

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS AND 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 – Gemstone Processing

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Gemstone Processing

OCCUPATION: Gemstone Grading and Dispatching

REFERENCE ID: G&J/Q7001

ALIGNED TO: NCO-2015/7313.2601

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

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

Job Details

Qualifications Pack Code	G&J/Q7001		
Job Role	Final Quality Inspector and Grader – Gemstone Processing		
Credits (NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	28/08/2016
Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Gemstone Grading and Dispatching	Next review date	17/01/2022
NSQC Clearance on*	DD/MM/YYYY		

*only after clearance from NSQC

Job Role	Final Quality Inspector and Grader – Gemstone Processing
Role Description	Managing the process of checking final quality of faceted and polished gemstones and assigning a grade to them
NSQF level	4
Minimum Educational Qualifications*	8th Standard
Maximum Educational Qualifications*	Not applicable
Training (Suggested but not mandatory)	Not applicable
Minimum job entry age	21 years
Experience	3 years minimum in gemstone processing
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> G&J/N7002 Check final quality and grade the gemstones G&J/N9901 Coordinate with others G&J/N9902 Maintain health and safety at workplace
Performance Criteria	As described in the relevant OS units

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.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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 organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.

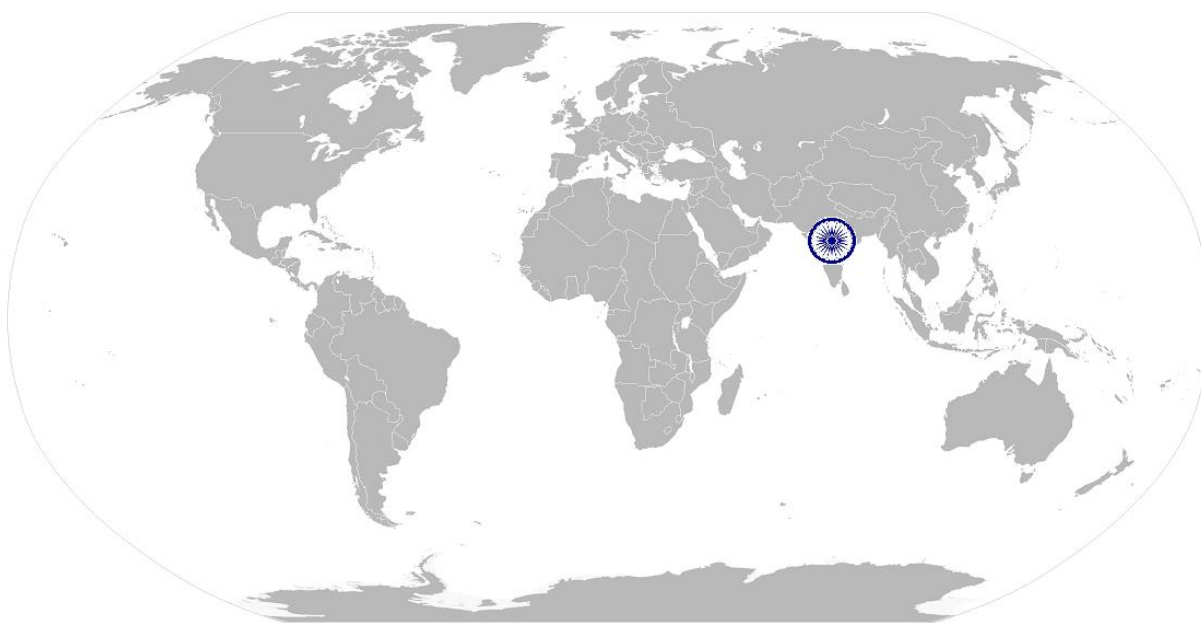
Acronyms

Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack

G&J/N7002

Check final quality and grade the gemstones

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 and grade the gemstones

Unit Code	G&J/N7002
Unit Title (Task)	Check final quality and grade the gemstones
Description	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
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Conducting quality check and give feedback • Achieving productivity and quality
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Conducting quality check and give feedback	<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. describe the defect to the respective department head or worker</p> <p>PC8. educate about a recurring defect to the respective department's supervisor</p> <p>PC9. visual check of the gemstones are properly followed by the individual</p> <p>PC10. select and use appropriate instruments for inspecting/checking gemstone</p> <p>PC11. use liquid solution for cleaning finger prints</p> <p>PC12. measure hardness of the gemstone in Moh's scale</p> <p>PC13. use an identification system for gemstones to be graded such as bar coding, design number or job sheet details</p> <p>PC14. segregate the gemstones by colour, cut, clarity and carat</p> <p>PC15. check for any treatment given to the gemstone and its effect</p> <p>PC16. assess the quality as per company's standards and design parameters</p> <p>PC17. maintain the accepted standards of quality defined by the organisation</p> <p>PC18. understand the globally acceptable grading system for gemstones</p> <p>PC19. ensure accurate grading in accord with the 4Cs of the sample checked</p> <p>PC20. maintain consistency in grades for the assignment that are acceptable to the company</p> <p>PC21. ensure to alert about any recurrent quality problems</p>

