

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEM & JEWELLERY INDUSTRY

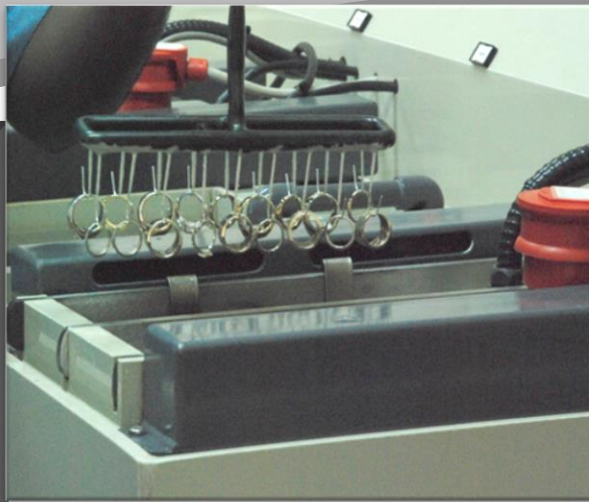
What are Occupational Standards (OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack-Plater

SECTOR: GEM & JEWELLERY

SUB-SECTOR: Cast and Diamonds-Set Jewellery

OCCUPATION: Plating

REFERENCE ID: G&J/Q3201

ALIGNED TO: NCO-2004/7313.35

Plater: Also known as 'Rhodium plater', in the cast and diamond-set jewellery manufacturing, Plater uses the Rhodium flashing process for giving bright white and reflective appearance to the finished jewellery piece.

Brief Job Description: The individual at work applies the layer of Rhodium, on the surface of the jewellery piece. The individual operates the plating plant or runs the manual process for applying Rhodium on the finished jewellery piece for giving bright white and reflective appearance to the precious metal jewellery.

Personal Attributes: The job requires the individual to have: attention to details and hand-eye coordination. Safe handling of hazardous chemicals and integrity in dealing with precious metal such as Gold and Rhodium are also important.

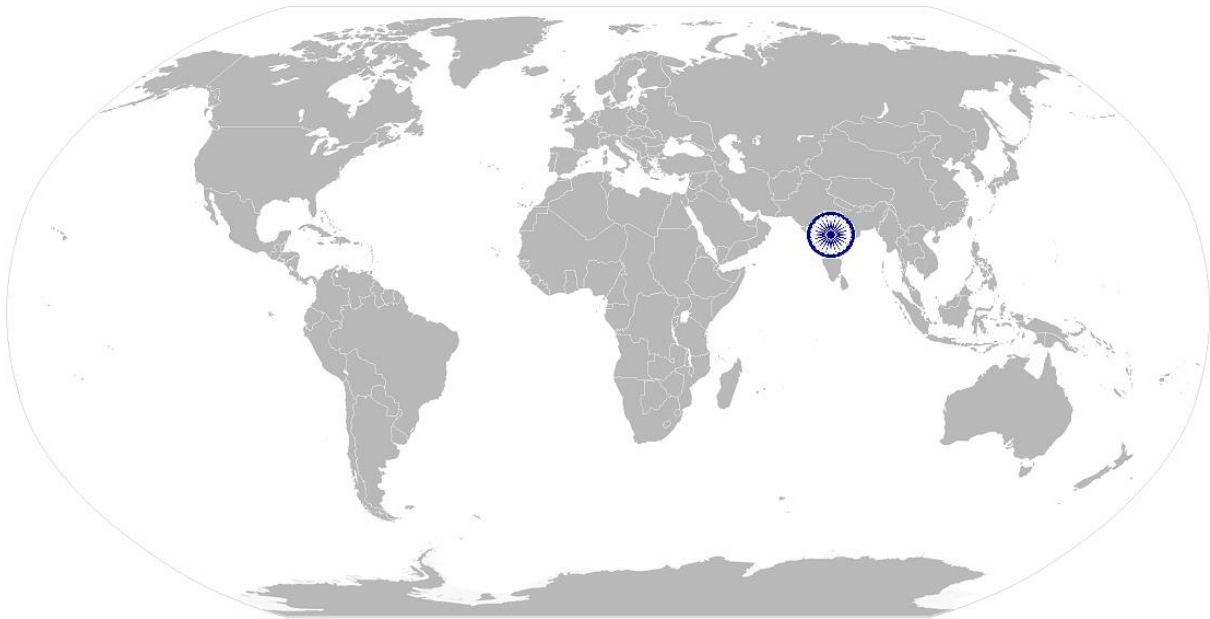
Job Details

Qualifications Pack Code	G&J/Q3201		
Job Role	Plater		
Credits (NSQF)	TBD	Version number	1.1
Sector	Gem & Jewellery	Drafted on	29/05/13
Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	15/07/15
Occupation	Plating	Next review date	15/08/16
NSQC Clearance on*	05/08/2015		

Job Role	Plater (Rhodium Plater)
Role Description	Operating the plating plant or running manual process in order to apply Rhodium layer on the targeted surface of the finished jewelley piece
NSQF level	4
Minimum Educational Qualifications*	B. Sc. (Chemistry)
Maximum Educational Qualifications*	Not Applicable
Training	Computer operations
Minimum Job Entry Age	18 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N3201 Plate the jewellery with Rhodium or other precious metal G&J/N9901 Respect and maintain IPR G&J/N9902 Coordinate with others G&J/N9905 Maintain occupational health and safety <p>Optional: N.A</p>
Performance Criteria	As described in the relevant OS units

G&J/N3201 Plate the jewellery with Rhodium or other precious metal

National Occupational Standard



Overview

Rhodium plating is the final step in the cast and diamond-set jewellery manufacturing. The objective of this unit is to apply layer of most expensive metal, rhodium on the jewellery piece to give bright white and reflective appearance.

