

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY

What are Occupational Standards(OS)?

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

Contact Us:
GJSCI, Mumbai

E-mail: coo@gjsci.org



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Introduction Qualifications Pack-Diamond Weigher

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Stocking

REFERENCE ID: G&J/Q4303

ALIGNED TO: NCO-2004/ NIL

Diamond weigher: The diamond weigher's role requires weighing the diamonds. It is mainly carried out by women in the Indian Diamond Processing industry.

Brief Job Description: Individuals working on this job use the weighing scale to weigh all the diamonds entering and leaving all the departments in the company. It can be weighing of individual diamonds or a pack of diamonds. Each department in the company has its own stocking or stock control department, where all the stock in that department is maintained and tallied. Hence weighing is done after every process.

Personal Attributes: The job requires the individual to have: basic counting and calculation skills; good eyesight; steady hands; ability to work for long hours in sitting position; and a lot of patience.



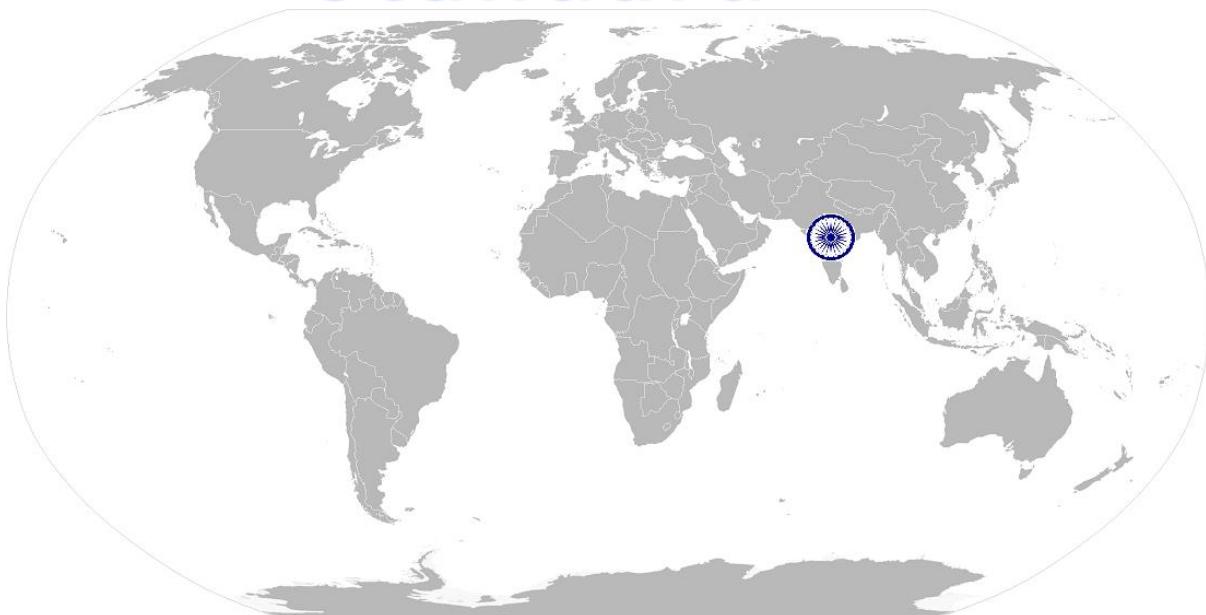
Qualifications Pack Code	G&J/Q4303		
Job Role	Diamond Weigher		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	13/06/13
Sub-sector	Diamond Processing	Last reviewed on	30/07/13
Occupation	Stocking	Next review date	15/07/15

Job Role	Diamond Weigher
Role Description	Weighing the individual diamonds or a pack of diamonds, entering and leaving the department using the weighing scale
NVEQF/NVQF level	1
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"> 1. G&J/N4303 Weigh the diamonds 2. G&J/N9930 Maintain IPR 3. G&J/N9931 Coordinate with team and superiors 4. G&J/N9933 Maintain safety <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

G&J/N4303

Weigh the diamonds

National Occupational Standard



Overview

This unit is usually the first step done once any diamond packet is received by the stock department; it is sent for weighing after opening the packet. This involves using a weighing scale to weigh the diamonds.

