

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- Rough Assorter and Bagger

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Gemstone Processing

OCCUPATION: Assorting

REFERENCE ID: G&J/Q6401

ALIGNED TO: NCO-2004/7313.35

Gemstone Rough Assorter and Bagger: The Rough Assorter and Bagger is in-charge of separating rough gemstones and marking for further processing.

Brief Job Description: The individual is responsible for sorting gemstones as per customer's end requirement, the quality of rough available and the minimum possible stone loss.

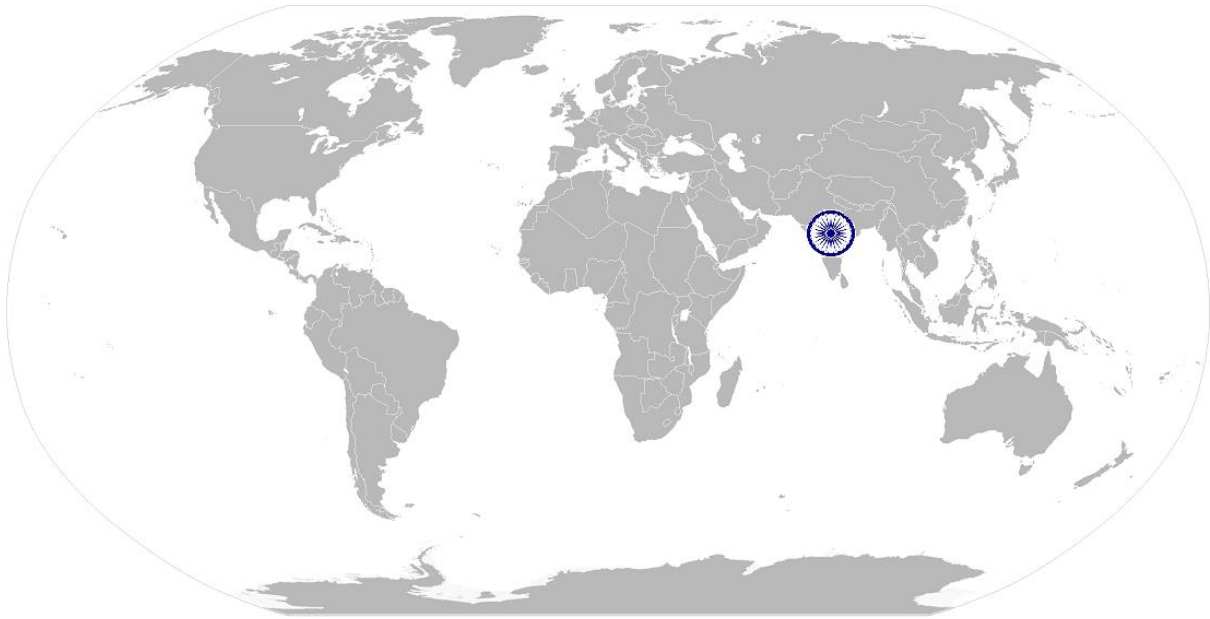
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; ability to work for long hours in sitting position with a lot of patience and concentration.

Job Details

Qualifications Pack Code	G&J/Q6401		
Job Role	Gemstone Rough Assorter and Bagger		
Credits(NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	28/08/13
Sub-sector	Gemstone Processing	Last reviewed on	13/08/14
Occupation	Assorting	Next review date	12/08/15

Job Role	Gemstone Rough Assorter and Bagger
Role Description	Sorting gemstones and marking them for rough cutting process in order to meet customer's requirement and get maximum yield from the rough
NSQF level	5
Minimum Educational Qualifications	Minimum: 10 th Standard passed
Maximum Educational Qualifications	
Training	Not applicable
Experience	3 years minimum in gemstone processing
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N6401 Sort gemstone roughs and mark for cutting G&J/N9920 Maintain IPR at work G&J/N9922 Interact with colleagues G&J/N9924 Maintain safety at work <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

National Occupational Standard



Overview

This unit is about sorting and separating different types of rough gemstones and marking them to achieve shape and cut as per customer's order while achieving the maximum yield.

