

## 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- Final Quality Inspector and Grader

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Gemstone Processing

**OCCUPATION:** Grading and Dispatching

**REFERENCE ID:** G&J/Q7001

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

**Gemstone Final Quality Inspector and Grader:** The Final Quality Inspector and Grader is responsible for final quality assessment of every gemstone faceted and/or polished and then grading it.

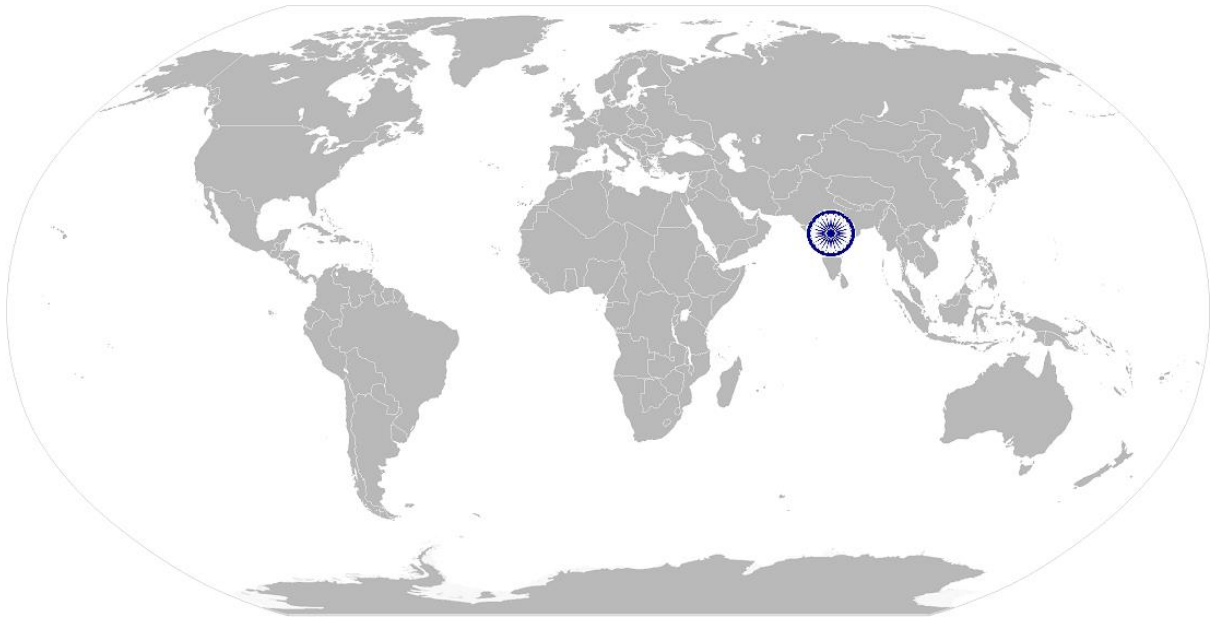
**Brief Job Description:** The individual uses visual grading tools such as magnifying glass or loupe to separate the defective faceted and/or polished gemstones from the good ones and assigns grades based on the 4Cs: colour, cut, clarity and carats.

**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; and ability to communicate effectively.

Job Details	<b>Qualifications Pack Code</b>	<b>G&amp;J/Q7001</b>		
	<b>Job Role</b>	<b>Final Quality Inspector and Grader</b>		
	<b>Credits(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>08/08/13</b>
	<b>Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
	<b>Occupation</b>	<b>Gemstone Grading and Dispatching</b>	<b>Next review date</b>	<b>12/08/15</b>

<b>Job Role</b>	<b>Final Quality Inspector and Grader</b>
<b>Role Description</b>	Managing the process of checking final quality of faceted and polished gemstones and assigning a grade to them
<b>NSQF 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>	3 years minimum in gemstone processing
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N7002 Check final quality of gemstones polished and grade</a></li> <li><a href="#">G&amp;J/N9920 Maintain IPR at work</a></li> <li><a href="#">G&amp;J/N9922 Interact 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 checking the quality of gemstones after they have been faceted and/or polished to separate the defective stones and grade the non-defective ones.

