

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

Contact Us:

Gem and Jewellery Skill Council of India, 3rd floor, BFC building, SEEPZ, Andheri East, Mumbai - 400096

E-mail: ceo@gjsci.org



CONTENTS

1. [Introduction and Contacts.....\[P1\]](#)
2. [Qualifications Pack.....\[P2\]](#)
3. [Glossary of Key Terms\[P3\]](#)
4. [OS Units.....\[P5\]](#)
5. [Annexure: Nomenclature for QP & OS.\[P17\]](#)
6. [Assessment Criteria.....\[P19\]](#)

Introduction

Qualifications Pack - Stone Fixer – Imitation Jewellery

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Imitation Jewellery

OCCUPATION: Stone Fixing

REFERENCE ID: G&J/Q1504

ALIGNED TO: NCO – 2015/NIL

Brief Job Description: The individual at work inserts and fixes stones in the jewellery frame and handmade jewellery/ accessories manufacturing. Stone fixer also called, 'Artisan' or 'Bench-worker', the Fixer fixes stones in the collets provided for the jewellery/ accessories frame after it has been finished with all abrasive and chemical polishing processes.

Personal Attributes: The job requires the individual to have: integrity; attention to details; good eyesight; steady hands; ability to work in a process driven team for long hours in sitting position; a lot of patience; and creativity. The individual must work in small groups in an enclosed area with minimum hazards when dealing with sharp tools.

Job Details

Qualifications Pack Code	G&J/Q1504		
Job Role	Stone Fixer – Imitation Jewellery		
Credits (NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	28/08/2016
Sub-sector	Imitation Jewellery	Last reviewed on	10/11/2017
Occupation	Stone Fixing	Next review date	31/07/2021
NSQC Clearance on*	DD/MM/YYYY		

*only after clearance from NSQC

Job Role	Stone Fixer – Imitation Jewellery
Role Description	Fixing stones in the finished and embellished jewellery/ accessories frame with minimum damage to stone, jewellery/ accessories frame and self
NSQF level	3
Minimum Educational Qualifications*	Basic Literacy Skill
Maximum Educational Qualifications*	Not applicable
Training (Suggested but not mandatory)	Not applicable
Minimum job entry age	16 years
Experience	Not applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N1504 Fix stones on jewellery frame G&J/N9904 Coordinate with co-workers G&J/N9905 Maintain safe work environment
Performance Criteria	As described in the relevant OS units

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 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 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 today's world. In the context of the OS, these include communication related skills that are applicable to most job roles.

