

## Qualification Pack



# Laser Sawing Machine Operator - Diamond Processing

QP Code: G&J/Q4404

Version: 4.0

NSQF Level: 3

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## Qualification Pack

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## Qualification Pack

# G&J/Q4404: Laser Sawing Machine Operator - Diamond Processing

## Brief Job Description

The individual at work needs to cut the rough diamond along the marking by fixing it on a dop or cassette or holder, then slicing it using the laser machine. A laser sawing operator is responsible for delivering perfect cut of roughs in the stipulated time, while minimizing weight loss and breakage. Also known as Laser Cutter or Laser Operator or Laser Sawyer, the laser machine operator uses the laser machine to cut the diamond

## Personal Attributes

The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work in a process driven team; ability to multitask; ability to work for long hours in sitting position in front of a computer; and a lot of patience.

## Applicable National Occupational Standards (NOS)

### Compulsory NOS:

1. [G&J/N4401: Fix the rough diamond on dop or cassette or holder](#)
2. [G&J/N4402: Cut rough diamond using a laser sawing machine](#)
3. [G&J/N9902: Maintain health and safety at workplace](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

## Qualification Pack (QP) Parameters

<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing
<b>Occupation</b>	Rough Cutting and Sawing
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	12
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8189.0401

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<b>Minimum Educational Qualification &amp; Experience</b>	9th Class with NA of experience OR 8th Class with 1 Year of experience relevant experience OR Previous relevant Qualification of NSQF Level with 1 Year of experience relevant experience
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Approval Date</b>	17/11/2022
<b>Version</b>	4.0
<b>Reference code on NQR</b>	2022/GJ/GJSCI/06708
<b>NQR Version</b>	4

## Qualification Pack

### G&J/N4401: Fix the rough diamond on dop or cassette or holder

#### Description

This OS unit is about fixing rough diamond on dop / holder / cassette using adhesives, levelling and aligning them as per the markings as a preparation for cutting on laser machine or blade sawing

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Setting rough diamond in the holder
- Maintaining productivity
- Controlling defects

#### Elements and Performance Criteria

##### *Setting rough diamond in the holder*

To be competent, the user/individual on the job must be able to:

- PC1.** ensure accurate fixing of rough diamond on the dop as per the planned cut
- PC2.** ensure accurate alignment and levelling of the rough diamond as per marking

##### *Maintaining productivity*

To be competent, the user/individual on the job must be able to:

- PC3.** achieve the productivity in terms of carats or number of pieces as set by the company
- PC4.** ensure timely delivery for further processing

##### *Controlling defects*

To be competent, the user/individual on the job must be able to:

- PC5.** ensure no damage to the rough diamond is caused during the fixing process

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on quality and delivery standards, safety and hazards, integrity and personnel management
- KU2.** nondisclosure of confidential information provided by the company either orally or in writing marked as confidential
- KU3.** liability arising out of loss, theft, or inadvertent disclosure of confidential information
- KU4.** work flow involved in companys product development process
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure
- KU7.** issue return procedures followed by the company
- KU8.** basic characteristics of a diamond

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- KU9.** accurate fixing of roughs on dop/holder/cassette as per planned cut
- KU10.** heat requirements such as temperature and duration for different adhesives
- KU11.** cleaning techniques of the rough using different chemicals and ultrasonic cleaner
- KU12.** potential work hazards
- KU13.** various tools and machines to be used for the fixing process, its hazards and maintenance
- KU14.** use of magnifying camera with screen or an eye glass in order to check alignment

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** fill requisition slip for ordering tools materials and consumables
- GS2.** document broken and lost diamonds as per company policy
- GS3.** to document work done for status and performance appraisal
- GS4.** to read descriptions on the diamond packets/ bags
- GS5.** to discuss task, schedules, and work-loads with co-workers and supervisors
- GS6.** to understand instructions and report problems such as: mismatch in rough issued and received, problem with the planned cut which may lead to breakage, unclear marking, defective or inadequate number of dops/ holders /cassettes, inadequate quantity of consumable such as adhesives
- GS7.** to share work load as required
- GS8.** to assist others who require help
- GS9.** to make decisions pertaining to the order of fixing roughs in the cassette/dop for cutting
- GS10.** to make decisions on use of different types of adhesives in different cases
- GS11.** to plan the work to improve productivity and quality of setting the rough
- GS12.** to plan and organize maintenance of tools and machines used
- GS13.** to plan for minimizing damage or loss of any diamond during the doping process
- GS14.** to identify the factors such as quality of the glue/white cement, tools and machines used, that contribute to the fixing of roughs
- GS15.** to identify immediate or temporary solutions to avoid delays
- GS16.** to spot process disruptions and delays