**G&J/N7002**

**Check final quality of gemstones polished and grade**

<b>National Occupational Standard</b>	<b>Unit Code</b>	<b>G&amp;J/N7002</b>
	<b>Unit Title (Task)</b>	<b>Check final quality and grade the gemstones</b>
	<b>Description</b>	This OS unit is about checking the final quality of gemstones faceted and/or polished and grading them according to the 4Cs: colour, cut, clarity, carat
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Receive the gemstones for quality check and grading</li> <li>• Conduct quality check and give feedback</li> <li>• Grade the quality passed gemstones</li> <li>• Return quality-checked gemstones to Operations/Inventory Manager or Supervisor</li> <li>• Interact with Operations Manager, dooper, pre-shaper, facet maker, polisher and other departments</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>		
<b>Element</b>	<b>Performance Criteria</b>	
<b>Quality checking and grading</b>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. match the stone type, weight and number as mentioned on the bag</p> <p>PC2. assess whether quality check is required for each stone or a sample from the lot</p> <p>PC3. check facets for: symmetry mismatch, number of facets required in the plan, any windows left, and rough surfaces</p> <p>PC4. check girdle polishing for: even girdle line; smooth finish; distinct lines; and no broken edges</p> <p>PC5. check polish for: type of polish required as per plan, e.g., matt or smooth; finish; scratches or broken edges; colour and brilliance to be achieved</p> <p>PC6. assess whether defects can be removed without stone loss as prescribed</p> <p>PC7. send for rework to respective department's supervisor for rework on defects</p> <p>PC8. describe the defect to the respective department head or worker</p> <p>PC9. educate about a recurring defect to the respective department's supervisor</p> <p>PC10. visually check the gemstones individually</p> <p>PC11. use vernier callipers and magnifying glass or loupe for checking</p> <p>PC12. use liquid solution for cleaning finger prints</p> <p>PC13. wear eye glasses for safety while using laser</p> <p>PC14. measure hardness of the gemstone in Moh's scale.</p> <p>PC15. use an identification system for gemstones to be graded such as bar coding, design number or job sheet details</p> <p>PC16. segregate the gemstones by colour, cut, clarity and carat and grade</p> <p>PC17. check colour: hue, tone and saturation levels</p> <p>PC18. check carat: weight of gemstone in grams</p>	

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**Check final quality of gemstones polished and grade**

	<p>PC19. check cut: proportions, symmetry and polish; interaction with light; brightness, fire and scintillation</p> <p>PC20. check clarity: for inclusions based on company’s policy or international grading systems such as that developed by GIA- eye clean, slightly included, moderately included, heavily or moderately included</p> <p>PC21. check for any treatment given to the gemstone and its effect</p> <p>PC22. accurately assess the quality as per company’s standards and design parameters</p> <p>PC23. maintain global standards of quality</p> <p>PC24. understand the globally acceptable grading system for gemstones</p> <p>PC25. accurately decide on the 4Cs of the sample checked</p> <p>PC26. consistently assign grades that are acceptable to customers and the company</p> <p>PC27. alert about any recurrent quality problems</p>
<p><b>Achieving productivity and quality</b></p>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC28. match the stone type, weight and number of stones received as per job sheet</p> <p>PC29. count and bag all quality checked stones of the lot and document on job sheet</p> <p>PC30. return bagged QC okayed and damaged stones to Operations Manager</p> <p>PC31. deliver the number and carats of stones per day against target given</p> <p>PC32. complete work as per customer’s satisfaction</p>
<p><b>Handling problems and interacting with co-workers</b></p>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC33. receive instructions and job sheet from Operations Manager about deliverables and work flow</p> <p>PC34. discuss with co-workers in other relevant department any practical difficulties</p> <p>PC35. give instructions on final quality check and grading</p> <p>PC36. resolve problems related to recurrent problems</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company’s policies on: quality, acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and IPR, and personnel management</p> <p>KA2. work flow involved in gemstone processing of company</p> <p>KA3. management of worker, quality and productivity</p> <p>KA4. conflict resolution and problem solving</p> <p>KA5. performance appraisal procedure and standards</p> <p>KA6. reporting structure</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of stones and species they belong to, e.g., ruby and sapphire belong to corundum species</p> <p>KB2. mines and sources of gemstones, e.g., Madagascar for blue sapphire or Burma for red rubies</p> <p>KB3. beauty, rarity and durability of the gemstone</p> <p>KB4. different types of stones such as precious, semi-precious, synthetic</p>

