

Qualification Pack



Diamond Assorter

Electives: Assorter for Jewellery Manufacturing / Polished Diamonds Assorter/
Rough Diamond Assorter/ Gemstone Assorter

QP Code: G&J/Q3603

Version: 5.0

NSQF Level: 3

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Qualification Pack

Contents

G&J/Q3603: Diamond Assorter	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Elective 1: Assorter for Jewellery Manufacturing</i>	3
<i>Elective 2: Polished Diamonds Assorter</i>	3
<i>Elective 3: Rough Diamond Assorter</i>	3
<i>Elective 4: Gemstone Assorter</i>	4
<i>Qualification Pack (QP) Parameters</i>	4
G&J/N3601: Assort small polished diamonds	6
G&J/N9902: Maintain health and safety at workplace	11
DGT/VSQ/N0101: Employability Skills (30 Hours)	16
G&J/N3603: Assort diamonds for jewellery manufacturing	22
G&J/N3604: Assort polished diamonds	28
G&J/N3605: Assort rough diamonds	34
G&J/N3606: Assort gemstones	40
Assessment Guidelines and Weightage	43
<i>Assessment Guidelines</i>	43
<i>Assessment Weightage</i>	44
Acronyms	46
Glossary	47

Qualification Pack

G&J/Q3603: Diamond Assorter

Brief Job Description

The individual at work mainly works with a loupe to segregate rough/polished diamonds and gemstones into multiple groups based on its characteristics like cut, carat, clarity or colour. The individual is required to have knowledge of performing measurements of 4Cs on a diamond. The individual is responsible for delivering segregated diamonds or gemstones with no loss. Assorter (Advanced): Also known as Sorter or Grader, the Assorter (advanced) segregates rough/polished diamonds and gemstones into multiple groups based on 4Cs.

Personal Attributes

The job requires the individual to have: attention to details; good eyesight; no colour-blindness; steady hands; ability to work for long hours in sitting position; and a lot of patience.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [G&J/N3601: Assort small polished diamonds](#)
2. [G&J/N9902: Maintain health and safety at workplace](#)
3. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Electives (mandatory to select at least one):

Elective 1: Assorter for Jewellery Manufacturing

An assorter, sorts diamonds according to its cut, carat, colour and clarity and as per company's standards guidelines for cast and diamond-set jewellery manufacturing

1. [G&J/N3603: Assort diamonds for jewellery manufacturing](#)

Elective 2: Polished Diamonds Assorter

Polished Diamond Assorter, also known as Grader, segregates the polished diamonds manufactured from roughs, above 30 cts into multiple groups based on cut, carat, colour and clarity and International Gradation Standards in diamond processing sector

1. [G&J/N3604: Assort polished diamonds](#)

Elective 3: Rough Diamond Assorter

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This unit is the first stage post procurement in diamond processing. It involves segregation of rough diamonds of similar characteristics into groups like makeable, sawable, cleavable, rejection and resale, to be sent for further processing. Each rough diamond is assessed according to its natural characteristics – judging specifically at its colour, clarity, carat and model or shape

1. [G&J/N3605: Assort rough diamonds](#)

Elective 4: Gemstone Assorter

1. [G&J/N3606: Assort gemstones](#)

Qualification Pack (QP) Parameters

Sector	Gem & Jewellery
Sub-Sector	Diamond Processing, Handmade Gold and Gems-set Jewellery, Cast and diamonds-set jewellery
Occupation	Assorting
Country	India
NSQF Level	3
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO-2004/7313.35, NCO 2015/7313.0901
Minimum Educational Qualification & Experience	10th Class with NA of experience OR 8th Class with 2 Years of experience relevant experience OR 5th Class with 5 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (2.5) with 6 Months of experience relevant experience
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	Assorter (Basic)
Minimum Job Entry Age	18 Years

Qualification Pack

Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	5.0
Reference code on NQR	QG-03-GJ-00831-2023-V2-GJSCI
NQR Version	1

Qualification Pack

G&J/N3601: Assort small polished diamonds

Description

This OS unit is about segregating small (< 30 cents) diamonds into two to three groups based on 4Cs as per the company's requirement

Scope

The scope covers the following :