G&J/N4303

Weigh the diamonds

Unit Code	G&J/N4303
Unit Title (Task)	Weigh the diamonds
Description	This OS unit is about using a weighing scale to weigh the diamonds as per instructions
Scope	<p>This unit/task covers the following:</p> <p>Receive the packet of roughs from manager</p> <ul style="list-style-type: none"> • understand the weighing requirement, i.e. if the entire packet needs to be weighed together or all the stones individually • count the number of diamonds if required • use a sieve to classify the roughs based on its size, if size wise weighing is required <p>Weigh the diamonds</p> <ul style="list-style-type: none"> • place the individual diamond or a set of diamonds as required on the weighing plate on the scale • note the weight measured as per the company's procedures • place the weighed diamonds in a packet and label them as required, before returning <p>Perform a quality check</p> <ul style="list-style-type: none"> • check if the weighing scale is functioning accurately and is calibrated • ensure that the weighing plate is clean and there is nothing on it before diamonds are placed • use a tray to place the diamonds on the table and use a scoop to pick and place them. • ensure no diamond falls or is lost during the process <p>Report problems about:</p> <ul style="list-style-type: none"> • mismatch in the number of diamonds • difference in the actual quality weight of the diamonds vis-à-vis specified on packet • any problems in with the weighing scale • loss of a diamond

Performance Criteria(PC) w.r.t. the Scope

Element	Performance Criteria
Quality of output	To be competent, the user/individual on the job must be able to: PC1. accurately weigh the diamonds PC2. complete work with no loss of diamonds
Productivity	To be competent, the user/individual on the job must be able to: PC3. achieve the productivity in terms of carats or number of pieces as set by the company

G&J/N4303

Weigh the diamonds

Damage control	To be competent, the user/individual on the job must be able to: PC4. detect calibration errors of the weighing scale and try to correct the same
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 process KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. issue return procedures followed by the company
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Use of a weighing scale KB2. gauging and sieving
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 make note of the weight reading SA3. to label weighed packets for further processing SA4. to document work done for status
	Calculation skills The user/individual on the job needs to know and understand how: SA5. to count the number of diamonds / diamond packets SA6. to make groups and weigh as per instructions
	Communication skills The user/individual on the job needs to know and understand how: SA7. to discuss task, schedules, and work-loads with co-workers and supervisors SA8. to understand instructions and report problems
	Using tools and machines The user/individual on the job needs to know and understand how: SB1. to work with a weighing scale SB2. to maintain tools and machines used SB3. to use diamond lifting tools like tweezers, scoops, etc.
	Reducing loss The user/individual on the job needs to know and understand how: SB4. to handle diamonds with care SB5. to report diamond losses via documentation as per company policy
B. Professional Skills	Critical thinking The user/individual on the job needs to know and understand how: SB6. to spot process disruptions and delays

G&J/N4303

Weigh the diamonds

NOS Version Control

G&J/N4303			
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	13/06/13
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

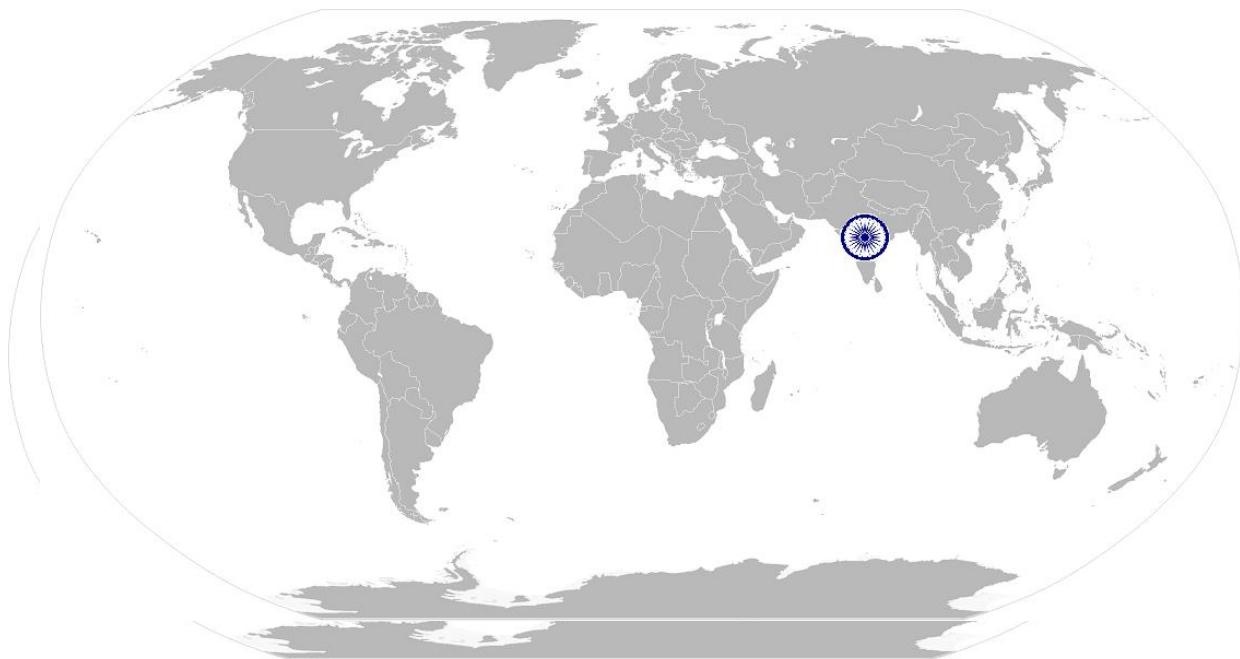
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NOS Code	G&J/N6001		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	13/06/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