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**Check final quality of gemstones polished and grade**

	<p>KB5. appropriate lighting to be used for assessing colour of gemstone, e.g., ordinary household light for red ruby or florescent light for blue sapphire or sunlight for emerald</p> <p>KB6. usual sizes that some natural gemstones are found in</p> <p>KB7. similar looking gemstones, e.g., ruby, red spinel, red opal and red tourmaline</p> <p>KB8. glass imitations of gemstones, e.g., vivid green or bluish green for emeralds</p> <p>KB9. most prized colours and hues of gemstones</p> <p>KB10. types of inclusions and fissures, their location</p> <p>KB11. authenticity of the gemstone based on inclusions</p> <p>KB12. different types of treatments for inclusions and fissures such as heat-and-pressure, oil impregnation, fracture filling, laser drilling, resin enhancement</p> <p>KB13. durability of enhancement treatment given</p> <p>KB14. refractive index of gemstones</p> <p>KB15. grading standards of gemstones such as GIA or other</p> <p>KB16. calibration of gemstones in terms of weight, measurements, shape, cut, transparency, colour, treatment given, hue, tone and saturation</p> <p>KB17. market value of stone to understand the rationale for different acceptable levels of stone loss</p> <p>KB18. softness/ hardness of gemstones</p> <p>KB19. different types of shapes and facets possible for different gemstones and the number of steps in processing</p> <p>KB20. processes of doping, shaping, faceting and polishing of gemstones</p> <p>KB21. accounting of stones and documentation</p> <p>KB22. market trends and customer requirements</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading and writing skills</b>
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA1. read about different types of gemstones and their properties</li> <li>SA2. read height, weight, dimensions of the stones as given on job sheets</li> <li>SA3. document work flow, quality standards and outcomes as per company policy</li> <li>SA4. read company rules and compliance documents required to complete the work</li> <li>SA5. prepare grading records and certificates</li> </ul>
	<b>Valuation and geometry skills</b>
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA6. read symmetry requirements of stones as per job sheet</li> <li>SA7. value the gemstone based on grading parameters</li> </ul>
<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: <ul style="list-style-type: none"> <li>SB1. read the plan or design on paper</li> <li>SB2. spot difficulties with respect to practicality of plan</li> <li>SB3. check quality of shaped stone as per plan and allocate appropriate type of rework</li> </ul>

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	<b>Reducing stone loss</b>
	The user/individual on the job needs to know and understand how: SB8. to report stone losses via documentation as per company policy SB9. to report any incidents of high stone loss SB10. to follow company's policies on stone fragments
	<b>Communication skills</b>
	The user/individual on the job needs to know and understand how to communicate effectively in order to: SB11. give appropriate feedback to different levels of workers SB12. educate about quality SB13. train on correct steps to follow to achieve required grading
	<b>Reflective thinking</b>
	The user/individual on the job needs to know and understand how to: SB14. improve work processes for greater productivity SB15. improve grading of output
	<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/N7002**