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Setting rough diamond in the holder</i>	<b>2</b>	<b>7</b>	-	-
<b>PC1.</b> ensure accurate fixing of rough diamond on the dop as per the planned cut	1	3	-	-
<b>PC2.</b> ensure accurate alignment and levelling of the rough diamond as per marking	1	4	-	-
<i>Maintaining productivity</i>	<b>1</b>	<b>6</b>	-	-
<b>PC3.</b> achieve the productivity in terms of carats or number of pieces as set by the company	-	4	-	-
<b>PC4.</b> ensure timely delivery for further processing	1	2	-	-
<i>Controlling defects</i>	<b>1</b>	<b>3</b>	-	-
<b>PC5.</b> ensure no damage to the rough diamond is caused during the fixing process	1	3	-	-
<b>NOS Total</b>	<b>4</b>	<b>16</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N4401
<b>NOS Name</b>	Fix the rough diamond on dop or cassette or holder
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing
<b>Occupation</b>	Rough Cutting and Sawing
<b>NSQF Level</b>	3
<b>Credits</b>	3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQF Clearance Date</b>	17/11/2022



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### G&J/N4402: Cut rough diamond using a laser sawing machine

#### Description

This OS unit is about cutting the rough diamond into smaller pieces as per the markings so that inclusions are removed and maximum yield is achieved as per the planned cut

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Operating the laser sawing machine
- Maintaining Quality of cutting
- Maintaining Productivity
- Controlling Defects

#### Elements and Performance Criteria

##### *Operating the laser sawing machine*

To be competent, the user/individual on the job must be able to:

- PC1.** ensure adequate match of specifications such as shape, size, dimensions, etc., and marking of the fixed rough received as per those mentioned on the bag
- PC2.** ensure precise and secured placing of the dop / stage in the machine
- PC3.** achieve adequate alignment of the laser cutting line with the marking for proper cut
- PC4.** ensure apt parameters such as dimensions and other data are entered in the computer

##### *Maintaining Quality of cutting*

To be competent, the user/individual on the job must be able to:

- PC5.** achieve proper cut of the roughs along the markings
- PC6.** ensure accurate bagging and labelling of the roughs before returning

##### *Maintaining Productivity*

To be competent, the user/individual on the job must be able to:

- PC7.** achieve the productivity in terms of carats or number of pieces as set by the company
- PC8.** achieve timely delivery for further processing
- PC9.** maintain cycle time
- PC10.** work on multiple machines at the same time

##### *Controlling Defects*

To be competent, the user/individual on the job must be able to:

- PC11.** assess that the marking is correct for the cut required
- PC12.** minimize damage, weight loss and breakage

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** companys policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement
- KU2.** nondisclosure of confidential information provided by the company either orally or in writing marked as confidential
- KU3.** liability arising out of loss, theft, or inadvertent disclosure of confidential information
- KU4.** work flow involved in companys diamond processing process
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure
- KU7.** issue return procedures followed by the company
- KU8.** shape, cut, clarity, carat, and physical characteristics of the diamond
- KU9.** alignments and levelling for different cuts in a diamond
- KU10.** tension in a diamond
- KU11.** potential ways that may cause damage to a diamond
- KU12.** potential work hazards, particularly, when using laser sawing machine
- KU13.** computer and laser machine operations
- KU14.** use of the tension machine
- KU15.** types of inclusions in a diamond
- KU16.** other techniques of cutting
- KU17.** use of various scopes in diamond processing
- KU18.** geometry to understand the angles and symmetry
- KU19.** repair work
- KU20.** uses of different types of tools and materials for different purposes and end results
- KU21.** how to maintain and prepare the tools as per job requirement