G&J/N7002

Check final quality and grade the gemstones

Achieving productivity and quality	<p>PC22. match the stone type, weight and number of stones received as per job sheet</p> <p>PC23. count and bag all quality checked stones of the lot and document on job sheet</p> <p>PC24. return bagged, QC approved and damaged stones to Operations Manager</p> <p>PC25. ensure timely delivery of the number and carats of stones per day against target given and as per specifications</p>
Knowledge and Understanding (K)	
A. Organizational Context (knowledge of the company/organisation and its process)	<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, safety and hazards, integrity and personnel management</p> <p>KA2. non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</p> <p>KA3. liability arising out of loss, theft, or inadvertent disclosure of confidential information</p> <p>KA4. work flow involved in gemstone processing of company</p> <p>KA5. importance of the individual's role in the workflow</p> <p>KA6. reporting structure</p> <p>KA7. the issuing and returning procedures followed by the company for rough gemstones</p> <p>KA8. management of worker, quality and productivity</p> <p>KA9. performance appraisal procedure and standards</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of stones which includes precious, semi-precious, synthetic and the species they belong to for 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. appropriate lighting to be used for assessing colour of gemstone, e.g., ordinary household light for red ruby or fluorescent light for blue sapphire or sunlight for emerald</p> <p>KB5. usual sizes that some natural gemstones are found in</p> <p>KB6. similar looking gemstones, e.g., ruby, red spinel, red opal and red tourmaline</p> <p>KB7. glass imitations of gemstones, e.g., vivid green or bluish green for emeralds</p> <p>KB8. most prized colours and hues of gemstones</p> <p>KB9. types of inclusions and fissures, their location</p> <p>KB10. authenticity of the gemstones based on inclusions</p> <p>KB11. different types of treatments for inclusions and fissures such as heat-and-pressure, oil impregnation, fracture filling, laser drilling, resin enhancement</p> <p>KB12. durability of enhancement treatment given</p> <p>KB13. refractive index of gemstones</p> <p>KB14. usage of various instruments/equipments for inspecting/checking diamonds i.e. vernier calipers and magnifying glass or loupe for checking</p>

G&J/N7002

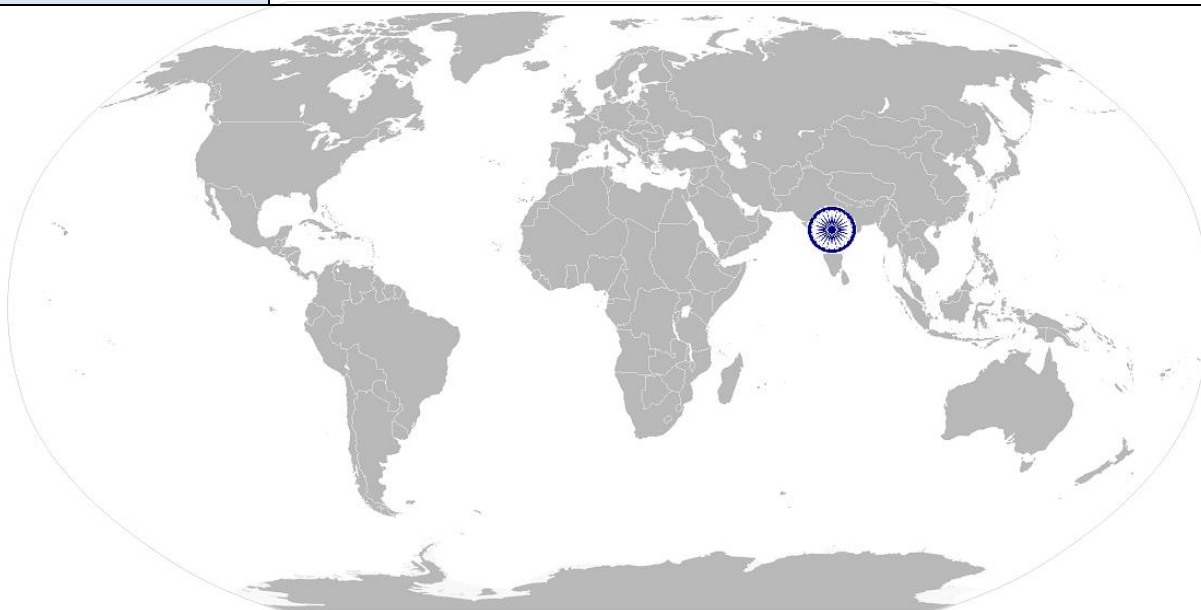
Check final quality and grade the gemstones

