

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-Spectrum Operator

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Diamond planning

REFERENCE ID: G&J/Q4204

ALIGNED TO: NCO-2004/ NIL

Spectrum Operator: In the diamond processing industry, the spectrum operator provides the colour grading to the various planned cuts of the diamond.

Brief Job Description: Individuals on this job use the spectrometer, light table and the D to Z machine (computer) to colour grade diamonds by analyzing the spectrum graph drawn and after passing light through the parallel windows created in the rough diamond in order to select the optimum plan. The spectrum operator evaluates the fluorescence in the rough diamond before assigning the final grades.

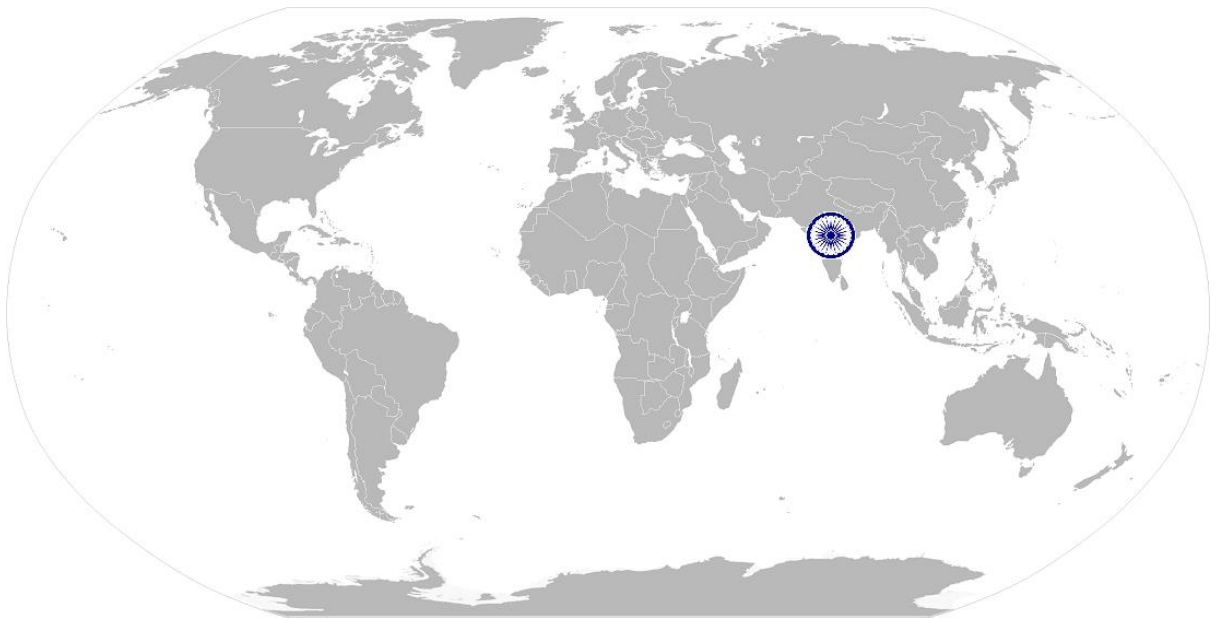
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; ability to work for long hours in sitting position in front of the computer; high level of concentration; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4204		
Job Role	Spectrum Operator		
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	Spectrum Operator
Role Description	Giving the expected final colour grading to various planned cuts of the rough diamond using a light table, spectrometer and a D-Z machine and picking an optimum plan
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/N4204 Use spectrum for colour grading 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 using the light table to pass light through the parallel windows created on the rough diamond, analyzing the transmission spectrum graph made by the spectrometer and using the D-Z machine to provide the expected colour of each cut planned in order to select the optimum plan. The key objective of this process is to grade the expected colour from the planned cuts of a rough diamond.

