

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 - Gemstone Rough Assorter and Bagger

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Gemstone Processing

OCCUPATION: Assorting

REFERENCE ID: G&J/Q6401

ALIGNED TO: NCO-2015/7313.0902

Brief Job Description: The individual is responsible for sorting gemstones as per requirement, the quality of rough available and the minimum possible stone loss. The Rough Assorter and Bagger is in-charge of separating rough gemstones and marking for further processing.

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	28/08/2016
Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Assorting	Next review date	17/01/2022
NSQC Clearance on*	DD/MM/YYYY		

*only after clearance from NSQC

Job Role	Gemstone Rough Assorter and Bagger
Role Description	Sorting gemstones and marking them for rough cutting process in order to meet requirements and get maximum yield from the rough gemstones.
NSQF level	5
Minimum Educational Qualifications*	8th Standard
Maximum Educational Qualifications*	Not applicable
Training (Suggested but not mandatory)	Not applicable
Minimum job entry age	23 years
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/N9901 Coordinate with others G&J/N9902 Maintain health and safety at workplace
Performance Criteria	As described in the relevant OS units

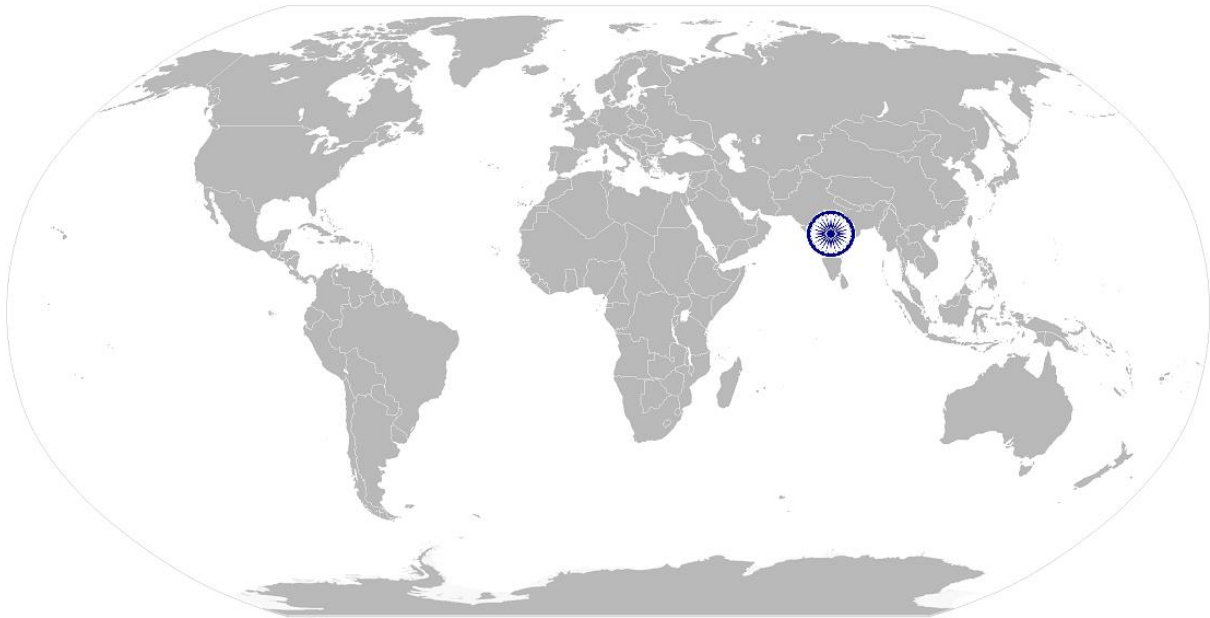
Definitions

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 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 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

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 requirement stated while achieving the maximum.