G&J/N9931

Coordinate with team and superiors

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

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 ad 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

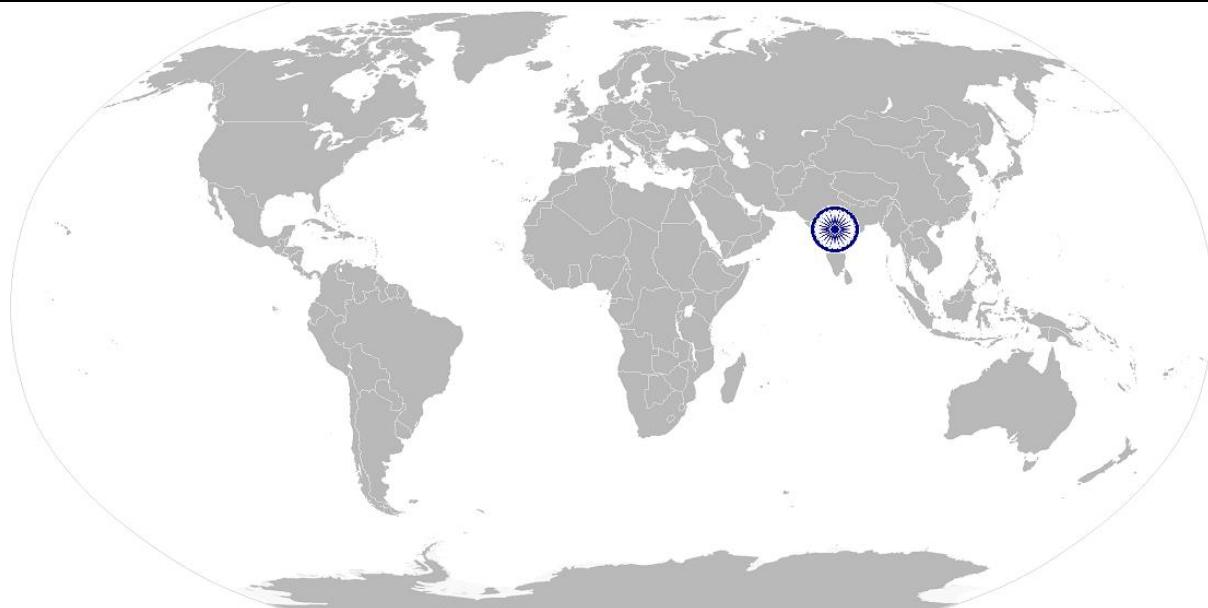


G&J/N9931

Coordinate with team and superiors

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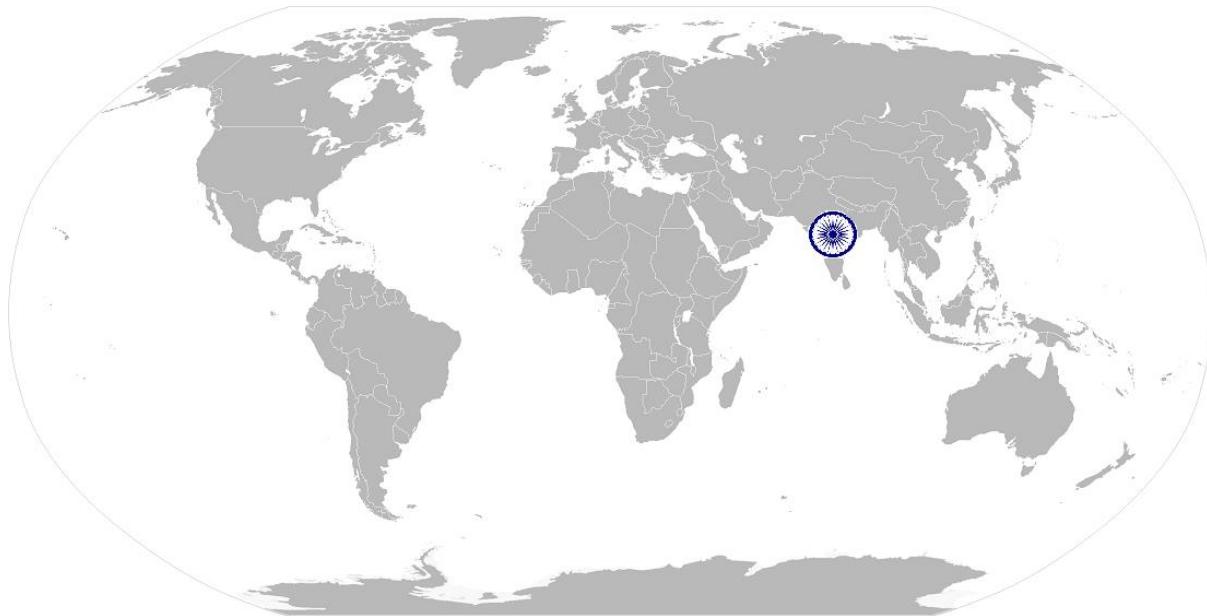
NOS Code	G&J/N9931		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	13/06/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15



