

## Qualification Pack



# Jewellery Polisher and Cleaner

QP Code: G&J/Q0701

Version: 4.0

NSQF Level: 3

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### G&J/Q0701: Jewellery Polisher and Cleaner

#### Brief Job Description

The Polisher and Cleaner provides polish to the precious metal (gold, silver, platinum) and non-precious metal jewellery thoroughly. Pre-polishes, cleans the same in order to prepare jewellery for diamond or gemstone setting and gives high lusture or uniform reflectivity to jewellery piece post setting. Incase of plain jewellery, the setting process is not involved. The individual works with different types of polishing wheels, buffs, brushes, disc and polishing compounds to give desired finishing to jewellery piece.

#### Personal Attributes

The job requires the individual to have: attention to details, good eyesight, steady hands, ability to work for long hours in sitting position with lot of patience, ability to handle delicate jewellery pieces and ability to read and understand the instructions. The individual must be able to work carefully with sharp tools, high-speed rotating machines and polishing compounds

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [G&J/N0703: Prepare tools and consumables for polishing](#)
2. [G&J/N0704: Polish and clean precious or non- precious jewellery](#)
3. [G&J/N9902: Maintain health and safety at workplace](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Handmade Gold and Gems-set Jewellery, Cast and diamonds-set jewellery, Silver Smithing
<b>Occupation</b>	Polishing and Cleaning
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	9

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<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7313.0101
<b>Minimum Educational Qualification &amp; Experience</b>	10th grade pass OR 8th Class with 2 Years of experience relevant experience OR 5th grade pass with 5 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (2) with 1 Year of experience relevant experience OR Previous relevant Qualification of NSQF Level (2.5) with 6 Months of experience relevant experience
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	28/02/2026
<b>NSQC Approval Date</b>	28/02/2023
<b>Version</b>	4.0
<b>Reference code on NQR</b>	QG-03-GJ-00247-2023-V1-GJSCI
<b>NQR Version</b>	3

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### G&J/N0703: Prepare tools and consumables for polishing

#### Description

This OS unit is about understanding the polishing requirements for different types of jewellery like ring, pendants, earring, bracelet, necklace etc., at various manufacturing stages like pre-polishing before setting, before assembly or at final polishing and preparation of tools, consumables for deburring, polishing and buffing processes.

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Understanding the design and polishing requirements at various stages
- Preparing the tools, consumables to be used during polishing and maintain the machines

#### Elements and Performance Criteria

##### *Understanding the design and polishing requirement at various stages*

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

- PC1.** explain the deburring, polishing, buffing requirement for particular design jewellery
- PC2.** follow the predefined standard polishing steps in case of regular mass produced jewellery piece
- PC3.** check the piece before polishing for defects like oxidation due to soldering or improper pickling, open porosity due to improper casting or filing etc., inform supervisor and get repaired or degreased piece for polishing

##### *Preparing the tools, consumables to be used during polishing and maintain the machines*

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

- PC4.** plan, stock and prepare the various types of lapping, polishing or buffing wheels, brushes, discs, emery paper sticks, burnishers, hanks of cotton thread etc., to be used during polishing process at different stages like pre-polishing, polishing intricate spaces or filigree and at final stage after stone setting or assembly
- PC5.** ensure the consumables like different abrasives, cutting, buffing compounds to be used for different metals are available
- PC6.** make sure the high speed rotating polishing motors, freedom hand motors or lapping machine, tumbling and cleaning machines are maintained properly and preventive maintenance of the same is done at regular intervals as scheduled

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** work flow involved in jewellery manufacturing process of the company
- KU2.** importance of the individuals role in the workflow
- KU3.** reporting structure

