



Top Polisher - Diamond Processing

QP Code: G&J/Q4702

Version: 2.0

NSQF Level: 3

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G&J/Q4702: Top Polisher - Diamond Processing

Brief Job Description

The individual on the job works with top dop-tang system and makes 32 top facets of a diamond by polishing it on a wheel or scaife in order to yield maximum brilliance and symmetry. For polishing, the stone is set either in a lead dop or a mechanical-clamp and held down on a revolving cast-iron scaife (horizontal and circular disc) charged with diamond dust. Also known as Aanth (8) Pail Karigar or Mathala Karigar or Crown Polisher, the top polisher creates the top 32 facets of a 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 work for long hours in sitting position on a bench or the floor; and a lot of patience.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [G&J/N4701: Fix diamond in the pot](#)
2. [G&J/N4702: Make and polish the top facets of the diamond](#)
3. [G&J/N9902: Maintain health and safety at workplace](#)
4. [G&J/N4707: Round and Polish the girdle of the diamond](#)
5. [G&J/N4706: Generate the cut quality report](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Faceting and Polishing
Country	India
NSQF Level	3
Credits	NA

Aligned to NCO/ISCO/ISIC Code	NCO-2015/Nil
Minimum Educational Qualification & Experience	8th Class with 2 Years of experience or 10th Standard with 6 months of relevant experience or I.T.I (After 10th)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	2.0

G&J/N4701: Fix diamond in the pot

Description

This OS unit is about fixing bruted/blocked diamond in the pot with accurate alignment

Elements and Performance Criteria

Collecting the bruted/blocked diamond packet from supervisor

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

PC1. match the specifications of the diamonds such as shape, size and quantity, as per those mentioned on the packet issued

Fixing the bruted /blocked diamond on the pot

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

PC2. ensure accurate fixing of diamond as per the polish required

PC3. ensure accurate alignment and levelling the diamond on the dop

Achieving productivity

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

PC4. achieve the productivity in terms of carats or number of pieces as set by the company

PC5. ensure timely delivery for further processing

Maintaining quality of output

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

PC6. ensure no damage to the diamond is caused during fixing process

PC7. ensure no breakage of diamond while placing the cover in the press

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 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. techniques of fixing of diamonds on pot

KU10. potential work hazards

KU11. use of an eye glass in order to check alignment

Generic Skills (GS)

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

- GS1.** to fill requisition slip for ordering consumables
- GS2.** to read descriptions on the diamond packets/ bags
- GS3.** to document work done for status and performance appraisal
- GS4.** to discuss task, schedules, and work-loads with co-workers and supervisors
- GS5.** to understand instructions and report problems to supervisor
- GS6.** decide the plan for fixing the diamond on dop using lac or sticking cement
- GS7.** plan work for maximum productivity
- GS8.** to resolve the issues with the quality of the pot / cover being used
- GS9.** to resolve issues about mismatch of diamonds issued or received
- GS10.** to spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Collecting the bruted/blocked diamond packet from supervisor</i>	-	5	-	-
PC1. match the specifications of the diamonds such as shape, size and quantity, as per those mentioned on the packet issued	-	5	-	-
<i>Fixing the bruted /blocked diamond on the pot</i>	4	11	-	-
PC2. ensure accurate fixing of diamond as per the polish required	2	8	-	-
PC3. ensure accurate alignment and levelling the diamond on the dop	2	3	-	-
<i>Achieving productivity</i>	3	7	-	-
PC4. achieve the productivity in terms of carats or number of pieces as set by the company	1	4	-	-
PC5. ensure timely delivery for further processing	2	3	-	-
<i>Maintaining quality of output</i>	3	7	-	-
PC6. ensure no damage to the diamond is caused during fixing process	1	4	-	-
PC7. ensure no breakage of diamond while placing the cover in the press	2	3	-	-
NOS Total	10	30	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N4701
NOS Name	Fix diamond in the pot
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Faceting and Polishing
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