G&J/N3201

Plate the jewellery with Rhodium or other precious metal

National Occupational Standard

Unit Code	G&J/N3201
Unit Title (Task)	Plate the jewellery with Rhodium or other precious metal
Description	This OS unit is about giving bright white and reflective appearance to gold jewellery piece by rhodium plating process, or other colour using another precious metal
Scope	<p>This unit/task covers the following:</p> <p>Collect jewellery the finished piece, consumables and instructions from supervisor</p> <ul style="list-style-type: none"> • read the job sheet for assessing the materials requirement • receive material and instruction from supervisor • inspect coated or plated areas for defects such as air bubbles or uneven coverage <p>Mask for two-tone plating</p> <ul style="list-style-type: none"> • read design for specific plating requirement • follow design specifications in terms of targeted surface of jewellery piece required to be plated • mask surface excluded from plating by applying nitro cellulose (lacquer) • dry the masking surface at the room temperature <p>Clean jewellery piece using Ultrasonic cleaner</p> <ul style="list-style-type: none"> • prepare solution of caustic powder and soap water • clean the jewellery piece in the solution and electro-charge it as per the operating procedure specified • clean under high pressure steam for removing impurities and solution • dry jewellery piece <p>Plate the jewellery using Rhodium</p> <ul style="list-style-type: none"> • prepare a concentration of the degreasing solution • dip the jewellery piece for specified time in the degreasing solution • take out the jewellery piece and dip into plain water and then demineralised water for cleaning • dip into diluted acid solution for further degreasing • prepare rhodium concentrate solution • set the time parameters of the rhodium plating plant • immerse the jewellery piece in the plating solution for specified time • remove from solution and neutralise the jewellery piece by dipping in water • clean the jewellery piece under high pressure steam and dry <p>Send jewellery pieces for quality check</p> <ul style="list-style-type: none"> • rework as per QC suggestions on the missed surfaces • return completed jewellery piece to supervisor • ensure timely delivery <p>Repair and maintain plating plant</p> <ul style="list-style-type: none"> • maintain the concentration of solutions for plating as per operating procedure • schedule the annual maintenance

G&J/N3201 Plate the jewellery with Rhodium or other precious metal

Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Masking jewellery piece	To be competent, the user/individual on the job must be able to: PC1. accurately mask specified jewellery surface for two tone plating PC2. improve productivity for complex designs, which may take longer to mask
Rhodium plating	To be competent, the user/individual on the job must be able to: PC3. monitor concentration levels of solutions in ultrasonic, degreasing, acid and plating solutions PC4. follow steps as per operating procedures for plating PC5. optimise usage of rhodium, which is most expensive metal PC6. handle chemicals with care and ensure zero accidents
Productivity	To be competent, the user/individual on the job must be able to: PC7. plan the plating process to ensure optimum use of the plating plant PC8. deliver number of jewellery pieces plated as per target deliverable
Quality of output	To be competent, the user/individual on the job must be able to: PC9. generate rhodium brightness and spread on the jewellery piece as per job sheet or client requirement PC10. minimise errors in masking and plating PC11. deliver quality control okayed jewellery piece
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on: quality, incentives, delivery standards, safety and hazards, integrity and IPR, and personnel management KA2. importance of the individual's role in the workflow KA3. reporting structure
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. types of Rhodium and masking materials KB2. the chemical composition, structure, and properties of substances used KB3. chemical processes and transformations that follow KB4. plating process planning KB5. sizes and compositions of objects to be plated, and amounts of electrical current and time required KB6. equipment maintenance such as cleaning tanks KB7. pen plating as an alternative KB8. potential work hazards while handling and chemicals
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills The user/ individual on the job needs to know and understand how to: SA1. read notes and operating manual of electroplating station SA2. read company rules and compliance documents required to complete the work

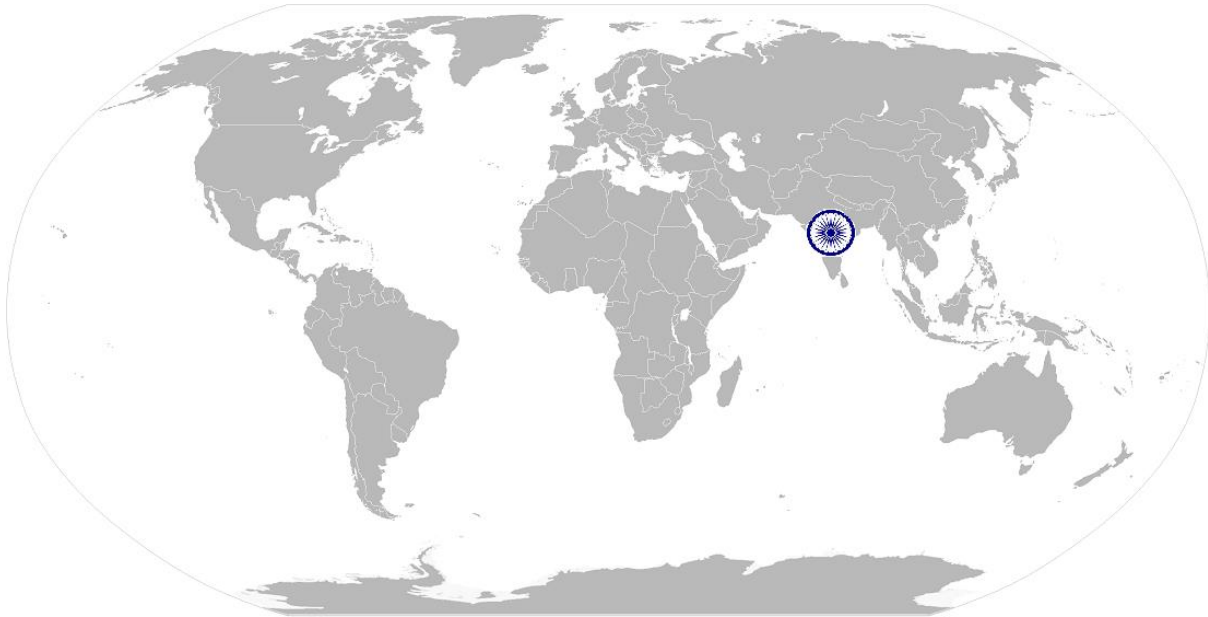
G&J/N3201 Plate the jewellery with Rhodium or other precious metal