- This unit/task covers the following:
- Preparing for carrying out assortment of polished diamonds
- Assorting the diamonds into groups based on 4Cs
- Ensuring quality of output
- Ensuring productivity

Elements and Performance Criteria

Preparing for carrying out assortment of polished diamonds

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

- PC1.** receive and record the packet of polished diamonds from supervisor
- PC2.** check the weight and number of stones, with respect to what is mentioned on the packet
- PC3.** remove the diamonds from the packet and place them on the tray under the light
- PC4.** clean the diamonds using a cleaning cloth if required
- PC5.** classify broadly using sieve
- PC6.** place the tripod or table loupe on the tray to view the diamonds one by one

Assorting the diamonds into groups based on 4Cs

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

- PC7.** based on the understanding of the 4Cs judge its cut, colour and clarity
- PC8.** distribute into two or three groups as per the company policy
- PC9.** scoop and place segregated diamonds in packets, label as per the company's policy and return to the supervisor
- PC10.** report problems to reporting authority

Ensuring quality of output

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

- PC11.** accurately segregate the polished diamonds consistently as per company's policy
- PC12.** deliver in time to next process
- PC13.** complete work with no loss of diamonds

Ensuring productivity

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

- PC14.** achieve the productivity in terms of carats or number of pieces as set by the company

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement
- KU2.** 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.** work flow involved in company's diamond processing
- KU5.** importance of the individual's 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.** identification of a diamond
- KU12.** 4cs of a diamond
- KU13.** gauging and sieving
- KU14.** use of various scopes in diamond processing

Generic Skills (GS)

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

- GS1.** to label each segregated lot appropriately according to its characteristics
- GS2.** to document work done for status and performance appraisal
- GS3.** to read descriptions on the diamond packets or bags
- GS4.** read company manuals
- GS5.** to discuss task, schedules, and work-loads with co-workers and supervisors
- GS6.** to understand instructions and report problems
- GS7.** to decide on correct matching colour, clarity, cut, and size of diamonds
- GS8.** plan and organize the diamond assortment operation for delivering output to desired standard
- GS9.** resolve issues of mismatch and size before fluting
- GS10.** to spot process disruptions and delays

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing for carrying out assortment of polished diamonds</i>	4	14	-	-
PC1. receive and record the packet of polished diamonds from supervisor	1	1	-	-
PC2. check the weight and number of stones, with respect to what is mentioned on the packet	1	1	-	-
PC3. remove the diamonds from the packet and place them on the tray under the light	-	2	-	-
PC4. clean the diamonds using a cleaning cloth if required	1	4	-	-
PC5. classify broadly using sieve	1	4	-	-
PC6. place the tripod or table loupe on the tray to view the diamonds one by one	-	2	-	-
<i>Assorting the diamonds into groups based on 4Cs</i>	3	33	-	-
PC7. based on the understanding of the 4cs judge its cut, colour and clarity	1	13	-	-
PC8. distribute into two or three groups as per the company policy	1	4	-	-
PC9. scoop and place segregated diamonds in packets, label as per the companys policy and return to the supervisor	1	1	-	-
PC10. report problems to reporting authority	-	15	-	-
<i>Ensuring quality of output</i>	-	5	-	-
PC11. accurately segregate the polished diamonds consistently as per companys policy	-	2	-	-
PC12. deliver in time to next process	-	2	-	-
PC13. complete work with no loss of diamonds	-	1	-	-
<i>Ensuring productivity</i>	-	1	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. achieve the productivity in terms of carats or number of pieces as set by the company	-	1	-	-
NOS Total	7	53	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N3601
NOS Name	Assort small polished diamonds
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Assorting
NSQF Level	3
Credits	2
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

G&J/N9902: Maintain health and safety at workplace

Description

This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining health and safety at workplace.