G&J/N4702: Make and polish the top facets of the diamond

Description

This OS unit is about creating 32 top facets on diamond in the proportion, symmetry and finish as per the planning or the objective fixed by the company

Scope

The scope covers the following :

- This unit/task covers the following:
- Setting up the polishing bench and fixing dop in tang
- Creating crown facets on the diamond
- Performing regular quality checks of polish
- Providing final finish to crown facets
- Achieving Productivity
- Reporting problems in time to avoid process disruptions

Elements and Performance Criteria

Setting up the polishing bench and fixing dop in tang

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

- PC1.** set up polishing mill and achieve accurate levelling to remove vibrations
- PC2.** achieve accurate alignment and fix the scaife on the bench
- PC3.** achieve accurate alignment and level tang plate with the scaife
- PC4.** prepare scaife for for polishing
- PC5.** ensure precision in fixing and levelling the top dop onto the tang

Creating crown facets on the diamond

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

- PC6.** understand the planning on the job sheet for the final finish of the diamond
- PC7.** polish the first four facets in such a way that a perfect square is created
- PC8.** polish four main corner facets in such a way that a perfect octagon is created and all facets are equal in shape and size
- PC9.** create 16 upper girdle facets
- PC10.** make the eight kite facets
- PC11.** apply diamond dust to the scaife as per instructions

Performing regular quality check of polish

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

- PC12.** repeatedly check polish quality with the help of an eye glass
- PC13.** check the facets to exactly match with the plan
- PC14.** check and achieve accurate symmetry and the required dimensions & proportions such as crown height, crown angle, proportion and symmetry of facets etc.
- PC15.** achieve finish and brilliance of the facets as planned
- PC16.** remove all the inclusions while polishing as per plan

PC17. achieve a cut grading up to the required standards

PC18. ensure accurate bagging and labelling of the diamonds before returning

Providing final finish to crown facets

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

PC19. give a final finish to the diamond to achieve maximum brilliance, once the exact faceting is done

PC20. ensure there are no problems like extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions, etc.

PC21. remove from the dye, clean the diamond and return to the issue department after labelling the job packet/ bag

Achieving productivity

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

PC22. achieve the productivity in terms of carats or number of pieces as per target set by the company

PC23. achieve timely delivery for further processing

PC24. achieve minimize damage, weight loss and breakage

PC25. ensure zero flaws due to faulty polishing

Reporting problems in the time to avoid process disruptions

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

PC28. report any damage while polishing

PC26. identify and report technical problems with any part of the bench/ mill such as levelling, loose screws

PC27. report planning defect

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. blocking procedure of diamonds

KU12. cleaning of scaife

KU13. bruting and coning

- KU14.** polishing process
- KU15.** 4cs of diamond (colour, cut, clarity and carat)
- KU16.** use of various scopes in diamond processing
- KU17.** stress (tension) of the diamond
- KU18.** using proportion and symmetry analyzer machine
- KU19.** geometry to understand the angles and symmetry
- KU20.** stress (tension) of the diamond
- KU21.** process of preparation of scaife
- KU22.** level of fluorescence and its treatments
- KU23.** repair work
- KU24.** valuation of diamonds depending on different dimensions
- KU25.** knowledge of assembly of different parts of the bench
- KU26.** knowledge of levelling the scaife and plate
- KU27.** knowledge of preparing the scaife for polishing
- KU28.** knowledge of levelling the tang
- KU29.** to know uses of different types of tools and materials for different purposes and end results
- KU30.** to know how to maintain and prepare the tools as per job requirement
- KU31.** to know potential work hazards, particularly, when using machine tools

Generic Skills (GS)