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- KU4.** typical customer profile and market trends
- KU5.** documentation policy
- KU6.** precious and non-precious jewellery making process, types or style of jewellery and precious, semi or non-precious gemstones setting
- KU7.** different types of textures such as matt, satin finish etc. used for jewellery
- KU8.** how to use magnetic, hexagonal tumbler to shine the jewellery and remove grease, grime or any deposits from jewellery
- KU9.** how to use high speed motors for polishing, buffing or lapping
- KU10.** how to use vacuum bench polishing to avoid inhaling dust
- KU11.** uses of different types of polishing wheels, buffs, brushes, disc and polishing compounds for different types of polish or shine to be achieved on different precious or non-precious metals
- KU12.** overheating, fire scale and other phenomenon during over polishing or buffing
- KU13.** gemstone-setting, enameling and plating process and their respective polishing and cleaning requirements
- KU14.** different types of cleaning techniques such as ultrasonic cleaning, pickling cleaning and electro-cleaning
- KU15.** precious-metal loss limit applicable for polishing and cleaning
- KU16.** how to reduce precious metal loss below the prescribed standards
- KU17.** how to follow companys policies on collecting gold dust and fragments
- KU18.** potential work hazards while using high speed rotating machines, hand motors and chemicals
- KU19.** how to maintain the polishing or lapping wheels, buffs and other consumables like sand paper sticks, polishing compounds etc.,
- KU20.** companys policies on: acceptable limits of precious metal loss per product type, incentives, delivery standards, quality standards, safety and hazards, security and personnel management

## Generic Skills (GS)

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

- GS1.** to fill the requisition slip for ordering tools and consumables
- GS2.** to document and tally account as per set standards for the design
- GS3.** to read and write the job requirement
- GS4.** to read company policy documents
- GS5.** to interact with team members to work efficiently and share work load
- GS6.** to communicate effectively with the supervisor regarding daily production target, issues related to process or product quality received for polishing, suggesting improvements regarding polishing time of particular jewellery piece etc.,
- GS7.** how to use the right buff and polishing compounds for achieving the finish as per design
- GS8.** how to use the appropriate cleaning method, chemicals and machines for the stage of cleaning
- GS9.** how to plan for daily production target

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- GS10.** how to plan and organize tools, machines and consumables at the work bench for carrying out polishing effectively
- GS11.** how to read and follow the special instructions mentioned on job sheet or bag for specific customer, which could be regarding final weight tolerance after polishing, special texture etc.,
- GS12.** how to reduce precious metal loss below the prescribed standards
- GS13.** how to deliver frame to next work process on time
- GS14.** how to improve work processes
- GS15.** how to spot process disruptions, delays and reduce processing time

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the design and polishing requirement at various stages</i>	<b>4</b>	<b>11</b>	-	-
<b>PC1.</b> explain the deburring, polishing, buffing requirement for particular design jewellery	1	4	-	-
<b>PC2.</b> follow the predefined standard polishing steps in case of regular mass produced jewellery piece	1	4	-	-
<b>PC3.</b> check the piece before polishing for defects like oxidation due to soldering or improper pickling, open porosity due to improper casting or filing etc., inform supervisor and get repaired or degreased piece for polishing	2	3	-	-
<i>Preparing the tools, consumables to be used during polishing and maintain the machines</i>	<b>6</b>	<b>9</b>	-	-
<b>PC4.</b> plan, stock and prepare the various types of lapping, polishing or buffing wheels, brushes, discs, emery paper sticks, burnishers, hanks of cotton thread etc., to be used during polishing process at different stages like pre-polishing, polishing intricate spaces or filigree and at final stage after stone setting or assembly	2	3	-	-
<b>PC5.</b> ensure the consumables like different abrasives, cutting, buffing compounds to be used for different metals are available	2	3	-	-
<b>PC6.</b> make sure the high speed rotating polishing motors, freedom hand motors or lapping machine, tumbling and cleaning machines are maintained properly and preventive maintenance of the same is done at regular intervals as scheduled	2	3	-	-
<b>NOS Total</b>	<b>10</b>	<b>20</b>	-	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N0703
<b>NOS Name</b>	Prepare tools and consumables for polishing
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Handmade Gold and Gems-set Jewellery, Cast and diamonds-set jewellery, Silver Smithing
<b>Occupation</b>	Polishing and Cleaning
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	28/02/2026
<b>NSQC Clearance Date</b>	28/02/2023

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### G&J/N0704: Polish and clean precious or non- precious jewellery

#### Description

This OS unit is about deburring, polishing, buffing and cleaning various types of precious and non-precious metal jewellery using different machines like mass media finishing barrels or tumblers, high speed rotating polishing motors, handheld motors and ultrasonic cleaning machine etc.,

