



Supervisor - Diamond Processing

Electives: Supervisor Blade Sawing/ Supervisor Blocking/ Supervisor Bruting / Supervisor Final Assortment/ Supervisor Laser Cutting/ Supervisor Planning/ Supervisor Diamond Polishing

QP Code: G&J/Q5201

Version: 1.0

NSQF Level: 4

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G&J/Q5201: Supervisor - Diamond Processing

Brief Job Description

In the Indian diamond processing industry, the operations supervisors are in-charge of running the day-to-day work flow and processes of their respective departments. The individual on this job allocates work to subordinate workers, trains and educates them, instructs about the job to be performed on a daily basis, checks quality of output, manages team and systems, carries out performance appraisal and ensures safety of the diamond, in order to ensure accurate cutting, bruting, blocking, polishing, and assorting as per company objectives in the respective department.

Personal Attributes

The job requires the individual to have: attention to details; good eyesight; ability to work on machines while standing; a sharp mind to spot and correct errors; excellent interpersonal skills, ability to work for long hours, not necessarily on one desk; high level of concentration and patience.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [G&J/N5202: Deal with supervision of the respective department in Gems & Jewellery Industry](#)
2. [G&J/N9901: Coordinate with others](#)
3. [G&J/N9902: Maintain health and safety at workplace](#)

Electives (mandatory to select at least one):

Elective 1: Supervisor Blade Sawing

The Blade Sawing Supervisor is in-charge of running the day-to-day work flow and processes of the blade sawing department and monitoring the work of blade sawyers and other helpers, for the purpose of ensuring accurate cutting of the diamond as per its marking.

1. [G&J/N5203: Supervise the blade sawing operations](#)

Elective 2: Supervisor Blocking

The Blocking Supervisor is in-charge of running the day-to-day work flow and processes of the Blocking department and Monitoring the work of blockers (auto or manual) and other helpers, for the purpose of ensuring accurate basic four or eight top and bottom facets of the diamond as per plan.

1. [G&J/N5204: Supervise the blocking operations](#)

Elective 3: Supervisor Bruting

The Bruting Supervisor is in-charge of running the day-to-day work flow and processes of the Bruting department and Monitoring the work of bruters (auto or laser) and other helpers, for the purpose of ensuring accurate rounding and coning of the diamond as per plan.

1. [G&J/N5205: Supervise the bruting operations](#)

Elective 4: Supervisor Final Assortment

The Final Assortment Supervisor is in-charge of running the day-to-day work flow and processes of the Final Assortment department and Monitoring the work of polished diamond sorters for the purpose of ensuring accurate assortment of the diamond as per 4Cs

1. [G&J/N5206: Supervise final assortment of diamonds](#)

Elective 5: Supervisor Laser Cutting

The Laser Cutting Supervisor is in-charge of running the day-to-day work flow and processes of the Laser Cutting department and monitoring work of cutting the rough diamond using a laser sawing machine as per the markings, in order to remove inclusions and maximise yield, while ensuring minimum breakage.

1. [G&J/N5207: Supervise the laser cutting operations](#)

Elective 6: Supervisor Planning

The Planning Supervisor is in-charge of running the day-to-day work flow and processes of the Planning department and Monitoring the work of planners and other helpers, for the purpose of deriving maximum value from a rough for the company.

1. [G&J/N5208: Supervise the planning, inclusion plotting and spectrum operations](#)

Elective 7: Supervisor Diamond Polishing

The Diamond Polishing Supervisor is in-charge of running the day-to-day work flow and processes of the Diamond Polishing department and Monitoring the work of polishers (top, bottom or girdle) and other helpers, for the purpose of ensuring accurate faceting and polishing of the diamond as per plan

1. [G&J/N5209: Supervise the diamond polishing operations](#)

Qualification Pack (QP) Parameters

Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Managing

Country	India
NSQF Level	4
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 3122.6504
Minimum Educational Qualification & Experience	10th Class with 5 Years of experience OR NSQF Level 3 - Bruter, with 3-year experience OR NSQF Level 3 - Bottom Polisher, with 3-year experience OR NSQF Level 3 - Blade Sawyer, with 3-year experience OR NSQF Level 3 - Top Polisher, with 3-year experience OR NSQF Level 3 - Manual Blocker, with 3-year experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	10/11/2017
Next Review Date	31/03/2022
NSQC Approval Date	06/04/2022
Version	1.0

G&J/N5202: Deal with supervision of the respective department in Gems & Jewellery Industry

Description

This OS unit is about supervising the respective departments to achieve the desired quality in the set time frame within the selected department

Scope

The scope covers the following :

- This unit/task covers the following:
- Communicating with team and management
- Planning production process
- Technical competence
- Sharing of knowledge and teamwork
- Training and development of workers
- Maintaining workers' discipline and productivity
- Process compliance

Elements and Performance Criteria

Communicating with team and management

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

- PC1.** give instructions and orders based on ability to demonstrate the work process and the safety measures to be taken during work process
- PC2.** give instructions based on theoretical knowledge during the demonstration
- PC3.** plan all the instructions on paper and answers to the questions before issuing instructions
- PC4.** ensure all the queries are answered raised by the worker
- PC5.** give instructions based on authority of knowledge
- PC6.** give appropriate instructions and feedback to different levels of workers
- PC7.** ensure the health and safety of the workers
- PC8.** inform workers about any known workplace hazards, existing controls for those hazards and workplace safe work practices
- PC9.** involve workers in the process of hazard identification and controls
- PC10.** ensure all workers have proper training and equipment for the job they are expected to do
- PC11.** ensure the workers conduct is disciplined, so does not affect team and management.

Planning the production process

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

- PC12.** study the given information like design details, target dates, quantity to be achieved in desired time frame, material availability, machinery available quality of output expected from department
- PC13.** develop work priorities

- PC14.** prepare a production plan taking into consideration all the variables to coordinate the different orders with team
- PC15.** maintain a track of each order status
- PC16.** discuss this production plan with the management and seek their consent.
- PC17.** controlling and regulating work in progress
- PC18.** check on physical accomplishments (number of pieces, in specific time, in a certain quality).

Technical competence

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

- PC19.** update technical skills based on the changing environment
- PC20.** ensure and monitor a safe work practices
- PC21.** implementing continuous improvements

Sharing knowledge and team work

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

- PC22.** share your technical knowledge with the workers.
- PC23.** judge the capacity of the worker for accepting and accomplishing responsibility and making a progression plan for them
- PC24.** develop effective relationships
- PC25.** resolve conflict within the team members

Training and development

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

- PC26.** technical training related to respective processes to workers
- PC27.** provide training on correct use and handling of machinery and equipments ,chemicals and other inflammable chemicals in manufacturing
- PC28.** make the team more efficient by providing training various best bench work practices

Maintaining workers discipline and productivity

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

- PC29.** check with management and human resource for guidelines and form for disciplinary action
- PC30.** describe the performance problems and review past discussions and reminders
- PC31.** ask for explanations for the situation and listen openly to the employees response
- PC32.** indicate what kind of disciplinary action you must take, and explain why
- PC33.** discuss and agree on ways to improve the workers performance and set a follow up date
- PC34.** ask the employee to summarize the discussion in order to find out whether he takes the situation seriously and whether he understood the problems
- PC35.** motivate workers to work efficiently and maintain individual productivity records

