

## 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@gjsi.org](mailto:coo@gjsi.org)



### Contents

1. Introduction and contacts.....P1
2. Qualifications Pack .....P2
3. OS Units.....P3
4. Glossary of Key Terms.....P25
5. Nomenclature of QP & NOS.....P27

## Introduction

### Qualifications Pack-Gemstone Polisher

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Gemstone Processing

**OCCUPATION:** Faceting and Polishing

**REFERENCE ID:** G&J/Q6701

**ALIGNED TO:** NCO-2004/7313.60

**Gemstone Polisher:** The polisher provides finish to the pre-shaped or faceted stone and brings out the stone's colour and lustre. The polisher and facet maker may be two different job roles or the same jobs for working on twin-set machines.

**Brief Job Description:** The individual works with high-speed rotating machines with metal plates and buffs to produce a fully finished stone. The polisher may work on pre-shaped (cabochon) stone or faceted stone.

**Personal Attributes:** The job requires the individual to have: attention to detail; good eyesight; steady hands; ability to work in a process driven team and for long hours in sitting position with a lot of patience; and in high machine-generated noise environment. The individual must use problem solving skills to avert machine failures, and avoid errors and hazards.

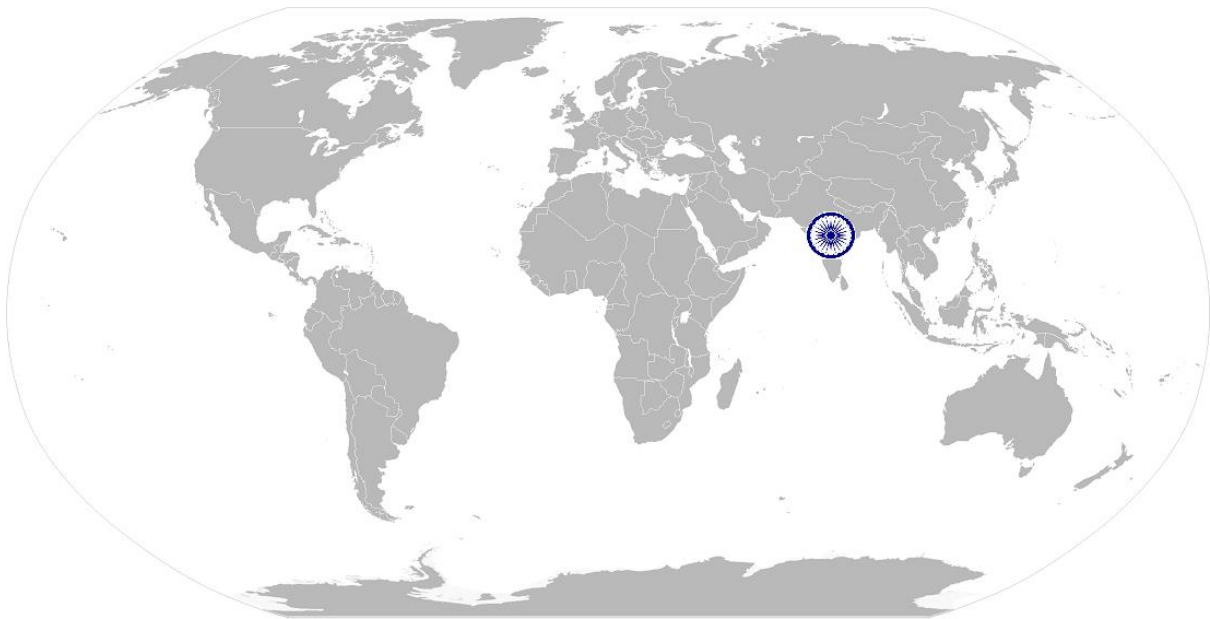
Job Details

<b>Qualifications Pack Code</b>	<b>G&amp;J/Q6701</b>		
<b>Job Role</b>	<b>Gemstone Polisher</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>20/05/13</b>
<b>Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>30/07/13</b>
<b>Occupation</b>	<b>Gemstone Faceting &amp; Polishing</b>	<b>Next review date</b>	<b>15/07/15</b>

<b>Job Role</b>	<b>Gemstone Polisher</b>
<b>Role Description</b>	Providing finish to pre-shaped and cabochon or faceted gemstone in order to enhance its colour and lustre
<b>NVEQF/NVQF level</b>	3
<b>Minimum Educational Qualifications</b>	Preferably 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/N6601 Dop the gemstone</a></li> <li><a href="#">G&amp;J/N6701 Polish faceted or cabochon gemstone</a></li> <li><a href="#">G&amp;J/N9920 Maintain IPR at work</a></li> <li><a href="#">G&amp;J/N9921 Coordinate with colleagues</a></li> <li><a href="#">G&amp;J/N9924 Maintain safety at work</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 fixing the stone securely on a dop stick, metal or wooden, in order to prepare it for pre-shaping, faceting or polishing.