	Calculation skills
	The user/individual on the job needs to know and understand how to: SA3. monitor and measure thicknesses of electroplating on component parts in order to verify conformance to specifications, using micrometers SA4. calculate and weigh the correct amount of rhodium requirement for replenishment
	Teamwork and multitasking
	The user/individual on the job needs to know and understand how: SA5. to share work load as required SA6. it is important to deliver plated jewellery for final QC on time SA7. to receive feedback from co-workers and QC and improve quality of output SA8. to share knowledge with co-workers
	B. Professional Skills
	Electroplating
	The user/individual on the job needs to know and understand how to: SB1. assess smoothness of surface to be plated in order to avoid imperfections after Rhodium plating SB2. plate that lasts long duration SB3. present records of the plating plant
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB4. to use the right equipment in the plating process SB5. to understand safety and hazards involved SB6. to understand tools and machine operations and its usage to be able to maintain and repair
	Problem solving
	The user/individual on the job needs to know and understand how to: SB7. ensure that plating station operates properly with good maintenance and replacement of worn plates
	Reflective thinking
	The user/individual on the job needs to know and understand how: SB8. improve productivity and increase efficiency based on past working experience
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB9. anticipate process disruption and reasons for delay

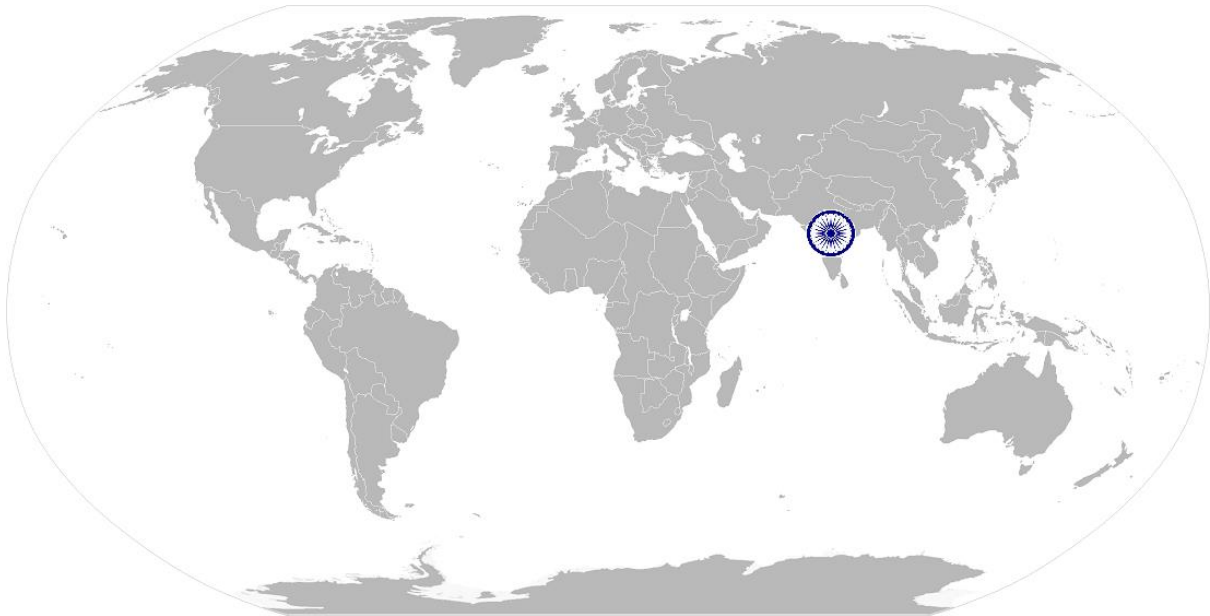
G&J/N3201 Plate the jewellery with Rhodium or other precious metal

NOS Version Control

NOS Code	G&J/N3201		
Credits (NSQF)	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	15/06/15
Occupation	Plating	Next review date	15/08/16



National Occupational Standard



Overview

This unit is about respecting intellectual property rights of the company's products and designs as well as avoiding infringement on IPR of other companies.