Process compliances

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

- PC36.** comply with relevant legislation, standards, policies and procedures
- PC37.** dont disclose confidential information provided by the company either orally or in writing marked as confidential
- PC38.** be aware liability arising out of loss, theft, or inadvertent disclosure of confidential information

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: salaries and wages, incentive system, delivery standards, safety and hazards, integrity and intellectual property rights, and personnel management
- KU2.** names and location of documents that refer to health and safety in work place
- KU3.** work flow involved in that particular subsector
- KU4.** management of worker, quality and productivity
- KU5.** stock management process
- KU6.** conflict resolution and problem solving
- KU7.** performance appraisal system of the company
- KU8.** reporting structure
- KU9.** how different chemicals react and the related hazards
- KU10.** understanding of the properties of the metals
- KU11.** potential work hazards while using chemicals, high speed machines, lapping and ultrasonic machines
- KU12.** uses of different types of tools, consumables and machines in jewellery manufacturing processes/diamond processing/gemstone processing/ handmade jewellery manufacturing
- KU13.** quality standards as per companys guidelines
- KU14.** uses of different types of tools for different end results
- KU15.** documenting the account of gems and jewellery and pieces

Generic Skills (GS)

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

- GS1.** document work flow, quality standards and outcomes as per company policy
- GS2.** document losses in respective production process as per the parameters set by the company
- GS3.** read company rules and compliance documents required to complete the work
- GS4.** read notes, designs and instructions in terms of concerned department processes
- GS5.** read design in terms of planning processes
- GS6.** understand the work output requirements from superiors
- GS7.** distribute work according to expertise of worker
- GS8.** give appropriate instructions and feedback to different levels of workers
- GS9.** educate about safety and work hazards
- GS10.** educate about use of protective clothing such as flame proof aprons, ear defender plugs, safety boots, visors and masks.
- GS11.** train on productivity and correct steps to follow on the job
- GS12.** motivate workers to work as a team, share workload and deliver on time
- GS13.** assess worker requirements in terms of training, tools, machinery,workspace and other facilities
- GS14.** appraise based on companys standards and workers performance
- GS15.** encourage workers to multi-task and work on different processes
- GS16.** resolve inter-personal conflicts between workers and co-workers

- GS17.** decide on allocation of work to workers based on their skills
- GS18.** plan all the instructions on paper and answers to the questions before issuing instructions
- GS19.** plan and organize for tools and consumables as per the production schedule
- GS20.** minimize defects in the process
- GS21.** reduce departmental losses/rejections
- GS22.** resolve issues in the department to achieve set targets
- GS23.** resolve problems related to workers and their productivity
- GS24.** improve productivity and increase efficiency based on past working experience
- GS25.** the user/individual on the job needs to know and understand how to: use logic and reasoning to identify the probable solutions for minimizing defects during their departmental process

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicating with team and management</i>	13	30	-	-
PC1. give instructions and orders based on ability to demonstrate the work process and the safety measures to be taken during work process	2	2	-	-
PC2. give instructions based on theoretical knowledge during the demonstration	2	2	-	-
PC3. plan all the instructions on paper and answers to the questions before issuing instructions	1	2	-	-
PC4. ensure all the queries are answered raised by the worker	1	3	-	-
PC5. give instructions based on authority of knowledge	1	3	-	-
PC6. give appropriate instructions and feedback to different levels of workers	1	3	-	-
PC7. ensure the health and safety of the workers	1	3	-	-
PC8. inform workers about any known workplace hazards, existing controls for those hazards and workplace safe work practices	1	3	-	-
PC9. involve workers in the process of hazard identification and controls	1	3	-	-
PC10. ensure all workers have proper training and equipment for the job they are expected to do	1	3	-	-
PC11. ensure the workers conduct is disciplined, so does not affect team and management.	1	3	-	-
<i>Planning the production process</i>	7	21	-	-
PC12. study the given information like design details, target dates, quantity to be achieved in desired time frame, material availability, machinery available quality of output expected from department	1	3	-	-
PC13. develop work priorities	1	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. prepare a production plan taking into consideration all the variables to coordinate the different orders with team	1	3	-	-
PC15. maintain a track of each order status	1	2	-	-
PC16. discuss this production plan with the management and seek their consent.	1	3	-	-
PC17. controlling and regulating work in progress	1	3	-	-
PC18. check on physical accomplishments (number of pieces, in specific time, in a certain quality.	1	3	-	-
<i>Technical competence</i>	3	9	-	-
PC19. update technical skills based on the changing environment	1	4	-	-
PC20. ensure and monitor a safe work practices	1	2	-	-
PC21. implementing continuous improvements	1	3	-	-
<i>Sharing knowledge and team work</i>	5	12	-	-
PC22. share your technical knowledge with the workers.	1	3	-	-
PC23. judge the capacity of the worker for accepting and accomplishing responsibility and making a progression plan for them	2	3	-	-
PC24. develop effective relationships	1	3	-	-
PC25. resolve conflict within the team members	1	3	-	-
<i>Training and development</i>	2	12	-	-
PC26. technical training related to respective processes to workers	1	3	-	-
PC27. provide training on correct use and handling of machinery and equipments ,chemicals and other inflammable chemicals in manufacturing	1	5	-	-
PC28. make the team more efficient by providing training various best bench work practices	-	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining workers discipline and productivity</i>	4	30	-	-
PC29. check with management and human resource for guidelines and form for disciplinary action	1	5	-	-
PC30. describe the performance problems and review past discussions and reminders	1	4	-	-
PC31. ask for explanations for the situation and listen openly to the employees response	-	5	-	-
PC32. indicate what kind of disciplinary action you must take, and explain why	1	4	-	-
PC33. discuss and agree on ways to improve the workers performance and set a follow up date	1	4	-	-
PC34. ask the employee to summarize the discussion in order to find out whether he takes the situation seriously and whether he understood the problems	-	4	-	-
PC35. motivate workers to work efficiently and maintain individual productivity records	-	4	-	-
<i>Process compliances</i>	-	12	-	-
PC36. comply with relevant legislation, standards, policies and procedures	-	4	-	-
PC37. dont disclose confidential information provided by the company either orally or in writing marked as confidential	-	4	-	-
PC38. be aware liability arising out of loss, theft, or inadvertent disclosure of confidential information	-	4	-	-
NOS Total	34	126	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N5202
NOS Name	Deal with supervision of the respective department in Gems & Jewellery Industry
Sector	Gem & Jewellery
Sub-Sector	Gemstone Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	08/03/2022

G&J/N9901: Coordinate with others

Description

This OS unit is about communicating with colleagues, seniors and outside parties in order to achieve the deliverables as per schedule

Elements and Performance Criteria

Interacting with supervisor

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

- 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

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

- 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.** communicate and discuss work coordinate with colleagues regarding multitasking in other departments with requirements

Interacting with outside parties

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

- PC10.** adhere to nondisclosure policy of the company in all outside coordination

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: preferred language of communication, reporting and escalation policy, quality delivery standards and personnel management
- KU2.** companys policies on non-disclosure 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.** reporting structure
- KU5.** various categories of people that one is required to communicate and coordinate within the organization
- KU6.** importance of effective communication in the workplace like expressing and addressing grievances appropriately and effectively
- KU7.** importance of teamwork in organization and individual success
- KU8.** various components of effective communication

- KU9.** barriers to effective communication
- KU10.** common reasons for interpersonal conflict
- KU11.** what constitutes disciplined behavior for a working professional

Generic Skills (GS)