**G&J/N6601**

**Dop the gemstone**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N6601</b>
<b>Unit Title (Task)</b>	<b>Dop the gemstone</b>
<b>Description</b>	This OS unit is about fixing the rough-cut or pre-shaped gemstone securely on the dop for pre-shaping, faceting or polishing
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Receive the bagged stones from supervisor</p> <ul style="list-style-type: none"> <li>• match the stone type, weight and number as mentioned on the bag</li> <li>• check the assortment of stones for shape, size, softness</li> <li>• understand the plan for the stone as per job sheet for stone to be aligned</li> </ul> <p>Fix the stone on dop as per job sheet</p> <ul style="list-style-type: none"> <li>• decide on the side of the stone to be placed on dop such as crown, pavilion, table or girdle</li> <li>• decide on whether to use lac or wax for fixing</li> <li>• decide on the type of dop to be used, metal or wooden</li> <li>• place the stone at an angle as per plan</li> <li>• centre the base of the stone</li> <li>• align the stone with the dop</li> <li>• attach the dop with the stone by heating the lac or wax</li> </ul> <p>Return prepared dop to supervisor</p> <ul style="list-style-type: none"> <li>• ensure timely delivery</li> <li>• return damaged gemstone</li> </ul> <p>Report problems related to</p> <ul style="list-style-type: none"> <li>• dops and tools shortage</li> <li>• reasons for anticipated delays that may adversely affect delivery</li> </ul> <p>Interact with superior or facet maker or pre-shaper to</p> <ul style="list-style-type: none"> <li>• receive instructions and materials from reporting supervisor</li> <li>• discuss alignment and work process with facet maker, polisher or pre-shaper</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Fixing stone on dop</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. accurately align the stone</li> <li>PC2. make correct selection of appropriate dop and material for fixing</li> <li>PC3. maintain appropriate level of heating so that stone does not change colour</li> <li>PC4. achieve scratch-free doping</li> <li>PC5. achieve secure setting</li> </ul>
<b>Productivity</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC6. make timely delivery to facet maker or shaper</li> <li>PC7. achieve number of dops prepared per day as per target given</li> </ul>

**G&J/N6601**

**Dop the gemstone**

	PC8. deliver damage-free output with minimum hazards
<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: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and IPR, and personnel management KA2. work flow involved in gemstone processing of company KA3. importance of the individual's role in the workflow KA4. reporting structure
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. different types of stones, the family of stone and their properties, particularly, with respect to heat and pressure sensitivity KB2. uses of different qualities of wax and lac for fixing, their merits and demerits KB3. potential work hazards, particularly, when using heating lamps
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Basic reading and writing skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. read notes, signs and instructions on job sheet SA2. read company rules and compliance documents required to complete the work
	<b>Geometry skills</b>
	The user/individual on the job needs to know and understand: SA3. how to assess accuracy of alignment and measure symmetry SA4. importance of accurately aligned doping for faceting or shaping
	<b>Teamwork and multitasking</b>
	The user/individual on the job needs to know and understand how to: SA5. share work load when multiple deliverables are required SA6. deliver the dop to next work process on time
<b>B. Professional Skills</b>	<b>Understanding gemstones</b>
	The user/individual on the job needs to know and understand how to: SB1. read the stone type, the family it belongs to and its properties SB2. assess the required thickness and spread SB3. visualise and map the final form of the stone
	<b>Using tools and machines</b>
	The user/individual on the job needs to know and understand how: SB4. to use the correct type of dop, e.g., metal or wooden for the process involved SB5. to use the heating lamp for secure fixing and without damaging the stone SB6. to work in a safe environment, i.e., without injuries

**G&J/N6601**

**Dop the gemstone**

	<b>Reflective thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. improve work processes or greater productivity SB8. maintain good posture while working in sitting position for long hours
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how to: SB9. anticipate process disruption and reasons for delay