Scope

The scope covers the following :

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

Elements and Performance Criteria

Health and safety in work area

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

- PC1.** identify and use appropriate protective clothing/equipment for specific tasks and work
- PC2.** identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace
- PC3.** carry out safe working practices while dealing with hazards to ensure safety of self and others
- PC4.** identify and avoid doing any tasks or activities in a wrong posture
- PC5.** practice appropriate working postures to minimise occupational health related issues

Fire safety

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

- PC6.** use the appropriate fire extinguishers on different types of fire
- PC7.** demonstrate rescue techniques applied during fire hazard
- PC8.** demonstrate good housekeeping in order to prevent fire hazards
- PC9.** demonstrate the correct use of any fire extinguisher

Emergencies, rescue and first aid procedures

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

- PC10.** administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.
- PC11.** respond promptly and appropriately to an accident or medical emergency
- PC12.** participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.,

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** company's 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

Qualification Pack

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	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	3	17	-	-

Qualification Pack

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	Generic
NSQF Level	3
Credits	1
Version	4.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values – Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

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

Qualification Pack

- 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

Qualification Pack

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	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
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	-	-

Qualification Pack

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	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

G&J/N3603: Assort diamonds for jewellery manufacturing

Description

This OS unit is about segregation of diamonds of similar characteristics into groups having similar characteristics of required quality and rejection which are not as per required quality selected diamonds are further distributed for cast and diamond-set jewellery manufacturing

Scope

The scope covers the following :

- This unit/task covers the following:
 - Receiving the packet of diamonds from diamond procurer
 - Assorting diamonds
 - Ensuring quality of output
 - Ensuring productivity
 - Process compliances

Elements and Performance Criteria

Receiving the packet of diamonds from diamond procurer

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

- PC1.** follow instructions of diamond procurer in terms of sorting
- PC2.** check the weight and number of stones, with respect to what is mentioned on the packet
- PC3.** use a sieve to classify the diamonds based on its size
- PC4.** do a basic sorting based on shape and size

Assorting diamonds

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

- PC5.** look at each diamond individually through an eye glass and make further classification into groups as per company policy.
- PC6.** select diamonds which are of similar characteristics such as cut, carat, colour and clarity and segregate as per quality required by the company
- PC7.** reject diamonds which are not as per required quality
- PC8.** maintain buffer stock to meet future requirements

Ensuring quality of output

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

- PC9.** accurately segregate/group the diamonds as per the companys policy
- PC10.** use judgment for selecting and rejecting diamonds
- PC11.** deliver in time to next process.
- PC12.** ensure near zero damage/loss to the diamonds

Ensuring productivity

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

- PC13.** improve speed of assorting / time taken per stone

Qualification Pack

PC14. achieve number of diamonds sorted as per the target assigned

Process compliances

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

PC15. comply with relevant legislation, standards, policies and procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: quality, incentives, delivery standards, safety and hazards, integrity and personnel management
- KU2.** work flow involved in cast and diamond-set jewellery manufacturing
- KU3.** importance of the individuals role in the workflow
- KU4.** reporting structure
- KU5.** typical customer profile and market trends
- KU6.** specialization of the company (size, clarity, shape, quality, etc., of diamonds)
- KU7.** identification of diamonds
- KU8.** process of diamond procurement such as from the processing units, traders
- KU9.** 4 cs of diamond (colour, cut, clarity and carat)
- KU10.** diamond shading colourwise
- KU11.** application of diamonds as per the jewellery types
- KU12.** gauging and sieving
- KU13.** valuing diamond on market practice

Generic Skills (GS)

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

- GS1.** maintain records of diamonds
- GS2.** read notes, designs and instructions in terms of diamond requirement
- GS3.** read company rules and compliance documents required to complete the work
- GS4.** take feedback from co-workers and supervisor and share knowledge with them
- GS5.** quality of diamonds as per the requirement of the company
- GS6.** how to judge the diamond quality to be able to select, reject or keep buffer stock
- GS7.** plan and organize work in order to ensure accurate and timely assortment
- GS8.** manage and secure stocks
- GS9.** maintain records of the diamond stocks
- GS10.** deal with mismatch in the number of diamonds
- GS11.** resolve difference in the actual quality of diamonds vis--vis specified on packet
- GS12.** sort any problems in identification of diamonds
- GS13.** resolve difficulty in classifying a particular diamond in terms of unclear characteristics

Qualification Pack

- GS14.** to use the knowledge/experience about similar quality of diamonds in the past to predict the quality of the current lot
- GS15.** apply, analyze, and evaluate the knowledge gathered from observation, experience, reasoning, or communication, as a guide to thought and action
- GS16.** spot process disruptions and delays