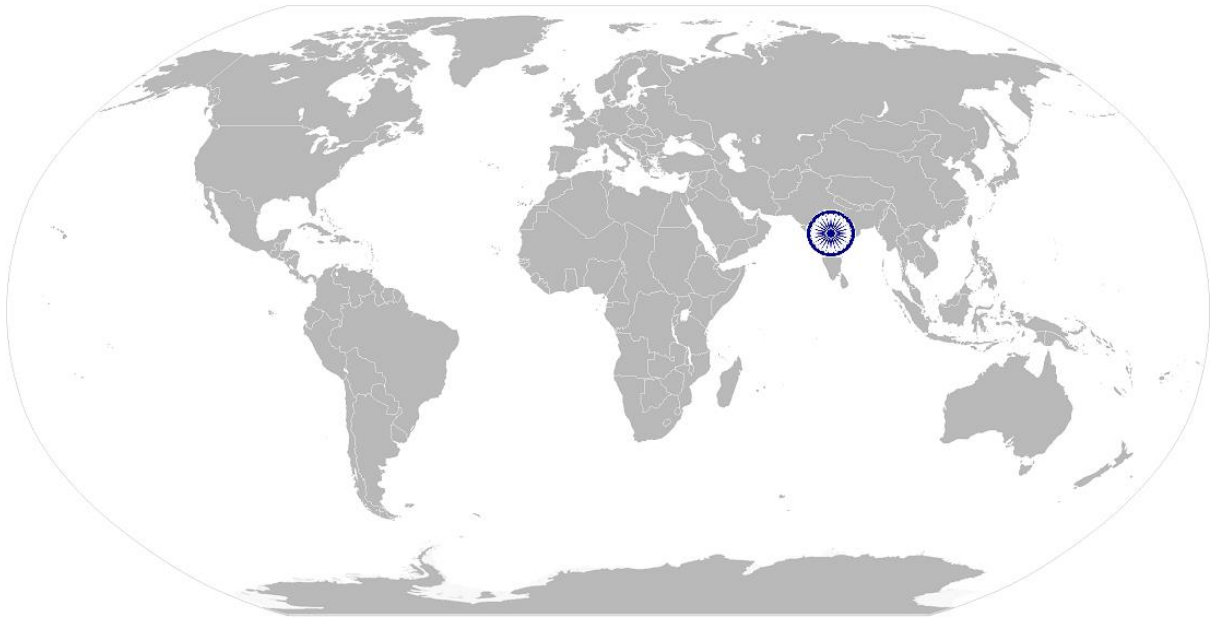
Acronyms

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

G&J/N1504

Fix stones on jewellery frame

National Occupational Standard



Overview

This unit is about fixing stones in the finished and bejewelled frame. It is usually the last step of the entire process. Post non-abrasive polishing, the jewellery / accessory is ready for dispatch.

G&J/N1504

Fix stones on jewellery frame

Unit Code	G&J/N1504
Unit Title (Task)	Fix stones on jewellery frame
Description	This OS unit is about inserting stones in the frame and fixing it securely
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Setting stones • Achieving productivity • Maintaining quality of output • Handling problems
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Setting stones	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Achieve flawless fixing as per design requirement</p> <p>PC2. Achieve even colour of stones set, i.e., no discolouration or breakage during setting</p> <p>PC3. Fix stones securely</p>
Achieving productivity	<p>PC4. Deliver in time</p> <p>PC5. Deliver number of frames with stones set as per target and of design quality</p>
Maintaining quality of output	<p>PC6. Deliver defect free and evenly set jewellery pieces and accessories</p> <p>PC7. Deliver damage free stones of even colour and well secured</p> <p>PC8. Deliver maximum number of QC-okayed settings</p> <p>PC9. Rework on the product returned from QC</p>
Handling problems	<p>PC10. Deliver complete jewellery on time by reporting problems faced or anticipated well in advance</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Company policies on : quality, delivery timelines, safety and hazards, integrity and personal management</p> <p>KA2. Work flow involved in jewellery manufacturing process of the company</p> <p>KA3. Typical customer profile and market trends</p> <p>KA4. Importance of individual's role in the workflow</p> <p>KA5. Reporting Structure</p>
B. Technical Knowledge	<p>KB1. Fashion jewellery/ accessories making process</p> <p>KB2. Types of jewellery (product, styles, regional, traditional, making technique)</p> <p>KB3. Uses of different types of tools and techniques for stone setting</p> <p>KB4. Basic properties of stones and effect of reaction to pressure, heat and chemicals</p> <p>KB5. Filing and soldering</p>

G&J/N1504

Fix stones on jewellery frame

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Prepare notes, task lists and schedule with co-workers SA2. Prepare progress reports of assigned tasks
	Reading Skills
	SA3. Read notes and put notes on design SA4. For use technology such as computer for visual aid or improving efficiency
	Oral Communication (Listening and Speaking skills)
	SA5. Discuss task lists, schedules and work-loads with co-workers SA6. Question co-workers appropriately in order to understand the nature of problem and to make a diagnosis SA7. Keep seniors informed about the progress of work
	B. Professional Skills
Decision Making	
SB1. Make decisions pertaining to the concerned area of work to implement them on personal or organizational level	
Plan and Organize	
SB2. Plan and organize the work according to the requirement by doing time management so the work goal can be achieved	
Customer Centricity	
SB3. Use customer centric approach that provides a positive customer experience before and after the sale in order to drive repeat business, customer loyalty and profits	
Problem Solving	
SB4. Think through the problem, evaluate the possible solution (s) and suggest an optimum/ best possible solution (s) SB5. Identify immediate or temporary solutions to resolve delays	
Analytical Thinking	
SB6. Analyze activities by breaking them down into single and manageable components	
Critical Thinking	
SB7. Anticipate process disruption and reasons for delay	