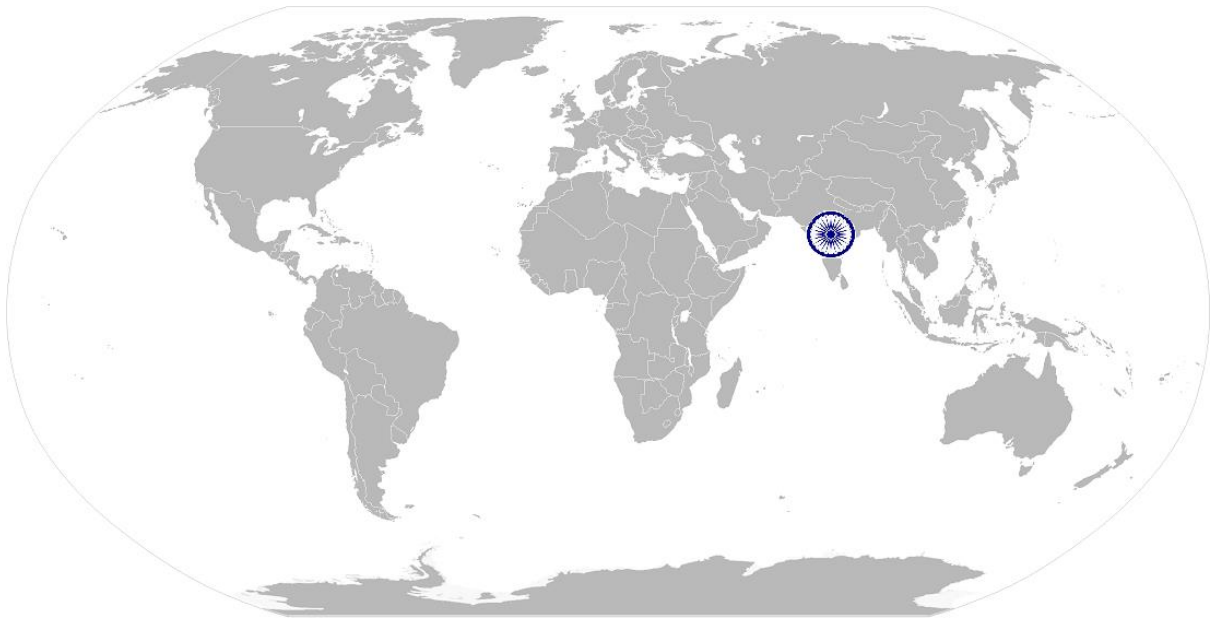
**G&J/N6601**

**Dop the gemstone**

**NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N6601</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>20/05/13</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>

# National Occupational Standard



## Overview

This unit is about providing final finish, shine and lustre by grinding or buffing to pre-shaped cabochon or faceted gemstone.



**G&J/N6701**

**Polish the gemstone**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N6701</b>
<b>Unit Title (Task)</b>	<b>Polish the faceted or cabochon gemstone</b>
<b>Description</b>	This OS unit is about providing final finish to the pre-shaped, cabochon or faceted gemstone by polishing
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Receive bag of gemstones from supervisor</p> <ul style="list-style-type: none"> <li>• match the stone type, weight and number as mentioned on the bag</li> <li>• check shape, size and facet or cabochon of stone for polishing as per job sheet for symmetry and colour defects and potential problems in polishing process</li> <li>• understand the permitted level of stone loss</li> </ul> <p>Polish the gemstone</p> <ul style="list-style-type: none"> <li>• understand the type of stone to be polished such as soft or hard, transparent or translucent or opaque</li> <li>• assess the angles at which the doped stones have to be polished to achieve the brilliance and colour as per job sheet</li> <li>• select the scaife and powdered lap to be used for the stone type such as steel, diamond</li> <li>• level the scaife or faceting mill</li> <li>• use angle indexing to polish the stone</li> <li>• use water jet to reduce adverse effect of overheating of stone, such as change of colour or breakage</li> <li>• select the buffing plate to be used for the stone type such as cloth, wool, wood according to the stone hardness and colour changing properties</li> <li>• calibrate the gemstone as per job sheet and allowed losses</li> </ul> <p>Return to supervisor:</p> <ul style="list-style-type: none"> <li>• the polished and counted stones for quality check</li> <li>• any damaged stones</li> </ul> <p>Report problems related to:</p> <ul style="list-style-type: none"> <li>• machine failure</li> <li>• shortage of dops, powder or laps</li> <li>• reasons for anticipated delays that may adversely affect delivery</li> </ul> <p>Interact with superior or polisher or QC department to:</p> <ul style="list-style-type: none"> <li>• receive instructions and materials from reporting supervisor</li> <li>• give feedback to supervisor or facet maker on any specific stone handling requirement</li> <li>• rework based on feedback from Quality Control department</li> </ul>

