Also, inclusions are photographed and placed on the 3D model, which is then used to decide on an optimum cut for the stone. Incorrect marking by a fraction can make a difference of thousands of dollars.

G&J/N4202

Plan the final cut of the diamond

National Occupational Standard

Unit Code	G&J/N4202
Unit Title (Task)	Plan the final cut of the diamond
Description	This OS unit is about deciding the final dimensions of the rough diamond, in order to maximize the return on investment for the company
Scope	<p>This unit/task covers the following:</p> <p>Receive the packet of rough diamonds from the supervisor</p> <ul style="list-style-type: none"> match specifications of the roughs such as shape, size, weight and quantity, as per those mentioned on the packet <p>View the rough diamond and prepare it for planning</p> <ul style="list-style-type: none"> examine the rough diamond using an eye glass, draw a rough figure of the diamond and record first observations such as colour, purity, etc. send the rough for photography, receive, match it with the rough and attach it to the diamond packet check the colour, purity and floor tension mark and send the rough for windowing if required and check on receipt if the windowing is as per requirement fix the rough on a die pin with a glue and check its alignment apply whitener and place the rough in the laser mapping machine to create its image without damaging it after the image is created, remove it from the laser machine and clean it using cleaning agents such as acetone <p>Determine the technology to be used for inclusion plotting</p> <ul style="list-style-type: none"> examine at the internal structure of the rough and based on the inclusions, decide which technology (MBox– manual- usually for valuable roughs with less inclusions with windowing , Immersion Glass (IG)- semi automatic or Galaxy – fully automatic- for roughs with heavy inclusions and no windowing) must be used for plotting send the rough for inclusion plotting after receiving the rough from plotting, download its inclusion plotted image file from the server, check if the plotting done is correct for the rough given and all the inclusions have been plotted with accurate dimensions, if not send it back for corrections <p>Plan the final cut of the diamond as per company’s policy</p> <ul style="list-style-type: none"> check the rough model with inclusions plotted and match it with the image created using the laser mapping machine make a colour estimation of the rough using the planning software map different shapes and sizes of the diamond, in such a way to remove maximum inclusions, yet maximizing yield and value make various plans of the final cut diamond of different shapes, sizes, colour, clarity and value

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Plan the final cut of the diamond

	<ul style="list-style-type: none"> • decide which inclusions need to be retained and which have to be removed, and accordingly the clarity level expected for the cut diamond • based on the company’s objective of maximizing value, or carat or colour, etc., select the final plan • get the approval from the supervisor for the final plan • if approval is not given, then re plan the cut <p>Mark the rough for cutting</p> <ul style="list-style-type: none"> • after the final dimensions of the rough have been finalized, decide how the rough will be cut (cleaving, blade/laser sawing) based on its internal structure and the final cut requirements • apply whitener for protection and place the rough in the laser marker machine • make the required marking clearly on the rough, for further cutting of the rough • remove the rough from the laser machine and clean it using a cleaning agent such as acetone or as prescribed by the company • check the marking and place it in a packet, label it and send for further processing <p>Re-plan after sawing if required</p> <ul style="list-style-type: none"> • receive the sawed roughs and check the specifications • check if the initial plan is still optimum or another plan is possible giving a better value • if re planning is required, repeat the planning process • once a final polishing plan is decided, make a production packet of the rough with labeling as per company’s procedure and return it to the supervisor <p>Perform quality check</p> <ul style="list-style-type: none"> • repeatedly check plan after every step and change it if required if the diamond prices have been revised • seek the approval of the supervisor or team leader before finalization • if required, use spectrum to decide on colour and optimization <p>Follow safety procedures at work</p> <ul style="list-style-type: none"> • ensure safety while using the laser machine • ensure appropriate marking for cutting the rough so that there is no breakage <p>Report problems to Supervisor/reporting authority such as:</p> <ul style="list-style-type: none"> • difficulty in plan selection • inability to select method of inclusion plotting / cutting • damage to the rough while marking • machine or software failure • reasons for anticipated delays that may adversely affect delivery
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G&J/N4202

