Bottom Polisher - Diamond Processing

QP Code: G&J/Q4703

Version: 3.0

NSQF Level: 3

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Contents

G&J/Q4703: Bottom Polisher - Diamond Processing

Brief Job Description

The individual, undertaking this job work with bottom dop-tang system, will make 24 bottom facets of a diamond by polishing it on the polishing wheel or scaife in order to yield maximum brilliance and symmetry. For polishing, the stone is set either in a lead dop or a mechanical-clamp and held down on a revolving cast-iron scaife (horizontal and circular disc) charged with diamond dust. Also known as Taliya Karigar or Bottom Worker/Polisher, the bottom polisher creates the bottom facets of a diamond.

Personal Attributes

The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work in a process driven team; ability to work for long hours in sitting position on a bench or the floor; and a lot of patience.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. G&J/N4701: Fix diamond in the pot

2. G&J/N4703: Make bottom facets on diamond

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

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

Qualification Pack (QP) Parameters

Sector	Gem & Jewellery
Sub-Sector	
Occupation	Faceting and Polishing
Country	India
NSQF Level	3
Credits	12
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 7313.1504

Minimum Educational Qualification & Experience	9th Class with NA of experience
	                    OR
	8th Class with 1 Year of experience relevant experience
	                    OR
	Previous relevant Qualification of NSQF Level with 1 Year of experience relevant experience

Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	30/04/2025
Deactivation Date	03/05/2025
NSQC Approval Date	17/11/2022
Version	3.0
Reference code on NQR	2022/GJ/GJSCI/06707
NQR Version	1

G&J/N4701: Fix diamond in the pot

Description

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

Scope

The scope covers the following :

- This unit/task covers the following:
- Collecting the bruted/blocked diamond packet from the supervisor
- Fixing the bruted /blocked diamond on the pot
- Achieving productivity
- Maintaining quality of output

Elements and Performance Criteria

Collecting thebruted/blocked diamondpacket from supervisor

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

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

Fixing the bruted /blocked diamond on the pot

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

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

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

Achieving productivity

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

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

PC5. ensure timely delivery for further processing

Maintaining quality of output

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. companys policies on: quality and delivery standards, safety and hazards, integrity and personnel management

KU2. nondisclosure of confidential information provided by the company either orally or in writing marked as confidential

KU3. liability arising out of loss, theft, or inadvertent disclosure of confidential information

KU4. work flow involved in companys diamond processing process

KU5.   importance of the individuals role in the workflow

KU6.   reporting structure

KU7.   issue return procedures followed by the company

KU8.   shape, cut, clarity, carat, and physical characteristics of the diamond

KU9.   techniques of fixing of diamonds on pot

KU10.   potential work hazards

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

Generic Skills (GS)

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

GS1.   to fill requisition slip for ordering consumables

GS2.   to read descriptions on the diamond packets/ bags

GS3.   to document work done for status and performance appraisal

GS4.   to discuss task, schedules, and work-loads with co-workers and supervisors

GS5.   to understand instructions and report problems to supervisor

GS6.   decide the plan for fixing the diamond on dop using lac or sticking cement

GS7.   plan work for maximum productivity

GS8.   to resolve the issues with the quality of the pot / cover being used

GS9.   to resolve issues about mismatch of diamonds issued or received

GS10.   to spot process disruptions and delays

Assessment Criteria

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

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N4701
NOS Name	Fix diamond in the pot
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Faceting and Polishing
NSQF Level	3
Credits	4
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

G&J/N4703: Make bottom facets on diamond

Description

This OS unit is about creating 24 bottom facets on diamond in the proportion, symmetry and finish as per the planning or the objective fixed by the company

Scope

The scope covers the following :

- This unit/task covers the following:
- Maintaining quality of polish
- Achieving Productivity
- Controlling Defects

Elements and Performance Criteria

Maintaining qualityof polish

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

PC1. achieve accurate proportion and symmetry of the facets as per design requirement