**G&J/N6701**

**Polish the gemstone**

<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Polishing gemstone</b>	To be competent, the user/ individual on the job must be able to: PC1. polish facets completely and without window PC2. accurately use angle-indexing PC3. use correct lap, powder and buff PC4. accurately calibrate the gemstone PC5. achieve maximum number of QC okayed polished gemstones
<b>Productivity</b>	To be competent, the user/ individual on the job must be able to: PC6. deliver the number of stones polished per day against target given PC7. achieve scratch-less facets or cabochon with brilliance level as per job sheet PC8. maintain stone loss within prescribed limits, particularly, in precious stones
<b>Handling problems</b>	To be competent, the user/ individual on the job must be able to: PC9. deliver polished stone in time by reporting problems faced or anticipated well in advance
<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: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and IPR, and personnel management KA2. work flow involved in gemstone processing of company KA3. importance of the individual's role in the workflow KA4. reporting structure
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. the process of faceting KB2. basic Gemmology and properties of different types of stones KB3. different types of stones such as precious, semi-precious, synthetic KB4. market value of stone to understand the rationale for different acceptable levels of stone loss KB5. origin of the stone, i.e., which mine, particularly, precious stones to read the softness/ hardness as developed from precedence of use KB6. angle-indexing on polishing machine for achieving maximum clarity and brilliance in polished stone
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Basic reading and writing skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. read height, weight, dimensions of the stones facets as given on job sheets SA2. read company rules and compliance documents required to complete the work

**G&J/N6701**

**Polish the gemstone**

	<b>Calculation and geometry skills</b>
	The user/individual on the job needs to know and understand how to: SA3. assess the angle indexing required SA4. maintain symmetry of facets while polishing the stone
	<b>Teamwork and multi-tasking</b>
	The user/individual on the job needs to know and understand how to: SA5. share work load when multiple deliverables are required SA6. deliver the stone to next work process on time
<b>B. Professional Skills</b>	<b>Reading the design or plan for the stone</b>
	The user/individual on the job needs to know and understand how to: SB1. convert the stone plan on job sheet to a brilliant stone using polishing mill SB2. spot difficulties with respect to practicality of plan or facets created
	<b>Using tools and machines</b>
	The user/individual on the job needs to know and understand how: SB3. to polish stones on scaifes and buffs SB4. the faceting and polishing mill works SB5. many different types of laps are available in terms of material such as diamond or steel or the grits SB6. to use water jet and keep the stone cool SB7. to use different types of buff for different stone types SB8. to work in a safe environment, i.e., without injuries
	<b>Reducing stone loss</b>
	The user/individual on the job needs to know and understand how: SB9. to report stone losses via documentation as per company policy SB10. to minimise stone loss below the prescribed limits SB11. to report any incidents of high stone loss SB12. to follow company's policies on stone fragments SB13. to suggest improvements in order to reduce stone loss limits
	<b>Reflective thinking</b>
	The user/individual on the job needs to know and understand how to: SB14. improve work processes or greater productivity SB15. maintain good posture while working in sitting position or long hours
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how to: SB16. spot process disruption and reasons for delay