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** document work done for status and performance appraisal
- GS2.** fill requisition slip for ordering tools materials and consumables
- GS3.** document broken and lost diamonds as per company policy
- GS4.** read descriptions on the diamond packets/ bags to match the specifications of the roughs such as shape, size and quantity, as per those mentioned on the packet issued
- GS5.** discuss task, schedules, and work-loads with co-workers and supervisors
- GS6.** understand instructions and report problems
- GS7.** share work load as required
- GS8.** assist others who require help
- GS9.** report problems to supervisor such as impractical marking, machine failures
- GS10.** to decide if a particular rough must be cut along the marking provided
- GS11.** to determine what should be the order of the cut and which marking should be cut first to avoid breakage

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- GS12.** how to plan and organize the machinery maintenance schedule to achieve break down free operations
- GS13.** how to plan work for maximum productivity
- GS14.** rectify defects occurred in sawing
- GS15.** devise new means of working to improve productivity
- GS16.** suggest different or innovative plans, which may yield higher returns for the company
- GS17.** to spot process disruptions and delays

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Operating the laser sawing machine</i>	<b>4</b>	<b>11</b>	-	-
<b>PC1.</b> ensure adequate match of specifications such as shape, size, dimensions, etc., and marking of the fixed rough received as per those mentioned on the bag	1	2	-	-
<b>PC2.</b> ensure precise and secured placing of the dop / stage in the machine	1	1	-	-
<b>PC3.</b> achieve adequate alignment of the laser cutting line with the marking for proper cut	1	4	-	-
<b>PC4.</b> ensure apt parameters such as dimensions and other data are entered in the computer	1	4	-	-
<i>Maintaining Quality of cutting</i>	<b>2</b>	<b>5</b>	-	-
<b>PC5.</b> achieve proper cut of the roughs along the markings	1	4	-	-
<b>PC6.</b> ensure accurate bagging and labelling of the roughs before returning	1	1	-	-
<i>Maintaining Productivity</i>	-	<b>10</b>	-	-
<b>PC7.</b> achieve the productivity in terms of carats or number of pieces as set by the company	-	2	-	-
<b>PC8.</b> achieve timely delivery for further processing	-	3	-	-
<b>PC9.</b> maintain cycle time	-	2	-	-
<b>PC10.</b> work on multiple machines at the same time	-	3	-	-
<i>Controlling Defects</i>	<b>3</b>	<b>5</b>	-	-
<b>PC11.</b> assess that the marking is correct for the cut required	2	3	-	-
<b>PC12.</b> minimize damage, weight loss and breakage	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>9</b>	<b>31</b>	<b>-</b>	<b>-</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N4402
<b>NOS Name</b>	Cut rough diamond using a laser sawing machine
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Diamond Processing
<b>Occupation</b>	Rough Cutting and Sawing
<b>NSQF Level</b>	3
<b>Credits</b>	7
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQF Clearance Date</b>	17/11/2022

## Qualification Pack

### G&J/N9902: 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

The scope covers the following :

- This unit/task covers the following:
- Health and safety in work area
- Fire safety
- Emergencies, rescue and first aid procedures

#### Elements and Performance Criteria

##### *Health and safety in work area*

To be competent, the user/individual on the job must be able to:

- 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 postures to minimise occupational health related issues

##### *Fire safety*

To be competent, the user/individual on the job must be able to:

- 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*

To be competent, the user/individual on the job must be able to:

- 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, correct means of escape, correct assembly point etc.,

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** companys policies on: safety and hazards and personnel management
- KU2.** names and location of documents that refer to health and safety in work place
- KU3.** reporting structure
- KU4.** meaning of hazards and risks
- KU5.** health and safety hazards commonly present in the work place and related precautions
- KU6.** various dangers associated with use of electrical equipment
- KU7.** preventative and remedial actions to be taken in case of exposure to toxic material
- KU8.** methods of accident prevention
- KU9.** how different chemicals react and the related hazards
- KU10.** how to use machines and tools without causing any accident
- KU11.** importance of using protective clothing/ equipment while working
- KU12.** precautionary activities to prevent the fire accident
- KU13.** various causes of fire
- KU14.** techniques of using different fire extinguishers
- KU15.** different materials used for extinguishing fire
- KU16.** rescue techniques applied during a fire hazard
- KU17.** various types of safety signs and their meaning
- KU18.** appropriate basic first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.,
- KU19.** casualty lifting in case of an accident caused to a person