Plan the final cut of the 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 decide the fate of a diamond and pick the optimum plan PC2. extract maximum value from a particular rough as compared to others PC3. ensure that no re planning is required for any rough PC4. accurately mark the rough for cutting PC5. select the right method for inclusion plotting and rough cutting PC6. accurately bag and label the roughs packet before returning
Productivity	To be competent, the user/individual on the job must be able to: PC7. achieve the productivity in terms of carats or number of pieces as set by the company PC8. timely delivery for further processing
Controlling defects	To be competent, the user/individual on the job must be able to: PC9. ensure no damage to the rough during the planning process PC10. spot and correct a faulty planning PC11. asses that the marking is correct for the cut required and will not damage the diamond
Operating the software	To be competent, the user/individual on the job must be able to: PC12. accurately design the diamond on the computer using the designing software PC13. accurately create the image of the rough using the laser machine PC14. accurately enter the data of the parameters such as dimensions
Multitasking	To be competent, the user/individual on the job must be able to: PC15. work on multiple roughs at the same time and switch the planning quickly depending on the type of rough
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.

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Plan the final cut of the diamond

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. computer and laser marking machine operations KB2. using different diamond planning software KB3. shape, cut, clarity, carat, colour and physical characteristics of the diamond KB4. tension in a diamond and use of tension machine KB5. fluorescence level of the diamond KB6. types of inclusions in a diamond KB7. inclusion planning methods (MBox, IG, Galaxy, etc.) and its software KB8. spectrum process KB9. file sharing on company's server KB10. valuation of a diamond KB11. potential ways that may cause damage to a diamond KB12. potential work hazards, particularly, when using laser marking machine KB13. techniques of cutting a rough diamond KB14. windowing process KB15. bruting and polishing process KB16. use of various scopes in diamond processing KB17. geometry to understand the angles and symmetry KB18. GIA diamond grading criteria KB19. repair work
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Reading and writing skills</p> <p>The user/individual on the job needs to know and understand how:</p> <ul style="list-style-type: none"> SA1. to read descriptions on the diamond packets/ bags SA2. to make various plans on the computer SA3. to understand the results displayed by the computer and read manuals SA4. to document work done for status and performance appraisal <p>Calculation and geometry skills</p> <p>The user/individual on the job needs to know and understand how:</p> <ul style="list-style-type: none"> SA5. to calculate the value of a diamond SA6. to decide the angles, size and shapes of the diamond <p>Communication skills</p> <p>The user/individual on the job needs to know and understand how:</p> <ul style="list-style-type: none"> SA7. to discuss task, schedules, and work-loads with co-workers and supervisors SA8. to understand instructions and report problems <p>Teamwork and multitasking</p> <p>The user/individual on the job needs to know and understand how:</p> <ul style="list-style-type: none"> SA9. to share work load as required SA10. to assist others who require help SA11. to share knowledge with co-workers
<p>B. Professional Skills</p>	<p>Diamond valuation</p> <p>The user/individual on the job needs to know and understand how:</p> <ul style="list-style-type: none"> SB1. to estimate basic value of the diamond

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Plan the final cut of the diamond

	<p>SB2. to select the best combination colour, cut, clarity, carat, shape and other dimensions of the diamond to maximize value</p>
	<p>Using tools and machines</p>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB3. to work with laser mapping and marking machine and computer</p> <p>SB4. to perform doping procedure of a rough on a die pin using a glue, and the application of whitener on the rough before putting it in the laser machine</p> <p>SB5. to clean a diamond using agents like acetone</p> <p>SB6. to use tools like tweezers, eye glass, etc. to hold and view the diamond</p> <p>SB7. to maintain tools and machines used</p> <p>SB8. to work in a safe environment, i.e., without injuries</p>
	<p>Reducing loss</p>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB9. to handle diamonds with care</p> <p>SB10. to minimize damage or loss of any diamond during the planning process</p> <p>SB11. to report diamond losses via documentation as per company policy</p> <p>SB12. to suggest improvements in order to reduce loss</p>
	<p>Decision making</p>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB13. to make decisions pertaining to the inclusion plotting and the cutting technology to be used</p> <p>SB14. to decide the final plan to be selected for diamond polishing</p> <p>SB15. to decide on the windowing, spectrum, etc. requirements</p>
	<p>Planning skills</p>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB16. to plan work for maximum productivity</p> <p>SB17. to plan the cut on the given rough to maximize return as per company's objectives</p>
	<p>Analytical skills</p>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB18. to assess the accuracy of the inclusion plotting of the rough given</p> <p>SB19. to analyze the options as per company's objectives before final plan selection</p>
	<p>Innovative thinking</p>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB20. to devise new means of working to improve productivity</p> <p>SB21. to suggest different or innovative plans, which may yield higher returns for the company</p>
	<p>Reflective thinking</p>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB22. to work for long hours in a sitting position without health problems</p>