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Understanding the design and polishing requirement at various stages
- Preparing the tools, consumables to be used during polishing and maintain the machines

#### Elements and Performance Criteria

##### *Deburring or mass finishing of jewellery by tumbling machines*

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

- PC1.** ensure use of cost effective, waste and time saving automated different types of barrel or tumbling machines, magnetic pin polishing machines for polishing of bulk quantity of jewellery
- PC2.** make sure the quality of jewellery piece from tumbling machines reduces subsequent manual polishing due to deburring, burnishing, descaling, smoothing and brightening of the jewellery surface
- PC3.** select and use different shape and size of polishing media and kinds of polishing compounds or solutions to achieve different extent of cut or surface finish needed for different precious or non- precious metal jewellery pieces

##### *Polishing and buffing process for jewellery*

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

- PC4.** polish and buff the jewellery holding jewellery parts against the rotating wheel, buff, discs or brush mounted on spindle of high speed electric motor
- PC5.** charge or dress the buffs or wheels, hanks of cotton with different types of polishing compounds, to achieve different grades of finish at various stages of polishing and for different precious or non- precious metal jewellery pieces
- PC6.** pre-polish jewellery pieces having empty collets or sockets for gemstone or diamonds to set in or for hollow rings with back plate or bracelet links prior to assembly etc.,
- PC7.** give the jewellery piece, desired finish by doing final polishing using the appropriate buffs and polishing compounds and ensure careful handling to avoid scratches

##### *Cleaning process for jewellery*

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

- PC8.** de-grease polished jewellery piece with ultrasonic machines, followed by steam cleaning and at the end, piece is allowed to dry in air
- PC9.** pickle using acids to remove oxides from the jewellery surface after intermediate soldering operations

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### Checking for the defects and repair

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

- PC10.** self check the jewellery piece at every intermediate stage of polishing with eyes or 10x eye-loop to see if any casting porosity opens up or over polishing which should not affect the shape or intricate detail like filigree of the jewellery piece, maintain important dimensions like internal diameter of ring etc., and avoid subsequent rejection
- PC11.** repair jewellery piece during polishing if it opens up porosities or similar surface defects using burnishing or soldering

### Achieving productivity

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

- PC12.** ensure the piece weight within the prescribed limit of tolerance to maintain the metal loss
- PC13.** avoid over polishing, ensure right selection of tools, compounds or make effective use of mass polishing automated barrels etc., for efficient polishing
- PC14.** ensure the dust vacuum suction is working well during operation especially in case of precious metal polishing for effective dust collection
- PC15.** ensure daily or hourly production target is achieved and timely, defect free product is delivered to the next stage of manufacturing to reduce processing time

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: acceptable limits of precious metal loss per product type, incentives, delivery standards, quality standards, safety and hazards, security and personnel management
- KU2.** work flow involved in jewellery manufacturing process of the company
- KU3.** importance of the individuals role in the workflow
- KU4.** reporting structure
- KU5.** typical customer profile and market trends
- KU6.** documentation policy
- KU7.** precious and non-precious jewellery making process, types or style of jewellery and precious, semi or non-precious gemstones set in
- KU8.** different types of textures such as matt, satin finish etc. used for jewellery
- KU9.** how to use magnetic, hexagonal tumbler to shine the jewellery and remove grease, grime or any deposits from jewellery
- KU10.** how to use of high speed motors for polishing, buffing or lapping
- KU11.** how to use of different types of automated mass finishing barrels, compounds and media
- KU12.** how to use vacuum bench polishing to avoid inhaling dust
- KU13.** uses of different types of polishing wheels, buffs, brushes, disc and polishing compounds for different types of polish or shine to be achieved on different precious or non-precious metals
- KU14.** overheating, fire scale and other phenomenon during over polishing or buffing
- KU15.** gemstone-setting, enameling and plating process and their respective polishing and cleaning requirements