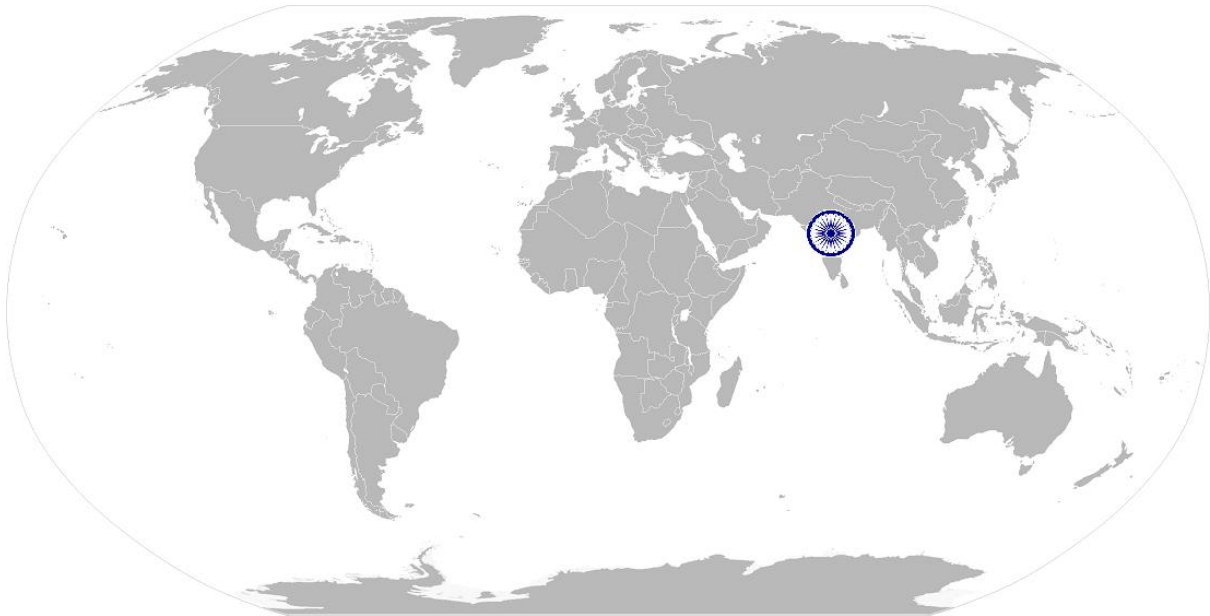
**Check final quality of gemstones polished and grade**

**NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N7002</b>		
<b>Credits(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>08/08/13</b>
<b>Industry Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>12/08/15</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 at work</b>
<b>Description</b>	This OS unit is about protecting company's Intellectual Property Rights
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Protect company's Intellectual Property Rights (IPR)</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintaining IPR</b>	To be competent, the user/individual on the job must: <ul style="list-style-type: none"> <li>PC1. prevent leak of new designs/ plans to competitors by reporting on time</li> <li>PC2. be aware of any of company's product, process or design patents</li> <li>PC3. report IPR violations observed in the market, to supervisor or company heads</li> <li>PC4. be aware of patents and IPR</li> <li>PC5. not be involved in IPR violations</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. company's policies on: integrity, IPR and personnel management</li> <li>KA2. work flow involved in gemstone processing of company</li> <li>KA3. importance of the individual's role in the organisation</li> <li>KA4. reporting structure</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. patents and IPR laws</li> <li>KB2. how IPR protection is important for competitiveness of a company</li> <li>KB3. market trends</li> </ul>
<b>Skills (S) [Optional]</b>	
<b>C. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA1. effectively communicate any observed IPR violations or order leaks</li> </ul>
<b>D. Professional Skills</b>	<b>Decision making</b>
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>SB1. when and how to report potential sources of violations</li> </ul>
	<b>Reflective thinking</b>
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SB2. learn from past mistakes and report IPR violations on time</li> </ul>
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SB3. spot signs of violations and alert authorities in time</li> </ul>