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

- GS1.** write instructions, remarks, job sheets, basic information, technical details etc. in preferred local language of communication and english
- GS2.** read preferred language of communication as prescribed by the company
- GS3.** read job sheets and interpret technical details mentioned in the job sheet
- GS4.** discuss task lists, schedules, and work-loads with co-workers
- GS5.** be a good listener
- GS6.** be effective in communicating the issues faced, to the supervisor
- GS7.** avoid using jargon, slang or acronyms when communicating
- GS8.** how to spot and communicate potential areas of disruptions in the work process and report the same
- GS9.** how to report supervisor or deal with a colleague individually, depending on the type of concern
- GS10.** how to plan work for maximum productivity
- GS11.** how to plan and organize the schedule for maintenance of tools and machines
- GS12.** how to convey accurate information to relevant internal as well as external customers
- GS13.** how to handle critical situations caused due to communication issues at workplace and solve problems without blaming others
- GS14.** how to analyse the work processes by interacting with others and adopting best practices
- GS15.** how to use prior experience to observe and reflect for development of ideas
- GS16.** how to think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS17.** how to deal with clients lacking the technical background to solve the problem on their own
- GS18.** how to spot process disruptions, delays and report and communicate with solutions
- GS19.** how to identify immediate or temporary solutions to resolve delays
- GS20.** how to apply, analyze and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interacting with supervisor</i>	-	6	-	-
PC1. coordinate for receiving work instructions and raw materials from reporting supervisor	-	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	-	-
PC3. communicate to reporting supervisor about operation details and hazards	-	1	-	-
PC4. interact with supervisor regarding compliance of company policy and rules	-	3	-	-
<i>Interacting with colleagues within and outside the department</i>	2	10	-	-
PC5. coordinate with colleagues to share work, as per the workload in order to achieve team goals	-	3	-	-
PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement	-	2	-	-
PC7. coordinate and receive feedback from quality control department	1	1	-	-
PC8. resolve conflicts by communicating with colleagues and other departments	-	2	-	-
PC9. communicate and discuss work coordinate with colleagues regarding multitasking in other departments with requirements	1	2	-	-
<i>Interacting with outside parties</i>	1	1	-	-
PC10. adhere to nondisclosure policy of the company in all outside coordination	1	1	-	-
NOS Total	3	17	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9901
NOS Name	Coordinate with others
Sector	Gem & Jewellery
Sub-Sector	Jewellery Retail, Cast and diamonds-set jewellery
Occupation	Appraising and Valuation
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQ Clearance Date	24/02/2022

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.

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:

- 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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and safety in work area</i>	1	7	-	-
PC1. identify and use appropriate protective clothing/equipment for specific tasks and work	-	2	-	-
PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace	-	1	-	-
PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others	-	1	-	-
PC4. identify and avoid doing any tasks or activities in a wrong posture	-	2	-	-
PC5. practice appropriate working postures to minimise occupational health related issues	1	1	-	-
<i>Fire safety</i>	-	6	-	-
PC6. use the appropriate fire extinguishers on different types of fire	-	1	-	-
PC7. demonstrate rescue techniques applied during fire hazard	-	2	-	-
PC8. demonstrate good housekeeping in order to prevent fire hazards	-	1	-	-
PC9. demonstrate the correct use of any fire extinguisher	-	2	-	-
<i>Emergencies, rescue and first aid procedures</i>	2	4	-	-
PC10. administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	-	1	-	-
PC11. respond promptly and appropriately to an accident or medical emergency	1	2	-	-
PC12. participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.,	1	1	-	-
NOS Total	3	17	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9902
NOS Name	Maintain health and safety at workplace
Sector	Gem & Jewellery
Sub-Sector	Jewellery Retail, Cast and diamonds-set jewellery
Occupation	Appraising and Valuation
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQ Clearance Date	24/02/2022

G&J/N5203: Supervise the blade sawing operations

Description

This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of blade sawyers including the helpers

Elements and Performance Criteria

Allocating Work

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

- PC1.** assess the workers capabilities and work load in order to distribute work for maximum productivity
- PC2.** explain the job at hand to the worker
- PC3.** instruct about precautions to be taken to deliver the job at hand as planned
- PC4.** define delivery schedule and the requirement of the work output expected out of the worker

Checking Quality

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

- PC5.** judge the accuracy of cut as per the marking
- PC6.** ensure accurate alignment and secure doping
- PC7.** ensure weight loss planned is within companys prescribe limit
- PC8.** ensure accurate bagging and labelling of the cut diamonds before returning

Maintaining Productivity

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

- PC9.** achieve the productivity in terms of carats or number of pieces as set by the company
- PC10.** deliver in time to next process

Controlling defects

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

- PC11.** ensure there is no loss or damage to the diamond while sawing
- PC12.** judge that the marking is correct for the cut required and will not damage the diamond

Managing stone accounts

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

- PC13.** match the rough type, weight and number of diamonds received against those handed over to the operator
- PC14.** ensure that there is no loss of stone by any team member during the entire sawing process
- PC15.** track the movement of all the roughs initially received for sawing, and at each moment know the status of each rough
- PC16.** return bagged cut roughs to the manager through the issue return person

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- 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
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure issue return procedures followed by the company
- KU7.** typical customer profile and market trends
- KU8.** specialization area of the company (size, clarity, shape, quality, etc. of diamonds)
- KU9.** diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.
- KU10.** management of worker, quality and productivity
- KU11.** performance appraisal
- KU12.** shape, cut, clarity, carat, and physical characteristics of the diamond
- KU13.** alignments for different cuts in a diamond
- KU14.** potential ways that may cause damage to a diamond
- KU15.** potential work hazards, particularly, when using blade sawing machine
- KU16.** blade sawing machine operations
- KU17.** types of inclusions in a diamond
- KU18.** other techniques of cutting
- KU19.** use of various scopes in diamond processing
- KU20.** geometry to understand the angles and symmetry
- KU21.** repair work
- KU22.** uses of different types of tools and materials for different purposes and end results
- KU23.** how to maintain and prepare the tools as per job requirement
- KU24.** tension in a diamond and use of tension machine
- KU25.** accounting of stones and documentation

Generic Skills (GS)

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

- GS1.** document work flow, quality standards and outcomes as per company policy
- GS2.** report diamond losses via documentation as per company policy
- GS3.** read about different types of roughs and their properties
- GS4.** read descriptions on the diamond packets/ bags
- GS5.** read company rules/compliance documents required to complete the work
- GS6.** to give appropriate instructions and feedback to different levels of workers under his supervision
- GS7.** educate about safety and work hazards
- GS8.** train on loss avoidance, productivity and correct steps to follow on the job
- GS9.** encourage workers to share workload and deliver on time