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receiving the packet of diamonds from diamond procurer</i>	4	14	-	-
PC1. follow instructions of diamond procurer in terms of sorting	1	3	-	-
PC2. check the weight and number of stones, with respect to what is mentioned on the packet	1	2	-	-
PC3. use a sieve to classify the diamonds based on its size	1	3	-	-
PC4. do a basic sorting based on shape and size	1	6	-	-
<i>Assorting diamonds</i>	2	10	-	-
PC5. look at each diamond individually through an eye glass and make further classification into groups as per company policy.	1	3	-	-
PC6. select diamonds which are of similar characteristics such as cut, carat, colour and clarity and segregate as per quality required by the company	1	3	-	-
PC7. reject diamonds which are not as per required quality	-	3	-	-
PC8. maintain buffer stock to meet future requirements	-	1	-	-
<i>Ensuring quality of output</i>	1	11	-	-
PC9. accurately segregate/group the diamonds as per the companys policy	1	4	-	-
PC10. use judgment for selecting and rejecting diamonds	-	5	-	-
PC11. deliver in time to next process.	-	1	-	-
PC12. ensure near zero damage/loss to the diamonds	-	1	-	-
<i>Ensuring productivity</i>	-	6	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. improve speed of assorting / time taken per stone	-	2	-	-
PC14. achieve number of diamonds sorted as per the target assigned	-	4	-	-
<i>Process compliances</i>	-	2	-	-
PC15. comply with relevant legislation, standards, policies and procedures	-	2	-	-
NOS Total	7	43	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N3603
NOS Name	Assort diamonds for jewellery manufacturing
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Assorting
NSQF Level	3
Credits	3
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

G&J/N3604: Assort polished diamonds

Description

This OS unit is about measuring the 4Cs of a diamond and categorizing it accordingly.

Scope

The scope covers the following :

- This unit/task covers the following:
 - Preparing for carrying out assortment of polished diamonds
 - Assorting the polished diamonds based on the 4Cs
 - Ensuring the quality of assortment
 - Ensuring productivity
 - Process compliances

Elements and Performance Criteria

Preparing for carrying out assortment of polished diamonds

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

- PC1.** accept the packet of polished diamonds from supervisor/procurer with instructions for sorting
- PC2.** check the weight and number of stones, with respect to what is mentioned on the packet
- PC3.** remove the diamonds from the packet and place them on the tray under the light
- PC4.** clean the diamonds using a cleaning cloth if required
- PC5.** use a sieve to classify the diamonds based on its size and shape

Assorting the polished diamonds based on the 4Cs

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

- PC6.** hold the diamond with the help of tweezers under light and view it through a loupe one by one
- PC7.** measure the dimensions of the diamond and calculate the required ratios
- PC8.** grade the diamond based on its colour, cut, clarity and carat weight
- PC9.** use the uv box to check the fluorescence of the diamond (if required)
- PC10.** use the symmetry analyzer machine to check the cut dimensions (if provided)
- PC11.** place assorted diamonds in the packets, label as per the companys policy and return to the supervisor with tallied weight

Ensuring the quality of assortment

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

- PC12.** accurately measure the 4cs of a diamonds
- PC13.** match his/her judgment with the grading given by gia or other agencies
- PC14.** deliver in time to next process
- PC15.** complete work with no loss of diamonds

Ensuring productivity

Qualification Pack

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

PC16. improve speed of assorting/time taken per stone.