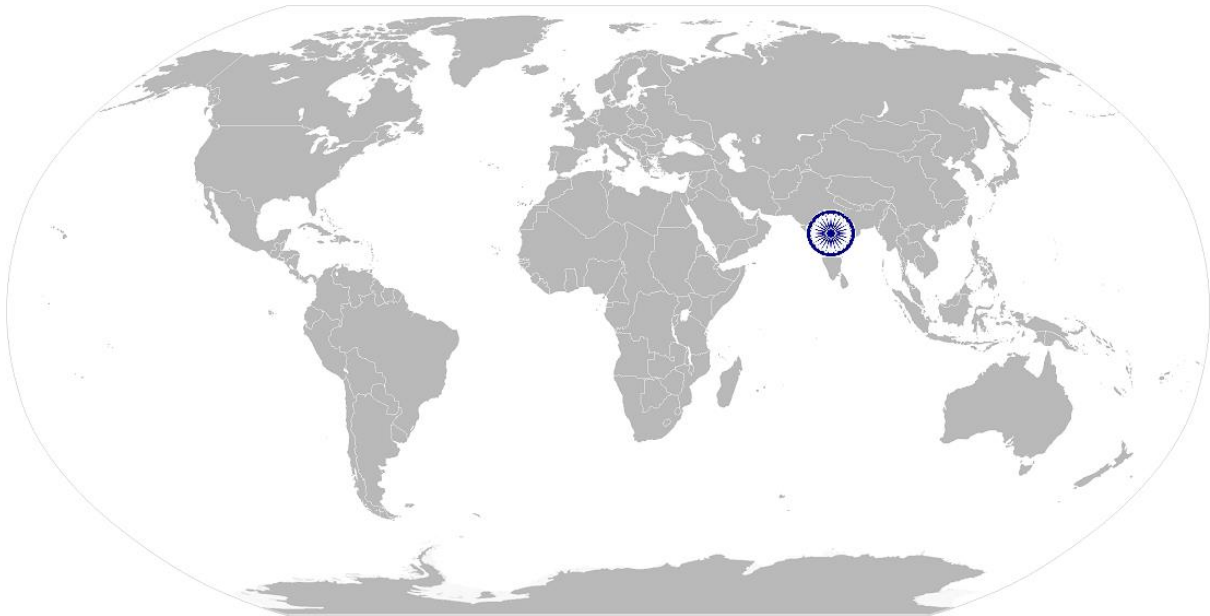
**G&J/N9920**

**Maintain IPR at work**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9920</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
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<b>Industry Sub-sector</b>	<b>Gemstone Processing</b>	<b>Last reviewed on</b>	<b>13/08/14</b>
		<b>Next review date</b>	<b>12/08/15</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/N9922**

**Interact with colleagues**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N9922</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> <ul style="list-style-type: none"> <li>• Interact with superior</li> <li>• Interact with colleagues within and outside the department</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interaction with superior</b>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. receive work instructions and raw materials from reporting superior</p> <p>PC2. communicate to reporting superior about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</p> <p>PC3. communicate any potential hazards or expected process disruptions</p> <p>PC4. handover completed work to superior</p> <p>PC5. understand the work output requirements</p> <p>PC6. comply with company policy and rule</p> <p>PC7. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
<b>Interactions with colleagues and other departments</b>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC8. work as a team with colleagues and share work as per their or own work load and skills</p> <p>PC9. work with colleagues of other departments</p> <p>PC10. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC11. receive feedback and rework in order to complete work on time</p> <p>PC12. put team over individual goals</p> <p>PC13. resolve conflicts and multi-task</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 personnel management</p> <p>KA2. work flow involved in gemstone processing of company</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>

**G&J/N9922**

**Interact with colleagues**

<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 by working with others</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 due to unavailability of workers</p>