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- KU16.** different types of cleaning techniques such as ultrasonic cleaning, cyanide bombing, pickling cleaning and electro-cleaning
- KU17.** precious-metal loss limit applicable for polishing and cleaning
- KU18.** how to reduce precious metal loss below the prescribed standards
- KU19.** how to follow company policies on collecting gold dust and fragments
- KU20.** potential work hazards while using high speed rotating machines, hand motors and chemicals
- KU21.** to maintain the polishing or lapping wheels, buffs and other consumables like sand paper sticks, polishing compounds etc.,
- KU22.** use of various measuring instruments and gauges like vernier caliper, ring rod, bangle rod and 10x eye-loop, small weight measuring scale etc.,

## Generic Skills (GS)

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

- GS1.** to fill the requisition slip for ordering tools and consumables
- GS2.** to document and tally account as per set standards for the design
- GS3.** to read and write the job requirement
- GS4.** to read company policy documents
- GS5.** to interact with team members to work efficiently and share work load
- GS6.** to communicate effectively with supervisor regarding daily production
- GS7.** to target, issues related to process or product quality received for polishing, suggesting improvements regarding polishing time of particular jewellery piece etc.,
- GS8.** to use the right buff and polishing compounds for achieving the finish as per design
- GS9.** to use the appropriate cleaning method, chemicals and machines for the stage of cleaning
- GS10.** to plan for daily production target
- GS11.** to plan and organize tools, machines and consumables at the work bench for carrying out polishing effectively
- GS12.** to follow the special instructions mentioned on job sheet or bag for specific customer, which could be regarding final weight tolerance after polishing, special texture etc.,
- GS13.** to reduce precious metal loss below the prescribed standards
- GS14.** to deliver frame to next work process on time
- GS15.** to improve work processes
- GS16.** to spot process disruptions, delays and reduce processing time

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Deburring or mass finishing of jewellery by tumbling machines</i>	<b>6</b>	<b>9</b>	-	-
<b>PC1.</b> ensure use of cost effective, waste and time saving automated different types of barrel or tumbling machines, magnetic pin polishing machines for polishing of bulk quantity of jewellery	2	3	-	-
<b>PC2.</b> make sure the quality of jewellery piece from tumbling machines reduces subsequent manual polishing due to deburring, burnishing, descaling, smoothening and brightening of the jewellery surface	2	3	-	-
<b>PC3.</b> select and use different shape and size of polishing media and kinds of polishing compounds or solutions to achieve different extent of cut or surface finish needed for different precious or non-precious metal jewellery pieces	2	3	-	-
<i>Polishing and buffing process for jewellery</i>	<b>8</b>	<b>15</b>	-	-
<b>PC4.</b> polish and buff the jewellery holding jewellery parts against the rotating wheel, buff, discs or brush mounted on spindle of high speed electric motor	2	6	-	-
<b>PC5.</b> charge or dress the buffs or wheels, hanks of cotton with different types of polishing compounds, to achieve different grades of finish at various stages of polishing and for different precious or non- precious metal jewellery pieces	2	3	-	-
<b>PC6.</b> pre-polish jewellery pieces having empty collets or sockets for gemstone or diamonds to set in or for hollow rings with back plate or bracelet links prior to assembly etc.,	2	3	-	-
<b>PC7.</b> give the jewellery piece, desired finish by doing final polishing using the appropriate buffs and polishing compounds and ensure carefull handling to avoid scratches	2	3	-	-
<i>Cleaning process for jewellery</i>	<b>4</b>	<b>6</b>	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC8.</b> de-grease polished jewellery piece with ultrasonic machines, followed by steam cleaning and at the end, piece is allowed to dry in air	2	3	-	-
<b>PC9.</b> pickle using acids to remove oxides from the jewellery surface after intermediate soldering operations	2	3	-	-
<i>Checking for the defects and repair</i>	<b>4</b>	<b>12</b>	-	-
<b>PC10.</b> self check the jewellery piece at every intermediate stage of polishing with eyes or 10x eye-loop to see if any casting porosity opens up or over polishing which should not affect the shape or intricate detail like filigree of the jewellery piece, maintain important dimensions like internal diameter of ring etc., and avoid subsequent rejection	2	6	-	-
<b>PC11.</b> repair jewellery piece during polishing if it opens up porosities or similar surface defects using burnishing or soldering	2	6	-	-
<i>Achieving productivity</i>	<b>8</b>	<b>18</b>	-	-
<b>PC12.</b> ensure the piece weight within the prescribed limit of tolerance to maintain the metal loss	2	5	-	-
<b>PC13.</b> avoid over polishing, ensure right selection of tools, compounds or make effective use of mass polishing automated barrels etc., for efficient polishing	2	5	-	-
<b>PC14.</b> ensure the dust vacuum suction is working well during operation especially in case of precious metal polishing for effective dust collection	2	3	-	-
<b>PC15.</b> ensure daily or hourly production target is achieved and timely, defect free product is delivered to the next stage of manufacturing to reduce processing time	2	5	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N0704
<b>NOS Name</b>	Polish and clean precious or non- precious jewellery
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Handmade Gold and Gems-set Jewellery, Cast and diamonds-set jewellery, Silver Smithing
<b>Occupation</b>	Polishing and Cleaning
<b>NSQF Level</b>	3
<b>Credits</b>	6
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	28/02/2026
<b>NSQC Clearance Date</b>	28/02/2023