- GS10.** assess worker requirements in terms of training, tools, machinery, workspace and other facilities
- GS11.** appraise based on companys standards and workers performance
- GS12.** encourage workers to multitask, update and work on new technologies
- GS13.** decide which team member should be assigned what type of rough
- GS14.** ensure the safety of cutting a rough along the marking
- GS15.** ensure the correctness of the selection of which marking to be cut first by operator
- GS16.** to plan work for the team members according to work load and immediate delivery commitments
- GS17.** to arrange for tools, machines and consumables in time
- GS18.** minimize damage or loss of any diamond during the sawing process
- GS19.** resolve problem with unclear marking
- GS20.** resolve inter-personal conflicts between workers and co-workers
- GS21.** assess the accuracy of the work done by the sawyer
- GS22.** to spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Allocating Work</i>	7	17	-	-
PC1. assess the workers capabilities and work load in order to distribute work for maximum productivity	2	4	-	-
PC2. explain the job at hand to the worker	2	4	-	-
PC3. instruct about precautions to be taken to deliver the job at hand as planned	1	5	-	-
PC4. define delivery schedule and the requirement of the work output expected out of the worker	2	4	-	-
<i>Checking Quality</i>	5	21	-	-
PC5. judge the accuracy of cut as per the marking	2	6	-	-
PC6. ensure accurate alignment and secure doping	1	5	-	-
PC7. ensure weight loss planned is within companys prescribe limit	1	5	-	-
PC8. ensure accurate bagging and labelling of the cut diamonds before returning	1	5	-	-
<i>Maintaining Productivity</i>	2	10	-	-
PC9. achieve the productivity in terms of carats or number of pieces as set by the company	1	5	-	-
PC10. deliver in time to next process	1	5	-	-
<i>Controlling defects</i>	2	9	-	-
PC11. ensure there is no loss or damage to the diamond while sawing	1	5	-	-
PC12. judge that the marking is correct for the cut required and will not damage the diamond	1	4	-	-
<i>Managing stone accounts</i>	4	23	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. match the rough type, weight and number of diamonds received against those handed over to the operator	1	5	-	-
PC14. ensure that there is no loss of stone by any team member during the entire sawing process	1	6	-	-
PC15. track the movement of all the roughs initially received for sawing, and at each moment know the status of each rough	1	7	-	-
PC16. return bagged cut roughs to the manager through the issue return person	1	5	-	-
NOS Total	20	80	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N5203
NOS Name	Supervise the blade sawing operations
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	10/11/2021

G&J/N5204: Supervise the blocking operations

Description

This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of either auto or manual blockers including the helpers

Elements and Performance Criteria

Allocating work

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

- PC1.** assess the workers capabilities and work load in order to distribute work for maximum productivity
- PC2.** explain the job at hand to the worker
- PC3.** instruct about precautions to be taken to deliver the job at hand as planned
- PC4.** define delivery schedule and work output requirements

Checking quality of output

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

- PC5.** achieve accurate proportions and symmetry of the facets as per design requirement
- PC6.** remove inclusions while blocking as per plan
- PC7.** ensure accuracy of the alignment and secure doping
- PC8.** ensure that the cut meets the grading requirements
- PC9.** ensure weight loss planned is within companys prescribe limit
- PC10.** ensure accurate bagging and labelling of the diamonds before returning

Achieving productivity

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

- PC11.** achieve the productivity in terms of carats or number of pieces as set by the company
- PC12.** deliver in time to next process

Controlling defects

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

- PC13.** ensure no breakage of the culet point
- PC14.** ensure there is no loss or damage to the diamond while blocking
- PC15.** ensure no flaws due to faulty blocking like, nicks, scratches, burn marks, abrasions, etc.

Managing accounts of stones

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

- PC16.** match the rough type, weight and number of diamonds received against those handed over to the blocker
- PC17.** ensure that there is no loss of stone by any team member during the entire blocking process
- PC18.** return bagged blocked diamonds to the manager through the issue return personnel

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- 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
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure
- KU7.** issue return procedures followed by the company
- KU8.** typical customer profile and market trends
- KU9.** specialization area of the company (size, clarity, shape, quality, etc. of diamonds)
- KU10.** diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.
- KU11.** management of worker, quality and productivity
- KU12.** performance appraisal
- KU13.** blocking procedure of diamonds
- KU14.** cs of diamond (colour, cut, clarity and carat)
- KU15.** use of various scopes in diamond processing
- KU16.** stress (tension) of the diamond
- KU17.** using proportion and symmetry analyzer machine
- KU18.** geometry to understand the angles and symmetry
- KU19.** direction of the tang and using the data system on the tang
- KU20.** process of preparation of scaife
- KU21.** repair work
- KU22.** valuation of diamonds depending on different dimensions
- KU23.** knowledge of assembly and leveling of different parts of the bench
- KU24.** potential steps which may cause damage to a diamond
- KU25.** potential work hazards, particularly, when using auto blocking machine or scaife
- KU26.** operating auto blocking machine
- KU27.** types of inclusions in a diamond
- KU28.** uses of different types of tools and materials for different purposes and end results
- KU29.** how to maintain and prepare the tools as per job requirement
- KU30.** accounting of stones and documentation

Generic Skills (GS)

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

- GS1.** document work flow, quality standards and outcomes as per company policy
- GS2.** read about different types of diamonds and their properties
- GS3.** read descriptions on the diamond packets/ bags
- GS4.** polish diamond in order to achieve perfect proportion and symmetry as required by design
- GS5.** read company rules/compliance documents required to complete the work

- GS6.** give instructions to the team members about the blocking required
- GS7.** give appropriate instructions and feedback to different levels of workers under his supervision
- GS8.** educate about safety and work hazards
- GS9.** train on loss avoidance, productivity and correct steps to follow on the job
- GS10.** encourage workers to share workload and deliver on time
- GS11.** assess worker requirements in terms of training, tools, machinery, workspace and other facilities
- GS12.** appraise based on company's standards and workers performance
- GS13.** encourage workers to multitask, update and work on new technologies
- GS14.** resolve inter-personal conflicts between workers and co-workers
- GS15.** decide which team member should be assigned what type of diamond
- GS16.** to decide which team member should be assigned what type of diamond
- GS17.** to arrange for tools, machines and consumables in time
- GS18.** to plan and organize the maintenance schedule for the machines for breakdown free operations
- GS19.** rectify faults such as diamond received with a faulty table, mismatch in diamond issued and received problem with the planned blocking which may lead to breakage, defective or inadequate number of dops/ holders, damage while blocking, inadequate quantity of consumable such as adhesives
- GS20.** resolve problems related to machine and tools to deliver on time
- GS21.** minimize damage or loss of any diamond during the blocking process
- GS22.** assess the accuracy of the work done by the blocker
- GS23.** suggest improvements in order to reduce loss
- GS24.** to spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Allocating work</i>	4	12	-	-
PC1. assess the workers capabilities and work load in order to distribute work for maximum productivity	1	3	-	-
PC2. explain the job at hand to the worker	1	3	-	-
PC3. instruct about precautions to be taken to deliver the job at hand as planned	1	3	-	-
PC4. define delivery schedule and work output requirements	1	3	-	-
<i>Checking quality of output</i>	6	29	-	-
PC5. achieve accurate proportions and symmetry of the facets as per design requirement	1	3	-	-
PC6. remove inclusions while blocking as per plan	1	5	-	-
PC7. ensure accuracy of the alignment and secure doping	1	6	-	-
PC8. ensure that the cut meets the grading requirements	1	5	-	-
PC9. ensure weight loss planned is within companys prescribe limit	1	7	-	-
PC10. ensure accurate bagging and labelling of the diamonds before returning	1	3	-	-
<i>Achieving productivity</i>	2	9	-	-
PC11. achieve the productivity in terms of carats or number of pieces as set by the company	1	5	-	-
PC12. deliver in time to next process	1	4	-	-
<i>Controlling defects</i>	3	15	-	-
PC13. ensure no breakage of the culet point	1	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure there is no loss or damage to the diamond while blocking	1	5	-	-
PC15. ensure no flaws due to faulty blocking like, nicks, scratches, burn marks, abrasions, etc.	1	6	-	-
<i>Managing accounts of stones</i>	5	15	-	-
PC16. match the rough type, weight and number of diamonds received against those handed over to the blocker	3	5	-	-
PC17. ensure that there is no loss of stone by any team member during the entire blocking process	1	5	-	-
PC18. return bagged blocked diamonds to the manager through the issue return personnel	1	5	-	-
NOS Total	20	80	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N5204
NOS Name	Supervise the blocking operations
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	10/11/2021