G&J/N9901

Respect and maintain IPR

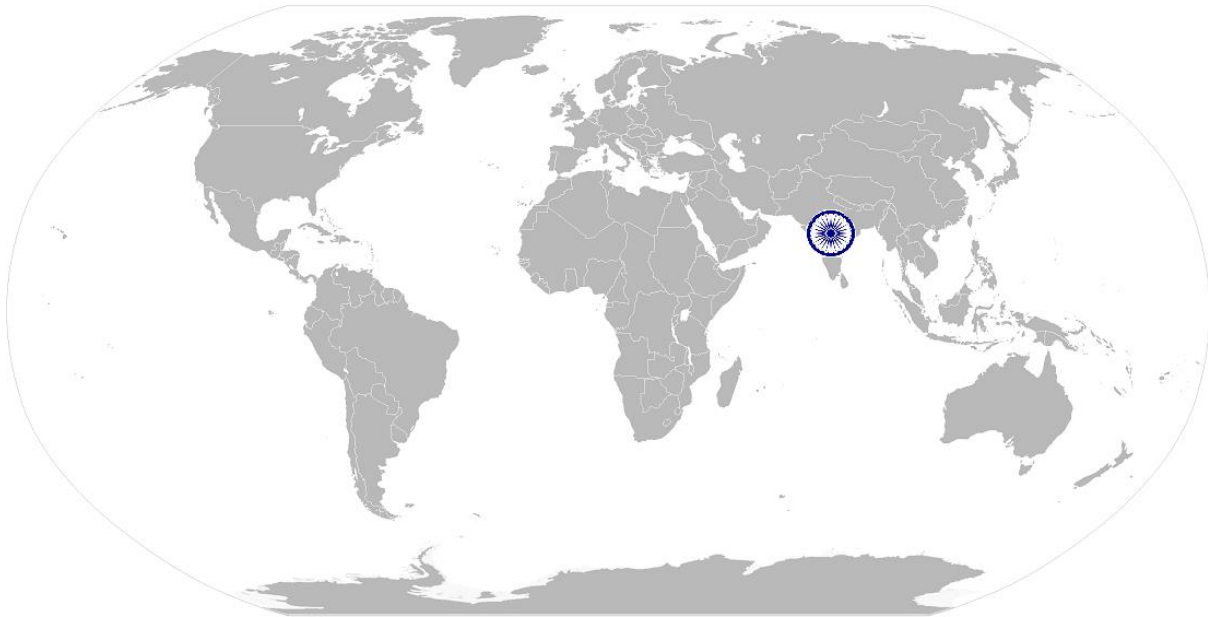
National Occupational Standard

Unit Code	G&J/N9901
Unit Title (Task)	Maintain IPR of company and respect IPR of other companies
Description	This OS unit is about protecting company's IPR and avoiding infringement to IPR of other companies
Scope	<p>This unit/task covers the following:</p> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> prevent leak of new designs to competitors by reporting on time be aware of any of company's product or design patents report IPR violations observed in the market, to supervisor or company heads <p>Avoid infringement to IPR of other companies</p> <ul style="list-style-type: none"> read copyright clause of the material published on the internet and any other printed material consult supervisor or senior management when in doubt about using publicly available information report any infringement observed in the company
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Respecting and Maintaining IPR	To be competent, the user/individual on the job must: PC1. be able to spot plagiarism and report PC2. be aware of patents and IPR PC3. not be involved in IPR violations
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on IPR and plagiarism KA2. reporting structure KA3. company's unique product range
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. patents and IPR laws KB2. how IPR protection is important for competitiveness of a company
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	The user/ individual on the job needs to know and understand how to: SA1. effectively communicate any observed IPR violations or order leaks
B. Professional Skills	Decision making
	The user/individual on the job needs to know and understand how to: SA2. report potential sources of violations

G&J/N9901

Respect and maintain IPR

	Reflective thinking
	The user/individual on the job needs to know and understand to: SA3. learn from past mistakes and report IPR violations on time
	Critical thinking
	The user/individual on the job needs to know and understand how to: SA4. spot signs of violations and alert authorities in time