## 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 maintaining health and safety at workplace.

#### Scope

The scope covers the following :

- Health, hygiene and safety in work area
- Fire safety
- Emergencies, rescue and first aid procedures
- Waste management

#### Elements and Performance Criteria

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

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

- PC1.** follow regular cleaning and disinfection practices at work place using appropriate techniques and materials
- PC2.** follow hand hygiene practices at work place using appropriate techniques and materials
- PC3.** follow alternative ways of conducting meeting and organizing event to ensure safety
- PC4.** follow contactless attendance system
- PC5.** report regarding the contagious illness of self or people in close contact
- PC6.** use appropriate protective clothing/ equipment for specific tasks
- PC7.** identify hazardous activities and the possible causes of risks or accidents in the workplace
- PC8.** follow safe working practices while dealing with hazards to ensure safety of self and others
- PC9.** maintain appropriate working postures to minimize occupational health related issues

##### *Fire safety*

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

- PC10.** use appropriate type of fire extinguisher
- PC11.** apply appropriate rescue techniques during fire hazard
- PC12.** ensure good housekeeping in order to prevent fire hazards

##### *Emergencies, rescue and first aid procedures*

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

- PC13.** provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.
- PC14.** respond promptly and appropriately to an accident or medical emergency.
- PC15.** follow emergency procedures such as raising alarm, safe evacuation etc.

##### *Waste management*

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



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- PC16.** identify recyclable, non-recyclable and hazardous waste
- PC17.** collect the segregated waste - at designated space
- PC18.** dispose non-recyclable waste appropriately and deposit recyclable and reusable material at identified location

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on safety, hazards and personnel management
- KU2.** signages that refer to health and safety in work place
- KU3.** the reporting structure
- KU4.** health and safety hazards commonly present in the work place and related precautions
- KU5.** preventative and remedial actions to be taken in case of exposure to toxic material
- KU6.** methods of accident prevention
- KU7.** how different chemicals react and the related hazards
- KU8.** how to use machines and tools without causing any accident
- KU9.** importance of using protective clothing/ equipment while working
- KU10.** precautionary activities to prevent the fire accident
- KU11.** various causes of fire
- KU12.** techniques of using different fire extinguishers
- KU13.** different materials used for extinguishing fire
- KU14.** rescue techniques applied during a fire hazard
- KU15.** various types of safety signs and their meaning
- KU16.** appropriate basic first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.,
- KU17.** casualty lifting in case of an accident
- KU18.** usage of different colors of dustbins.
- KU19.** categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics.
- KU20.** waste management and methods of waste disposal.

## Generic Skills (GS)

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

- GS1.** read and comprehend labels, charts, signages
- GS2.** read and comprehend 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

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- GS6.** ensure appropriate action in case of any emergencies, accidents or fire at the work location
- GS7.** analyze untoward incidents from the past and follow correct procedures in handling 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
- GS9.** record data on waste disposal at workplace.
- GS10.** complete statutory documents relevant to safety and hygiene.