	<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 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> <p>KB23. how to identify treated gemstones</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. document work flow, quality standards and outcomes as per company policy
	SA2. prepare grading records and certificates
	SA3. report quality problems to authorized person
	Reading skills
	SA4. read about different types of gemstones and their properties
B. Professional Skills	SA5. read height, weight, dimensions of the stones as given on job sheets
	SA6. read company rules and compliance documents required to complete the work
	Oral communication (listening and speaking skills)
	SA7. receive instructions and from operations manager about deliverables and work flow
	SA8. discuss with co-workers in other relevant department about any practical difficulties faced by them
	SA9. give instructions on final quality check and grading
	SA10. give appropriate feedback to different levels of workers
B. Professional Skills	SA11. communicate recurrent quality problems and educate workers about quality
	SA12. train on correct steps to follow to achieve required grading
	Decision making
	The user/individual on the job needs to know and understand how to:
B. Professional Skills	SB1. make decisions pertaining to the concerned area of work
	Plan and organize
	SB2. plan and organize the quality checking and grading process to achieve the set target
B. Professional Skills	Customer centricity

G&J/N7002

Check final quality and grade the gemstones

	SB3. check quality of shaped stone as per plan and allocate appropriate type of rework
	Problem solving
	SB4. check quality of shaped stone as per plan and allocate appropriate type of rework
	SB5. resolve issues related to recurrent problems
	SB6. improve work processes for greater productivity
	Analytical thinking
	SB7. assess whether defects can be removed without stone loss as prescribed
	SB8. improve grading of output
	Critical thinking
	SB9. spot process disruption and reasons for delay



G&J/N7002

Check final quality and grade the gemstones

NOS Version Control

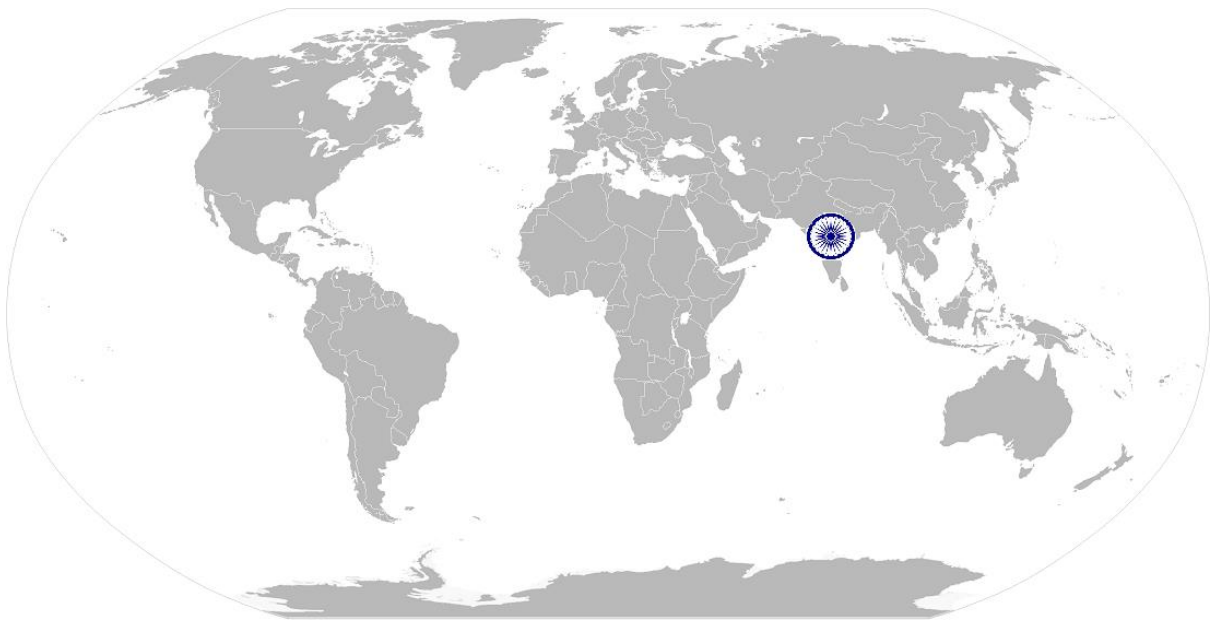
NOS Code	G&J/N7002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Gemstone Grading and Dispatching	Next review date	17/01/2022