PC17. achieve the productivity in terms of carats or number of pieces as set by the company

Process compliances

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

PC18. comply with 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.** work flow involved in companys diamond processing process
- KU3.** importance of the individuals role in the workflow
- KU4.** reporting structure
- KU5.** issue return procedures followed by the company
- KU6.** typical customer profile and market trends
- KU7.** specialization area of the company (size, clarity, shape, quality, etc. of diamonds)
- KU8.** diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.
- KU9.** identification of a diamond
- KU10.** difference between a natural or a treated diamond
- KU11.** measuring 4cs of a diamond
- KU12.** grading standards followed by gia, igi and hrd
- KU13.** gauging and sieving
- KU14.** use of various scopes in diamond processing
- KU15.** fluorescence in a diamond and its effect
- KU16.** use of symmetry analyzer machine and computer

Generic Skills (GS)

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

- GS1.** to label each segregated diamond appropriately according to its features
- GS2.** to document work done for status and performance appraisal
- GS3.** to read the manuals defining different standards as specified by gia, igi or hrd
- GS4.** to read descriptions on the diamond packets/ bags
- GS5.** to discuss task, schedules, and work-loads with co-workers and supervisors
- GS6.** to understand instructions and report problems
- GS7.** grade or classify a particular diamond with unclear characteristics.
- GS8.** plan and organize the assortment of diamonds to ensure accurate and timely assortment
- GS9.** to minimize damage or loss of any diamond during the sorting process

Qualification Pack

- GS10.** to report diamond losses via documentation as per company policy
- GS11.** to suggest improvements in order to reduce loss
- GS12.** to assess the 4cs of the diamond, analyzing various aspects of its dimensions, based on knowledge of grading standards and experience
- GS13.** to derive maximum value from a polished diamond
- GS14.** to spot process disruptions and delays

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing for carrying out assortment of polished diamonds</i>	1	10	-	-
PC1. accept the packet of polished diamonds from supervisor/procurer with instructions for sorting	-	1	-	-
PC2. check the weight and number of stones, with respect to what is mentioned on the packet	-	1	-	-
PC3. remove the diamonds from the packet and place them on the tray under the light	-	1	-	-
PC4. clean the diamonds using a cleaning cloth if required	-	3	-	-
PC5. use a sieve to classify the diamonds based on its size and shape	1	4	-	-
<i>Assorting the polished diamonds based on the 4Cs</i>	5	18	-	-
PC6. hold the diamond with the help of tweezers under light and view it through a loupe one by one	1	5	-	-
PC7. measure the dimensions of the diamond and calculate the required ratios	1	4	-	-
PC8. grade the diamond based on its colour, cut, clarity and carat weight	1	5	-	-
PC9. use the uv box to check the fluorescence of the diamond (if required)	-	2	-	-
PC10. use the symmetry analyzer machine to check the cut dimensions (if provided)	1	1	-	-
PC11. place assorted diamonds in the packets, label as per the companys policy and return to the supervisor with tallied weight	1	1	-	-
<i>Ensuring the quality of assortment</i>	1	12	-	-
PC12. accurately measure the 4cs of a diamonds	1	5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. match his/her judgment with the grading given by gia or other agencies	-	5	-	-
PC14. deliver in time to next process	-	1	-	-
PC15. complete work with no loss of diamonds	-	1	-	-
<i>Ensuring productivity</i>	-	2	-	-
PC16. improve speed of assorting/time taken per stone.	-	1	-	-
PC17. achieve the productivity in terms of carats or number of pieces as set by the company	-	1	-	-
<i>Process compliances</i>	-	1	-	-
PC18. comply with relevant legislation, standards, policies and procedures	-	1	-	-
NOS Total	7	43	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N3604
NOS Name	Assort polished diamonds
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Assorting
NSQF Level	4
Credits	3
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

G&J/N3605: Assort rough diamonds

Description

This OS unit is about segregation of rough diamonds of similar characteristics into groups like makeable, sawable, cleavable, rejection and resale, to be sent for further processing

Scope

The scope covers the following :

- This unit/task covers the following:
 - Preparing for assortment
 - Assorting rough diamonds
 - Ensuring quality of assortment
 - Ensuring productivity
 - Process compliances

Elements and Performance Criteria

Preparing for assortment

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

- PC1.** check the weight and number of stones, against what is mentioned on the packet
- PC2.** remove the roughs from the packet and place them on the tray under the light
- PC3.** clean the roughs using a cleaning cloth if required

Assorting rough diamonds

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

- PC4.** use sieve to classify the diamonds broadly based on its size
- PC5.** do a basic sorting based on shape and size
- PC6.** look at each rough individually through an eye glass and make further classification into groups as per company policy
- PC7.** hold the rough with the help of tweezers under light and view it through a loupe one by one
- PC8.** classify them into groups as per company policy e.g. makeable, sawable, cleavable and rejection
- PC9.** send the rough for windowing if one is not able to look into it clearly to make any judgment (if required)