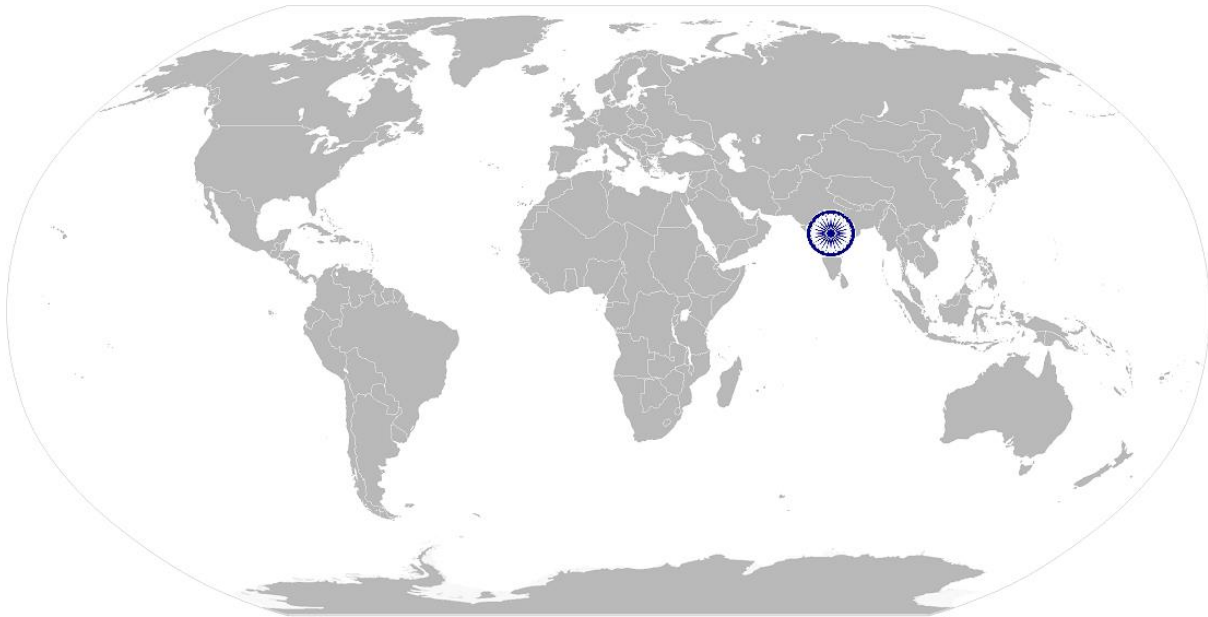


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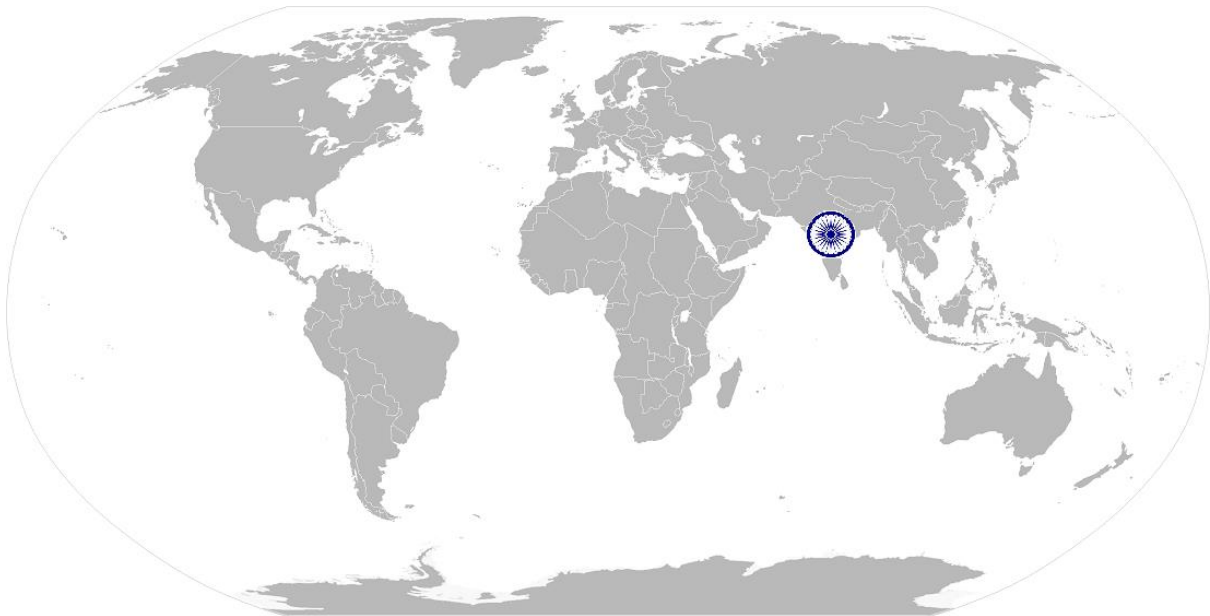
Respect and maintain IPR

NOS Version Control

NOS Code	G&J/N9901		
Credits (NSQF)	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	15/06/15
		Next review date	15/08/16



National Occupational Standard



Overview

This unit is about team work and level of communication with colleagues or clients. It determines the ability to work as a team member, share work and multi-task in order to achieve the deliverables on schedule.