G&J/N9901

Coordinate with others

National Occupational Standard



Overview

This unit is about team work and communication with colleagues or clients. It determines the coordination capability of an individual to work as a team member, share work and multi-task in order to achieve the deliverables as per schedule.

G&J/N9901

Coordinate with others

Unit Code	G&J/N9901
Unit Title (Task)	Coordinate with others
Description	This OS unit is about communicating with colleagues, seniors and outside parties in order to achieve the deliverables on schedule
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Interacting with supervisor • Interacting with colleagues within and outside the department • Interacting with outside parties
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interacting with supervisor	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. coordinate for receiving work instructions and raw materials from reporting supervisor PC2. communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required PC3. communicate to reporting supervisor about operation details and hazards PC4. interact with supervisor regarding compliance of company policy and rules
Interacting with colleagues within and outside the department	<ul style="list-style-type: none"> PC5. coordinate with colleagues to share work, as per the workload in order to achieve team goals PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement PC7. coordinate and receive feedback from quality control department PC8. resolve conflicts by communicating with colleagues and other departments PC9. coordinate with colleagues regarding multitasking in other departments with requirements
Interacting with outside parties	<ul style="list-style-type: none"> PC10. adhere to nondisclosure policy of the company in all outside coordination
Knowledge and Understanding (K)	
A. Organizational Context (knowledge of the company/organisation and its process)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards and personnel management KA2. company's policies on non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential KA3. liability arising out of loss, theft or inadvertent disclosure of confidential information KA4. reporting structure