G&J/N4204

Use spectrum for colour grading of the diamond

Unit Code	G&J/N4204
Unit Title (Task)	Use spectrum for the colour grading of the diamond
Description	This OS unit is about using the spectrum machine to judge the expected colour of the various planned cuts of the rough diamond
Scope	<p>This unit/task covers the following:</p> <p>Collect the rough diamond packet from the supervisor</p> <ul style="list-style-type: none"> match specifications such as shape, size, dimensions, etc., of the rough received as per those mentioned on the packet <p>Check the rough and its planning</p> <ul style="list-style-type: none"> check the planning of the rough provided look at the rough diamond using an eye glass and check if there is any damage check if the existing windows are sufficient, else mark and send for more window receive from windowing and check if the windowing is proper check if there was any damage during windowing or extra weight loss check the parallel window, by placing it on the light table, if the light passes through it or not ensure there is no dirt on the rough diamond. Clean it before further processing <p>Colour grade the rough using the spectrum set up</p> <ul style="list-style-type: none"> place the clean and windowed rough on the light table and pass the light through it. Use the image captured by the light table for analysis in the spectrometer place the rough in the spectrometer and start the spectrum process on the machine observe the graphs being created by the spectrometer save the data generated by the spectrum machine and transfer it to the D-Z machine for optimization <p>Optimize the planning</p> <ul style="list-style-type: none"> check the planning of the rough as per the reading of the spectrometer. assign the colour grade as estimated by the spectrometer for every planned cut before assigning the grade, use the eye glass to check the level of fluorescence and judge if that will have an impact on the final colour grade of the cut stone check the value of the cut stone as per each plan after colour has been finalized pick an optimum plan which maximizes the return for the company as per its objectives get the colour grading and the optimum plan reviewed by the supervisor if approval is not received, repeat the process as per the instructions given <p>Perform quality check</p> <ul style="list-style-type: none"> check the windowing before using the spectrometer check the level of fluorescence before finalizing the colour grades seek the approval of the supervisor/ team leader before finalization

G&J/N4204

Use spectrum for colour grading of the diamond

	<p>Follow safety procedures at work</p> <ul style="list-style-type: none"> ensure appropriate marking for windowing the rough so that there is no breakage or additional weight loss <p>Report problems about:</p> <ul style="list-style-type: none"> difficulty in plan selection inability to decide planes for creating parallel windows damage to the rough while windowing machine / software failures reasons for anticipated delays that may adversely affect delivery
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Quality of output	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. accurately carry out colour estimation</p> <p>PC2. optimize the planning</p> <p>PC3. accurately mark the rough for windowing</p> <p>PC4. accurately bag and label the roughs packet before returning</p>
Productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC6. timely delivery for further processing</p>
Controlling defects	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC7. ensure no damage to the rough during the spectrum process</p> <p>PC8. spot fluorescence in a rough and adjust the colour grade</p> <p>PC9. Asses that the marking is correct for the parallel window required and will not damage the diamond</p>
Operating the spectrum set-up	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC10. accurately place the windowed rough on the light table for passing light and imaging</p> <p>PC11. accurately use the spectrometer to create the graphs</p> <p>PC12. accurately enter the data of the parameters such as dimensions</p> <p>PC13. accurately share and transfer of data from one unit to another</p>
Multitasking	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC14. work on all the three equipment (light table, spectrometer, D-Z machine)</p>

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Use spectrum for colour grading of the diamond

Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> 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.
<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 spectrum machine operations KB2. diamond planning KB3. shape, cut, clarity, carat, colour and physical characteristics of the diamond KB4. spectrum process KB5. colour grading of a diamond KB6. file sharing on company's server KB7. valuation of a diamond KB8. potential ways that may cause damage to a diamond KB9. windowing process KB10. use of various scopes in diamond processing KB11. geometry to understand the angles and symmetry KB12. fluorescence level
Skills (S) [Optional]	
<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 entries 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 plan the parallel windows of the rough SA7. to use the graphs displayed by the spectrometer
	<p>Communication skills</p>
	<p>The user/individual on the job needs to know and understand how:</p> <ul style="list-style-type: none"> SA8. to discuss task, schedules, and work-loads with co-workers and supervisors SA9. to understand instructions and report problems

G&J/N4204

Use spectrum for colour grading of the diamond

B. Professional Skills	Teamwork and multitasking
	The user/individual on the job needs to know and understand how: SA10. to share work load as required SA11. to assist others who require help SA12. to share knowledge with co-workers
	Diamond valuation
	The user/individual on the job needs to know and understand how: SB1. to estimate basic value of the diamond SB2. to select the best plan of the diamond to maximize value
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB3. to work with a light table, spectrometer and a computer (D-Z machine) SB4. to use tools like an eye glass, tweezers, etc. to hold and view the diamond SB5. to maintain tools and machines used SB6. to work in a safe environment, i.e., without injuries
	Reducing loss
	The user/individual on the job needs to know and understand how: SB7. to handle diamonds with care SB8. to minimize damage or loss of any diamond during the spectrum process SB9. to report diamond losses via documentation as per company policy SB10. to suggest improvements in order to reduce loss
	Decision making
	The user/individual on the job needs to know and understand how: SB11. to decide the final colour grade to be assigned to each cut planned SB12. to decide the final plan to be selected for diamond cutting SB13. to decide on the placement of the marking for creating parallel windows
	Planning skills
	The user/individual on the job needs to know and understand how: SB14. to plan work for maximum productivity
	Analytical skills
	The user/individual on the job needs to know and understand how: SB15. to assess the accuracy of the windowing of the rough given SB16. to analyze the options as per company's objectives before final plan selection
	Innovative thinking
	The user/individual on the job needs to know and understand how: SB17. to devise new means of working to improve productivity SB18. to suggest different or innovative plans, which may yield higher returns for the company
	Reflective thinking
	The user/individual on the job needs to know and understand how: SB19. to work for long hours in a sitting position without health problems