G&J/N9933

Maintain safety

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

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
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G&J/N9933

Maintain safety

B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. how different chemicals react and what could be the danger from them KB2. how to use machines and tools without causing bodily harm KB3. fire safety education KB4. first aid execution KB5. disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	<p>Communication skills</p> <p>The individual on the job needs to know and understand how:</p> <ul style="list-style-type: none"> SA1. to effectively communicate the danger
B. Professional Skills	<p>Decision making</p> <p>The individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> SB1. importance of reporting potential sources of danger SB2. appropriate actions to be taken in the event of an accident SB3. procedure for disposing of hazardous materials, safely and following environmental guidelines
	<p>Reflective thinking</p> <p>The individual on the job needs to know and understand how:</p> <ul style="list-style-type: none"> SB4. to learn from past mistakes regarding use of hazardous machines, tools or chemicals
	<p>Critical thinking</p> <p>The individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> SB5. how to spot danger SB6. procedure to follow in the event of a fire or other hazard

G&J/N9933

Maintain safety

NOS Version Control

NOS Code		G&J/N9933	
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	13/06/13
Industry Sub-sector	Diamond Processing	Last reviewed on	30/07/13
		Next review date	15/07/15

Definitions

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

	specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
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

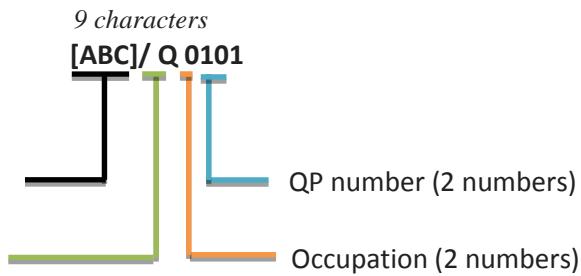
Annexure

Nomenclature for QP and NOS

Qualifications Pack

[Insert 3 letter code for SSC]

Q denoting Qualifications Pack

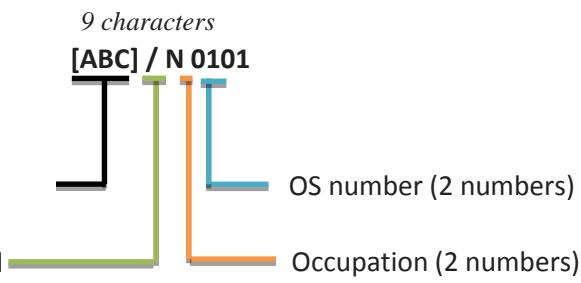


Occupational Standard

An example of NOS with 'N'

[Insert 3 letter code for SSC]

N denoting National 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	43
Next two numbers	OS number	03

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Weighing Person

Qualification Pack Weighing Person

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/N4303 This OS unit is about using a weighing scale to weigh the diamonds as per instructions	PC1. accurately weigh the diamonds	3	19
	PC2. complete work with no loss of diamonds	3	19
	PC3. achieve the productivity in terms of carats or number of pieces as set by the company	3	19
	PC4. detect calibration errors of the weighing scale and try to correct the same	3	18
		8	75
G&J/N9930 Maintain IPR 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 Coordinate with others. This OS unit is about communicating with colleagues and seniors in order to maintain smooth ad hazards free work	PC1. understand the work output requirements	2	0
	PC2. comply with company policy and rule	2	0
	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	2

flow	PC4. put team over individual goals	1	0
	PC5. conflicts resolution and multi-tasking	1	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	