G&J/N6401

Sort gemstone roughs and mark for cutting

National Occupational Standard	Unit Code	G&J/N6401
	Unit Title (Task)	Prepare and assortment of rough gemstones for marking and cutting
	Description	This OS unit is about sorting and separating gemstones to achieve the best yield, cut and shape as per customer's requirement and company's stone loss policy
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Receive the bag of gemstones from Manager • Prepare the assortments of gemstones • Deliver the assorted roughs to Manager • Manage accounts of stones • Interact with Operations Manager, rough cutter, dooper, pre-shaper, facet maker, polisher and other departments
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	
Assorting gemstones and managing stone account	<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 received</p> <p>PC2. check customer's order or Manager's processing requirement</p> <p>PC3. sort the gemstones by colour and clarity</p> <p>PC4. sort the gemstones by size and shape required</p> <p>PC5. mark the assorted gemstones for cut as per customer's requirement or the best yield possible</p> <p>PC6. identify and mark inclusions to be removed</p> <p>PC7. describe the marking and final outcome as desired by the customer to rough cutter</p> <p>PC8. check calibration of roughs</p> <p>PC9. count the assorted stones and put them in bags</p> <p>PC10. label the bags and handover to Assorting Manager</p> <p>PC11. deliver any damaged stones and maintain record</p> <p>PC12. compare and identify the stone type, weight and number of stones received against those before returning</p> <p>PC13. accurately assess the different types of rough</p> <p>PC14. accurately mark the roughs for cutting for maximum yield or matching customer's requirement</p> <p>PC15. accurately read and describe job at hand to rough cutter</p> <p>PC16. instruct about precautions to be taken to deliver the job at hand as planned</p> <p>PC17. anticipate and alert about any disruptions</p>	
Achieving productivity	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC18. deliver the number of assortments of roughs against target given</p> <p>PC19. maintain stone loss as per company's prescribed limit</p> <p>PC20. complete work as per customer's satisfaction</p>	

G&J/N6401

Sort gemstone roughs and mark for cutting

<p>Interacting with seniors and colleagues</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC21. receive instructions and job sheet from Assorting Manager about deliverables and work flow</p> <p>PC22. interact with rough cutter and Operations Manager to discuss the plan</p> <p>PC23. discuss with co-workers in other relevant department any practical difficulties that may arise in cutting the rough</p> <p>PC24. give feedback to rough cutter or other department on handling of particular stone or order</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, integrity and IPR, and personnel management</p> <p>KA2. work flow involved in gemstone processing of company</p> <p>KA3. reporting structure</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. gemmology and properties of different types of stones</p> <p>KB2. grading standards of gemstone roughs</p> <p>KB3. calibration of gemstones</p> <p>KB4. different types of stones such as precious, semi-precious, synthetic</p> <p>KB5. market value of stone to understand the rationale for different acceptable levels of stone loss</p> <p>KB6. origin of the stone, i.e., which mine, particularly, precious stones to read the softness/ hardness as developed from precedence of use</p> <p>KB7. different types of shapes and facets possible for different gemstones and the number of steps shaping</p> <p>KB8. processes of marking, cutting, doping, shaping, faceting and polishing of gemstones</p> <p>KB9. accounting of stones and documentation</p> <p>KB10. market trends and customer requirements</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Reading and writing skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read about different types of gemstones and their properties</p> <p>SA2. read height, weight, dimensions of the stones as given on job sheets</p> <p>SA3. document work flow, quality standards and outcomes as per company policy</p> <p>SA4. read company rules and compliance documents required to complete the work</p> <p>Calculation and geometry skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read symmetry requirements of stones as per job sheet</p> <p>SA6. calculate stone loss at every step of processing in order to achieve losses within acceptable limits</p>