G&J/N1504

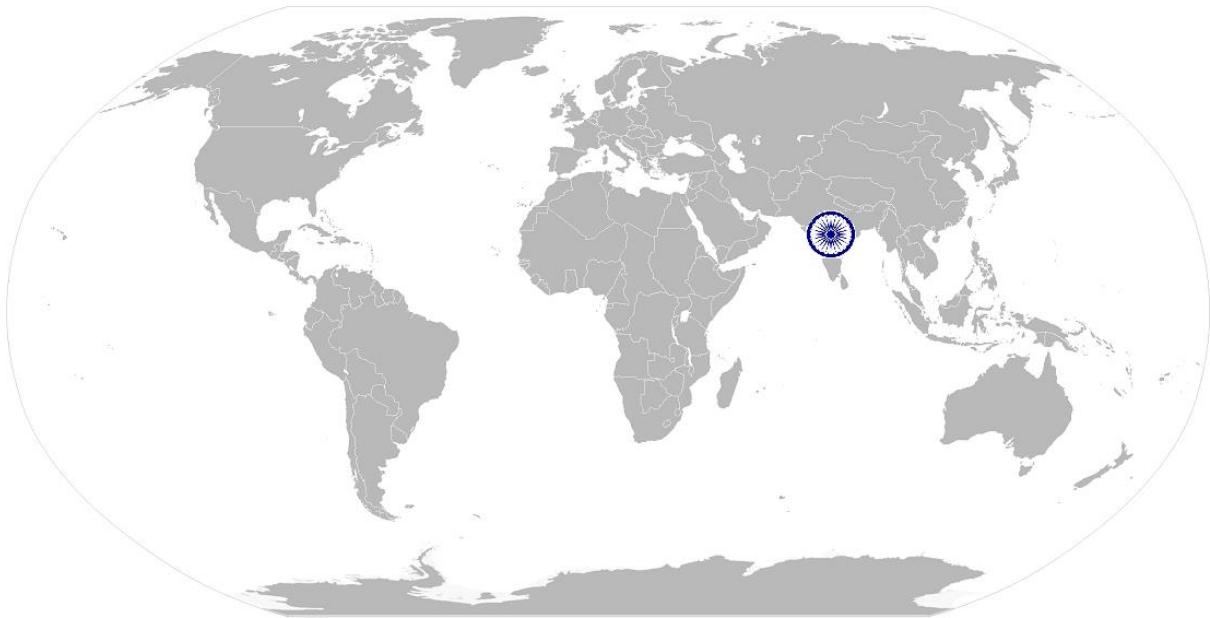
Fix stones on jewellery frame

NOS Version Control

NOS Code	G&J/N1504		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Imitation Jewellery	Last reviewed on	10/11/2017
Occupation	Stone Fixing	Next review date	31/07/2021



National Occupational Standard



Overview

This unit is about individual's level of communication with colleagues or clients. It determines the individual's ability to work as a team member, share work and multi-task in order to achieve the required deliverables on schedule.