G&J/N5205: Supervise the bruting operations

Description

This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of either auto or laser coning including the helpers

Elements and Performance Criteria

Allocating Work

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

- PC1.** assess the workers capabilities and work load in order to distribute work for maximum productivity
- PC2.** explain the job at hand to the worker
- PC3.** instruct about precautions to be taken to deliver the job at hand as planned
- PC4.** define delivery schedule and work output requirements

Checking the quality of output

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

- PC5.** achieve accurate proportions as per design requirement
- PC6.** remove inclusions while bruting as per plan
- PC7.** ensure accuracy of the alignment and secure doping
- PC8.** ensure weight loss planned is within companys prescribed limit
- PC9.** ensure accurate bagging and labelling of the diamonds before returning

Maintaining productivity

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

- PC10.** achieve the productivity in terms of carats or number of pieces as set by the company
- PC11.** deliver in time to next process

Controlling defects

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

- PC12.** ensure there is no loss or damage to the diamond while bruting
- PC13.** ensure no flaws due to faulty bruting like, nicks, scratches, burn marks, abrasions, etc.

Managing stone accounts

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

- PC14.** match the rough type, weight and number of diamonds received against those handed over to the bruter
- PC15.** ensure that there is no loss of stone by any team member during the entire bruting process
- PC16.** track the movement of all the roughs initially received for bruting, and at each moment know the status of each rough
- PC17.** return bagged brute roughs to the manager through the issue return person
- PC18.** obey relevant legislation, standards, policies and procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- 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
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure
- KU7.** issue return procedures followed by the company
- KU8.** typical customer profile and market trends
- KU9.** specialization area of the company (size, clarity, shape, quality, etc. of diamonds)
- KU10.** diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.
- KU11.** management of worker, quality and productivity
- KU12.** performance appraisal
- KU13.** shape, cut, clarity, carat, and physical characteristics of the diamond
- KU14.** bruting and coning methods
- KU15.** alignments for different bruting and coning of a diamond
- KU16.** potential steps which may cause damage to a diamond
- KU17.** potential work hazards, particularly, when using auto bruting or bruting lathe machine, laser coning machine
- KU18.** operating computer and bruting and coning machine
- KU19.** using the marking machine
- KU20.** polishing process
- KU21.** use of various scopes in diamond processing
- KU22.** types of inclusions in a diamond
- KU23.** geometry to understand the angles and symmetry
- KU24.** repair work
- KU25.** uses of different types of tools and materials for different purposes and end results
- KU26.** how to maintain and prepare the tools as per job requirement
- KU27.** accounting of stones and documentation

Generic Skills (GS)

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

- GS1.** document work flow, quality standards and outcomes as per company policy
- GS2.** report diamond losses via documentation as per company policy
- GS3.** read design for the diamond to be bruted perfectly to achieve perfect symmetry and proportion
- GS4.** read about different types of diamonds and their properties
- GS5.** read descriptions on the diamond packets/ bags
- GS6.** read company rules/compliance documents required to complete the work
- GS7.** give instructions to the team members about the bruting required

- GS8.** give appropriate instructions and feedback to different levels of workers under his supervision
- GS9.** encourage workers to share workload and deliver on time
- GS10.** assess worker requirements in terms of training, tools, machinery, workspace and other facilities
- GS11.** appraise based on companys standards and workers performance
- GS12.** encourage workers to multitask, update and work on new technologies
- GS13.** educate about safety and work hazards
- GS14.** train on loss avoidance, productivity and correct steps to follow on the job
- GS15.** resolve inter-personal conflicts between workers and co-workers
- GS16.** to decide which team member should be assigned what type of diamond
- GS17.** the safety of bruting a diamond along the marking
- GS18.** the correctness of the selection of side to begin bruting by the bruter
- GS19.** to plan and organize machine operations and its maintenance
- GS20.** to plan work for the team members according to work load and immediate delivery commitments
- GS21.** to arrange for tools, machines and consumables in time
- GS22.** resolve problems related to workers and their productivity
- GS23.** rectify defects such as mismatch in diamond issued and received, problem with the planned bruting which may lead to breakage, unclear marking ,defective or inadequate number of dops/ holders, inadequate quantity of consumable such as adhesives, machine break down or wear and tear of tools, etc.
- GS24.** analyze the accuracy of the work done by the bruter
- GS25.** minimize damage or loss of any diamond during the bruting process
- GS26.** suggest improvements in order to reduce loss
- GS27.** devise new means of working to improve productivity
- GS28.** spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Allocating Work</i>	4	12	-	-
PC1. assess the workers capabilities and work load in order to distribute work for maximum productivity	1	3	-	-
PC2. explain the job at hand to the worker	1	3	-	-
PC3. instruct about precautions to be taken to deliver the job at hand as planned	1	3	-	-
PC4. define delivery schedule and work output requirements	1	3	-	-
<i>Checking the quality of output</i>	5	23	-	-
PC5. achieve accurate proportions as per design requirement	1	3	-	-
PC6. remove inclusions while bruting as per plan	1	5	-	-
PC7. ensure accuracy of the alignment and secure doping	1	5	-	-
PC8. ensure weight loss planned is within companys prescribed limit	1	5	-	-
PC9. ensure accurate bagging and labelling of the diamonds before returning	1	5	-	-
<i>Maintaining productivity</i>	2	9	-	-
PC10. achieve the productivity in terms of carats or number of pieces as set by the company	1	5	-	-
PC11. deliver in time to next process	1	4	-	-
<i>Controlling defects</i>	2	14	-	-
PC12. ensure there is no loss or damage to the diamond while bruting	1	7	-	-
PC13. ensure no flaws due to faulty bruting like, nicks, scratches, burn marks, abrasions, etc.	1	7	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Managing stone accounts</i>	7	22	-	-
PC14. match the rough type, weight and number of diamonds received against those handed over to the bruter	2	3	-	-
PC15. ensure that there is no loss of stone by any team member during the entire bruting process	1	5	-	-
PC16. track the movement of all the roughs initially received for bruting, and at each moment know the status of each rough	2	6	-	-
PC17. return bagged brute roughs to the manager through the issue return person	1	4	-	-
PC18. obey relevant legislation, standards, policies and procedures	1	4	-	-
NOS Total	20	80	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N5205
NOS Name	Supervise the bruting operations
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	10/11/2021

G&J/N5206: Supervise final assortment of diamonds

Description

This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of polished diamond sorters

Elements and Performance Criteria

Allocating work

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

- PC1.** assess the sorters capabilities and work load in order to distribute work for maximum productivity
- PC2.** explain the job at hand to the sorter
- PC3.** instruct about precautions to be taken to deliver the job at hand as planned
- PC4.** define delivery schedule and work output requirements

Checking quality of assortment

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

- PC5.** check the 4cs of a diamond
- PC6.** match his/her judgment with the grading given by gia or other agencies
- PC7.** deliver in time to next process
- PC8.** complete work with no loss of diamonds

