



Gemstone Quality Inspector and Grader - Gemstone Processing

QP Code: G&J/Q7001

Version: 1.0

NSQF Level: 4

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G&J/Q7001: Gemstone Quality Inspector and Grader - Gemstone Processing

Brief Job Description

The individual uses visual grading tools such as magnifying glass or loupe to separate the defective faceted and/or polished gemstones from the good ones and assigns grades based on the 4Cs: colour, cut, clarity and carats. The Final Quality Inspector and Grader is responsible for final quality assessment of every gemstone faceted and/or polished and then grading

Personal Attributes

The job requires the individual to have: attention to details; good eyesight; and ability to communicate effectively

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [G&J/N7002: Check final quality and grade the gemstones](#)
2. [G&J/N9902: Maintain health and safety at workplace](#)
3. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Gem & Jewellery
Sub-Sector	Gemstone Processing
Occupation	Gemstone Grading and Dispatching
Country	India
NSQF Level	4
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7313.2601

Minimum Educational Qualification & Experience	10th Class with 5 Years of experience OR NSQF Level 3 - Pre shaper, with 3 years of experience OR NSQF Level 3 - Gemstone Polisher, with 3 years of experience OR NSQF Level 3 - Rough Cutter, with 3 years of experience OR NSQF Level 3 - Gemstone Processor, with 3 years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	17/01/2018
Next Review Date	31/03/2022
NSQC Approval Date	06/04/2022
Version	1.0

G&J/N7002: Check final quality and grade the gemstones

Description

This OS unit is about checking the final quality of gemstones faceted and/or polished and grading them according to the 4Cs: colour, cut, clarity, carat.

Scope

The scope covers the following :

- This unit/task covers the following:
- Conducting quality checks and give feedback
- Achieving productivity and quality

Elements and Performance Criteria

Conducting quality check and give feedback

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

- PC1.** match the stone type, weight and number as mentioned on the bag
- PC2.** assess whether quality check is required for each stone or a sample from the lot
- PC3.** check facets for: symmetry mismatch, number of facets required in the plan, any windows left, and rough surfaces
- PC4.** check girdle polishing for: even girdle line; smooth finish; distinct lines; and no broken edges
- PC5.** check polish for: type of polish required as per plan, e.g., matt or smooth; finish; scratches or broken edges; colour and brilliance to be achieved
- PC6.** assess whether defects can be removed without stone loss as prescribed
- PC7.** describe the defect to the respective department head or worker
- PC8.** educate about a recurring defect to the respective departments supervisor
- PC9.** visual check of the gemstones are properly followed by the individual
- PC10.** select and use appropriate instrument for inspecting/checking gemstone
- PC11.** use liquid solution for cleaning finger prints
- PC12.** measure hardness of the gemstone in moh's scale
- PC13.** use an identification system for gemstones to be graded such as bar coding, design number or job sheet details
- PC14.** segregate the gemstones by colour, cut, clarity and carat and grade
- PC15.** check for any treatment given to the gemstone and its effect
- PC16.** assess the quality as per companys standards and design parameters
- PC17.** maintain the accepted standards of quality defined by the organization
- PC18.** understand the globally acceptable grading system for gemstones
- PC19.** ensure accurate grading in accord with the 4cs of the sample checked
- PC20.** maintain consistency in grades for the assignment that are acceptable to the company
- PC21.** ensure to alert about any recurrent quality problems

Achieving productivity and quality

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

- PC22.** match the stone type, weight and number of stones received as per job sheet
- PC23.** count and bag all quality checked stones of the lot and document on job sheet
- PC24.** return bagged qc okayed and damaged stones to operations manager
- PC25.** ensure timely delivery of the number and carats of stones per day against target given and as per specifications

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: acceptable limits of stone loss, incentives, delivery standards, safety and hazards, integrity and personnel management
- 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 gemstone processing of company
- KU5.** importance of the individuals role in the workflow
- KU6.** reporting structure
- KU7.** the issuing and returning procedures followed by the company for rough gemstones
- KU8.** management of worker, quality and productivity
- KU9.** performance appraisal procedure and standards
- KU10.** different types of stones which includes precious, semi-precious, synthetic and the species they belong to for e.g., ruby and sapphire belong to corundum species
- KU11.** mines and sources of gemstones, e.g., madagascar for blue sapphire or burma for red rubies
- KU12.** beauty, rarity and durability of the gemstone
- KU13.** appropriate lighting to be used for assessing colour of gemstone, e.g., ordinary household light for red ruby or fluorescent light for blue sapphire or sunlight for emerald
- KU14.** usual sizes that some natural gemstones are found in
- KU15.** similar looking gemstones, e.g., ruby, red spinel, red opal and red tourmaline
- KU16.** glass imitations of gemstones, e.g., vivid green or bluish green for emeralds
- KU17.** most prized colours and hues of gemstones
- KU18.** types of inclusions and fissures, their location
- KU19.** authenticity of the gemstones based on inclusions
- KU20.** different types of treatments for inclusions and fissures such as heat-and-pressure, oil impregnation, fracture filling, laser drilling, resin enhancement
- KU21.** durability of enhancement treatment given
- KU22.** refractive index of gemstones
- KU23.** usage of various instruments/equipments for inspecting/checking diamonds i.e. vernier calipers and magnifying glass or loupe for checking
- KU24.** grading standards of gemstones such as gia or other
- KU25.** calibration of gemstones in terms of weight, measurements, shape, cut, transparency, colour, treatment given, hue, tone and saturation