G&J/N6401

Sort gemstone roughs and mark for cutting

Unit Code	G&J/N6401
Unit Title (Task)	Sort gemstone roughs and mark for 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	This unit/task covers the following: <ul style="list-style-type: none"> Assorting gemstones and managing stone account Achieving productivity
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Assorting gemstones and managing stone account	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. match the stone type, weight and number as mentioned on the bag received PC2. check customer's order or Manager's processing requirement PC3. sort the gemstones by colour, clarity, size, shape required PC4. mark the assorted gemstones for cut as per customer's requirement or the best yield possible PC5. identify and mark inclusions to be removed PC6. describe the marking and final outcome as desired by the customer to rough cutter PC7. check calibration of roughs PC8. count the assorted stones and put them in bags PC9. label the bags and handover to Assorting Manager PC10. deliver any damaged stones and maintain record PC11. compare and identify the stone type, weight and number of stones received against those before returning PC12. assess the different types of rough aptly PC13. mark the roughs for cutting, to achieve maximum yield or as instructed matching customer's requirement PC14. read and describe job at hand to rough cutter with accuracy PC15. instruct about precautions to be taken to deliver the job at hand as planned PC16. anticipate and alert about any disruptions
Achieving productivity	<ul style="list-style-type: none"> PC17. deliver the number of assortments of roughs against target given PC18. maintain stone loss as per company's prescribed limit PC19. complete work as per customer's satisfaction

G&J/N6401

Sort gemstone roughs and mark for cutting

Knowledge and Understanding (K)	
<p>A. Organizational Context (knowledge of the company/organisation and its process)</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. company's policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and personnel management KA2. 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. work flow involved in gemstone processing of company KA5. importance of the individual's role in the workflow KA6. reporting structure KA7. the issuing and returning procedures followed by the company for rough gemstones
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. gemmology and properties of different types of stones KB2. grading standards of gemstone roughs KB3. calibration of gemstones KB4. different types of stones such as precious, semi-precious, synthetic KB5. market value of stone to understand the rationale for different acceptable levels of stone loss KB6. origin of the stone, i.e., which mine, particularly, precious stones to read the softness/ hardness as developed from precedence of use KB7. different types of shapes and facets possible for different gemstones and the number of steps in shaping KB8. processes of marking, cutting, doping, shaping, faceting and polishing of gemstones KB9. the cutting saw works KB10. different types of tools and machines used for sawing and what precautions are required in operating them in terms of desired outcome and safety KB11. how to work in a safe environment, i.e., without injuries KB12. accounting of stones and documentation KB13. market trends and customer requirements
Skills (S) [Optional]	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. document work flow, quality standards and outcomes as per company policy SA2. report stone losses via documentation as per company policy
	<p>Reading Skills</p>

G&J/N6401

Sort gemstone roughs and mark for cutting

	<p>SA3. read about different types of gemstones and their properties</p> <p>SA4. read height, weight, dimensions of the stones as given on job sheets</p> <p>SA5. read company rules and compliance documents required to complete the work</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>SA6. receive instruction from assorting manager about deliverables and work flow</p> <p>SA7. interact with rough cutter and operations manager to discuss the plan</p> <p>SA8. discuss with co-workers in other relevant department, about any practical difficulties that may arise in cutting the rough</p> <p>SA9. give feedback to rough cutter or other department on handling of particular stone or order</p> <p>SA10. give appropriate instructions and feedback to different levels of rough cutters</p> <p>SA11. train on stone loss, productivity and correct steps to follow on the job</p>
B. Professional Skills	<p>Decision Making</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. decide on marking the assorted gemstones for cut as per customer's requirement or the best yield possible</p>
	<p>Plan and Organize</p>
	<p>SB2. create plans that are practical to execute in subsequent processes</p> <p>SB3. sort gemstones based on plan or design on paper so that the worker can cut the stone for required shape</p>
	<p>Customer Centricity</p>
	<p>SB4. adhere to specification, as required by the customer</p>
	<p>Problem Solving</p>
	<p>SB5. minimise stone loss below the prescribed limits</p>
	<p>Analytical Thinking</p>
	<p>SB6. improve work processes for greater productivity</p>
	<p>Critical Thinking</p>
	<p>SB7. spot process disruption and reasons for delay</p>