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	Critical thinking
	The user/individual on the job needs to know and understand how: SB23. to spot process disruptions and delays

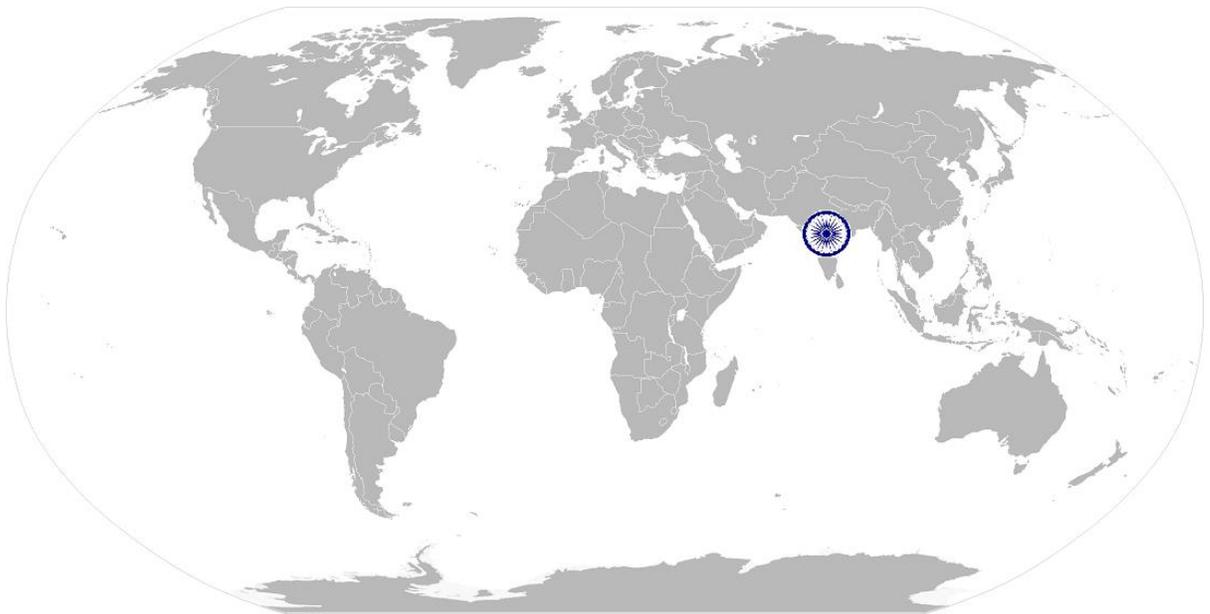
G&J/N4202

Plan the final cut of the diamond

NOS Version Control

NOS Code	G&J/N4202		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	07/06/13
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