Achieving productivity

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

- PC9.** achieve the productivity in terms of carats or number of pieces as set by the company

Controlling defects

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

- PC10.** ensure there is no loss or damage to the diamond while assortment

Managing accounts of stones

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

- PC11.** match the diamond type, weight and number of diamonds received against those handed over to sorter
- PC12.** ensure that there is no loss of stone by any team member during the entire assortment process
- PC13.** return bagged assorted diamonds to the manager

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- 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
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure issue return procedures followed by the company
- KU7.** typical customer profile and market trends
- KU8.** specialization area of the company (size, clarity, shape, quality, etc. of diamonds)
- KU9.** diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.
- KU10.** management of worker, quality and productivity
- KU11.** identification of a diamond
- KU12.** difference between a natural or a treated diamond
- KU13.** measuring 4cs of a diamond
- KU14.** grading standards followed by gia, igi and hrd
- KU15.** gauging and sieving
- KU16.** use of various scopes in diamond processing
- KU17.** fluorescence in a diamond and its effect
- KU18.** use of symmetry analyzer machine and computer
- KU19.** accounting of stones and documentation

Generic Skills (GS)

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

- GS1.** to document work flow, quality standards and outcomes as per company policy
- GS2.** read the manuals defining different standards as specified by gia, etc.
- GS3.** read descriptions on the diamond packets/ bags
- GS4.** read company rules/compliance documents required to complete the work
- GS5.** give instructions to the team members about the assortment required
- GS6.** give appropriate instructions and feedback to different levels of assorter under his supervision
- GS7.** educate about safety and work hazards
- GS8.** train on loss avoidance, productivity and correct steps to follow on the job
- GS9.** appraise based on companys standards and workers performance
- GS10.** decide what work must be assigned to which assorter
- GS11.** plan work for the team members according to work load and immediate delivery commitments
- GS12.** rectify faulty assortment
- GS13.** resolve inter-personal conflicts between workers and co-workers
- GS14.** assess the 4cs of the diamond, analyzing various aspects of its dimensions, based on knowledge of grading standards and experience
- GS15.** analyze the accuracy of the work done by the assorter
- GS16.** spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Allocating work</i>	5	20	-	-
PC1. assess the assorters capabilities and work load in order to distribute work for maximum productivity	1	7	-	-
PC2. explain the job at hand to the assorter	1	5	-	-
PC3. instruct about precautions to be taken to deliver the job at hand as planned	1	4	-	-
PC4. define delivery schedule and work output requirements	2	4	-	-
<i>Checking quality of assortment</i>	5	31	-	-
PC5. check the 4cs of a diamond	1	11	-	-
PC6. match his/her judgment with the grading given by gia or other agencies	1	9	-	-
PC7. deliver in time to next process	1	5	-	-
PC8. complete work with no loss of diamonds	2	6	-	-
<i>Achieving productivity</i>	1	4	-	-
PC9. achieve the productivity in terms of carats or number of pieces as set by the company	1	4	-	-
<i>Controlling defects</i>	2	7	-	-
PC10. ensure there is no loss or damage to the diamond while assortment	2	7	-	-
<i>Managing accounts of stones</i>	7	18	-	-
PC11. match the diamond type, weight and number of diamonds received against those handed over to assorter	2	9	-	-
PC12. ensure that there is no loss of stone by any team member during the entire assortment process	2	6	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. return bagged assorted diamonds to the manager	3	3	-	-
NOS Total	20	80	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N5206
NOS Name	Supervise final assortment of diamonds
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	10/11/2021

G&J/N5207: Supervise the laser cutting operations

Description

This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of laser machine operations including the helpers

Elements and Performance Criteria

Allocating work

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

- PC1.** assess the workers capabilities and work load in order to distribute work for maximum productivity
- PC2.** explain the job at hand to the worker
- PC3.** instruct about precautions to be taken to deliver the job at hand as planned
- PC4.** define delivery schedule and work output requirements

Performing quality check

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

- PC5.** judge the accuracy of cut as per the marking
- PC6.** ensure accurate alignment and secure doping
- PC7.** ensure weight loss planned is within companys prescribe limit
- PC8.** ensure accurate bagging and labelling of the cut diamonds before returning

Achieving productivity

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

- PC9.** achieve the productivity in terms of carats or number of pieces as set by the company
- PC10.** deliver in time to next process

Controlling defects

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

- PC11.** ensure there is no loss or damage to the diamond while sawing
- PC12.** judge whether the marking is correct for the cut required and will not damage the diamond

Managing stone accounts

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

- PC13.** match the rough type, weight and number of diamonds received against those handed over to the operator
- PC14.** ensure that there is no loss of stone by any team member during the entire sawing process
- PC15.** track the movement of all the roughs initially received for cutting, and at each moment know the status of each rough
- PC16.** return bagged cut roughs to the manager
- PC17.** obey relevant legislation, standards, policies and procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- 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
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure issue return procedures followed by the company
- KU7.** typical customer profile and market trends
- KU8.** specialization area of the company (size, clarity, shape, quality, etc. of diamonds)
- KU9.** diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.
- KU10.** management of worker, quality and productivity
- KU11.** performance appraisal
- KU12.** shape, cut, clarity, carat, and physical characteristics of the diamond
- KU13.** alignments for different cuts in a diamond
- KU14.** potential ways that may cause damage to a diamond
- KU15.** potential work hazards, particularly, when using laser cutting machine
- KU16.** computer and laser machine operations
- KU17.** types of inclusions in a diamond
- KU18.** other techniques of cutting
- KU19.** use of various scopes in diamond processing
- KU20.** geometry to understand the angles and symmetry
- KU21.** repair work
- KU22.** uses of different types of tools and materials for different purposes and end results
- KU23.** how to maintain and prepare the tools as per job requirement
- KU24.** tension in a diamond and use of tension machine
- KU25.** use of various scopes in diamond processing
- KU26.** accounting of stones and documentation

Generic Skills (GS)

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

- GS1.** document work flow, quality standards and outcomes as per company policy
- GS2.** report diamond losses via documentation as per company policy
- GS3.** prepare performance appraisal reports of workers
- GS4.** read about different types of roughs and their properties
- GS5.** read descriptions on the diamond packets/ bags
- GS6.** distribute work equitably and according to seniority and experience of worker
- GS7.** give instructions to the team members about the cut required
- GS8.** give appropriate instructions and feedback to different levels of workers under his supervision