G&J/N6401

Sort gemstone roughs and mark for cutting

B. Professional Skills	Reading the design or plan for the stone
	The user/individual on the job needs to know and understand how to: SB1. sort gemstones based on plan or design on paper so that worker can cut stone for required shape SB2. create plans that are practical to execute in subsequent processes SB3. check quality of cut stone as per plan and allocate appropriate type of rework
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB4. the cutting saw works SB5. different types of tools and machines are used for sawing and what precautions are required in operating them in terms of desired outcome and safety SB6. to work in a safe environment, i.e., without injuries
	Reducing stone loss
	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 minimise stone loss below the prescribed limits SB10. to report any incidents of high stone loss SB11. to follow company's policies on stone fragments SB12. to suggest improvements in order to reduce stone loss limits
	Communication skills
	The user/individual on the job needs to know and understand how to communicate effectively in order to: SB13. give appropriate instructions and feedback to different levels of rough cutters SB14. train on stone loss, productivity and correct steps to follow on the job
	Reflective thinking
	The user/individual on the job needs to know and understand how to: SB15. improve work processes for greater productivity
Critical thinking	
The user/individual on the job needs to know and understand how to: SB16. spot process disruption and reasons for delay	

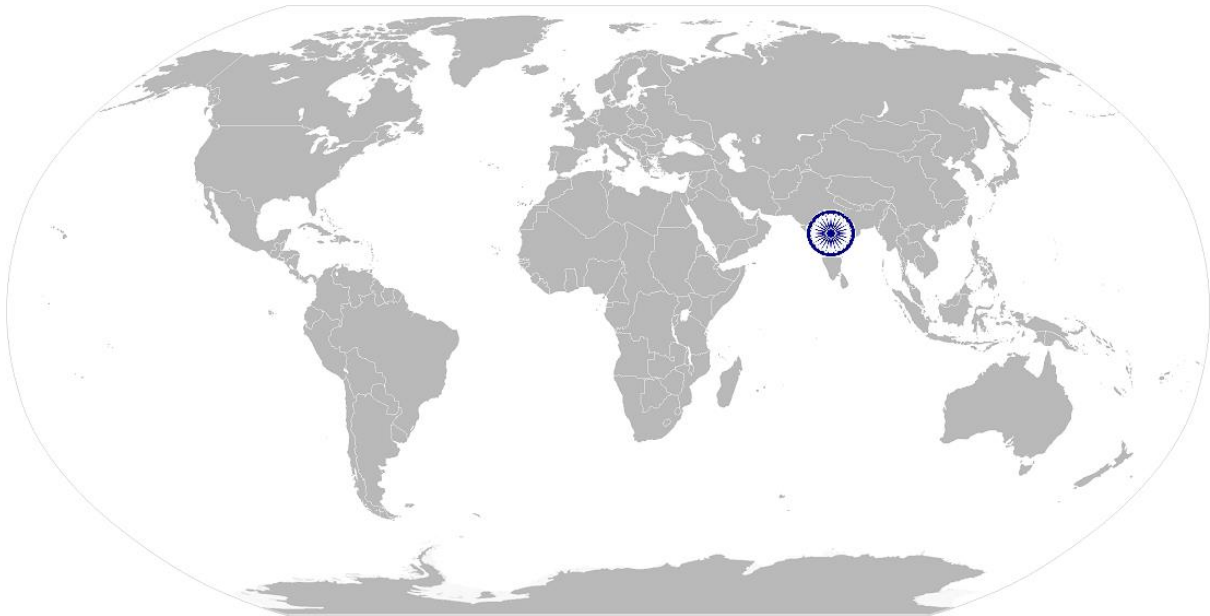
G&J/N6401

Sort gemstone roughs and mark for cutting

NOS Version Control

NOS Code	G&J/N6401		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/13
Industry Sub-sector	Gemstone Processing	Last reviewed on	13/08/14
		Next review date	12/08/15