G&J/N4204

Use spectrum for colour grading of the diamond

	Critical thinking
	The user/individual on the job needs to know and understand how: SB20. to spot process disruptions and delays

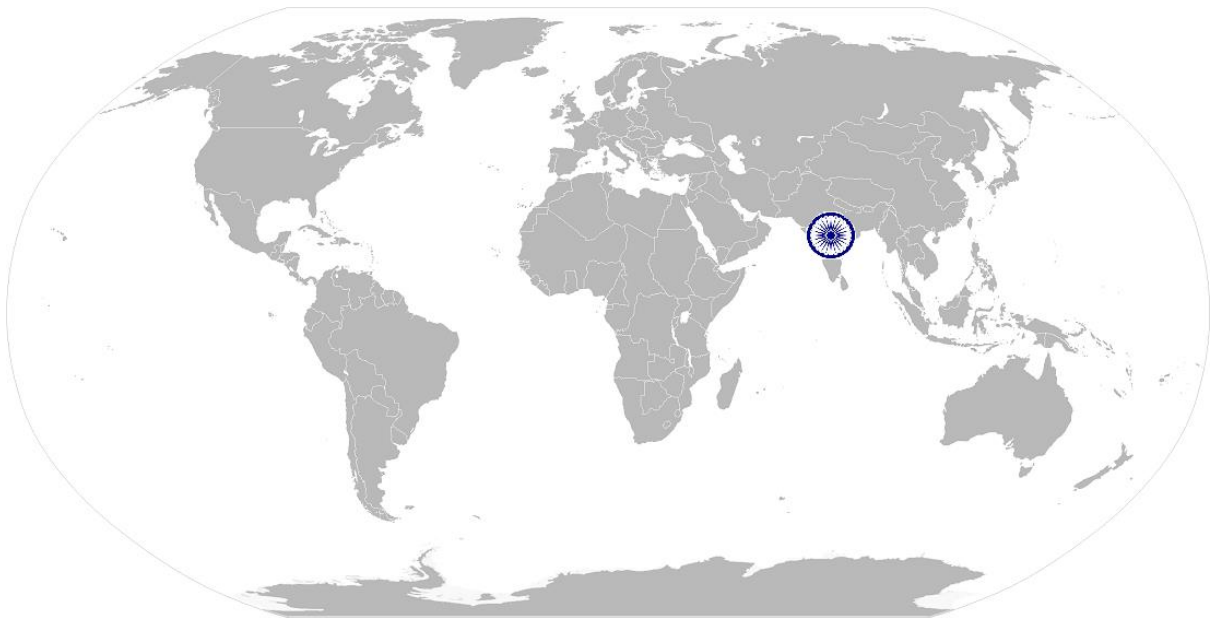
G&J/N4204

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NOS Version Control

NOS Code	G&J/N4204		
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>	

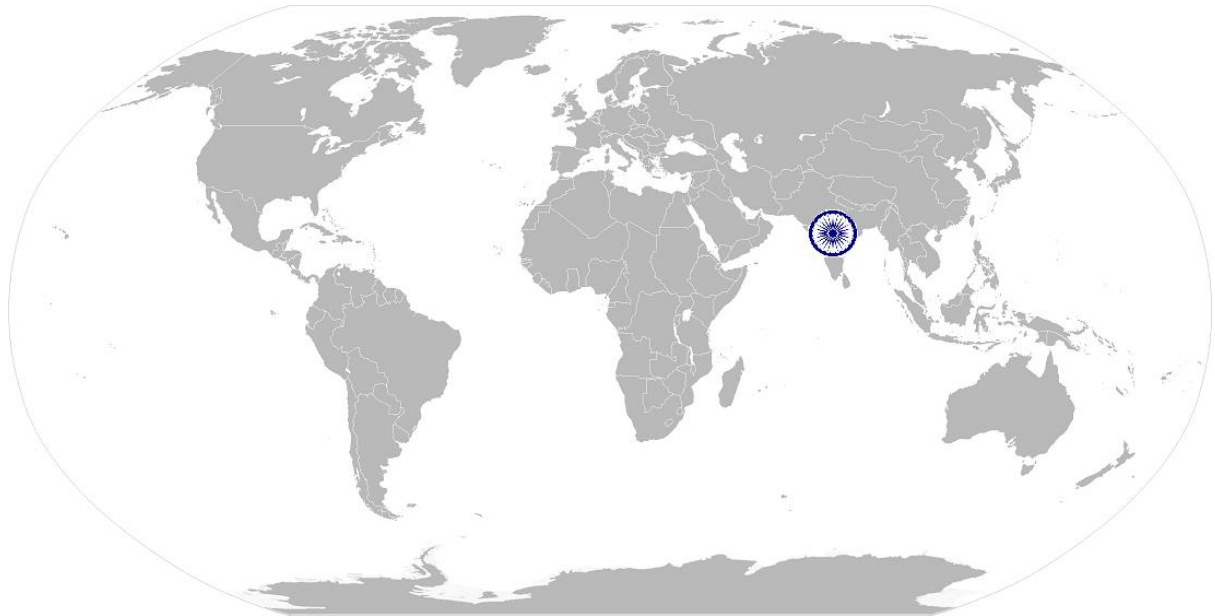
G&J/N9930

Maintain IPR

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Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