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

- GS1.** document work done for status and performance appraisal
- GS2.** to read descriptions on the job packets/ bags
- GS3.** to read the dimensions specified by the proportion analyser machine
- GS4.** discuss task lists, schedules, and work-loads with co-workers and supervisor
- GS5.** to understand instructions and report problems
- GS6.** to share work load as required
- GS7.** to assist others who require help
- GS8.** to share knowledge with co-workers
- GS9.** to work with other people sharing the bench
- GS10.** to work in other departments such as bottom polishing, girdle, handling the complete diamond
- GS11.** make decisions pertaining to use right tang, the correct level and direction to achieve the desired finish
- GS12.** to plan work for maximum productivity
- GS13.** to plan the best cut to get maximum value from the diamond
- GS14.** to plan to improve speed of polishing while maintaining facets proportion, symmetry and weight loss as per planning
- GS15.** rectify defects occurred
- GS16.** to devise new means of working to improve productivity or reduce efforts

GS17. to suggest improvements in tools/machines for productivity or better quality

GS18. to spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Setting up the polishing bench and fixing dop in tang</i>	2	10	-	-
PC1. set up polishing mill and achieve accurate levelling to remove vibrations	-	2	-	-
PC2. achieve accurate alignment and fix the scaife on the bench	-	2	-	-
PC3. achieve accurate alignment and level tang plate with the scaife	1	1	-	-
PC4. prepare scaife for for polishing	-	3	-	-
PC5. ensure precision in fixing and levelling the top dop onto the tang	1	2	-	-
<i>Creating crown facets on the diamond</i>	5	20	-	-
PC6. understand the planning on the job sheet for the final finish of the diamond	1	1	-	-
PC7. polish the first four facets in such a way that a perfect square is created	1	5	-	-
PC8. polish four main corner facets in such a way that a perfect octagon is created and all facets are equal in shape and size	1	4	-	-
PC9. create 16 upper girdle facets	1	4	-	-
PC10. make the eight kite facets	1	4	-	-
PC11. apply diamond dust to the scaife as per instructions	-	2	-	-
<i>Performing regular quality check of polish</i>	7	22	-	-
PC12. repeatedly check polish quality with the help of an eye glass	1	2	-	-
PC13. check the facets to exactly match with the plan	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. check and achieve accurate symmetry and the required dimensions & proportions such as crown height, crown angle, proportion and symmetry of facets etc.	1	4	-	-
PC15. achieve finish and brilliance of the facets as planned	1	4	-	-
PC16. remove all the inclusions while polishing as per plan	1	4	-	-
PC17. achieve a cut grading up to the required standards	1	4	-	-
PC18. ensure accurate bagging and labelling of the diamonds before returning	1	2	-	-
<i>Providing final finish to crown facets</i>	3	10	-	-
PC19. give a final finish to the diamond to achieve maximum brilliance, once the exact faceting is done	1	4	-	-
PC20. ensure there are no problems like extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions, etc.	1	4	-	-
PC21. remove from the dye, clean the diamond and return to the issue department after labelling the job packet/ bag	1	2	-	-
<i>Achieving productivity</i>	3	11	-	-
PC22. achieve the productivity in terms of carats or number of pieces as per target set by the company	-	2	-	-
PC23. achieve timely delivery for further processing	1	1	-	-
PC24. achieve minimize damage, weight loss and breakage	1	4	-	-
PC25. ensure zero flaws due to faulty polishing	1	4	-	-
<i>Reporting problems in the time to avoid process disruptions</i>	1	6	-	-
PC28. report any damage while polishing	-	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC26. identify and report technical problems with any part of the bench/ mill such as levelling, loose screws	1	2	-	-
PC27. report planning defect	-	2	-	-
NOS Total	21	79	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N4702
NOS Name	Make and polish the top facets of the diamond
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Faceting and Polishing
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	24/11/2017
Next Review Date	24/11/2021
NSQC Clearance Date	NA

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/N4707: Round and Polish the girdle of the diamond

Description

This OS unit is about giving a final finish to the diamond by rounding the girdle, polishing it plain or faceting it as per the planning or the objective fixed by the company, to increase its brilliance

Elements and Performance Criteria

Collecting the polished diamond packet/ bag and understanding the requirement

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

- PC1.** match specifications of diamond as per that mentioned on the packet, such as shape, size, quantity, dimensions
- PC2.** ask for the finishing requirement, i.e., if the girdle finish should be rough/bruted, polished or faceted
- PC3.** interpret the planning on the job sheet for the final finish of the diamond and resolve doubts, if any