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>	

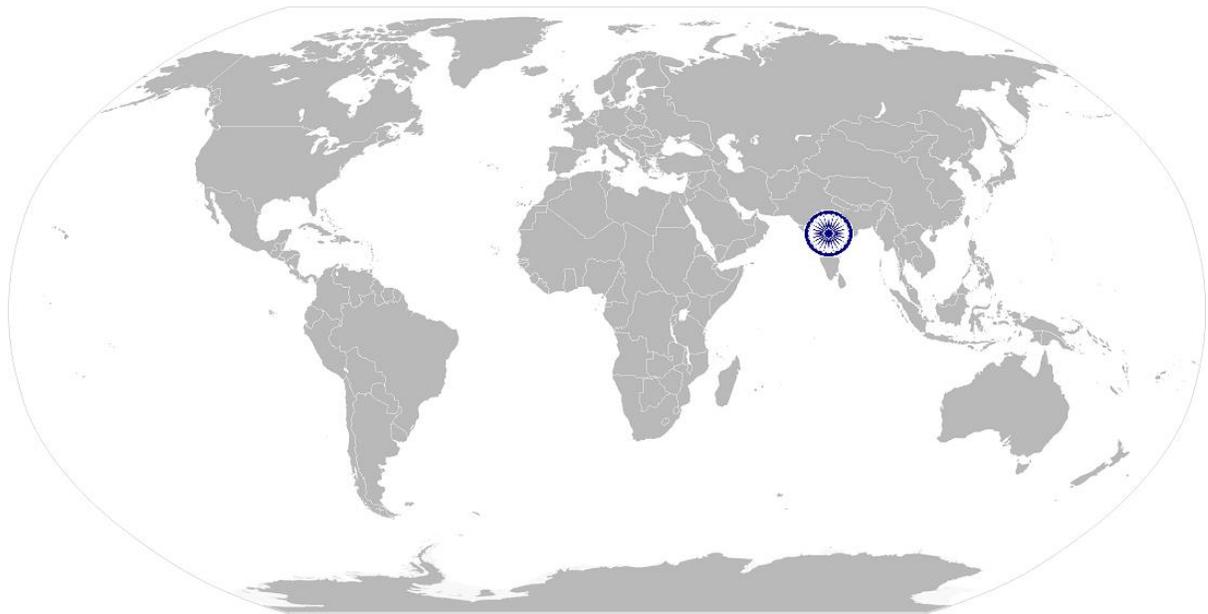
G&J/N9930

Maintain IPR

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NOS Code	G&J/N9930		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	07/06/13
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 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/N9931
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	

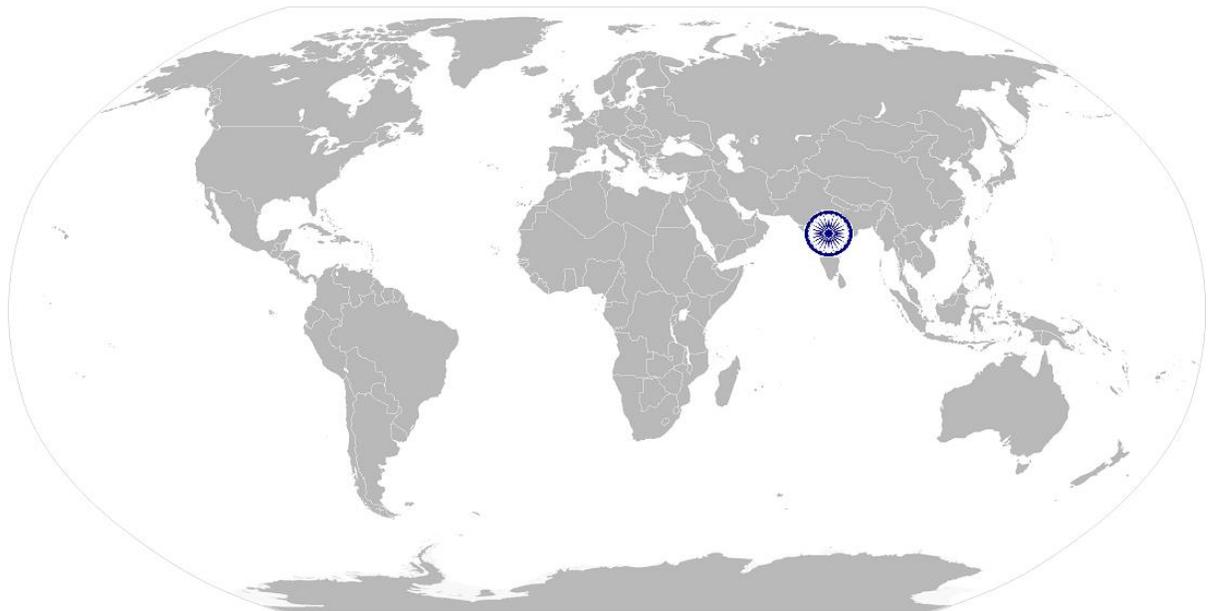
G&J/N9931

Coordinate with team and superiors

NOS Version Control

NOS Code	G&J/N9931		
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/N9933
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	07/06/13
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