G&J/N9901

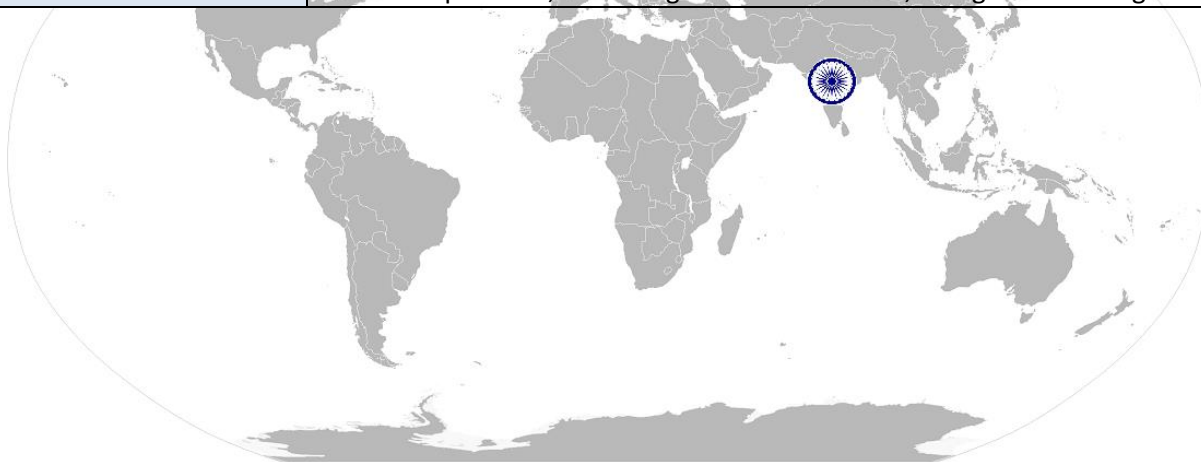
Coordinate with others

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. various categories of people that one is required to communicate and coordinate within the organization</p> <p>KB2. importance of effective communication in the workplace like expressing and addressing grievances appropriately and effectively</p> <p>KB3. importance of teamwork in organization and individual success</p> <p>KB4. various components of effective communication</p> <p>KB5. barriers to effective communication</p> <p>KB6. common reasons for interpersonal conflict</p> <p>KB7. what constitutes disciplined behavior for a working professional</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write instructions, remarks, job sheets, basic information, technical details etc., in preferred local language of communication and English</p>
	Reading skills
	<p>SA2. read preferred language of communication as prescribed by the company</p> <p>SA3. read job sheets and interpret technical details mentioned in the job sheet</p>
	Oral communication (listening and speaking skills)
	<p>SA4. discuss task lists, schedules and work-loads with co-workers</p> <p>SA5. be a good listener</p> <p>SA6. be effective in communicating the issues faced to the supervisor</p> <p>SA7. avoid using jargon, slang or acronyms when communicating</p>
B. Professional Skills	Decision making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. spot and communicate potential areas of disruptions to work process and report the same</p> <p>SB2. report to supervisor or deal with a colleague individually, depending on the type of concern</p>
	Plan and organize
	<p>SB3. to plan work for maximum productivity</p> <p>SB4. to plan and organize the schedule for maintenance of tools and machines</p>
	Customer centricity
	<p>SB5. convey accurate information to all internal as well as external customers</p>
	Problem solving

G&J/N9901

Coordinate with others

	SB6. how to handle critical situations caused due to communication issues at workplace and solve problems without blaming others
	Analytical thinking
	SB7. analyse the work processes by interacting with others and adopting best practices
	SB8. use prior experience to observe and reflect for development of ideas
	Critical thinking
	SB9. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB10. deal with clients lacking the technical background to solve the problem on their own
	SB11. spot process disruptions, delays and report and communicate with solutions
	SB12. identify immediate or temporary solutions to resolve delays
	SB13. apply, analyze, and evaluate the information gathered from observation, experience, reasoning or communication, as a guide to thought and action



G&J/N9901

Coordinate with others

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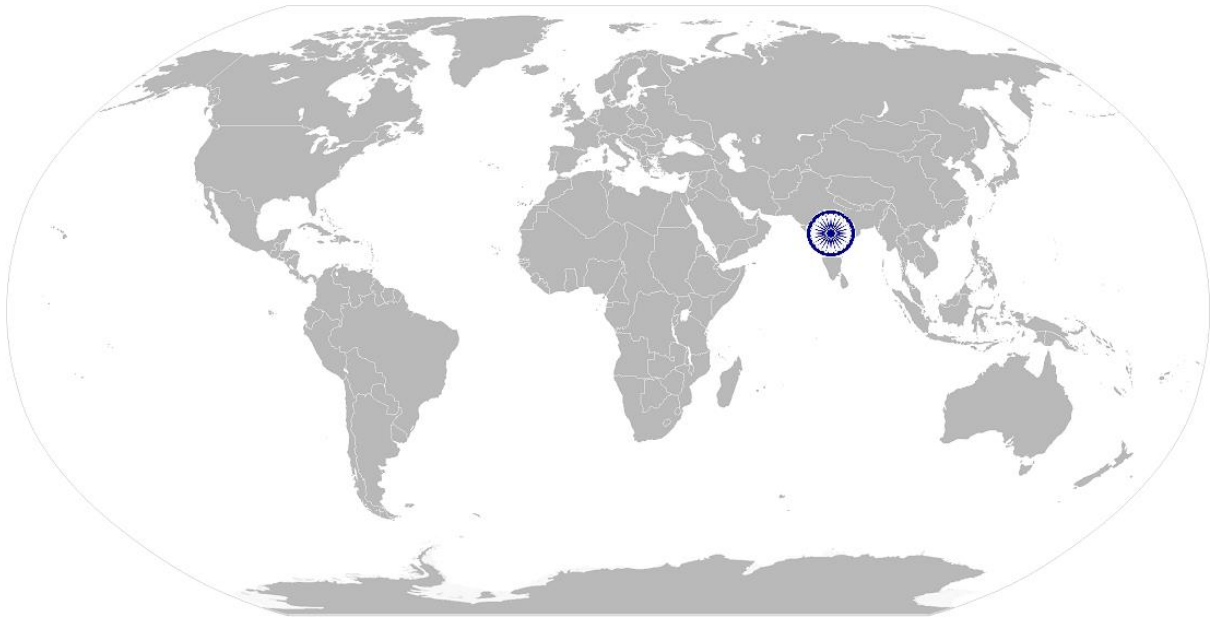
NOS Code	G&J/N9901		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Gemstone Grading and Dispatching	Next review date	17/01/2022



G&J/N9902

Maintain health and safety at workplace

National Occupational Standard



Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to avoid accidents at work place, to maintain health and safety of self and colleagues.