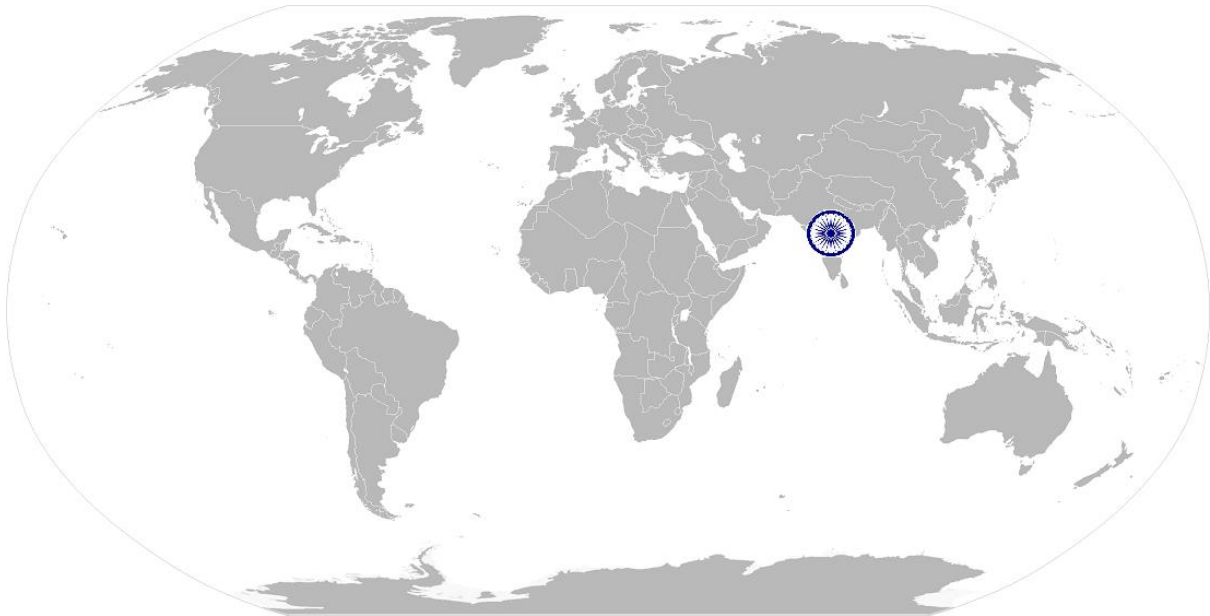
**G&J/N9922**

**Interact with colleagues**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N9922</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
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# 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**

National Occupational Standard

<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> <ul style="list-style-type: none"> <li>• Understand potential sources of accidents</li> <li>• Use safety gear to avoid accidents</li> <li>• Keep the work environment clean and organised</li> <li>• Communicate to reporting supervisor</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. 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</p> <p>PC2. spot and report potential hazards on time</p> <p>PC3. follow company policy and rules regarding use of hazardous materials</p> <p>PC4. deliver quality work on time as required by reporting any anticipated reasons for delays</p> <p>PC5. Follow process flow improvements that can reduce anticipated or repetitive hazards</p> <p>PC6. report about mishandling of tools, machines or hazardous materials</p> <p>PC7. inform about electrical problems that could result in accident</p>
<b>Using safety gear</b>	<p>To be competent, the user/individual on the job must:</p> <p>PC8. wear safety gear such as goggles, mask, gloves, ear plugs</p> <p>PC9. 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>PC10. keep the work station, machine, tools clean</p> <p>PC11. keep all the tools in an organised manner</p> <p>PC12. not litter or spit on work premises</p> <p>PC13. clean the work station</p> <p>PC14. 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**

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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 specific designated responsibilities.
Core Skills/ Generic	Core skills or generic skills are a group of skills that are the key to learning