PC2. achieve finish and brilliance of the facets as planned

PC3. remove all the inclusions while polishing as per plan

PC4. setup the bench/mill without vibration and level all its parts correctly

PC5. achieve a cut grading up to the required standards

PC6. ensure accurate bagging and labelling of the diamonds before returning

Achieving Productivity

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

PC7. achieve the productivity in terms of carats or number of pieces as set by the company

PC8. achieve timely delivery for further processing

Controlling Defects

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

PC9. ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions

PC10. ensure no breakage of culet point

PC11. minimize damage, weight loss and breakage

PC12. repair a damaged stone

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. blocking procedure of diamonds

KU10. bruting and coning

KU11. polishing process

KU12. 4cs of diamond (colour, cut, clarity and carat)

KU13. use of various scopes in diamond processing

KU14. stress (tension) of the diamond

KU15. using proportion and symmetry analyzer machine

KU16. geometry to understand the angles and symmetry

KU17. direction of the tang and using the data system on the tang

KU18. process of preparation of scaife

KU19. level of fluorescence and its treatments

KU20. repair work

KU21. valuation of diamonds depending on different dimensions

KU22. assembly of different parts of the bench

KU23. levelling the scaife and plate

KU24. levelling the tang

KU25. to know uses of different types of tools and materials for different purposes and end results

KU26. to know how to maintain and prepare the tools as per job requirement

KU27. to know potential work hazards, particularly, when using machine tools

Generic Skills (GS)

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

GS1. to document work done for status and performance appraisal

GS2. to read descriptions on the job packets/ bags

GS3. to read the dimensions specified by the proportion analyser machine

GS4. to discuss task, schedules, and work-loads with co-workers and supervisors

GS5. to understand instructions and report problems

GS6. to work on dimensions mentioned on the job packet, in order to achieve perfect proportion and symmetry as required by design

GS7. to plan work for maximum productivity

GS8. to plan the best cut to get maximum value from the diamond

GS9. deliver bottom polished diamond on time by reporting problems faced or anticipated well in advanced

GS10. identify root causes and effects that affect quality and productivity

GS11. to spot process disruptions and delays

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintaining qualityof polish	**11**	**42**	**-**	**-**
PC1. achieve accurate proportion and symmetry of the facets as per design requirement	2	8	-	-
PC2. achieve finish and brilliance of the facets as planned	2	8	-	-
PC3. remove all the inclusions while polishing as per plan	2	8	-	-
PC4. setup the bench/mill without vibration and level all its parts correctly	2	8	-	-
PC5. achieve a cut grading up to the required standards	2	8	-	-
PC6. ensure accurate bagging and labelling of the diamonds before returning	1	2	-	-
Achieving Productivity	**2**	**2**	**-**	**-**
PC7. achieve the productivity in terms of carats or number of pieces as set by the company	1	1	-	-
PC8. achieve timely delivery for further processing	1	1	-	-
Controlling Defects	**1**	**12**	**-**	**-**
PC9. ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions	1	6	-	-
PC10. ensure no breakage of culet point	-	2	-	-
PC11. minimize damage, weight loss and breakage	-	2	-	-
PC12. repair a damaged stone	-	2	-	-
NOS Total	**14**	**56**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N4703
NOS Name	Make bottom facets on diamond
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing
Occupation	Faceting and Polishing
NSQF Level	3
Credits	6
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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.

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:

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
Health and safety in work area	**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	-	-
Fire safety	**-**	**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	-	-
Emergencies, rescue and first aid procedures	**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	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	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

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

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	-	-	-	-
Essential Digital Skills	**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	-	-	-	-
Entrepreneurship	**3**	**5**	**-**	**-**
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
Customer Service	**2**	**2**	**-**	**-**
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	**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	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N4701.Fix diamond in the pot	10	30	-	-	40	20
G&J/N4703.Make bottom facets on diamond	14	56	-	-	70	60
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	**47**	**133**	**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.

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.