G&J/N9902

Maintain health and safety at workplace

National Occupational Standard

Unit Code	G&J/N9902
Unit Title (Task)	Maintain health and safety at workplace
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 health and safety at workplace
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Health and safety in work area • Fire safety • Emergencies, rescue and first aid procedures
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Health and safety in work area	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify and use appropriate protective clothing/equipment for specific tasks and work</p> <p>PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace</p> <p>PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others</p> <p>PC4. identify and avoid doing any tasks or activities in a wrong posture</p> <p>PC5. practice appropriate working postures to minimise occupational health related issues</p>
Fire safety	<p>PC6. use the appropriate fire extinguishers on different types of fire</p> <p>PC7. demonstrate rescue techniques applied during fire hazard</p> <p>PC8. demonstrate good housekeeping in order to prevent fire hazards</p> <p>PC9. demonstrate the correct use of any fire extinguisher</p>
Emergencies, rescue and first aid procedures	<p>PC10. provide first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.,</p> <p>PC11. respond promptly and appropriately to an accident or medical emergency</p> <p>PC12. participate in emergency procedures such as raising alarm, safe evacuation etc.,</p>
Knowledge and Understanding (K)	
A. Organizational Context (knowledge of the company/organisation and its process)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: safety, hazards and personnel management</p> <p>KA2. names and location of documents that refer to health and safety in work place</p> <p>KA3. reporting structure</p>