G&J/N9904

Coordinate with co-workers

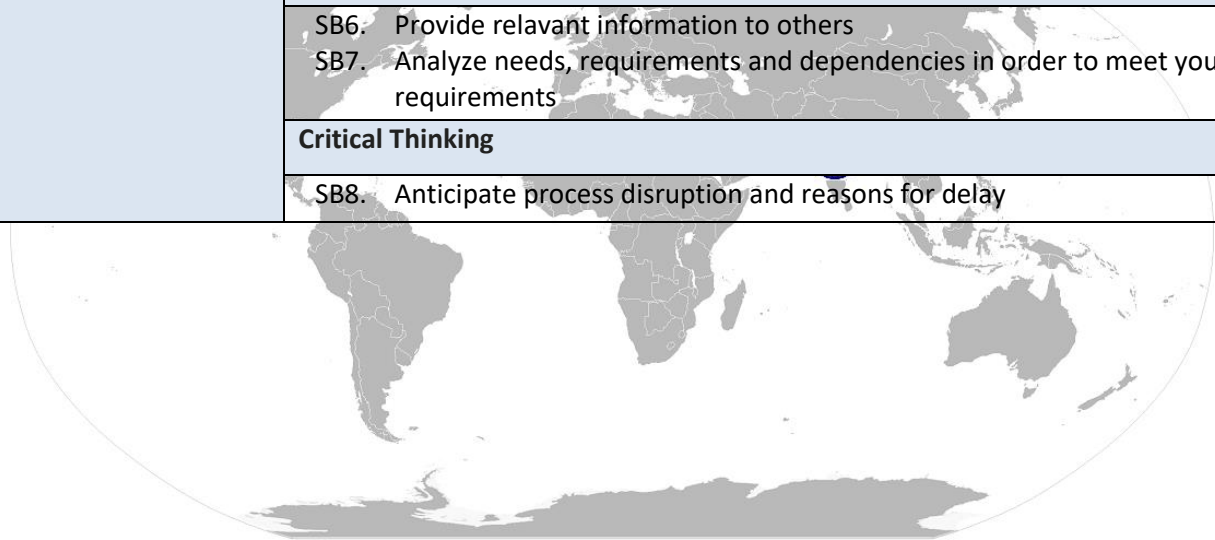
National Occupational Standard

Unit Code	G&J/N9904
Unit Title (Task)	Coordinate with co-workers
Description	This OS unit is about communicating with colleagues and seniors in order to maintain smooth work flow
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Interacting with supervisor • Interacting with colleagues and other departments
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. Understand the work output requirements and work accordingly PC2. Comply with company policy end rules and work accordingly PC3. Deliver quality work on time as required by reporting any anticipated reasons for delay
Interacting with colleagues and other departments	<ul style="list-style-type: none"> PC4. Put team over individual goals and work with team PC5. Resolve conflicts and multi-task
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company's policies on personnel management KA2. Work flow involved in company's jewellery manufacturing process KA3. Importance of the individual's role in the workflow KA4. Reporting structure
B. Technical Knowledge	<ul style="list-style-type: none"> KB1. Various categories of people that one is required to communicate and coordinate within the organization KB2. Importance of effective communication in the workplace KB3. Various components of effective communication KB4. Key elements of active listening KB5. Barriers to effective communication
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Write instructions, remarks, job sheets, basic information, technical details etc. in preferred local language of communication and English
	Reading Skills
	<ul style="list-style-type: none"> SA2. Read company rules and compliance documents required to complete the work
Oral Communication (Listening and Speaking skills)	

G&J/N9904

Coordinate with co-workers

	SA3. How to improve work process
B. Professional Skills	Decision Making
	SB1. Make decisions pertaining to the concerned area of work to implement them on personal or organizational level
	Plan and Organize
	SB2. Plan and organize the work according to the requirement by doing time management so the work goal can be achieved
	Customer Centricity
	SB3. Check that your own work meets customer requirements
	Problem Solving
	SB4. Think through the problem, evaluate the possible solution (s) and suggest an optimum/ best possible solution (s)
	SB5. Identify immediate or temporary solutions to resolve delays
	Analytical Thinking
SB6. Provide relevant information to others	
SB7. Analyze needs, requirements and dependencies in order to meet your work requirements	
Critical Thinking	
SB8. Anticipate process disruption and reasons for delay	



G&J/N9904

Coordinate with co-workers

NOS Version Control

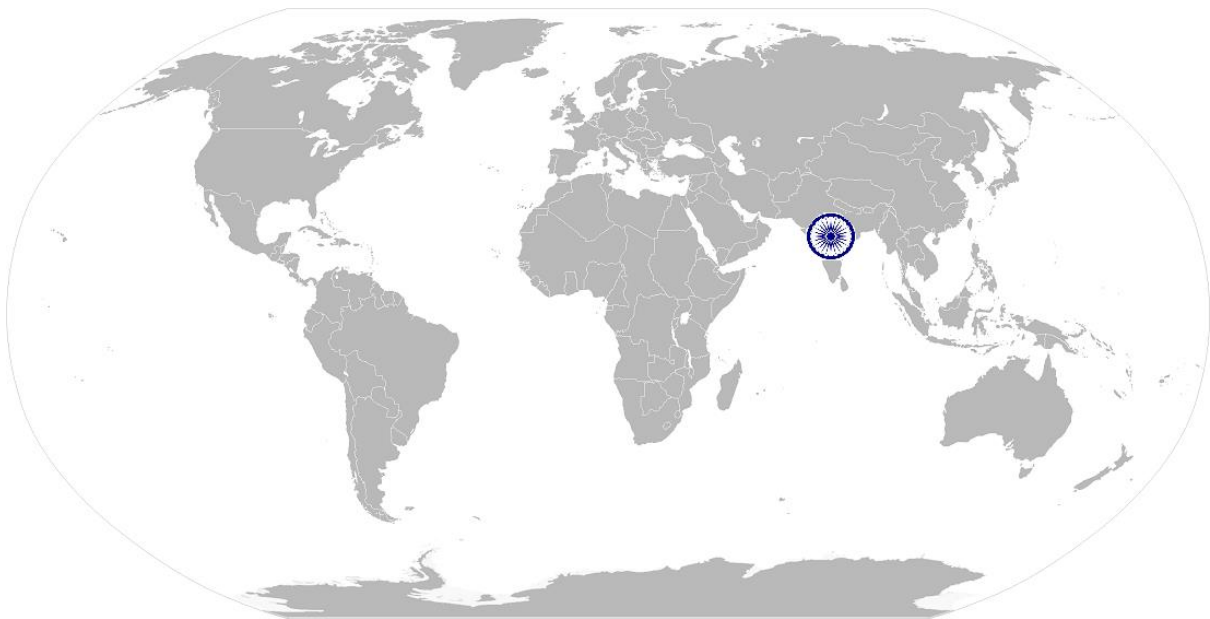
NOS Code	G&J/N9904		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Imitation Jewellery	Last reviewed on	10/11/2017
Occupation	Stone Fixing	Next review date	31/07/2021