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

Unit Code	G&J/N9920
Unit Title (Task)	Maintain IPR at work
Description	This OS unit is about protecting company's Intellectual Property Rights
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Protect company's Intellectual Property Rights (IPR)
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintaining IPR	<p>To be competent, the user/individual on the job must:</p> <p>PC1. prevent leak of new designs/ plans to competitors by reporting on time</p> <p>PC2. be aware of any of company's product, process or design patents</p> <p>PC3. report IPR violations observed in the market, to supervisor or company heads</p> <p>PC4. be aware of patents and IPR</p> <p>PC5. not be involved in IPR violations</p>
Knowledge and Understanding (K)	
A. Organizational Context	<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. Technical Knowledge	<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>
Skills (S) [Optional]	
C. Core Skills/ Generic Skills	Communication skills
	<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>
D. Professional Skills	Decision making
	<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>
	Reflective thinking
	<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>
	Critical thinking
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. spot signs of violations and alert authorities in time</p>	

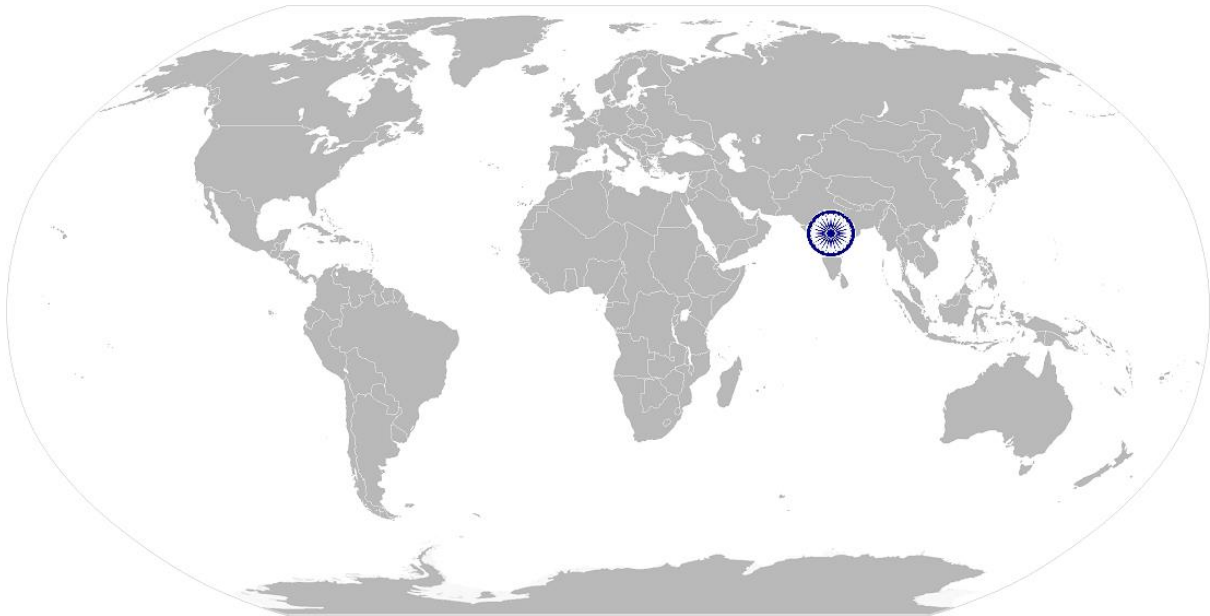
G&J/N9920

Maintain IPR at work

NOS Version Control

NOS Code	G&J/N9920		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	26/08/13
Industry Sub-sector	Gemstone Processing	Last reviewed on	13/08/14
		Next review date	12/08/15

