

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & JEWELLERY INDUSTRY



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### 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-Inventory Manager (Wholesale)

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Gemstone Processing

**OCCUPATION:** Wholesaling

**REFERENCE ID:** G&J/Q7102

**ALIGNED TO:** NCO-2004/ 1235.10

**Inventory Manager-Wholesale:** Also known as the Storekeeper, the Wholesale Inventory Manager maintains records of gemstone inventory of the organisation at any given point of time.

**Brief Job Description:** The individual at work maintains stocks of gemstones at a designated place and records its movement within the organisation, up to dispatch.

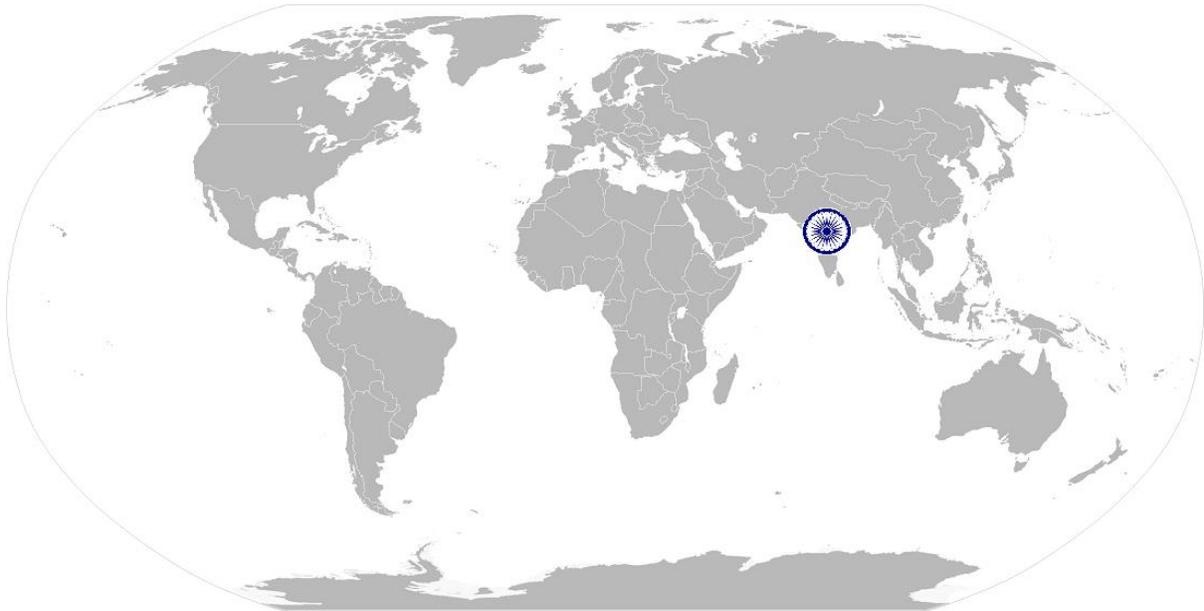
**Personal Attributes:** The job requires the individual to have: attention to details, good eyesight, and sharp memory.

Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q7102</b>		
<b>Job Role</b>	<b>Inventory Manager - Wholesale</b>		
<b>Credits(NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>26/07/13</b>
<b>Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
<b>Occupation</b>	<b>Wholesaling</b>	<b>Next review date</b>	<b>15/07/15</b>

<b>Job Role</b>	<b>Inventory Manager - Wholesale</b> Also known as 'Storekeeper'
<b>Role Description</b>	Maintain and record inventory movement of gemstones in the wholesale business
<b>NVEQF/NVQF level</b>	4
<b>Minimum Educational Qualifications</b>	Minimum: 10 <sup>th</sup> Standard passed
<b>Maximum Educational Qualifications</b>	
<b>Training</b>	Not applicable
<b>Experience</b>	Not applicable
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N7102 Manage inventory of wholesale gemstones</a></li> </ol> <p><b>Optional:</b> Not applicable</p>
<b>Performance Criteria</b>	As described in the relevant OS units

# National Occupational Standard



## Overview

This unit is about maintaining and managing stocks of gemstones and keeping track of movement of each gemstone, every day, for the purpose of wholesale.