Polishing the girdle

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

- PC4.** fix and align the polished diamond in rounding and polishing machine
- PC5.** constantly monitor the rounding process
- PC6.** check that dimensions of the girdle are as per plan (e.g. diameter, thickness)
- PC7.** remove all the nicks and naturals while polishing as per plan
- PC8.** achieve a cut grading up to the required standards
- PC9.** ensure accurate bagging and labelling of the diamonds before returning

Performing quality check

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

- PC10.** check polish quality with the help of an eye glass, or on the screen (if provided)
- PC11.** check the dimensions of the girdle using the proportion and symmetry analyser machine, if necessary
- PC12.** ensure table is exactly as per planning
- PC13.** ensure there are no flaws due to faulty polishing such as extra facets, nicks, natural surface, scratches, polish lines, burn marks, abrasions, etc. on the girdle
- PC14.** achieve accurate girdle dimensions as per design requirement
- PC15.** achieve finish and brilliance of the girdle as planned

Achieving productivity

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

- PC16.** achieve the productivity in terms of carats or number of pieces as set by the company
- PC17.** achieve timely delivery for further processing

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.** 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.** working on girdle rounding and polishing machine
- KU11.** basic 4cs of a diamond (colour, cut, clarity and carat)
- KU12.** use of various scopes in diamond processing
- KU13.** results of proportion and symmetry analyzer machine
- KU14.** geometry to understand the angles and symmetry
- KU15.** repair work
- KU16.** to know how to maintain and prepare the tools as per job requirement
- KU17.** to know potential work hazards, particularly, when using machine tools
- KU18.** how to avoid over rounding, higher weight loss and damage while polishing

Generic Skills (GS)

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

- GS1.** to document work done for status and performance appraisal
- GS2.** to read descriptions/planning on the job packets/ bags
- GS3.** to read the dimensions specified by the proportion analyser machine
- GS4.** discuss task lists, schedules, and work-loads with co-workers
- GS5.** to understand instructions and report problems related to machine/work to supervisor
- GS6.** to suggest improvements in order to reduce loss
- GS7.** make decisions pertaining to the extent or duration of rounding required to achieve the required finish
- GS8.** to plan and organize work in order to ensure accurate and timely process
- GS9.** to plan to improve speed of polishing while maintaining facets proportion, symmetry and weight loss as per planning
- GS10.** to rectify defects occurred
- GS11.** to identify immediate or temporary solutions to avoid delays
- GS12.** minimize damage or loss of any diamond during the polishing process
- GS13.** to spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Collecting the polished diamond packet/ bag and understanding the requirement</i>	3	7	-	-
PC1. match specifications of diamond as per that mentioned on the packet, such as shape, size, quantity, dimensions	1	1	-	-
PC2. ask for the finishing requirement, i.e., if the girdle finish should be rough/bruted, polished or faceted	1	2	-	-
PC3. interpret the planning on the job sheet for the final finish of the diamond and resolve doubts, if any	1	4	-	-
<i>Polishing the girdle</i>	6	22	-	-
PC4. fix and align the polished diamond in rounding and polishing machine	1	4	-	-
PC5. constantly monitor the rounding process	1	4	-	-
PC6. check that dimensions of the girdle are as per plan (e.g. diameter, thickness)	1	4	-	-
PC7. remove all the nicks and naturals while polishing as per plan	1	4	-	-
PC8. achieve a cut grading up to the required standards	1	4	-	-
PC9. ensure accurate bagging and labelling of the diamonds before returning	1	2	-	-
<i>Performing quality check</i>	4	14	-	-
PC10. check polish quality with the help of an eye glass, or on the screen (if provided)	1	3	-	-
PC11. check the dimensions of the girdle using the proportion and symmetry analyser machine, if necessary	1	4	-	-
PC12. ensure table is exactly as per planning	1	1	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. ensure there are no flaws due to faulty polishing such as extra facets, nicks, natural surface, scratches, polish lines, burn marks, abrasions, etc. on the girdle	1	2	-	-
PC14. achieve accurate girdle dimensions as per design requirement	-	2	-	-
PC15. achieve finish and brilliance of the girdle as planned	-	2	-	-
<i>Achieving productivity</i>	1	3	-	-
PC16. achieve the productivity in terms of carats or number of pieces as set by the company	-	2	-	-
PC17. achieve timely delivery for further processing	1	1	-	-
NOS Total	14	46	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N4707
NOS Name	Round and Polish the girdle of the diamond
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Faceting and Polishing
NSQF Level	3
Credits	TBD
Version	1.0
Next Review Date	24/11/2021