G&J/N9905

Maintain safe work environment

National Occupational Standard



Overview

This unit is about the individual's commitment towards reporting potential hazards and avoid accidents in order to make the work environment safe for self and colleagues.

G&J/N9905

Maintain safe work environment

Unit Code	G&J/N9905
Unit Title (Task)	Maintain safe work environment
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
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Know probable causes of accidents and communicating
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Know probable causes of accidents and communicating	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Spot and report potential hazards on time PC2. Follow company policy and rules regarding use of hazardous materials while working PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Company's policies on handling: harmful chemicals and sharp tools, safety and hazards of machines, fire safety and, disposal of harmful chemicals and materials KA2. Work flow involved in company's jewellery manufacturing process KA3. Importance of the individual's role in the workflow KA4. Reporting structure
B. Technical Knowledge	<ul style="list-style-type: none"> KB1. How different chemicals react and what could be the danger from them KB2. How to use machines and tools without causing bodily harm KB3. Fire safety education KB4. Disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Prepare notes, task lists and schedule with co-workers SA2. Prepare progress reports
	Reading Skills
	<ul style="list-style-type: none"> SA3. Read notes and put notes on design SA4. Read company rules and compliance documents required to complete the work

G&J/N9905

Maintain safe work environment

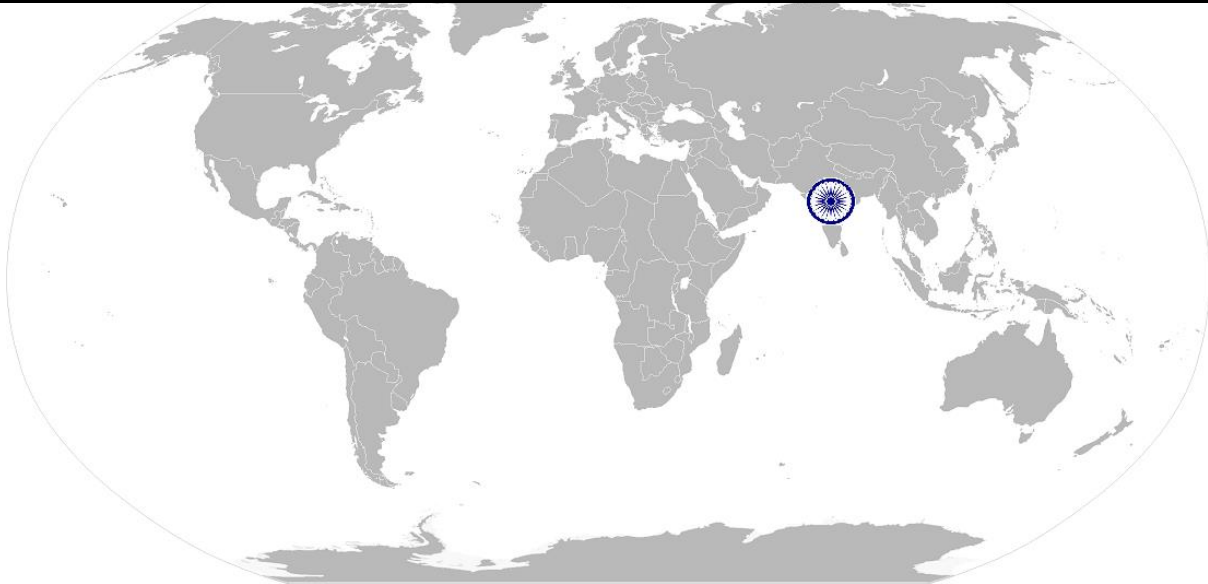
	Oral Communication (Listening and Speaking skills)
	SA5. Discuss task lists, schedules and work-loads with co-workers SA6. Question co-workers appropriately in order to understand the nature of problem and to make a diagnosis SA7. Keep seniors informed about the progress of work
B. Professional Skills	Decision Making
	SB1. Make decisions pertaining to the concerned area of work to implement them on personal or organizational level
	Plan and Organize
	SB2. Plan and organize the work to meet health, safety and security requirements
	Customer Centricity
	SB3. Use customer centric approach that provides a positive customer experience before and after the sale in order to drive repeat business, customer loyalty and profits
	Problem Solving
	SB4. Think through the problem, evaluate the possible solution (s) and suggest an optimum/ best possible solution (s) SB5. Identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	SB6. Analyze activities by breaking them down into single and manageable components
Critical Thinking	
SB7. Anticipate process disruption and reasons for delay	