G&J/N9902

Coordinate with others

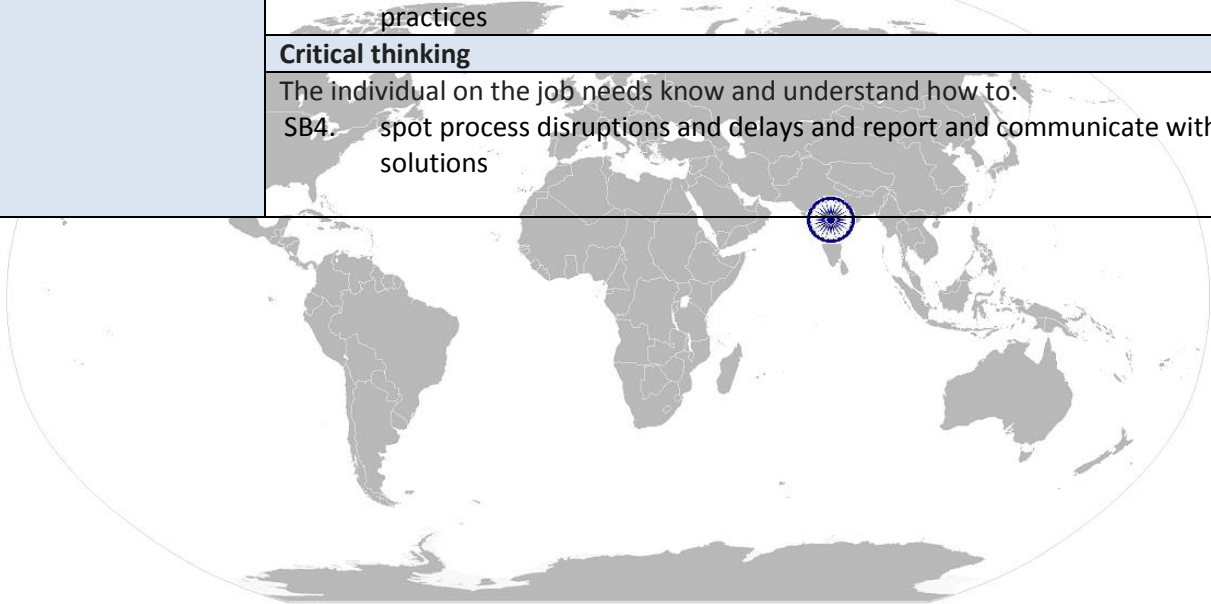
National Occupational Standard

Unit Code	G&J/N9902
Unit Title (Task)	Interact with colleagues and seniors
Description	This OS unit is about communicating with colleagues and seniors in order to achieve smooth and hazard-free work flow
Scope	<p>This unit/task covers the following:</p> <p>Interact with supervisor</p> <ul style="list-style-type: none"> • receive work instructions and raw materials from reporting supervisor • communicate to reporting supervisor about process-flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required • communicate any potential hazards or expected process disruptions • handover completed work to supervisor <p>Interact with colleagues within and outside the department</p> <ul style="list-style-type: none"> • work as a team with colleagues and share work as per their or own work load and skills • work with colleagues of other departments • communicate and discuss work flow related difficulties in order to find solutions with mutual agreement • receive feedback from qc and rework in order to complete work on time
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interaction with supervisor	To be competent, the user/individual on the job must be able to: PC1. understand the work output requirements PC2. comply with company policy and rule PC3. deliver quality work on time as required by reporting any anticipated reasons for delays
Interactions with colleagues and other departments	To be competent, the user/individual on the job must be able to: PC4. put team over individual goals PC5. be able to resolve conflicts PC6. learn how to multi-task relevant activities
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management KA2. reporting structure
B. Technical Knowledge	The user/individual on the job needs to know and understand how to: KB1. communicate effectively KB2. build team coordination

G&J/N9902

Coordinate with others

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	The individual on the job needs to know and understand how to: SA1. read and write preferred language of communication as prescribed by the company SA2. read job sheets and interpret technical details mentioned in the job sheet
B. Professional Skills	Decision making
	The individual on the job needs to know and understand: SB1. how to spot and communicate potential areas of disruptions to work process and report the same SB2. when to report to supervisor and when to deal with a colleague individually, depending on the type of concern
	Reflective thinking
	The individual on the job needs to know and understand how to: SB3. improve work processes by interacting with others and adopting best practices
	Critical thinking
The individual on the job needs know and understand how to: SB4. spot process disruptions and delays and report and communicate with solutions	