**G&J/N7102**

**Manage inventory of wholesale gemstones**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N7102</b>
<b>Unit Title (Task)</b>	<b>Manage and track movement of stock of gemstones for wholesale</b>
<b>Description</b>	This OS unit is about managing the stock of gemstones for wholesale and tracking its movement up to dispatch
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Receive bag of gemstones from superior or supplier</p> <ul style="list-style-type: none"> <li>• check visually the stone type, weight and number as mentioned on the bag</li> <li>• segregate gemstones as per existing order or for storing</li> </ul> <p>Maintain stock</p> <ul style="list-style-type: none"> <li>• segregated lots of gemstones</li> <li>• count the number of gemstones per lot</li> <li>• place in separate boxes</li> <li>• use colour schemes and tags to mark the boxes</li> <li>• use number sequences or bar codes to label the boxes</li> </ul> <p>Record stock movement</p> <ul style="list-style-type: none"> <li>• record details on computer using number sequence or barcodes such as type of gemstones, quantity, weight, colour, size and grade</li> <li>• record incoming supplies, sale and dispatches using barcodes and details on boxes</li> </ul> <p>Report problems related to:</p> <ul style="list-style-type: none"> <li>• stock mismatch at any stage of receiving or delivering</li> <li>• barcoding system of manual recording errors</li> <li>• computer system failure</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintaining stock and record keeping</b>	To be competent, the user/individual on the job must be able to: PC1. ensure that gemstones do not get damaged by mishandling PC2. wrap gemstones in appropriate covering such as paper or cotton balls PC3. record incoming and outgoing inventory details accurately as per company rules
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: KA1. company's policies on: stocking, stone damages, integrity, and personnel management KA2. work flow involved in wholesaling KA3. importance of the individual's role in the workflow KA4. reporting structure

**G&J/N7102**

**Manage inventory of wholesale gemstones**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. basics of gemstones grading KB2. assorting KB3. use of barcoding system KB4. use of computer systems</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Reading and writing skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read size, weight, dimensions of the gemstones as mentioned on the packet SA2. read company rules and compliance documents required to complete the work SA3. read material on using barcoding system</p> <p><b>Counting skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. count the number of gemstones</p>
<p><b>B. Professional Skills</b></p>	<p><b>Packing and storing skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. use different materials for wrapping a gemstone so that it does to lose its shine and colour SB2. store such that gemstones are not damaged SB3. place, barcode, number and label boxes in a way that each one is easily accessible along with details</p> <p><b>Using tools and machines</b></p> <p>The user/individual on the job needs to know and understand how:</p> <p>SB4. to use scoops to carefully handle the gemstones received and checked SB5. to use computer systems and barcoding system SB6. to keep manual record books safely and numbered in a way that they can be easily tracked any time</p> <p><b>Reflective thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. improve work processes for greater productivity</p>

**G&J/N7102**

**Manage inventory of wholesale gemstones**

**NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N7102</b>		
<b>Credits(NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>26/07/13</b>
<b>Industry Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
		<b>Next review date</b>	<b>15/07/15</b>

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	Core skills or generic skills are a group of skills that are the key to learning

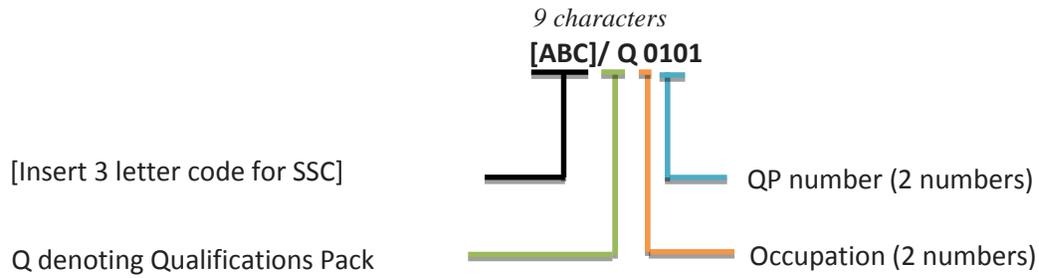
Acronyms

Skills	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
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

## Annexure

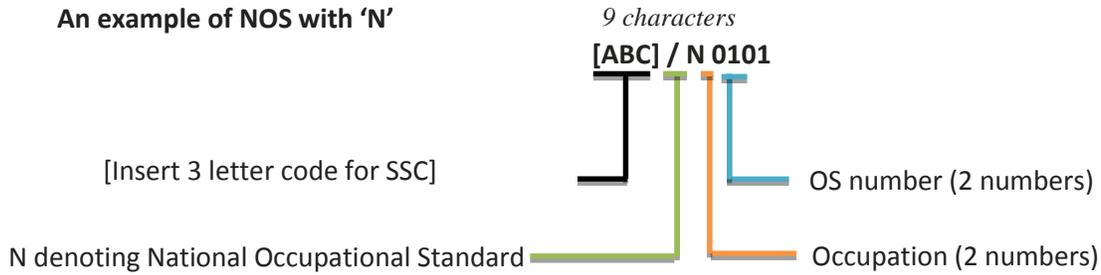
### Nomenclature for QP and NOS

#### 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 <b>QP</b> or <b>NOS</b>	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Inventory Manager (Wholesale)  
 Qualification Pack Inventory Manager  
 Sector Skill Council Gems & Jewellery

To pass the Assessment, a candidate needs to score 50% in Theory and 70% in Practical

Assessment Strategy			Marks Allocation		
NOS	Elements	Performance Criteria	Total	Theory	Practical
1. G&J/N7102 Manage inventory of wholesale gemstones	Maintaining stock and record keeping	PC1. ensure that gemstones do not get damaged by mishandling	24	4	20
		PC2. wrap gemstones in appropriate covering such as paper or cotton balls	34	4	30
		PC3. record incoming and outgoing inventory details accurately as per company rules	42	12	30
			100	20	80