G&J/N9905

Maintain safe work environment

NOS Version Control

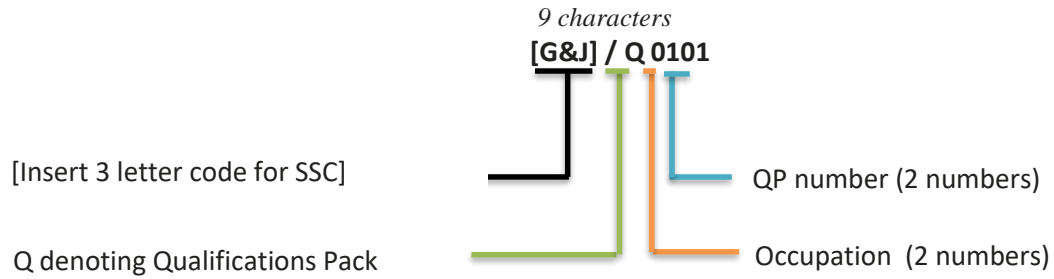
NOS Code	G&J/N9905		
Credits (NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	28/08/2016
Industry Sub-sector	Imitation Jewellery	Last reviewed on	10/11/2017
Occupation	Stone Fixing	Next review date	31/07/2021



Annexure

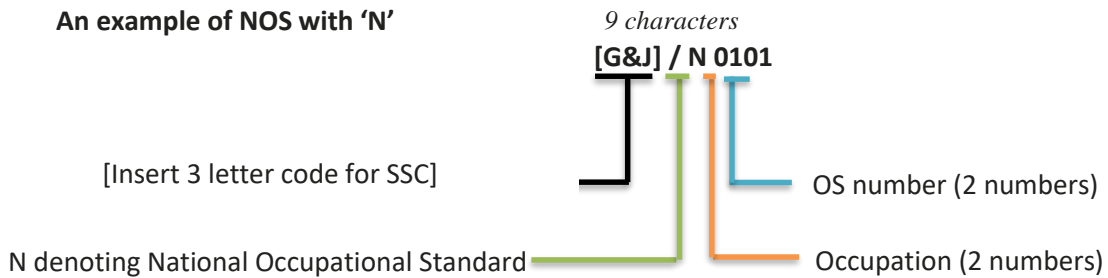
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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 Stone Fixer – Imitation Jewellery

Qualification Pack G&J/Q1504

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 unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.
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/N1504 Fix stones on jewellery frame	PC1. Achieve flawless fixing as per design requirement	60	10	0	10
	PC2. Achieve even colour of stones set, i.e., no discolouration or breakage during setting		10	5	5
	PC3. Fix stones securely		10	5	5
	PC4. Deliver in time		3	0	3
	PC5. Deliver number of frames with stones set as per target and of design quality		3	0	3
	PC6. Deliver defect free and evenly set jewellery pieces and accessories		3	0	3

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC7. Deliver damage free stones of even colour and well secured		5	0	5
	PC8. Deliver maximum number of QC-okayed settings		10	0	10
	PC9. Rework on the product returned from QC		3	0	3
	PC10. Deliver complete jewellery on time by reporting problems faced or anticipated well in advance		3	0	3
	Total			60	10

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
2. G&J/N9904 Coordinate with co-workers	PC1. Understand the work output requirements and work accordingly	20	5	2	3
	PC2. Comply with company policy and rules and work accordingly		5	2	3
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delay		5	0	5
	PC4. Put team over individual goals and work with team		1	0	1
	PC5. Resolve conflicts and multi-task		4	1	3
	Total		20	5	15

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
3. G&J/N9905 Maintain safe work environment	PC1. Spot and report potential hazards on time	20	10	3	7

Compulsory NOS				Marks Allocation	
Total Marks: 100					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC2. Follow company policy and rules regarding use of hazardous materials while working		5	0	5
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		5	2	3
	Total		20	5	15