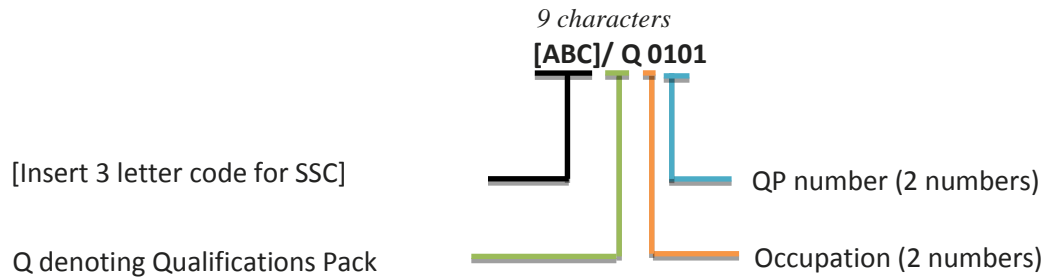
Acronyms

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
GIA	International Gemmological Institute
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

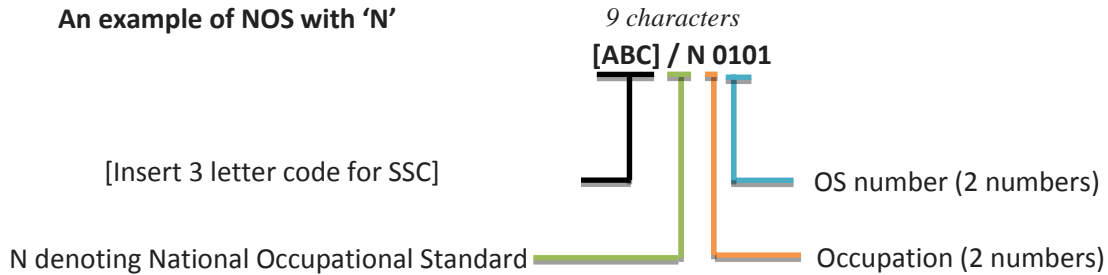
### Nomenclature for QP and NOS

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

<u>CRITERIA FOR ASSESSMENT OF TRAINEES</u>					
Job Role		Final QC Inspector & Grader			
Qualification Pack		Final QC Inspector & Grader			
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	Theory	Practical	
1. G&J/N7002 Check final quality of gemstones polished and grade	Quality checking and grading	PC1. accurately assess the quality as per company's standards and design parameters	2	10	
		PC2. maintain global standards of quality	1	10	
		PC3. understand the globally acceptable grading system for gemstones	1	8	
		PC4. accurately decide on the 4Cs of the sample checked	1	6	
		PC5. consistently assign grades that are acceptable to customers and the company	1	6	
		PC6. alert about any recurrent quality problems	1	6	
	Productivity	PC7. deliver the number and carats of stones per day against target given	1	6	
		PC8. complete work as per customer's satisfaction	1	6	
	Handling problems	PC9. resolve problems related to recurrent problems	1	4	
2. G&J/N8001 Maintain IPR at work	Reducing stone loss and maintaining IPR	PC10. be aware of patents and IPR	1	4	
		PC11. not be involved in IPR violations	1	4	
			<b>Sub Total</b>	<b>12</b>	<b>70</b>
3. G&J/N8003 Interact with others	Interaction with superior	PC1. understand the work output requirements	1	2	
		PC2. comply with company policy and rule	1	1	
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	2	
	Interactions with colleagues, customers and/or vendors	PC4. put team over individual goals	1	1	
		PC5. resolve conflicts and multi-task	1	1	
		<b>Sub Total</b>	<b>5</b>	<b>7</b>	



<u>CRITERIA FOR ASSESSMENT OF TRAINEES</u>				
4. G&J/N8005 Maintain safe work environment	Communicating potential accident points	PC1. spot and report potential hazards on time	1	0
		PC2. follow company policy and rules regarding use of hazardous materials	0	0
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	1	1
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	1	1
	Cleanliness and hygiene	PC5. clean the work station	0	1
		PC6. organise tools and equipment in use	0	0
		<b>Sub Total</b>	<b>3</b>	<b>3</b>
		<b>Total</b>	<b>20</b>	<b>80</b>