- GS9.** encourage workers to share workload and deliver on time
- GS10.** assess worker requirements in terms of training, tools, machinery, workspace and other facilities
- GS11.** appraise based on companys standards and workers performance
- GS12.** encourage workers to multitask, update and work on new technologies
- GS13.** decide which team member should be assigned what type of rough
- GS14.** decide the safety of cutting a rough along the marking
- GS15.** decide the correctness of the selection of which marking to be cut first by operator
- GS16.** how to plan work for the team members according to work load and immediate delivery commitments
- GS17.** minimize damage or loss of any diamond during the cutting process
- GS18.** suggest improvements in order to reduce loss
- GS19.** rectify defective marking
- GS20.** devise new means to improve productivity
- GS21.** assess the accuracy of the work done by the operator
- GS22.** minimize damage or loss of any diamond during the sawing process
- GS23.** spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Allocating work</i>	4	13	-	-
PC1. assess the workers capabilities and work load in order to distribute work for maximum productivity	1	3	-	-
PC2. explain the job at hand to the worker	1	3	-	-
PC3. instruct about precautions to be taken to deliver the job at hand as planned	1	3	-	-
PC4. define delivery schedule and work output requirements	1	4	-	-
<i>Performing quality check</i>	2	16	-	-
PC5. judge the accuracy of cut as per the marking	1	3	-	-
PC6. ensure accurate alignment and secure doping	-	4	-	-
PC7. ensure weight loss planned is within companys prescribe limit	-	4	-	-
PC8. ensure accurate bagging and labelling of the cut diamonds before returning	1	5	-	-
<i>Achieving productivity</i>	1	12	-	-
PC9. achieve the productivity in terms of carats or number of pieces as set by the company	-	8	-	-
PC10. deliver in time to next process	1	4	-	-
<i>Controlling defects</i>	3	13	-	-
PC11. ensure there is no loss or damage to the diamond while sawing	1	7	-	-
PC12. judge whether the marking is correct for the cut required and will not damage the diamond	2	6	-	-
<i>Managing stone accounts</i>	10	26	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. match the rough type, weight and number of diamonds received against those handed over to the operator	2	6	-	-
PC14. ensure that there is no loss of stone by any team member during the entire sawing process	2	6	-	-
PC15. track the movement of all the roughs initially received for cutting, and at each moment know the status of each rough	2	6	-	-
PC16. return bagged cut roughs to the manager	2	4	-	-
PC17. obey relevant legislation, standards, policies and procedures	2	4	-	-
NOS Total	20	80	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N5207
NOS Name	Supervise the laser cutting operations
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	10/11/2021

G&J/N5208: Supervise the planning, inclusion plotting and spectrum operations

Description

This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of planners including the helpers

Elements and Performance Criteria

Allocating and monitoring work

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

- PC1.** assess the workers capabilities and work load in order to distribute work for maximum productivity
- PC2.** explain the job at hand to the worker
- PC3.** instruct about precautions to be taken to deliver the job at hand as planned
- PC4.** define delivery schedule and work output requirements

Performing quality check

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

- PC5.** judge the accuracy of planning
- PC6.** ensure maximum value from the rough given for planning
- PC7.** ensure weight loss planned is within companys prescribe limit
- PC8.** ensure the cut planned is as per companys objectives, market demand to ensure customers satisfaction
- PC9.** ensure accurate labelling on the packet created for production

Achieving productivity

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

- PC10.** achieve the productivity in terms of carats or number of pieces as set by the company
- PC11.** deliver in time to next process

Controlling defects

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

- PC12.** ensure there is no loss or damage to the diamond while planning

Managing stone accounts

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

- PC13.** match the rough type, weight and number of diamonds received against those handed over to dopper or the plotter
- PC14.** ensure that there is no loss of stone by any team member during the entire planning process
- PC15.** track the movement of all the roughs initially received for planning, and at each moment know the status of each rough
- PC16.** return bagged roughs ready for planning to the respective planning supervisor
- PC17.** ensure there is no loss or damage to the diamond while planning

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- 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
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure
- KU7.** issue return procedures followed by the company
- KU8.** typical customer profile and market trends
- KU9.** specialization area of the company (size, clarity, shape, quality, etc. of diamonds)
- KU10.** diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.
- KU11.** management of worker, quality and productivity
- KU12.** performance appraisal
- KU13.** using different diamond planning software
- KU14.** shape, cut, clarity, carat, colour and physical characteristics of the diamond
- KU15.** tension in a diamond and use of tension machine
- KU16.** fluorescence level of the diamond
- KU17.** types of inclusions in a diamond
- KU18.** inclusion planning methods (box, ig, galaxy, etc.) and its software
- KU19.** spectrum process
- KU20.** file sharing on companys server
- KU21.** valuation of a diamond
- KU22.** potential ways that may cause damage to a diamond
- KU23.** potential work hazards, particularly, when using laser marking machine
- KU24.** techniques of cutting a rough diamond
- KU25.** windowing process
- KU26.** bruting and polishing process
- KU27.** use of various scopes in diamond processing
- KU28.** geometry to understand the angles and symmetry
- KU29.** grading standards followed by gia, igi and hrd
- KU30.** repair work
- KU31.** accounting of stones and documentation

Generic Skills (GS)

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

- GS1.** document work flow, quality standards and outcomes as per company policy
- GS2.** report diamond losses via documentation as per company policy
- GS3.** read about different types of roughs and their properties

- GS4.** read descriptions on the diamond packets/ bags
- GS5.** read company rules/compliance documents required to complete the work
- GS6.** give appropriate instructions and feedback to different levels of workers under supervision
- GS7.** encourage workers to share workload and deliver on time
- GS8.** assess worker requirements in terms of training, tools, machinery, workspace and other facilities
- GS9.** appraise based on companys standards and workers performance
- GS10.** encourage workers to multitask, update and work on new technologies
- GS11.** educate about safety and work hazards
- GS12.** train on loss avoidance, productivity and correct steps to follow on the job
- GS13.** decide which team member should be assigned what type of rough
- GS14.** decide inclusion plotting technology to be selected
- GS15.** decide the final plan to be selected for diamond polishing
- GS16.** decide on the windowing, spectrum, etc. requirements
- GS17.** to plan work for the team members according to work load and immediate delivery commitments
- GS18.** to arrange for tools, machines and consumables in time
- GS19.** devise new means of working to improve productivity
- GS20.** resolve interpersonal conflicts
- GS21.** analyze the options as per companys objectives before final plan selection
- GS22.** assess the accuracy of the work done by the plotter, planner, spectrum operator, or the dooper such as accuracy of inclusion plotting of the rough given by the plotter
- GS23.** spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Allocating and monitoring work</i>	4	12	-	-
PC1. assess the workers capabilities and work load in order to distribute work for maximum productivity	1	3	-	-
PC2. explain the job at hand to the worker	1	3	-	-
PC3. instruct about precautions to be taken to deliver the job at hand as planned	1	3	-	-
PC4. define delivery schedule and work output requirements	1	3	-	-
<i>Performing quality check</i>	7	28	-	-
PC5. judge the accuracy of planning	-	8	-	-
PC6. ensure maximum value from the rough given for planning	1	7	-	-
PC7. ensure weight loss planned is within companys prescribe limit	2	4	-	-
PC8. ensure the cut planned is as per companys objectives, market demand to ensure customers satisfaction	2	6	-	-
PC9. ensure accurate labelling on the packet created for production	2	3	-	-
<i>Achieving productivity</i>	2	6	-	-
PC10. achieve the productivity in terms of carats or number of pieces as set by the company	1	3	-	-
PC11. deliver in time to next process	1	3	-	-
<i>Controlling defects</i>	1	3	-	-
PC12. ensure there is no loss or damage to the diamond while planning	1	3	-	-
<i>Managing stone accounts</i>	6	31	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. match the rough type, weight and number of diamonds received against those handed over to dopper or the plotter	2	6	-	-
PC14. ensure that there is no loss of stone by any team member during the entire planning process	2	6	-	-
PC15. track the movement of all the roughs initially received for planning, and at each moment know the status of each rough	2	6	-	-
PC16. return bagged roughs ready for planning to the respective planning supervisor	-	8	-	-
PC17. ensure there is no loss or damage to the diamond while planning	-	5	-	-
NOS Total	20	80	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N5208
NOS Name	Supervise the planning, inclusion plotting and spectrum operations
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	10/11/2021