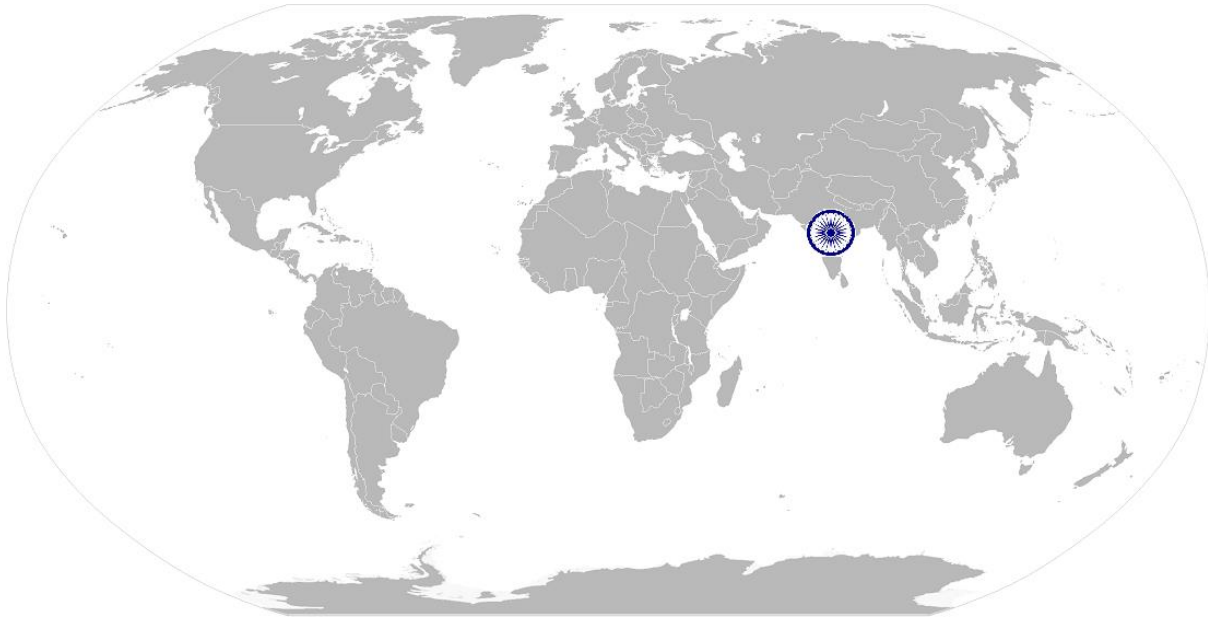


G&J/N9902

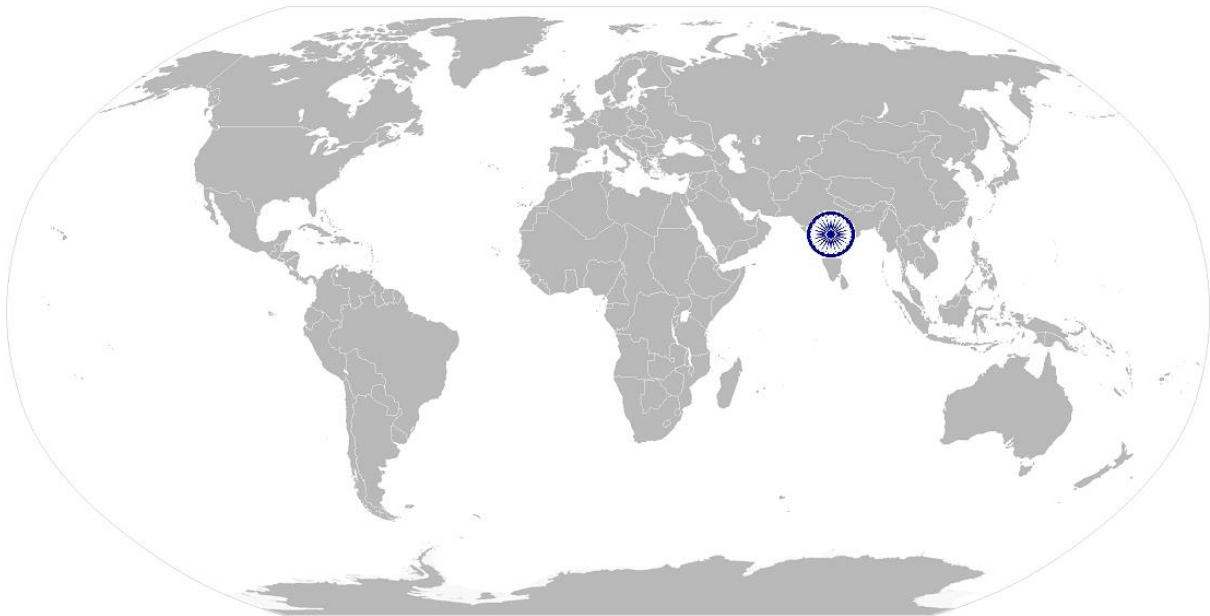
Coordinate with others

NOS Version Control

NOS Code	G&J/N9902		
Credits (NSQF)	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and Diamond-set jewellery	Last reviewed on	15/06/15
		Next review date	15/08/16



National Occupational Standard



Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self and colleagues and maintaining occupational health and safety.

G&J/N9905

Maintain occupational health and safety

National Occupational Standard

Unit Code	G&J/N9905
Unit Title (Task)	Maintain occupational health and safety
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 occupational health and safety
Scope	<p>This unit/task covers the following:</p> <p>Understand potential sources of accidents</p> <ul style="list-style-type: none"> to avoid accidents related to use of potentially dangerous chemicals, sharp tools and machines <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> wear safety gear such as goggles, mask, gloves, ear plugs <p>Actively participate in the health and safety awareness campaigns</p> <ul style="list-style-type: none"> attend fire drills organised by the company or industrial zone learn first aid procedure be alert about designated assembly area in the event of an emergency read and understand the evacuation and emergency procedures <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> process flow improvements that can reduce anticipated or repetitive hazards mishandling of tools, machines or hazardous materials electrical problems that could result in accident
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Communicating potential accident points	To be competent, the user/individual on the job must be able to: PC1. spot and report potential hazards on time PC2. follow company policy and rules regarding use of hazardous materials PC3. attend and actively participate in the health and safety campaigns organised by the company
Using safety gear	To be competent, the user/individual on the job must be able to: PC4. use or wear safety gear as per the rules of the company
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: KA1. company's policies on: safety and hazards and personnel management KA2. reporting structure
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. how different chemicals react and what could be the danger from them KB2. how to use machines and tools without suffering bodily harm

G&J/N9905

Maintain occupational health and safety

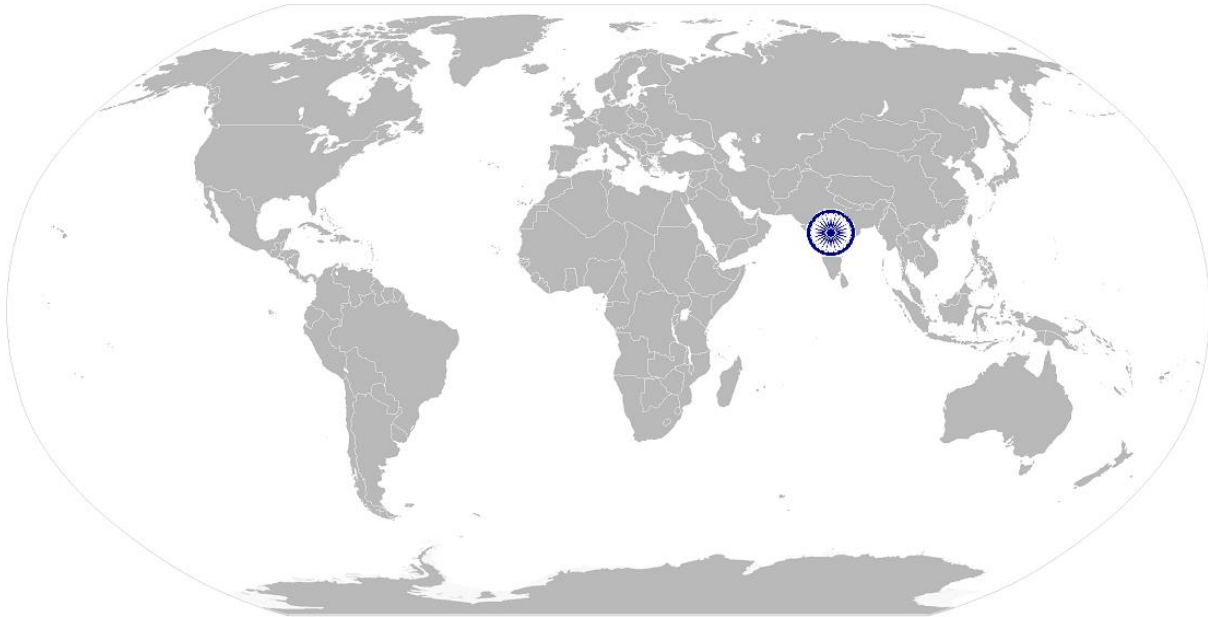
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	The individual on the job needs to know and understand how to: SA1. effectively communicate the danger
	Organising skills
	The individual on the job needs to know and understand how to: SA2. keep all the tools in an organised manner so as to avoid accidents SA3. keep the work environment safe and clean
B. Professional Skills	Decision making
	The individual on the job needs to know and understand how to: SB1. report potential sources of danger SB2. follow prescribed procedure in the event of an accident SB3. wear appropriate safety gear to avoid an accident
	Reflective thinking
	The individual on the job needs to know and understand to: SB4. learn from past mistakes regarding use of hazardous machines or chemicals
	Critical thinking
	The individual on the job needs to know and understand how to: SB5. spot danger
	Decision making
The individual on the job needs to know and understand how to: SB6. report potential sources of danger SB7. follow prescribed procedure in the event of an accident SB8. wear appropriate safety gear to avoid an accident	