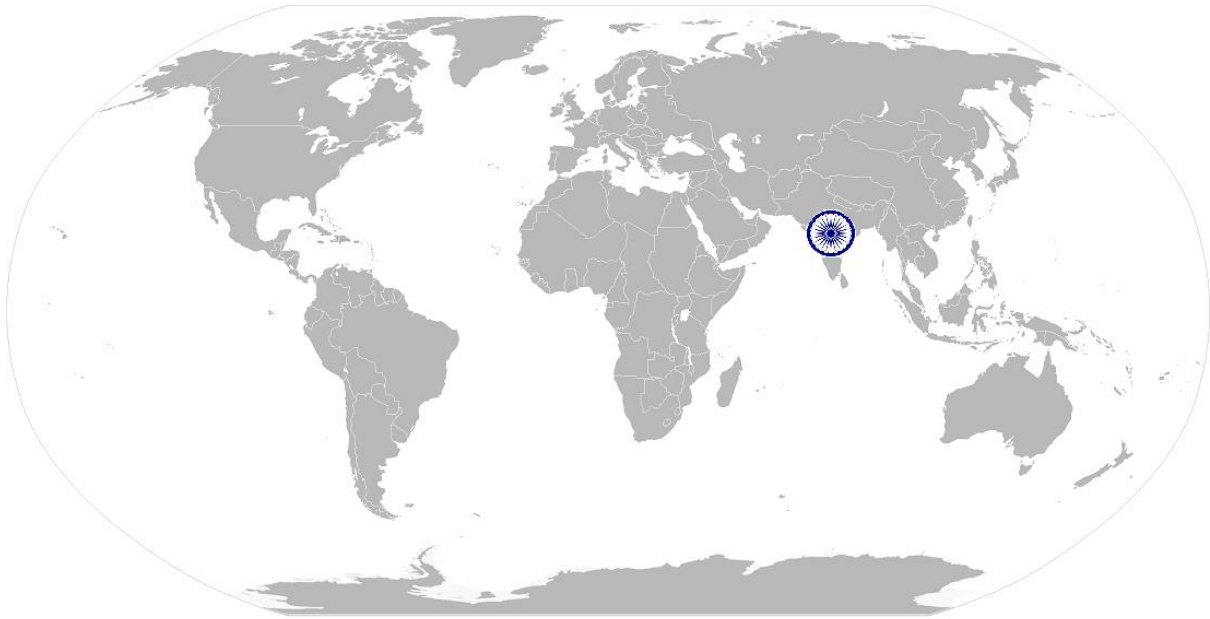
**G&J/N6701**

**Polish the gemstone**

**NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N6701</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>20/05/13</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>

# National Occupational Standard



## Overview

This unit is about respecting intellectual property rights of the company's products and designs.

**G&J/N9920**

**Maintain IPR at work**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9920</b>
<b>Unit Title (Task)</b>	<b>Maintain IPR of company</b>
<b>Description</b>	This OS unit is about protecting company's Intellectual Property Rights
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> <li>to prevent leak of new designs/ plans to competitors by reporting on time</li> <li>to be aware of any of company's product, process or design patents</li> <li>to report IPR violations observed in the market, to supervisor or company heads</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Reducing stone loss and maintaining IPR</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC1. be aware of patents and IPR</p> <p>PC2. not be involved in IPR violations</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: integrity, IPR and personnel management</p> <p>KA2. work flow involved in gemstone processing of company</p> <p>KA3. importance of the individual's role in the organisation</p> <p>KA4. reporting structure</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. patents and IPR laws</p> <p>KB2. how IPR protection is important for competitiveness of a company</p> <p>KB3. market trends</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. effectively communicate any observed IPR violations or order leaks</p>
<b>B. Professional Skills</b>	<b>Decision making</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. when and how to report potential sources of violations</p>
	<b>Reflective thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. learn from past mistakes and report IPR violations on time</p>

**G&J/N9920**

**Maintain IPR at work**

	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how to: SB3. spot signs of violations and alert authorities in time

**G&J/N9920**

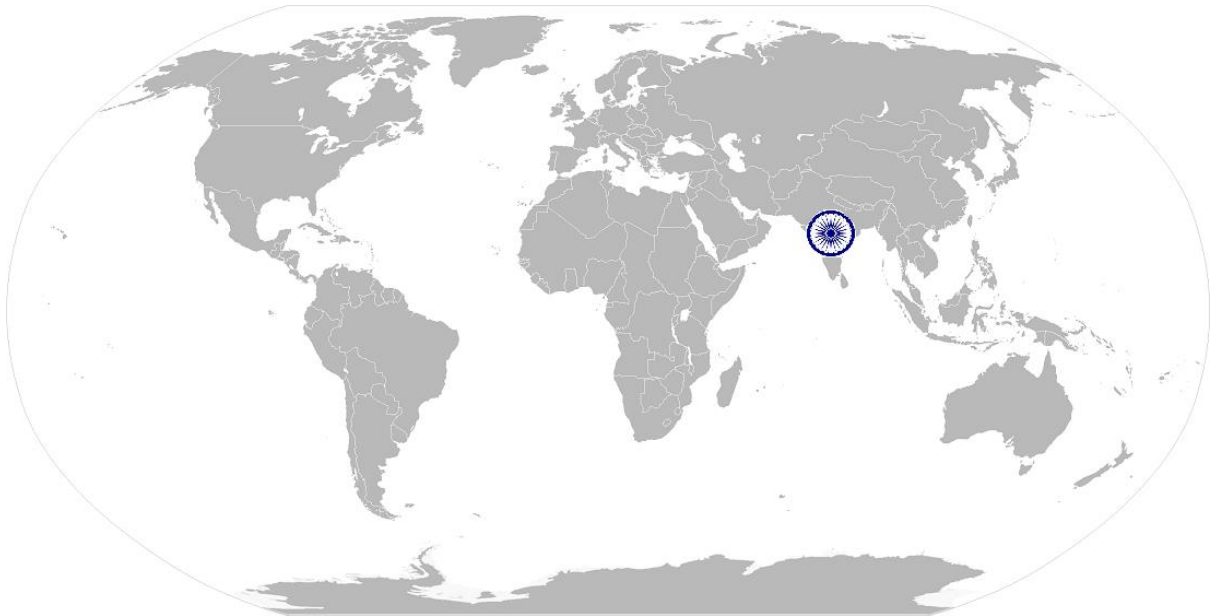
**Maintain IPR at work**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9920</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>20/05/13</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>