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

Unit Code	G&J/N9922
Unit Title (Task)	Coordinate with colleagues and seniors
Description	This OS unit is about communicating with colleagues and seniors in order to achieve smooth and hazard-free work flow
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Interact with superior • Interact with colleagues within and outside the department
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interaction with superior	<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>
Interactions with colleagues and other departments	<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>
Knowledge and Understanding (K)	
A. Organizational Context	<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. Technical Knowledge</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>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Teamwork and multitasking</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. Professional Skills</p>	<p>Decision making</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>Reflective thinking</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>Critical thinking</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>

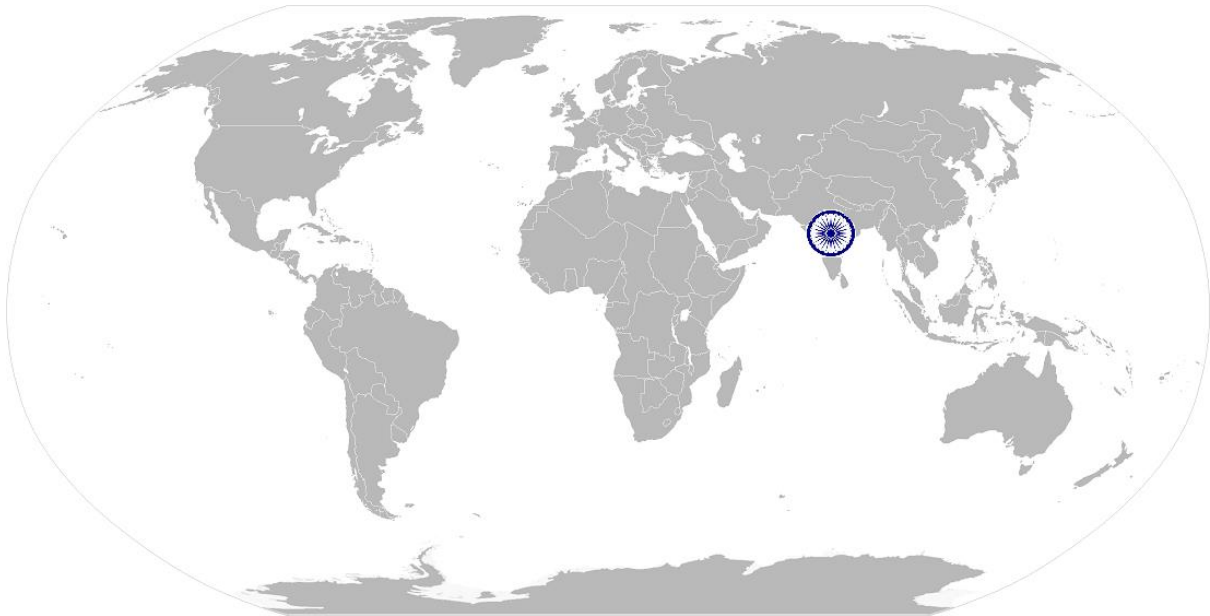
G&J/N9922

Interact with colleagues

NOS Version Control

NOS Code	G&J/N9922		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	08/08/13
Industry Sub-sector	Gemstone Processing	Last reviewed on	13/08/14
		Next review date	12/08/15

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

Unit Code	G&J/N9924
Unit Title (Task)	Maintain safety at work
Description	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
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Understand potential sources of accidents • Use safety gear to avoid accidents • Keep the work environment clean and organised • Communicate to reporting supervisor
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Communicating potential accident points	<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>
Using safety gear	<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>
Cleanliness and hygiene	<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)	
A. Organizational Context	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. Technical Knowledge	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]	
A. Core Skills/ Generic Skills	Communication skills
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	Organising skills
	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. Professional Skills	Decision making
	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
	Reflective thinking
	The individual on the job needs to know and understand how to: SB4. learn from past mistakes regarding use of hazardous machines or chemicals
	Critical thinking
	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
	Decision making
	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

NOS Code	G&J/N9924		
Credits(NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/13
Industry Sub-sector	Gemstone Processing	Last reviewed on	13/08/14
		Next review date	12/08/15