G&J/N5209: Supervise the diamond polishing operations

Description

This OS unit is about supervising and managing the work flow, teamwork, quality of output and productivity of a team of polishers (top, bottom or girdle) including the helpers

Elements and Performance Criteria

Allocating work

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

- PC1.** assess the workers capabilities and work load in order to distribute work for maximum productivity
- PC2.** explain the job at hand to the worker
- PC3.** instruct about precautions to be taken to deliver the job at hand as planned
- PC4.** define delivery schedule and work output requirements

Checking quality of output

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

- PC5.** achieve accurate proportions and symmetry of the facets and the girdle as per design requirement
- PC6.** achieve finish and brilliance of the facets and the girdle as planned
- PC7.** remove inclusions while polishing as per plan
- PC8.** ensure accuracy of the alignment and secure dopping
- PC9.** ensure that the cut meets the grading requirements
- PC10.** ensure weight loss planned is within companys prescribed limit
- PC11.** ensure accurate bagging and labelling of the diamonds before returning

Achieving productivity

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

- PC12.** achieve the productivity in terms of carats or number of pieces as set by the company
- PC13.** deliver in time to next process

Controlling defects

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

- PC14.** ensure no breakage of the culet point
- PC15.** ensure there is no loss or damage to the diamond while polishing
- PC16.** ensure no flaws due to faulty polish like, nicks, scratches, burn marks, abrasions, etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- 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
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure
- KU7.** issue return procedures followed by the company
- KU8.** typical customer profile and market trends
- KU9.** specialization area of the company (size, clarity, shape, quality, etc. of diamonds)
- KU10.** diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.
- KU11.** management of worker, quality and productivity
- KU12.** performance appraisal
- KU13.** polishing process
- KU14.** 4cs of diamond (colour, cut, clarity and carat)
- KU15.** use of various scopes in diamond processing
- KU16.** stress (tension) of the diamond
- KU17.** using proportion and symmetry analyzer machine
- KU18.** geometry to understand the angles and symmetry
- KU19.** direction of the tang and using the data system
- KU20.** process of preparation of scaife
- KU21.** repair work
- KU22.** valuation of diamonds depending on different dimensions
- KU23.** knowledge of assembly and leveling of different parts of the bench
- KU24.** knowledge of preparing the scaife for polishing
- KU25.** potential steps which may cause damage to a diamond
- KU26.** potential work hazards, particularly, when using auto blocking machine or scaife
- KU27.** operating auto blocking machine
- KU28.** types of inclusions in a diamond
- KU29.** uses of different types of tools and materials for different purposes and end results
- KU30.** how to maintain and prepare the tools as per job requirement
- KU31.** accounting of stones and documentation

Generic Skills (GS)

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

- GS1.** document work flow, quality standards and outcomes as per company policy
- GS2.** report diamond losses via documentation as per company policy
- GS3.** read about different types of diamonds and their properties
- GS4.** read descriptions on the diamond packets/ bags
- GS5.** read company rules/compliance documents required to complete the work
- GS6.** give instructions to the team members about the polish required
- GS7.** give appropriate instructions and feedback to different levels of workers under his supervision

- GS8.** educate about safety and work hazards
- GS9.** train on loss avoidance, productivity and correct steps to follow on the job
- GS10.** appraise based on company standards and workers performance
- GS11.** encourage workers to multitask, update and work on new technologies
- GS12.** decide which team member should be assigned what type of diamond
- GS13.** the safety of polishing a diamond as per the plan given
- GS14.** to arrange for tools, machines and consumables in time
- GS15.** to plan work for the team members according to work load and immediate delivery commitments
- GS16.** to plan the machinery maintenance schedule for break down free production
- GS17.** rectify faults and repair a damaged stone
- GS18.** resolve problems related to workers and their productivity
- GS19.** assess the accuracy of the work done by the polisher
- GS20.** to suggest improvements in order to reduce loss
- GS21.** to spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Allocating work</i>	6	14	-	-
PC1. assess the workers capabilities and work load in order to distribute work for maximum productivity	2	4	-	-
PC2. explain the job at hand to the worker	1	4	-	-
PC3. instruct about precautions to be taken to deliver the job at hand as planned	1	4	-	-
PC4. define delivery schedule and work output requirements	2	2	-	-
<i>Checking quality of output</i>	8	40	-	-
PC5. achieve accurate proportions and symmetry of the facets and the girdle as per design requirement	1	7	-	-
PC6. achieve finish and brilliance of the facets and the girdle as planned	1	4	-	-
PC7. remove inclusions while polishing as per plan	1	9	-	-
PC8. ensure accuracy of the alignment and secure dopping	1	5	-	-
PC9. ensure that the cut meets the grading requirements	2	6	-	-
PC10. ensure weight loss planned is within companys prescribed limit	1	5	-	-
PC11. ensure accurate bagging and labelling of the diamonds before returning	1	4	-	-
<i>Achieving productivity</i>	2	10	-	-
PC12. achieve the productivity in terms of carats or number of pieces as set by the company	1	5	-	-
PC13. deliver in time to next process	1	5	-	-
<i>Controlling defects</i>	4	16	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure no breakage of the culet point	2	6	-	-
PC15. ensure there is no loss or damage to the diamond while polishing	1	5	-	-
PC16. ensure no flaws due to faulty polish like, nicks, scratches, burn marks, abrasions, etc.	1	5	-	-
NOS Total	20	80	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N5209
NOS Name	Supervise the diamond polishing operations
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Supervision
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	10/11/2021

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.

Minimum Aggregate Passing % at QP Level : 70

(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/N5202.Deal with supervision of the respective department in Gems & Jewellery Industry	34	126	0	0	160	50
G&J/N9901.Coordinate with others	3	17	-	-	20	10
G&J/N9902.Maintain health and safety at workplace	3	17	-	-	20	10
Total	40	160	0	0	200	70

Elective: 1 Supervisor Blade Sawing

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N5203.Supervise the blade sawing operations	20	80	-	-	100	30
Total	20	80	0	0	100	30

Elective: 2 Supervisor Blocking

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N5204.Supervise the blocking operations	20	80	-	-	100	30
Total	20	80	0	0	100	30

Elective: 3 Supervisor Bruting

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N5205.Supervise the bruting operations	20	80	-	-	100	30
Total	20	80	0	0	100	30

Elective: 4 Supervisor Final Assortment

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N5206.Supervise final assortment of diamonds	20	80	-	-	100	30
Total	20	80	0	0	100	30

Elective: 5 Supervisor Laser Cutting

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N5207.Supervise the laser cutting operations	20	80	-	-	100	30
Total	20	80	0	0	100	30

Elective: 6 Supervisor Planning

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N5208.Supervise the planning, inclusion plotting and spectrum operations	20	80	-	-	100	30
Total	20	80	0	0	100	30

Elective: 7 Supervisor Diamond Polishing

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N5209.Supervise the diamond polishing operations	20	80	-	-	100	30
Total	20	80	0	0	100	30

Acronyms

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

Glossary

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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	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 (KU)	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.

<p>Organisational Context</p>	<p>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.</p>
<p>Technical Knowledge</p>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<p>Core Skills/ Generic Skills (GS)</p>	<p>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.</p>
<p>Electives</p>	<p>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.</p>
<p>Options</p>	<p>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.</p>