Ensuring quality of assortment

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

- PC10.** accurately segregate/group of the roughs as per the company's policies
- PC11.** identify different types of rough, e.g. syndicate, australian, coated, braza, cleavage etc.
- PC12.** judge accurately the approximate expected yield, expected clarity, etc.
- PC13.** complete work with no loss of roughs

Ensuring productivity

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

Qualification Pack

PC14. achieve the productivity in terms of carats or number of pieces as set by the company

PC15. deliver in time to next process

Process compliances

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

PC16. comply with relevant legislation, standards, policies and procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement
- KU2.** 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.** work flow involved in company's diamond processing process
- KU5.** importance of the individual's 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.** identification of rough diamonds
- KU12.** formation of rough diamond - production from mines - sources & location
- KU13.** various types of rough e.g. syndicate, australian, coated, braza, cleavage etc. and its characteristics
- KU14.** process of rough procurement - parcel from d.t.c. / i-i.d.c. / belgium / israel / local - bandha (i.e. better - medium - weak)
- KU15.** polishing process in the factory (bruting, blocking, bottom, top, table, rounding, etc.)
- KU16.** 4cs of diamond (colour, cut, clarity and carat)
- KU17.** rough diamond shading colourwise (LB-LC-white-fancy)
- KU18.** use of various scopes in diamond processing
- KU19.** stress (tension) of the diamond
- KU20.** gauging & sieve
- KU21.** valuation as per market practice
- KU22.** windowing process to look inside a rough

Generic Skills (GS)

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

- GS1.** to label each segregated rough appropriately according to its features

Qualification Pack

- GS2.** to document work done for status and performance appraisal
- GS3.** to read descriptions on the rough packets/ bags
- GS4.** to discuss task, schedules, and work-loads with co-workers and supervisors
- 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 make decisions pertaining to the concerned area of work of sorting
- GS10.** to plan and organize work in order to ensure accurate and timely assortment
- GS11.** to resolve difficulty in grading or classifying a particular rough with unclear characteristics
- GS12.** to use the knowledge/experience about similar quality of roughs in the past to predict the final outcome/quality of the current lot
- GS13.** to analyze the expected yield, clarity from the rough, based on the source
- GS14.** to apply, analyze and evaluate the knowledge gathered from observation, experience, reasoning or communication as a guide to thought and action
- GS15.** to spot process disruptions and delays

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing for assortment</i>	-	5	-	-
PC1. check the weight and number of stones, against what is mentioned on the packet	-	2	-	-
PC2. remove the roughs from the packet and place them on the tray under the light	-	1	-	-
PC3. clean the roughs using a cleaning cloth if required	-	2	-	-
<i>Assorting rough diamonds</i>	6	19	-	-
PC4. use sieve to classify the diamonds broadly based on its size	1	3	-	-
PC5. do a basic sorting based on shape and size	1	3	-	-
PC6. look at each rough individually through an eye glass and make further classification into groups as per company policy	1	3	-	-
PC7. hold the rough with the help of tweezers under light and view it through a loupe one by one	1	3	-	-
PC8. classify them into groups as per company policy e.g. makeable, sawable, cleavable and rejection	1	3	-	-
PC9. send the rough for windowing if one is not able to look into it clearly to make any judgment (if required)	1	4	-	-
<i>Ensuring quality of assortment</i>	1	14	-	-
PC10. accurately segregate/group of the roughs as per the companys policies	1	4	-	-
PC11. identify different types of rough, e.g. syndicate, australian, coated, braza, cleavage etc.	-	4	-	-
PC12. judge accurately the approximate expected yield, expected clarity, etc.	-	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. complete work with no loss of roughs	-	2	-	-
<i>Ensuring productivity</i>	-	4	-	-
PC14. achieve the productivity in terms of carats or number of pieces as set by the company	-	2	-	-
PC15. deliver in time to next process	-	2	-	-
<i>Process compliances</i>	-	1	-	-
PC16. comply with relevant legislation, standards, policies and procedures	-	1	-	-
NOS Total	7	43	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N3605
NOS Name	Assort rough diamonds
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Assorting
NSQF Level	4
Credits	3
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