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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/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	

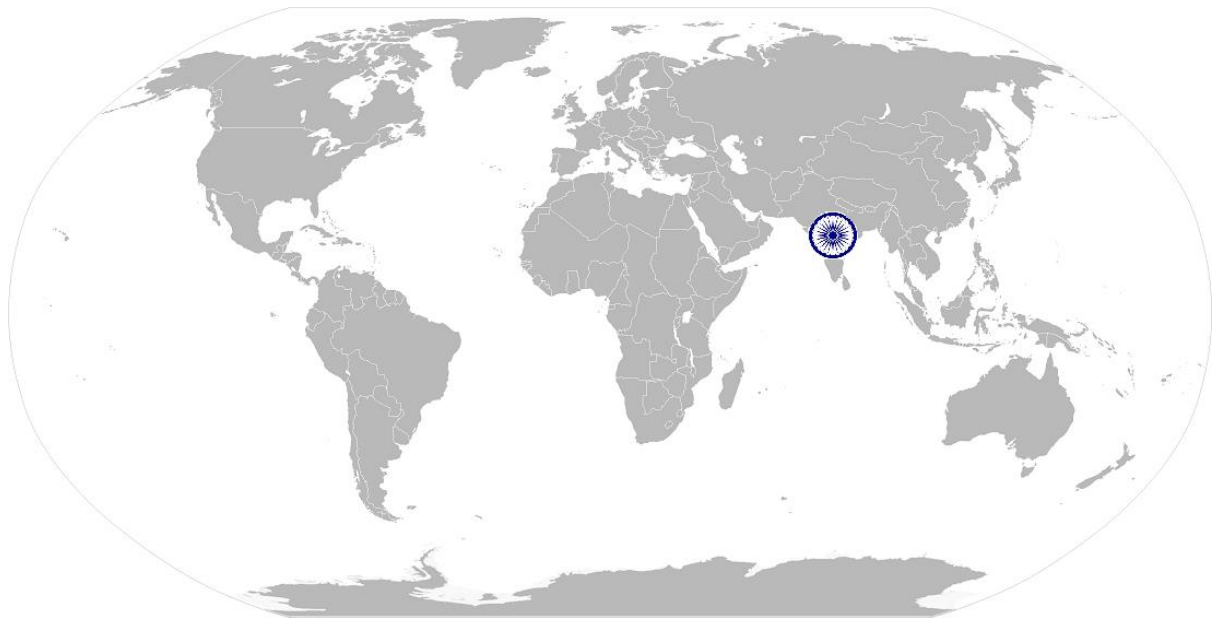
G&J/N9931

Coordinate with team and superiors

NOS Version Control

NOS Code	G&J/N9931		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
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 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 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