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health, hygiene and safety in work area</i>	<b>9</b>	<b>16</b>	-	-
<b>PC1.</b> follow regular cleaning and disinfection practices at work place using appropriate techniques and materials	1	2	-	-
<b>PC2.</b> follow hand hygiene practices at work place using appropriate techniques and materials	1	2	-	-
<b>PC3.</b> follow alternative ways of conducting meeting and organizing event to ensure safety	1	2	-	-
<b>PC4.</b> follow contactless attendance system	1	1	-	-
<b>PC5.</b> report regarding the contagious illness of self or people in close contact	1	2	-	-
<b>PC6.</b> use appropriate protective clothing/ equipment for specific tasks	1	2	-	-
<b>PC7.</b> identify hazardous activities and the possible causes of risks or accidents in the workplace	1	2	-	-
<b>PC8.</b> follow safe working practices while dealing with hazards to ensure safety of self and others	1	1	-	-
<b>PC9.</b> maintain appropriate working postures to minimize occupational health related issues	1	2	-	-
<i>Fire safety</i>	<b>3</b>	<b>6</b>	-	-
<b>PC10.</b> use appropriate type of fire extinguisher	1	3	-	-
<b>PC11.</b> apply appropriate rescue techniques during fire hazard	1	2	-	-
<b>PC12.</b> ensure good housekeeping in order to prevent fire hazards	1	1	-	-
<i>Emergencies, rescue and first aid procedures</i>	<b>3</b>	<b>4</b>	-	-
<b>PC13.</b> provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> respond promptly and appropriately to an accident or medical emergency.	1	2	-	-
<b>PC15.</b> follow emergency procedures such as raising alarm, safe evacuation etc.	1	1	-	-
<i>Waste management</i>	<b>3</b>	<b>6</b>	-	-
<b>PC16.</b> identify recyclable, non-recyclable and hazardous waste	1	2	-	-
<b>PC17.</b> collect the segregated waste - at designated space	1	2	-	-
<b>PC18.</b> dispose non-recyclable waste appropriately and deposit recyclable and reusable material at identified location	1	2	-	-
<b>NOS Total</b>	<b>18</b>	<b>32</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	G&J/N9902
<b>NOS Name</b>	Maintain health and safety at workplace
<b>Sector</b>	Gem & Jewellery
<b>Sub-Sector</b>	Handmade Gold and Gems-set Jewellery, Gemstone Processing, Silver Smithing, Jewellery Retail, Cast and diamonds-set jewellery, Imitation Jewellery, Diamond Processing
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	28/02/2026
<b>NSQF Clearance Date</b>	28/02/2023

## Qualification Pack

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

#### Description

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

#### Scope

The scope covers the following :

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

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

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

##### *Constitutional values - Citizenship*

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

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

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

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

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

##### *Basic English Skills*

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

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

##### *Communication Skills*

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

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

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

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### *Diversity & Inclusion*

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

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

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

### *Financial and Legal Literacy*

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

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

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

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

### *Essential Digital Skills*

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

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

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

### *Entrepreneurship*

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

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

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

### *Customer Service*

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

**PC16.** identify different types of customers

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

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

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

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

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

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

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

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

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

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

**KU7.** inclusivity and its importance

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

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

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

## Generic Skills (GS)

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

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



## Qualification Pack

### Assessment Criteria

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

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	29/03/2021
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2021

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

#### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to their importance in NOS. SSC will also lay down the proportion of

marks for Theory and Skills Practical for each PC.

2. The assessment for the theory part will be based on the 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 practice tests for skill evaluation for candidates at every examination/training center. (As per assessment criteria below)

5. To pass the Qualification Pack, every candidate should score a minimum of 50% of aggregate marks to successfully clear the assessment.

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6. In case of successfully passing only a certain number of NOSs, the candidate is eligible to take the subsequent assessment to pass the Qualification Pack.

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/N0703.Prepare tools and consumables for polishing	10	20	-	-	30	20
G&J/N0704.Polish and clean precious or non- precious jewellery	30	60	-	-	90	60
G&J/N9902.Maintain health and safety at workplace	18	32	-	-	50	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>78</b>	<b>142</b>	<b>-</b>	<b>-</b>	<b>220</b>	<b>100</b>

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### Acronyms

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

## Qualification Pack

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.