G&J/N4706: Generate the cut quality report

Description

This OS unit is about using the symmetry and proportion analyser machine to scan and generate a report with all the selected specifications of the cut

Scope

This unit/task covers the following:

- Using symmetry analyzer machine
- Maintaining quality of report
- Maintaining Productivity

Elements and Performance Criteria

Using symmetry analyzer machine

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

- PC1.** comprehend the specifications of which section of the diamond need to be checked (crown, pavilion, girdle, complete diamond)
- PC2.** ensure accurate placement of the diamond for scanning
- PC3.** ensure correct selection of the criteria
- PC4.** detect any problems with the scanner or the printer and make correction

Maintaining quality of report

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

- PC5.** ensure apt data is entered in the computer
- PC6.** ensure correct report is generated
- PC7.** ensure the steps to issue/return procedure is conducted smoothly

Maintaining Productivity

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

- PC8.** generate the report quickly

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.** working on the symmetry and proportion analyzer machine
- KU9.** working on a computer and using a printer, scanner
- KU10.** basic dimensions of a diamonds cutting

Generic Skills (GS)

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

- GS1.** document damage to diamond and loss of diamond
- GS2.** to read specification on packet and make entries on the computer
- GS3.** to read descriptions/reports on the computer
- GS4.** to select criteria before printing
- GS5.** discuss task lists, schedules, and work-loads with supervisors and co-workers
- GS6.** to understand instructions and report problems
- GS7.** to plan and organize work in order to ensure accurate and timely process
- GS8.** to organize multiple diamond to generate a report for all one after the other without any confusion
- GS9.** to resolve minor problems while working on the computer
- GS10.** to identify immediate or temporary solutions to avoid delays
- GS11.** to spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Using symmetry analyzer machine</i>	7	33	-	-
PC1. comprehend the specifications of which section of the diamond need to be checked (crown, pavilion, girdle, complete diamond)	2	8	-	-
PC2. ensure accurate placement of the diamond for scanning	2	10	-	-
PC3. ensure correct selection of the criteria	2	11	-	-
PC4. detect any problems with the scanner or the printer and make correction	1	4	-	-
<i>Maintaining quality of report</i>	6	9	-	-
PC5. ensure apt data is entered in the computer	2	3	-	-
PC6. ensure correct report is generated	2	3	-	-
PC7. ensure the steps to issue/return procedure is conducted smoothly	2	3	-	-
<i>Maintaining Productivity</i>	1	4	-	-
PC8. generate the report quickly	1	4	-	-
NOS Total	14	46	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N4706
NOS Name	Generate the cut quality report
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Diamond Planning
NSQF Level	2
Credits	TBD
Version	2.0
Last Reviewed Date	24/11/2017
Next Review Date	24/11/2021

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

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

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
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.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-
PC10. calculate income, expenses, savings etc.	-	-	-	-

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

National Occupational Standards (NOS) Parameters

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

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/N4701.Fix diamond in the pot	10	30	-	-	40	20
G&J/N4702.Make and polish the top facets of the diamond	21	79	0	0	100	30
G&J/N9902.Maintain health and safety at workplace	3	17	-	-	20	10
G&J/N4707.Round and Polish the girdle of the diamond	14	46	-	-	60	15
G&J/N4706.Generate the cut quality report	14	46	-	-	60	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
Total	82	248	0	0	330	100

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>