G&J/N3606: Assort gemstones

Description

This OS unit is about assorting gemstones in terms of type, shape, size, colour and weight

Scope

The scope covers the following :

- This unit/task covers the following:
 - Assorting gemstones
 - Ensuring productivity
 - Reporting problems to reporting authority
 - Process compliances

Elements and Performance Criteria

Assorting gemstones

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

- PC1.** assort stones accurately as per design in terms of weight, size, colour and type
- PC2.** maintain even colour of stones sorted or as required by design
- PC3.** distinguish between types of stones correctly, e.g., raw versus factory manufactured

Ensuring productivity

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

- PC4.** make timely delivery of sorted stones for setting
- PC5.** assort number of stones as per the target given
- PC6.** ensure that no stones lost or damaged during counting or sorting

Reporting problems to reporting authority

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

- PC7.** report mismatch regarding colour, type, size or weight of stones to be sorted against the description of the bag received
- PC8.** report shortage of stones in the bag as per design

Process compliances

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

- PC9.** comply with 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 stone loss per product type; incentives; delivery standards; safety and hazards; security, IPR and personnel management

Qualification Pack

- KU2.** 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.** work flow involved in companys jewellery manufacturing process
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure
- KU7.** different types of jewellery made by the company
- KU8.** jewellery trends and types of gemstones used and their value
- KU9.** basics of gemstones such as colour, cut, clarity, carat, precious, semi-precious, synthetic, modified
- KU10.** different markets for gemstones and their origin so that precedence can indicate the gemstone quality
- KU11.** gemstone setting process
- KU12.** labelling details

Generic Skills (GS)

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

- GS1.** to fill job sheet
- GS2.** to write labels on sorted bags
- GS3.** to read design notes
- GS4.** read labels on the bags containing diamonds
- GS5.** to communicate discrepancies to seniors and colleagues
- GS6.** to separate stones as per design requirement
- GS7.** plan and organize sorting of diamonds and gemstones

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assorting gemstones</i>	3	25	-	-
PC1. assort stones accurately as per design in terms of weight, size, colour and type	1	9	-	-
PC2. maintain even colour of stones sorted or as required by design	1	8	-	-
PC3. distinguish between types of stones correctly, e.g., raw versus factory manufactured	1	8	-	-
<i>Ensuring productivity</i>	3	9	-	-
PC4. make timely delivery of sorted stones for setting	1	3	-	-
PC5. assort number of stones as per the target given	1	3	-	-
PC6. ensure that no stones lost or damaged during counting or sorting	1	3	-	-
<i>Reporting problems to reporting authority</i>	1	8	-	-
PC7. report mismatch regarding colour, type, size or weight of stones to be sorted against the description of the bag received	1	6	-	-
PC8. report shortage of stones in the bag as per design	-	2	-	-
<i>Process compliances</i>	-	1	-	-
PC9. comply with relevant legislation, standards, policies and procedures	-	1	-	-
NOS Total	7	43	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N3606
NOS Name	Assort gemstones
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Assorting
NSQF Level	4
Credits	3
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N3601.Assort small polished diamonds	7	53	-	-	60	20
G&J/N9902.Maintain health and safety at workplace	3	17	-	-	20	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	30	100	-	-	130	40

Elective: 1 Assorter for Jewellery Manufacturing

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N3603.Assort diamonds for jewellery manufacturing	7	43	-	-	50	60
Total	7	43	-	-	50	60

Elective: 2 Polished Diamonds Assorter

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N3604.Assort polished diamonds	7	43	-	-	50	60

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
Total	7	43	-	-	50	60

Elective: 3 Rough Diamond Assorter

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N3605.Assort rough diamonds	7	43	-	-	50	60
Total	7	43	-	-	50	60

Elective: 4 Gemstone Assorter

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N3606.Assort gemstones	7	43	-	-	50	60
Total	7	43	-	-	50	60

Qualification Pack

Acronyms

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

Qualification Pack

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.

Qualification Pack

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.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	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.
Electives	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.
Options	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.