G&J/N9902

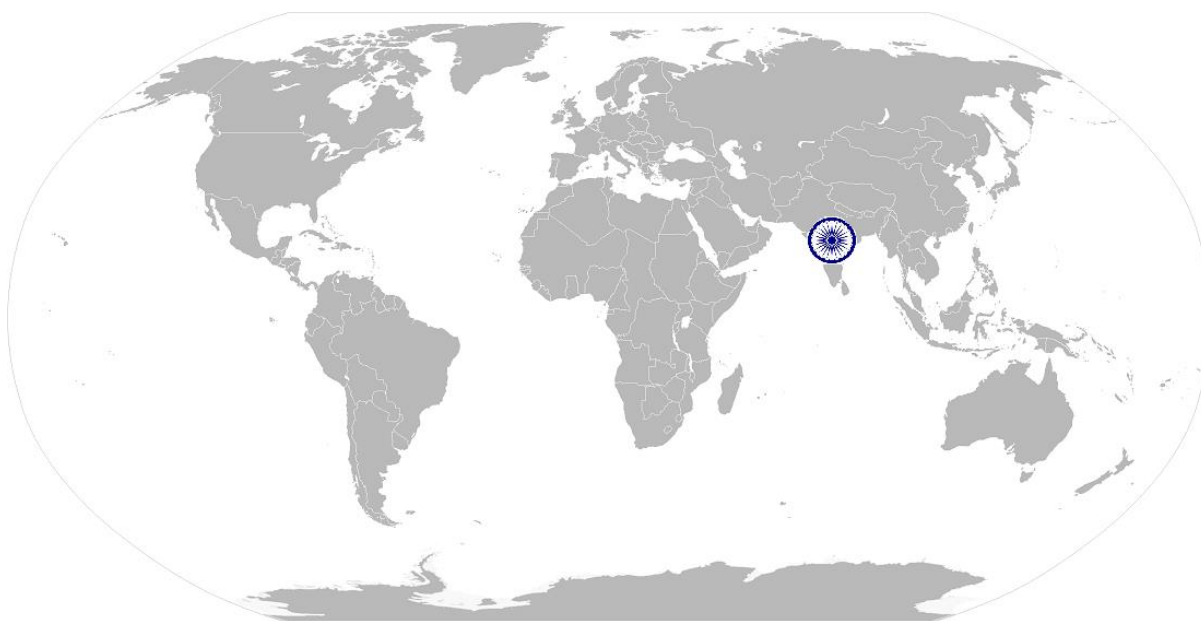
Maintain health and safety at workplace

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. meaning of “hazards” and risks</p> <p>KB2. health and safety hazards commonly present in the work place and related precautions</p> <p>KB3. various dangers associated with use of electrical equipment</p> <p>KB4. preventative and remedial actions to be taken in case of exposure to toxic material</p> <p>KB5. methods of accident prevention</p> <p>KB6. how different chemicals react and the related hazards</p> <p>KB7. how to use machines and tools without causing any accident</p> <p>KB8. importance of using protective clothing/ equipment while working</p> <p>KB9. precautionary activities to prevent the fire accident</p> <p>KB10. various causes of fire</p> <p>KB11. techniques of using different fire extinguishers</p> <p>KB12. different materials used for extinguishing fire</p> <p>KB13. rescue techniques applied during a fire hazard</p> <p>KB14. various types of safety signs and what they mean</p> <p>KB15. appropriate basic first aid treatment relevant to condition e.g. bleeding, minor burns, eye injuries etc.</p> <p>KB16. casualty lifting in case of an accident caused to a person</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The individual on the job needs to know and understand how to:</p> <p>N.A.</p>
	Reading Skills
	<p>SA1. read and comprehend basic content to read labels, charts, signage</p>
	<p>SA2. read and comprehend basic English to read manuals of operations</p>
	Oral communication (listening and speaking skills)
	<p>SA3. communicate effectively the risk of not following safety measures</p>
B. Professional Skills	Decision making
	<p>the individual on the job needs to know and understand how to:</p>
	<p>SB1. respond to emergencies/accidents, by taking an apt and timely decision</p>
	Plan and organize
	<p>SB2. organize work schedule, work area, tools, equipment and material to minimize health and safety risk</p>
	Customer Centricity
	<p>N. A.</p>
	Problem Solving

G&J/N9902

Maintain health and safety at workplace

	SB3. ensure apt action in case of any emergencies, accidents or fire at the work location
	Analytical thinking
	SB4. analyse untoward incidents from the past and implement correct use of machines, tools or hazardous chemicals
	Critical thinking
	SB5. critically analyse the processes carried out by self and colleagues in the department to spot potential hazards and safety issues



G&J/N9902

Maintain health and safety at workplace

NOS Version Control

NOS Code	G&J/N9902		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
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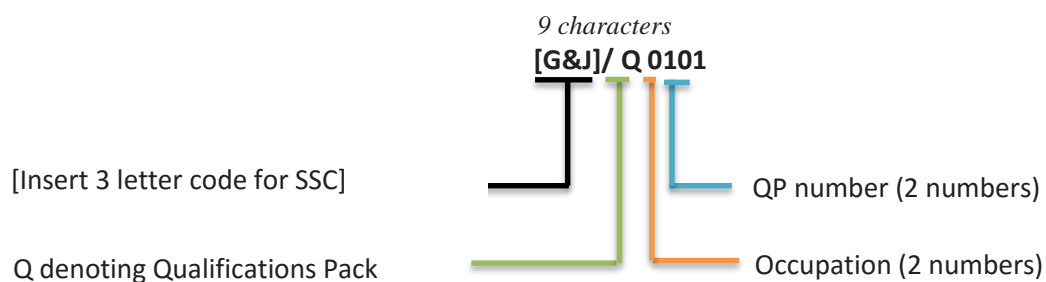


G&J/Q7001 *Qualifications Pack for Final Quality Inspector and Grader – Gemstone Processing*

Annexure

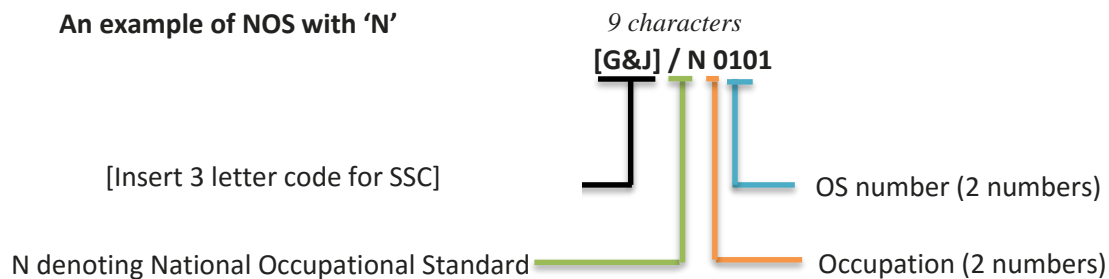
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



G&J/Q7001 *Qualifications Pack for Final Quality Inspector and Grader – Gemstone Processing*

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-11
Imitation Jewellery	12-20
Cast and diamond-set jewellery	21-40
Diamond processing	41-60
Gemstone processing	61-80
Jewellery retailing	81-90
Silver Smithing	91-98
Common	99