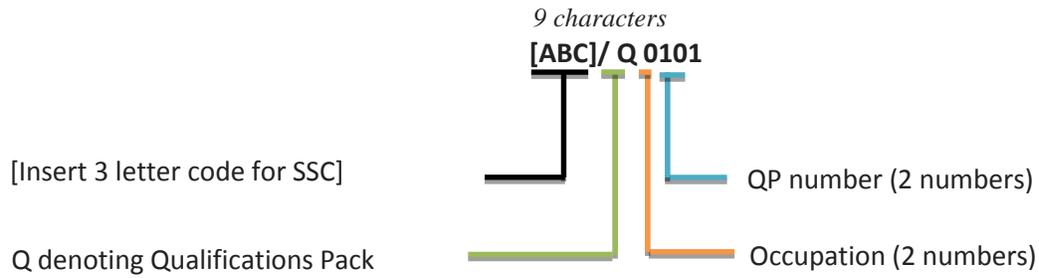
Acronyms

	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

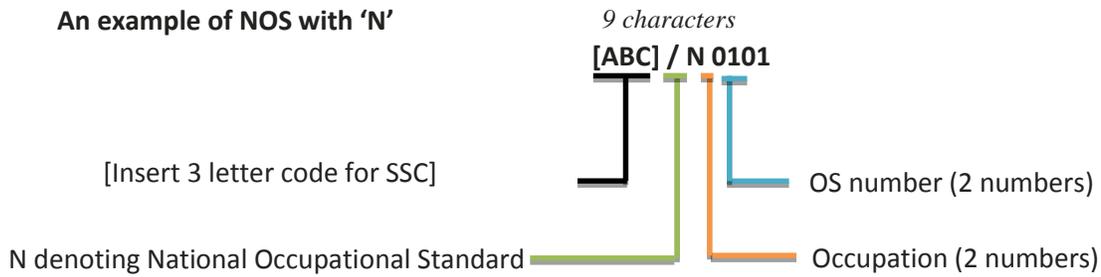
Annexure

Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard



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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	42
Next two numbers	OS number	02

Job Role		CRITERIA FOR ASSESSMENT OF TRAINEES			
Qualification Pack		Planner			
Sector Skill Council		Diamond Processing - Planner			
		GEMS & JEWELLERY			
Assessment Strategy				Marks Allocation	
NOS	Elements	Performance Criteria	Theory	Practical	
1. G&J/N4202 Plan the final cut of the diamond	Quality of Planning	PC1. accurately decide the fate of a diamond and pick the optimum plan	1	10	
		PC2. extract maximum value from a particular rough as compared to others	0	8	
		PC3. ensure that no re planning is required for any rough	1	8	
		PC4. accurately mark the rough for cutting	0	5	
		PC5. select the right method for inclusion plotting and rough cutting	0	5	
		PC6. accurately bag and label the roughs packet before returning	0	3	
	Productivity	PC7. achieve the productivity in terms of carats or number of pieces as set by the company	1	8	
		PC8. timely delivery for further processing	0	3	
	Controlling defects	PC9. ensure no damage to the rough during the planning process	1	4	
		PC10. spot and correct a faulty planning	1	4	
		PC11. asses that the marking is correct for the cut required and will not damage the diamond	1	4	
	Operating the software	PC12. accurately design the diamond on the computer using the designing software	1	5	
		PC13. accurately create the image of the rough using the laser machine	0	3	
		PC14. accurately enter the data of the parameters such as dimensions	0	3	
	Multitasking	PC15. work on multiple roughs at the same time and switch the planning quickly depending on the type of rough	1	4	
Sub Total			8	77	

2.G&J/N9930 Maintain IPR	Respecting IPR	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
		Sub Total	3	0
3. G&J/N9931 Coordinate with others	Interaction with supervisor	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
	Interactions with colleagues and other departments	PC4. Put team over individual goals	1	0
		PC5. Conflicts resolution and multi-tasking	1	0
		Sub Total	4	2
4. G&J/N9933 Maintain safe work environment	Understanding of potential sources of accidents and communicating	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
	Using safety gear	PC4. understand which safety gear must we used for a particular task	0	1
	Understanding of safety procedures	PC5. understand and follow the evacuation procedure properly during a fire drill	1	0
		PC6. provide first aid to self or others in case of emergency	1	0
		Sub Total	5	1
		Total	20	80
		Grand Total	100	