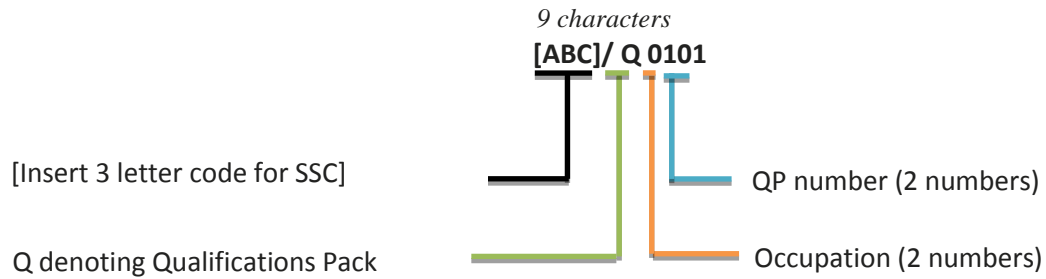
Acronyms

	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

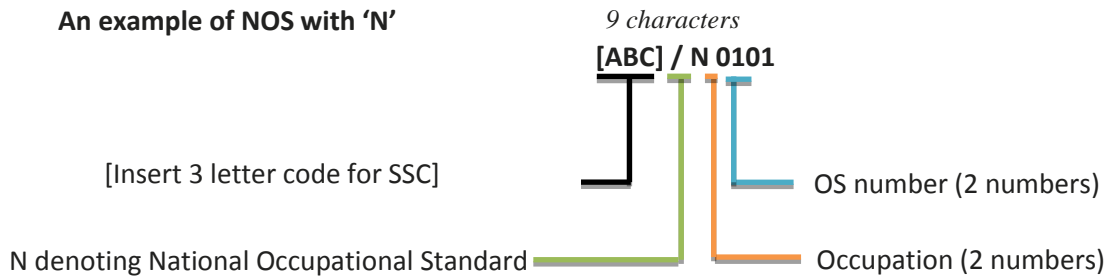
Nomenclature for QP and NOS

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	42
Next two numbers	OS number	02

<p>CRITERIA FOR ASSESSMENT OF TRAINEES</p> <p>Job Role: Diamond Processing Spectrum Operator Qualification Pack: Diamond Processing Spectrum Operator - G&J/Q4204 Sector Skill Council: GEMS & JEWELLERY</p> <p>To pass the Assessment, a candidate needs to score 50% in Theory and 70% in Practical</p>						
Assessment Strategy				Marks Allocation		
NOS	Elements	Performance Criteria	Theory	Practical		
1. G&J/N4204 Use spectrum for colour grading of the diamond	Quality of output	PC1. accurately carry out colour estimation	2	4		
		PC2. optimize the planning	2	6		
		PC3. accurately mark the rough for windowing	1	3		
		PC4. accurately bag and label the roughs packet before returning	1	2		
	Productivity	To be competent, the user/individual on the job must be able to: PC5. achieve the productivity in terms of carats or number of pieces as set by the company		1	4	
		PC6. timely delivery for further processing		1	4	
	Controlling defects	To be competent, the user/individual on the job must be able to: PC7. ensure no damage to the rough during the spectrum process		1	6	
		PC8. spot fluorescence in a rough and adjust the colour grade		1	4	
		PC9. asses that the marking is correct for the parallel window required and will not damage the diamond		1	4	
	Operating the spectrum set-up	To be competent, the user/individual on the job must be able to: PC10. accurately place the windowed rough on the light table for passing light and imaging		1	4	
		PC11. accurately use the spectrometer to create the graphs			4	
		PC12. accurately enter the data of the parameters such as dimensions		1	5	
		PC13. accurately share and transfer of data from one unit to another		1	5	
	Multitasking	To be competent, the user/individual on the job must be able to: PC14. work on all the three equipment (light table, spectrometer, D-Z machine)		1	10	

			Sub Total	15	65
2. G&J/N9930 Maintain IPR	Respecting IPR	To be competent, the user/individual on the job must be able to:			
		PC1. Spot plagiarism and report			1
		PC2. understand rationale of patents and IPR		1	
		PC3. avoid being involved in IPR violations			1
			Sub Total	1	2
3. G&J/ N9931 Coordinate with others	Interaction with supervisor	To be competent, the user/individual on the job must be able to:			
		PC1. Understand the work output requirements			1
		PC2. Understand company policy and rule		1	
		PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays			1
	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					1
		PC5. Conflicts resolution and multi-tasking			4
			Sub Total	1	7
4. G&J/ N9933 Maintain safe work environment	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		1	
		PC2. Follow company policy and rules regarding use of hazardous materials			2
		PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		1	
	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			1
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				1
		PC6. provide first aid to self or others in case of emergency			
			Sub Total	2	4
			Total	20	80
			Grand Total	100	