# National Occupational Standard



## Overview

This unit is about team work and level of communication with colleagues or clients. 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/N9921**

**Coordinate with others**

National Occupational Standard	<b>Unit Code</b>	<b>G&amp;J/N9921</b>
	<b>Unit Title (Task)</b>	<b>Coordinate with colleagues and seniors</b>
	<b>Description</b>	This OS unit is about communicating with colleagues and seniors in order to achieve smooth and hazard-free work flow
	<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Interact with supervisor to:</p> <ul style="list-style-type: none"> <li>• receive work instructions and raw materials from reporting supervisor</li> <li>• communicate to reporting supervisor about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</li> <li>• communicate any potential hazards or expected process disruptions</li> <li>• handover completed work to supervisor</li> </ul> <p>Interact with colleagues within and outside the department to:</p> <ul style="list-style-type: none"> <li>• work as a team with colleagues and share work as per their or own work load and skills</li> <li>• work with colleagues of other departments</li> <li>• communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>• receive feedback from QC and rework in order to complete work on time</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Interaction with supervisor</b>	To be competent, the user/individual on the job must: 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
	<b>Interactions with colleagues and other departments</b>	To be competent, the user/individual on the job must: PC4. put team over individual goals PC5. resolve conflicts and multi-task
	<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 personnel management KA2. work flow involved in gemstone processing of company KA3. importance of the individual's role in the workflow KA4. reporting structure

**G&J/N9921**

**Coordinate with others**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand how to:</p> <p>KB1. communicate effectively KB2. build team coordination</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Teamwork and multitasking</b></p> <p>The individual on the job needs to know and understand:</p> <p>SA1. importance of sharing work load as required SA2. significance of delivering product to next work process on time</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision making</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB1. potential areas of disruptions to work process and report the same SB2. when to report to supervisor and when to deal with a colleague individually, depending on the type of concern</p> <p><b>Reflective thinking</b></p> <p>The individual on the job needs to know and understand how to:</p> <p>SB3. improve work processes</p> <p><b>Critical thinking</b></p> <p>The individual on the job needs know and understand how to:</p> <p>SB4. spot process disruptions and delays</p>