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and comprehend basic content to read labels, charts, signages
- GS2.** read and comprehend basic english to read manuals of operations
- GS3.** communicate effectively the risk of not following safety measures
- GS4.** respond to emergencies/accidents, by taking an appropriate and timely decision
- GS5.** organize work schedule, work area, tools, equipment and material to minimize health and safety risk
- GS6.** ensure appropriate action in case of any emergencies, accidents or fire at the work location
- GS7.** analyze untoward incidents from the past and implement correct use of machines, tools or hazardous chemicals
- GS8.** critically analyze the processes carried out by self and colleagues in the department to spot potential hazards and safety issues



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and safety in work area</i>	<b>1</b>	<b>7</b>	-	-
<b>PC1.</b> identify and use appropriate protective clothing/equipment for specific tasks and work	-	2	-	-
<b>PC2.</b> identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace	-	1	-	-
<b>PC3.</b> carry out safe working practices while dealing with hazards to ensure safety of self and others	-	1	-	-
<b>PC4.</b> identify and avoid doing any tasks or activities in a wrong posture	-	2	-	-
<b>PC5.</b> practice appropriate working postures to minimise occupational health related issues	1	1	-	-
<i>Fire safety</i>	-	<b>6</b>	-	-
<b>PC6.</b> use the appropriate fire extinguishers on different types of fire	-	1	-	-
<b>PC7.</b> demonstrate rescue techniques applied during fire hazard	-	2	-	-
<b>PC8.</b> demonstrate good housekeeping in order to prevent fire hazards	-	1	-	-
<b>PC9.</b> demonstrate the correct use of any fire extinguisher	-	2	-	-
<i>Emergencies, rescue and first aid procedures</i>	<b>2</b>	<b>4</b>	-	-
<b>PC10.</b> administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	-	1	-	-
<b>PC11.</b> respond promptly and appropriately to an accident or medical emergency	1	2	-	-
<b>PC12.</b> participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.,	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>3</b>	<b>17</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N9902
<b>NOS Name</b>	Maintain health and safety at workplace
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Jewellery Retail, Cast and diamonds-set jewellery
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQF Clearance Date</b>	31/08/2023

## Qualification Pack

### DGT/VSQ/N0101: Employability Skills (30 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

To be competent, the user/individual on the job must be able to:

**PC1.** understand the significance of employability skills in meeting the job requirements

##### *Constitutional values - Citizenship*

To be competent, the user/individual on the job must be able to:

**PC2.** identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

To be competent, the user/individual on the job must be able to:

**PC3.** explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

##### *Basic English Skills*

To be competent, the user/individual on the job must be able to:

**PC4.** speak with others using some basic English phrases or sentences

##### *Communication Skills*

To be competent, the user/individual on the job must be able to:

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

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### *Diversity & Inclusion*

To be competent, the user/individual on the job must be able to:

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

To be competent, the user/individual on the job must be able to:

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

**PC11.** approach the concerned authorities for any exploitation as per legal rights and laws

### *Essential Digital Skills*

To be competent, the user/individual on the job must be able to:

**PC12.** operate digital devices and use its features and applications securely and safely

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

To be competent, the user/individual on the job must be able to:

**PC14.** identify and assess opportunities for potential business

**PC15.** identify sources for arranging money and associated financial and legal challenges

### *Customer Service*

To be competent, the user/individual on the job must be able to:

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

To be competent, the user/individual on the job must be able to:

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

**KU8.** different types of disabilities and appropriate communication and behaviour towards PwD

**KU9.** different types of financial products and services

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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/05/2021
<b>Next Review Date</b>	27/05/2024
<b>NSQC Clearance Date</b>	27/05/2021

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ 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 these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

## Qualification Pack

**Minimum Aggregate Passing % at QP Level : 50**

**(Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N4401.Fix the rough diamond on dop or cassette or holder	4	16	-	-	20	20
G&J/N4402.Cut rough diamond using a laser sawing machine	9	31	-	-	40	60
G&J/N9902.Maintain health and safety at workplace	3	17	-	-	20	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
<b>Total</b>	<b>36</b>	<b>94</b>	<b>0</b>	<b>0</b>	<b>130</b>	<b>100</b>

## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) 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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) 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. 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.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.