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

Criteria For Assessment Of Trainees

Job Role Final Quality Inspector and Grader – Gemstone Processing

Qualification Pack G&J/Q7001

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
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 70% of aggregate marks to successfully clear the assessment.
6. In case of successfully passing only certain number of NOSs, the candidate is eligible to take subsequent assessment to pass the Qualification Pack.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 150					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1. G&J/N7002 Check final quality and grade the gemstones	PC1. match the stone type, weight and number as mentioned on the bag	110	3	1	2
	PC2. assess whether quality check is required for each stone or a sample from the lot		5	1	4
	PC3. check facets for: symmetry mismatch, number of facets required in the plan, any windows left, and rough surfaces		10	2	8
	PC4. check girdle polishing for: even girdle line; smooth finish; distinct lines; and no broken edges		7	2	5
	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		7	2	5

Compulsory NOS				Marks Allocation	
Total Marks: 150					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC6. assess whether defects can be removed without stone loss as prescribed		7	1	6
	PC7. describe the defect to the respective department head or worker		4	1	3
	PC8. Educate about a recurring defect to the respective department's supervisor		5	1	4
	PC9. visual check of the gemstones are properly followed by the individual		4	1	3
	PC10. select and use appropriate instrument for inspecting/checking gemstone		4	1	3
	PC11. use liquid solution for cleaning finger prints		3	0	3
	PC12. measure hardness of the gemstone in Moh's scale		2	1	1
	PC13. use an identification system for gemstones to be graded such as bar coding, design number or job sheet details		6	1	5
	PC14. segregate the gemstones by colour, cut, clarity and carat and grade		10	2	8
	PC15. check for any treatment given to the gemstone and its effect		5	0	5
	PC16. assess the quality as per company's standards and design parameters		5	1	4
	PC17. maintain the accepted standards of quality defined by the organization		2	0	2
	PC18. understand the globally acceptable grading system for gemstones		2	1	1
	PC19. ensure accurate grading in accord with the 4Cs of the sample checked		3	1	2

Compulsory NOS				Marks Allocation	
Total Marks: 150					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC20. maintain consistency in grades for the assignment that are acceptable to the company		3	1	2
	PC21. ensure to alert about any recurrent quality problems		2	0	2
	PC22. match the stone type, weight and number of stones received as per job sheet		3	1	2
	PC23. count and bag all quality checked stones of the lot and document on job sheet		2	1	1
	PC24. return bagged QC okayed and damaged stones to Operations Manager		2	1	1
	PC25. ensure timely delivery of the number and carats of stones per day against target given and as per specifications		4	2	2
	Total		110	26	84

Compulsory NOS				Marks Allocation	
Total Marks:100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
2. G&J/N9901 Coordinate with others	PC1. coordinate for receiving work instructions and raw materials from reporting supervisor	20	1	0	1
	PC2. communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required		1	0	1
	PC3. communicate to reporting supervisor about operation details and hazards		1	0	1

Compulsory NOS				Marks Allocation	
Total Marks:100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC4. interact with supervisor regarding compliance of company policy and rules		3	0	3
	PC5. coordinate with colleagues to share work, as per the workload in order to achieve team goals		3	0	3
	PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		2	0	2
	PC7. coordinate and receive feedback from quality control department		2	1	1
	PC8. resolve conflicts by communicating with colleagues and other departments		2	0	2
	PC9. communicate and discuss work Coordinate with colleagues regarding multitasking in other departments with requirements		3	1	2
	PC10. adhere to nondisclosure policy of the company in all outside coordination		2	1	1
	Total		20	3	17

Compulsory NOS				Marks Allocation	
Total Marks: 150					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
3. G&J/N9902 Maintain health and safety at workplace	PC1. identify and use appropriate protective clothing/equipment for specific tasks and work	20	2	0	2

Compulsory NOS				Marks Allocation	
Total Marks: 150					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace		1	0	1
	PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others		1	0	1
	PC4. identify and avoid doing any tasks or activities in a wrong posture		2	0	2
	PC5. practice appropriate working postures to minimise occupational health related issues		2	1	1
	PC6. use the appropriate fire extinguishers on different types of fire.		1	0	1
	PC7.demonstrate rescue techniques applied during fire hazard		2	0	2
	PC8. demonstrate good housekeeping in order to prevent fire hazards		1	0	1
	PC9. demonstrate the correct use of any fire extinguisher		2	0	2
	PC10. administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.		1	0	1
	PC11. respond promptly and appropriately to an accident or medical emergency		3	1	2
	PC12. participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.,		2	1	1
	Total			20	3