- KU26.** market value of stone to understand the rationale for different acceptable levels of stone loss
- KU27.** softness/ hardness of gemstones
- KU28.** different shapes and facets possible for different gemstones and the number of steps in processing
- KU29.** processes of doping, shaping, faceting and polishing of gemstones
- KU30.** accounting of stones and documentation
- KU31.** market trends and customer requirements
- KU32.** how to identify treated gemstones

Generic Skills (GS)

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

- GS1.** document work flow, quality standards and outcomes as per company policy
- GS2.** prepare grading records and certificates
- GS3.** report quality problems to authorized person
- GS4.** read about different types of gemstones and their properties
- GS5.** read height, weight, dimensions of the stones as given on job sheets
- GS6.** read company rules and compliance documents required to complete the work
- GS7.** receive instructions and from operations manager about deliverables and work flow
- GS8.** discuss with co-workers in other relevant department about any practical difficulties faced by them
- GS9.** give instructions on final quality check and grading
- GS10.** give appropriate feedback to different levels of workers
- GS11.** communicate recurrent quality problems and educate workers about quality
- GS12.** train on correct steps to follow to achieve required grading
- GS13.** make decisions pertaining to the concerned area of work
- GS14.** plan and organize the quality checking and grading process to achieve the set target
- GS15.** check quality of shaped stone as per plan and allocate appropriate type of rework
- GS16.** check quality of shaped stone as per plan and allocate appropriate type of rework
- GS17.** resolve issues related to recurrent problems
- GS18.** improve work processes for greater productivity
- GS19.** assess whether defects can be removed without stone loss as prescribed
- GS20.** improve grading of output
- GS21.** spot process disruption and reasons for delay

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conducting quality check and give feedback</i>	21	78	-	-
PC1. match the stone type, weight and number as mentioned on the bag	1	2	-	-
PC2. assess whether quality check is required for each stone or a sample from the lot	1	4	-	-
PC3. check facets for: symmetry mismatch, number of facets required in the plan, any windows left, and rough surfaces	2	8	-	-
PC4. check girdle polishing for: even girdle line; smooth finish; distinct lines; and no broken edges	2	5	-	-
PC5. check polish for: type of polish required as per plan, e.g., matt or smooth; finish; scratches or broken edges; colour and brilliance to be achieved	2	5	-	-
PC6. assess whether defects can be removed without stone loss as prescribed	1	6	-	-
PC7. describe the defect to the respective department head or worker	1	3	-	-
PC8. educate about a recurring defect to the respective departments supervisor	1	4	-	-
PC9. visual check of the gemstones are properly followed by the individual	1	3	-	-
PC10. select and use appropriate instrument for inspecting/checking gemstone	1	3	-	-
PC11. use liquid solution for cleaning finger prints	-	3	-	-
PC12. measure hardness of the gemstone in moh's scale	1	1	-	-
PC13. use an identification system for gemstones to be graded such as bar coding, design number or job sheet details	1	5	-	-
PC14. segregate the gemstones by colour, cut, clarity and carat and grade	2	8	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. check for any treatment given to the gemstone and its effect	-	5	-	-
PC16. assess the quality as per companys standards and design parameters	1	4	-	-
PC17. maintain the accepted standards of quality defined by the organization	-	2	-	-
PC18. understand the globally acceptable grading system for gemstones	1	1	-	-
PC19. ensure accurate grading in accord with the 4cs of the sample checked	1	2	-	-
PC20. maintain consistency in grades for the assignment that are acceptable to the company	1	2	-	-
PC21. ensure to alert about any recurrent quality problems	-	2	-	-
<i>Achieving productivity and quality</i>	5	6	-	-
PC22. match the stone type, weight and number of stones received as per job sheet	1	2	-	-
PC23. count and bag all quality checked stones of the lot and document on job sheet	1	1	-	-
PC24. return bagged qc okayed and damaged stones to operations manager	1	1	-	-
PC25. ensure timely delivery of the number and carats of stones per day against target given and as per specifications	2	2	-	-
NOS Total	26	84	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N7002
NOS Name	Check final quality and grade the gemstones
Sector	Gem & Jewellery
Sub-Sector	Gemstone Processing
Occupation	Gemstone Grading and Dispatching
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	17/01/2022

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

Description

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

Elements and Performance Criteria

Health and safety in work area

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

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

Fire safety

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

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

Emergencies, rescue and first aid procedures

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: safety and hazards and personnel management
- KU2.** names and location of documents that refer to health and safety in work place
- KU3.** reporting structure
- KU4.** meaning of hazards and risks
- KU5.** health and safety hazards commonly present in the work place and related precautions
- KU6.** various dangers associated with use of electrical equipment
- KU7.** preventative and remedial actions to be taken in case of exposure to toxic material
- KU8.** methods of accident prevention

- KU9.** how different chemicals react and the related hazards
- KU10.** how to use machines and tools without causing any accident
- KU11.** importance of using protective clothing/ equipment while working
- KU12.** precautionary activities to prevent the fire accident
- KU13.** various causes of fire
- KU14.** techniques of using different fire extinguishers
- KU15.** different materials used for extinguishing fire
- KU16.** rescue techniques applied during a fire hazard
- KU17.** various types of safety signs and their meaning
- KU18.** appropriate basic first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.,
- KU19.** casualty lifting in case of an accident caused to a person

Generic Skills (GS)

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

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

Assessment Criteria

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

National Occupational Standards (NOS) Parameters

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

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	29/03/2021
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N7002.Check final quality and grade the gemstones	26	84	0	0	110	80
G&J/N9902.Maintain health and safety at workplace	3	17	-	-	20	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
Total	49	131	0	0	180	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>