G&J/N6401

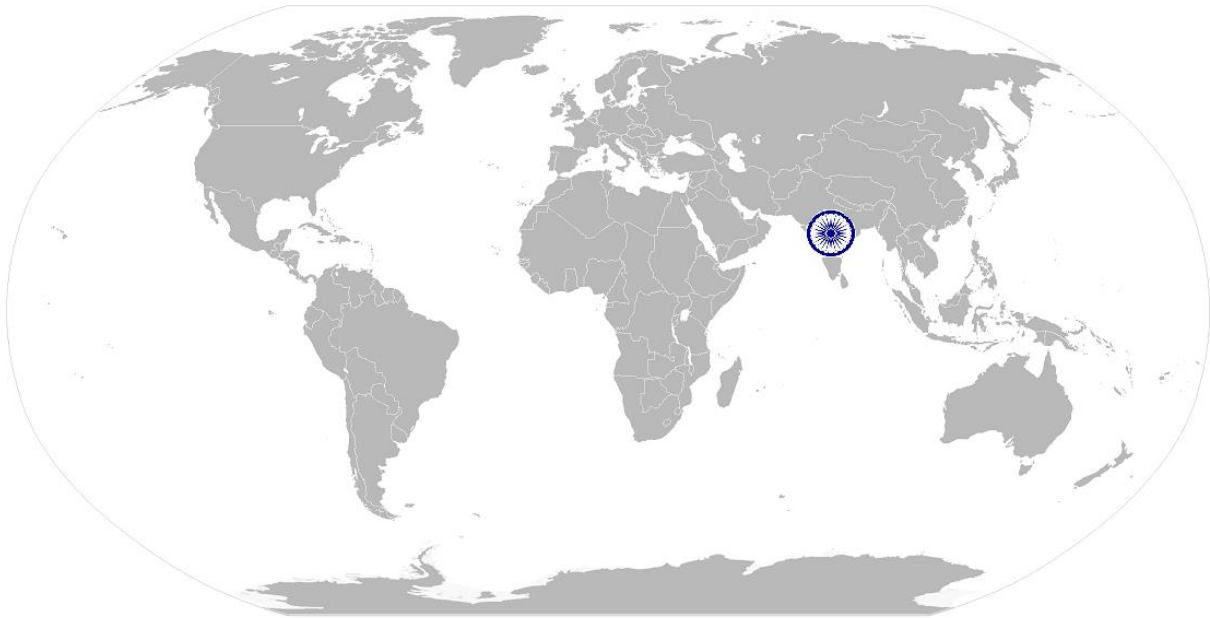
Sort gemstone roughs and mark for cutting

NOS Version Control

NOS Code	G&J/N6401		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Assorting	Next review date	17/01/2022



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. coordinate for putting team goals over individual goals PC9. resolve conflicts by communicating with colleagues and other departments PC10. coordinate with colleagues regarding multitasking in other departments with requirements
Interacting with outside parties	PC11. 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

<p>B. Technical Knowledge</p>	<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>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <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> <p>Reading Skills</p> <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> <p>Oral Communication (Listening and Speaking skills)</p> <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>
<p>B. Professional Skills</p>	<p>Decision Making</p> <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> <p>Plan and Organize</p> <p>SB3. to plan work for maximum productivity</p> <p>SB4. to plan and organize the schedule for maintenance of tools and machines</p> <p>Customer Centricity</p> <p>SB5. convey accurate information to relevant internal as well as external customers</p> <p>Problem Solving</p>

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 and 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