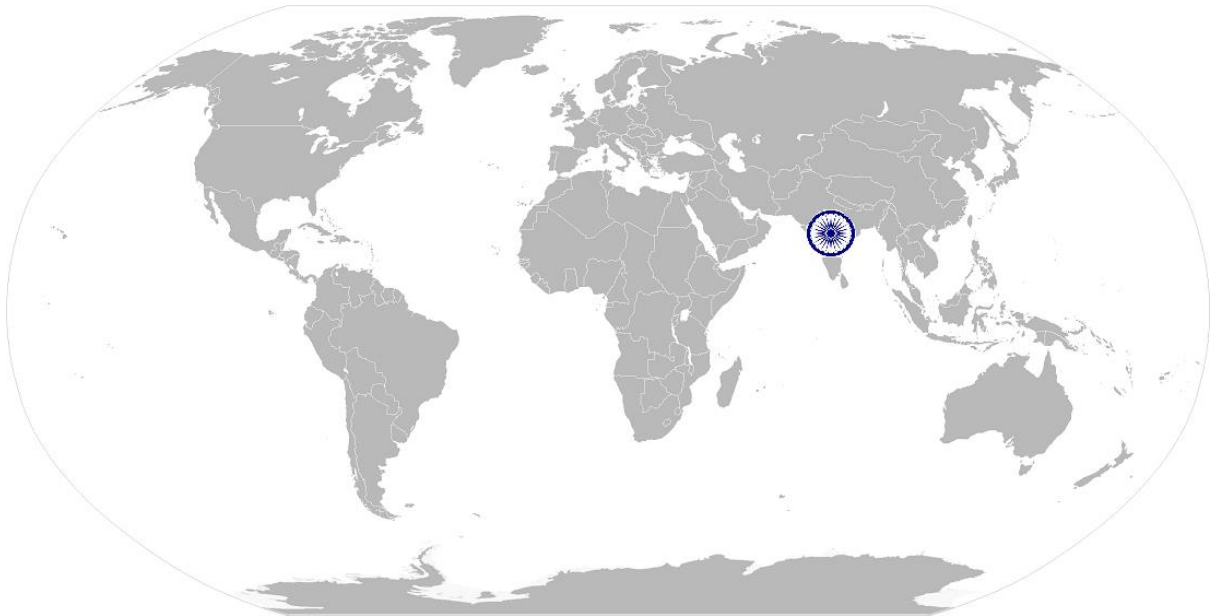
**G&J/N9921**

**Coordinate with others**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9921</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>20/05/13</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>

# National Occupational Standard



## Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self and colleagues and maintaining a clean working environment.

**G&J/N9924**

**Maintain safety at work**

<b>National Occupational Standard</b>	<b>Unit Code</b>	<b>G&amp;J/N9924</b>
	<b>Unit Title (Task)</b>	<b>Maintain safety at work</b>
	<b>Description</b>	This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining a clean work environment
	<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Understand potential sources of accidents</p> <ul style="list-style-type: none"> <li>to avoid accidents related to use of potentially dangerous chemicals, sharp tools, hazards from machines such as laser sawyer, heating lamps, rotating scaife and lap</li> </ul> <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> <li>wear safety gear such as goggles, mask, gloves, ear plugs</li> </ul> <p>Keep the work environment clean and organised</p> <ul style="list-style-type: none"> <li>keep the work station, machine, tools clean</li> <li>keep all the tools in an organised manner</li> <li>not litter or spit on work premises</li> </ul> <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> <li>process flow improvements that can reduce anticipated or repetitive hazards</li> <li>mishandling of tools, machines or hazardous materials</li> <li>electrical problems that could result in accident</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>		
<b>Element</b>	<b>Performance Criteria</b>	
<b>Communicating potential accident points</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC1. spot and report potential hazards on time</p> <p>PC2. follow company policy and rules regarding use of hazardous materials</p> <p>PC3. deliver quality work on time as required by reporting any anticipated reasons for delays</p>	
<b>Using safety gear</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC4. use or wear safety gear as per the rules of the company</p>	
<b>Cleanliness and hygiene</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC5. clean the work station</p> <p>PC6. organise tools and equipment in use</p>	

**G&J/N9924**

**Maintain safety at work**

Knowledge and Understanding (K)	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: KA1. company's policies on: stone collection, safety and hazards and personnel management KA2. work flow involved in gemstone processing of company KA3. importance of the individual's role in the workflow KA4. reporting structure
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. how different chemicals react and the danger involved KB2. how to use machines and tools without suffering bodily harm
Skills (S) [Optional]	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	<b>Organising skills</b>
	The individual on the job needs to know and understand how to: SA2. keep all the tools in an organised manner so as to find them quickly SA3. keep the work environment clean
<b>B. Professional Skills</b>	<b>Decision making</b>
	The individual on the job needs to know and understand how to: SB1. report potential sources of danger SB2. follow prescribed procedure in the event of an accident SB3. avoid an accident by wearing appropriate safety gear
	<b>Reflective thinking</b>
	The individual on the job needs to know and understand how to: SB4. learn from past mistakes regarding use of hazardous machines or chemicals
	<b>Critical thinking</b>
	The individual on the job needs to know and understand how to: SB5. spot dangers SB6. organise tools so as the work process is smooth
	<b>Decision making</b>
The individual on the job needs to know and understand how to: SB7. report potential sources of danger SB8. follow prescribed procedure in the event of an accident	

**G&J/N9924**

**Maintain safety at work**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9924</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>20/05/13</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 defied 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

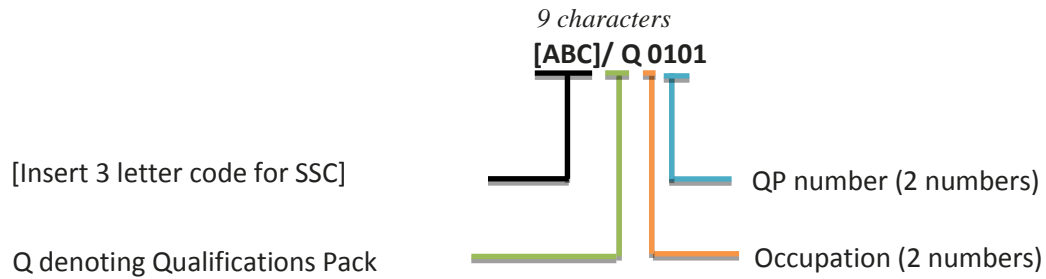
**Acronyms**

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
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