G&J/N9905

Maintain occupational health and safety

NOS Version Control

NOS Code	G&J/N9905		
Credits (NSQF)	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and Diamond-set jewellery	Last reviewed on	15/06/15
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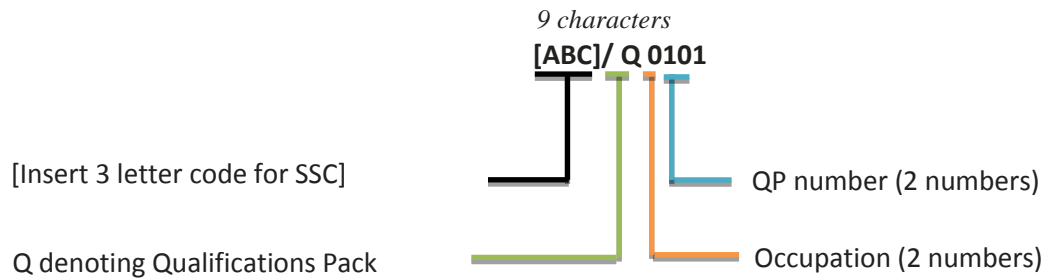
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	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	Knowledge and understanding 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	Core skills or generic skills 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.
Keywords /Terms	Description
CAD	Computer Aided Design
CAM	Computer Aided Manufacturing
IPR	Intellectual Property Rights
NOS	National Occupational Standard(s)
NVQF	National Vocational Qualifications Framework
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

Annexure

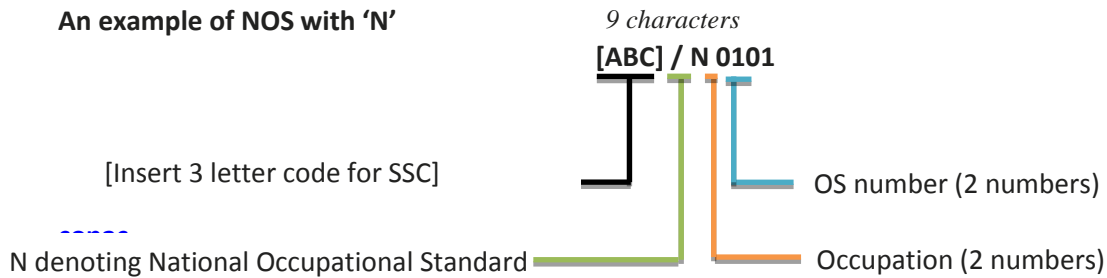
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Handmade gold and gems-set jewellery	01-20
Cast and diamond-set jewellery	21-40
Diamond processing	41-60
Gemstone processing	61-80
Jewellery retailing	81-98

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Plater

Qualification Pack G&J/Q3201

Sector Skill Council Gem & Jewellery

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 its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create theory question papers for candidates at every examination/training centre. (As per assessment criteria below)
4. Individual assessment agencies will create practical tests for skill evaluation for candidates at every examination/training centre. (As per assessment criteria below)
5. To pass the Qualification Pack, every candidate should score a minimum of 50% in theory and 70% in practical to successfully clear the assessment.
6. In case of successfully passing only certain number of NOS's, the candidate is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

		Marks Allocation			
		Total Marks (80+20)	Out Of	Theory	Skills Practical
1.G&J/N3201 Plate the jewellery with Rhodium or other precious metal	PC1. accurately mask specified jewellery surface for two tone plating	75	12	2	10
	PC2. improve productivity for complex designs, which may take longer to mask		5	0	5
	PC3. monitor concentration levels of solutions in ultrasonic, degreasing, acid and plating solutions		7	1	6
	PC4. follow steps as per operating procedures for plating		6	1	5
	PC5. optimise usage of rhodium, which is most expensive metal		13	3	10
	PC6. handle chemicals with care and ensure zero accidents		8	1	7

	PC7. plan the plating process to ensure optimum use of the plating plant		8	1	7
	PC8. deliver number of jewellery pieces plated as per target deliverable		3	0	3
	PC9. generate rhodium brightness and spread on the jewellery piece as per job sheet or client requirement		6	1	5
	PC10. minimise errors in masking and plating		4	0	4
	PC11. deliver quality control okayed jewellery piece		3	0	3
		Total	75	10	65
2.G&J/N9901 Respect and maintain IPR	PC1. be able to spot plagiarism and report	9	3	2	1
	PC2. be aware of patents and IPR		4	1	3
	PC3. not be involved in IPR violations		2	1	1
		Total	9	4	5
3. G&J/N9902 Coordinate with others	PC1. Understand the work output requirements	8	2	1	1
	PC2. Understand company policy and rule		1	0	1
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		1	0	1
	PC4. Put team over individual goals		1	1	0
	PC5. be able to resolve conflicts		1	0	1
	PC6. learn how to multi-task relevant activities		2	1	1
		Total	8	3	5
4. G&J/N9905 Maintain occupational health and safety	PC1. Spot and report potential hazards on time	8	2	1	1
	PC2. Follow company policy and rules regarding use of hazardous materials		2	0	2

	PC3. Attend and actively participate in the health and safety campaigns organised by the company		2	1	1
	PC4. Use or wear safety gear as per the rules of the company		2	1	1
		Total	8	3	5