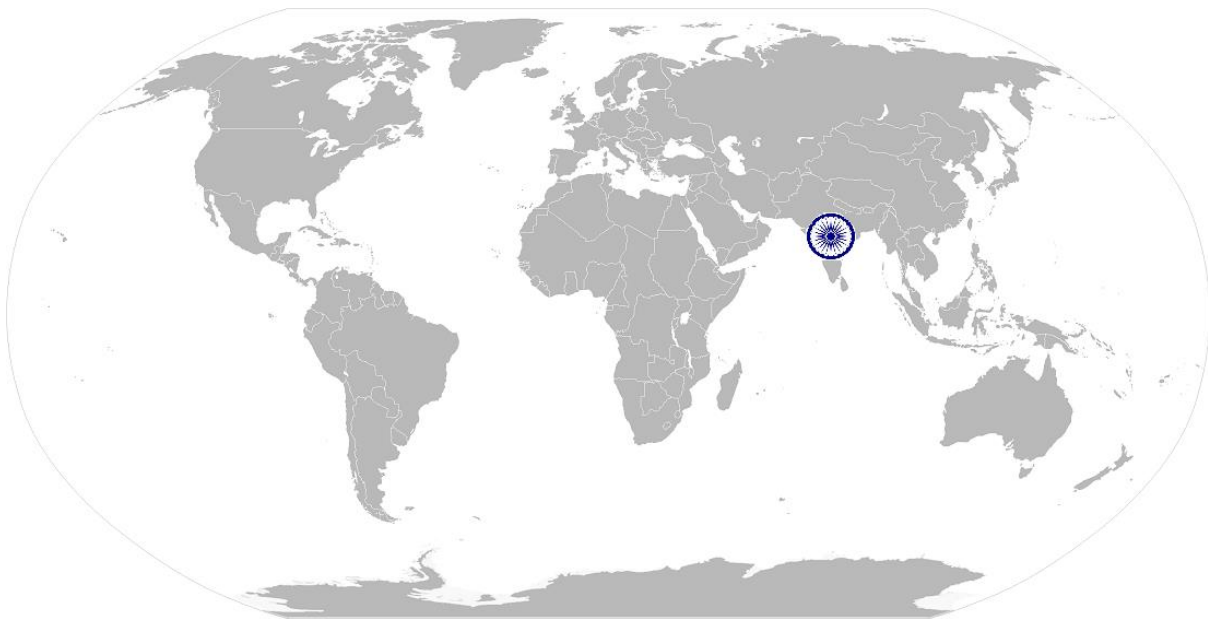
Coordinate with others

NOS Version Control

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	Assorting	Next review date	17/01/2022



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

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	This unit/task covers the following: <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	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify and use appropriate protective clothing/equipment for specific tasks and work PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others PC4. identify and avoid doing any tasks or activities in a wrong posture PC5. Practice appropriate working posture to minimise occupational health related issues
Fire safety	<ul style="list-style-type: none"> PC6. use the appropriate fire extinguishers on different types of fire PC7. demonstrate rescue techniques applied during fire hazard PC8. demonstrate good housekeeping in order to prevent fire hazards PC9. demonstrate the correct use of any fire extinguisher
Emergencies, rescue and first aid procedures	<ul style="list-style-type: none"> PC10. administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc. PC11. respond promptly and appropriately to an accident or medical emergency PC12. participate in emergency procedures such as raising alarm, safe evacuation etc.,
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: safety and hazards and personnel management KA2. names and location of documents that refer to health and safety in work place KA3. reporting structure

G&J/N9902

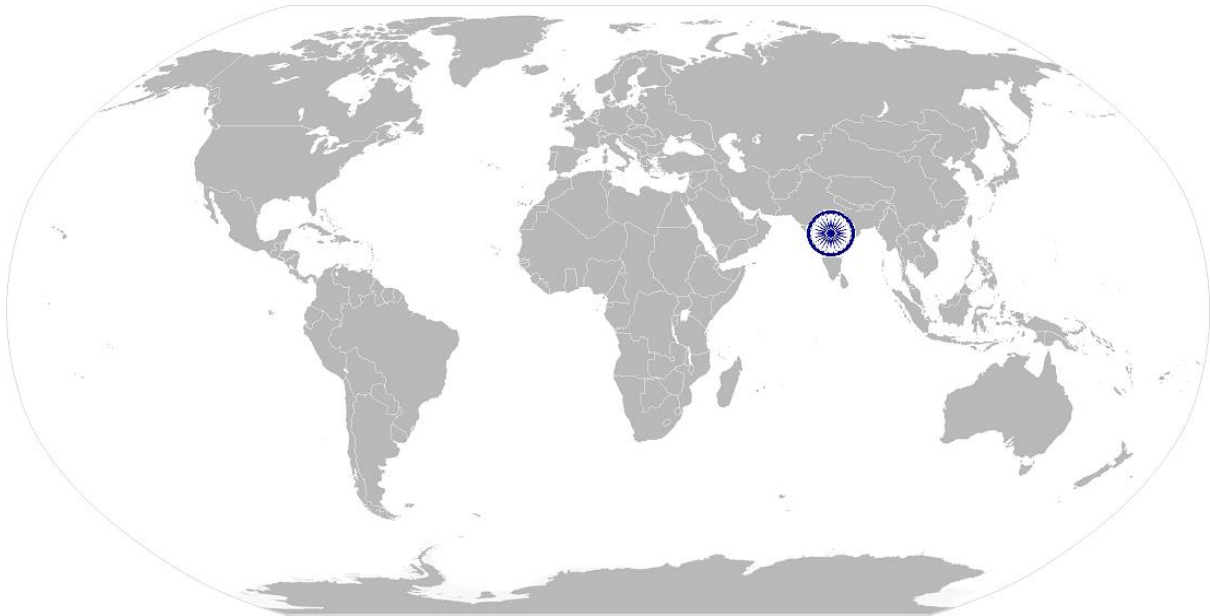
Maintain health and safety at workplace

<p>B. Technical Knowledge</p>	<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 their meaning</p> <p>KB15. appropriate basic first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.</p> <p>KB16. casualty lifting in case of an accident caused to a person</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The individual on the job needs to know and understand how to:</p> <p>N.A.</p> <p>Reading Skills</p> <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> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA3. communicate effectively the risk of not following safety measures</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <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> <p>Plan and Organize</p> <p>SB2. organize work schedule, work area, tools, equipment and material to minimize health and safety risk</p> <p>Customer Centricity</p> <p>N. A.</p> <p>Problem Solving</p>