Definitions

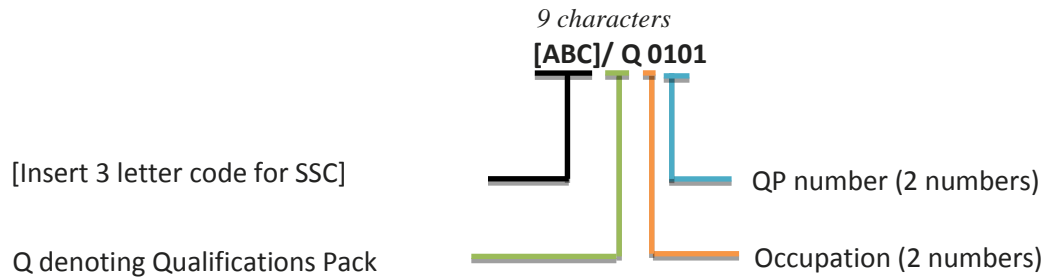
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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	Core skills or generic skills are a group of skills that are the key to learning

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

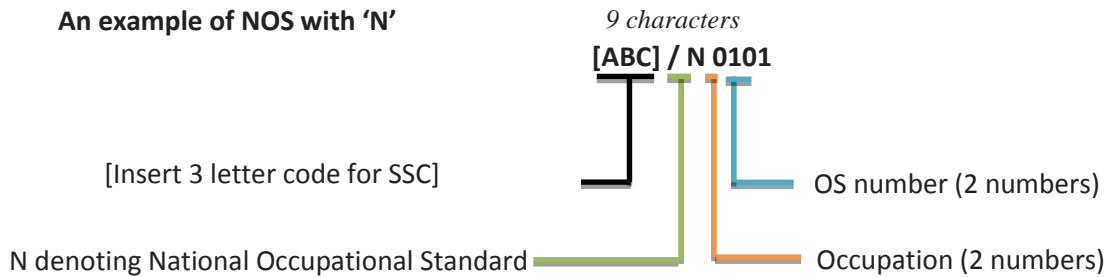
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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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 QPor NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES					
Job Role		Rough Assorting and Bagging			
Qualification Pack		Rough Assorting and Bagging			
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/N6401 Sort gemstone roughs and mark for cutting	Allocating work	PC1. accurately assess the different types of rough		2	10
		PC2. accurately mark the roughs for cutting for maximum yield or matching customer's requirement		1	10
		PC3. accurately read and describe job at hand to rough cutter		1	10
		PC4. instruct about precautions to be taken to deliver the job at hand as planned		0	9
		PC5. anticipate and alert about any disruptions		2	9
	Productivity	PC6. deliver the number of assortments of roughs against target given		2	8
		PC7. maintain stone loss as per company's prescribed limit		1	8
		PC8. complete work as per customer's satisfaction		1	6
Sub Total				10	70
2. G&J/N8001 Maintain IPR at work	Reducing stone loss and maintaining IPR	PC1. be aware of patents and IPR		1	0
		PC2. not be involved in IPR violations		1	0
	Sub Total				2
3. G&J/N8003 Communicate with colleagues, customers and vendors	Interaction with seniors	PC1. understand the work output requirements		2	0
		PC2. comply with company policy and rule		1	0
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays		1	2
	Interactions with colleagues, customers and/or vendors	PC5. put team over individual goals		2	1
		PC6. resolve conflicts and multitasking		1	1
Sub Total				7	4
4. G&J/N8005 Maintain safe work environment	Communicating potential accident points	PC1. spot and report potential hazards on time		1	2
		PC2. follow company policy and rules regarding use of hazardous materials		0	2
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays		0	1
	Using safety gear	PC4. use or wear safety gear as per the rules of the company		0	1
	Cleanliness and hygiene	PC5. clean the work station		0	0
		PC6. organise tools and equipment in use		0	0
Sub Total				1	6
Total				20	80