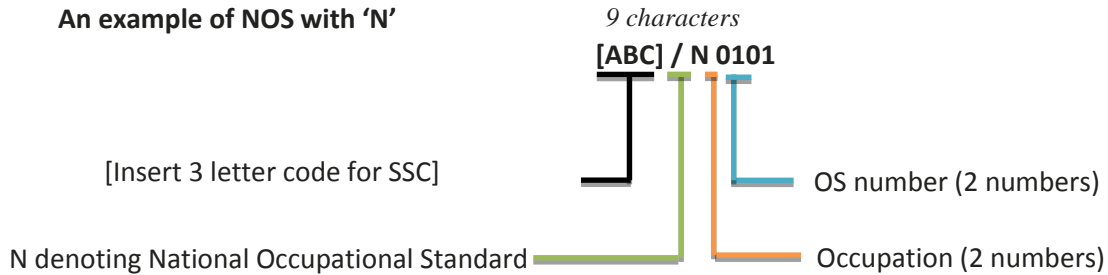
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



[Back to top...](#)

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** Gemstone Processing - Polisher

**Qualification Pack** G&J/Q6701

**Sector Skill Council** Gem & Jewellery

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create theory question papers for candidates at every examination/training centre. (as per assessment criteria below)
4. Individual assessment agencies will create practical tests for skill evaluation for candidates at every examination/training centre. (as per assessment criteria below)
5. To pass the Qualification Pack, every candidate should score a minimum of 50% in theory and 70% in practical to successfully clear the assessment.
6. In case of successfully passing only certain number of NOS's, the candidate is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

		<b>Marks Allocation</b>			
		<b>Total Marks (80+20)</b>	<b>Out Of</b>	<b>Theory</b>	<b>Skills Practical</b>
1. G&J/N6601 Dop the gemstone	PC1. accurately align the stone	<b>22</b>	3	0	3
	PC2. make correct selection of appropriate dop and material for fixing		5	1	4
	PC3. maintain appropriate level of heating so that stone does not change colour		5	1	4
	PC4. achieve scratch-free doping		3	0	3
	PC5. achieve secure setting		3	0	3
	PC6. make timely delivery to facet maker or shaper		1	0	1
	PC7. achieve number of dops prepared per day as per target given		1	0	1

	PC8. deliver damage-free output with minimum hazards		1	0	1
		<b>Total</b>	<b>22</b>	<b>2</b>	<b>20</b>
2. G&J/N6701 Polish faceted or cabochon gemstone	PC1. polish facets completely and without window	<b>53</b>	12	2	10
	PC2. accurately use angle-indexing		12	2	10
	PC3. use correct lap, powder and buff		7	2	5
	PC4. accurately calibrate the gemstone		2	0	2
	PC5. achieve maximum number of QC okayed polished gemstones		2	0	2
	PC6. deliver the number of stones polished per day against target given		2	0	2
	PC7. achieve scratch-less facets or cabochon with brilliance level as per job sheet		6	0	6
	PC8. maintain stone loss within prescribed limits, particularly, in precious stones		8	2	6
	PC9. deliver polished stone in time by reporting problems faced or anticipated well in advance		2	0	2
		<b>Total</b>	<b>53</b>	<b>8</b>	<b>45</b>
3. G&J/N9920 Maintain IPR at work	PC1. be aware of patents and IPR	<b>8</b>	4	2	2
	PC2. not be involved in IPR violations		4	2	2
		<b>Total</b>	<b>8</b>	<b>4</b>	<b>4</b>
4. G&J/N9921 Coordinate with others	PC1. Understand the work output requirements	<b>8</b>	2	1	1
	PC2. Comply with company policy and rule		1	0	1
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		1	0	1

	PC4. Put team over individual goals		2	1	1
	PC5. Resolve conflicts and multi-task		2	1	1
		<b>Total</b>	<b>8</b>	<b>3</b>	<b>5</b>
5. G&J/N9924 Maintain safe work environment	PC1. spot and report potential hazards on time	<b>9</b>	2	1	1
	PC2. follow company policy and rules regarding use of hazardous materials		1	0	1
	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays		1	0	1
	PC4. use or wear safety gear as per the rules of the company		3	2	1
	PC5. clean the work station		1	0	1
	PC6. organise tools and equipment in use		1	0	1
		<b>Total</b>	<b>9</b>	<b>3</b>	<b>6</b>