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

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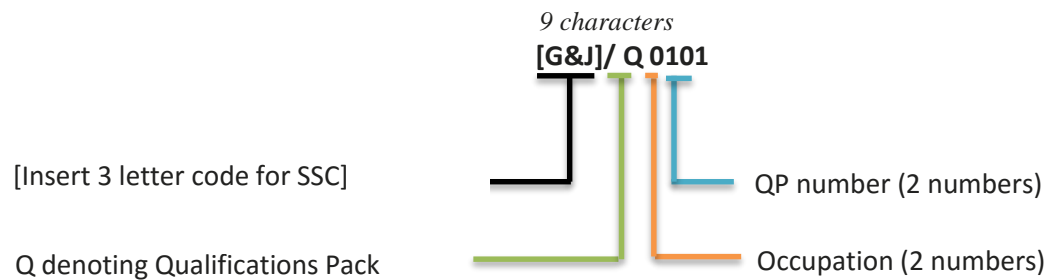
NOS Code	G&J/N9902		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Gemstone Processing	Last reviewed on	17/01/2018
Occupation	Assorting	Next review date	17/01/2022



Annexure

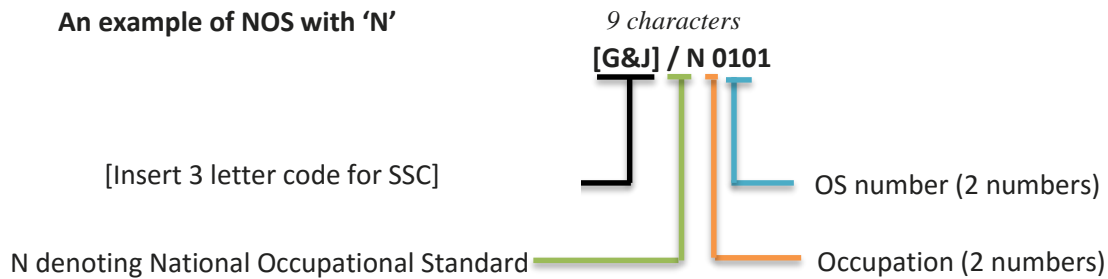
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



G&J/Q6401

Qualifications Pack for Gemstone Rough Assorter and Bagger

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 Gemstone Rough Assorter and Bagger – Gemstone Processing

Qualification Pack G&J/Q6401

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: 100						
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical	
1. G&J/N6401 Sort gemstone roughs and mark for cutting	PC1. match the stone type, weight and number as mentioned on the bag received	60	2	1	1	
	PC2. check customer's order or Manager's processing requirement		2	1	1	
	PC3. sort the gemstones by colour, clarity, size, shape required		3	0	2	
	PC4. mark the assorted gemstones for cut as per customer's requirement or the best yield possible		3	0	3	
	PC5. identify and mark inclusions to be removed		3	1	3	
	PC6. describe the marking and final outcome as desired by the customer to rough cutter		3	1	3	
	PC7. check calibration of roughs		3	1	3	

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC8. count the assorted stones and put them in bags		2	0	2
	PC9. label the bags and handover to Assorting Manager		2	1	1
	PC10. deliver any damaged stones and maintain record		2	0	2
	PC11. compare and identify the stone type, weight and number of stones received against those before returning		3	0	3
	PC12. mark the roughs for cutting, to achieve maximum yield or as instructed matching customer's requirement		5	0	5
	PC13. mark the roughs for cutting, to achieve maximum yield or as instructed matching customer's requirement		5	1	4
	PC14. read and describe job at hand to rough cutter with accuracy		5	2	3
	PC15. instruct about precautions to be taken to deliver the job at hand as planned		4	2	3
	PC16. anticipate and alert about any disruptions		3	1	2
	PC17. deliver the number of assortments of roughs against target given		3	1	2
	PC18. maintain stone loss as per company's prescribed limit		3	1	2
	PC19. complete work as per customer's satisfaction		1	0	1
	Total		60	14	46

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
	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: 100					
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
	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 etc.,		2	1	1
	Total		20	3	17