

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEM & JEWELLERY INDUSTRY



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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- Bottom Polisher

SECTOR: GEM & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Faceting and polishing

REFERENCE ID: G&J/Q4703

ALIGNED TO: NCO-2004/ NIL

Bottom Polisher: Also known as *Taliya Karigar* or Bottom Worker or Polisher, the bottom polisher creates the bottom facets of a diamond.

Brief Job Description: The individual on the job work with bottom dop-tang system and make the 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.

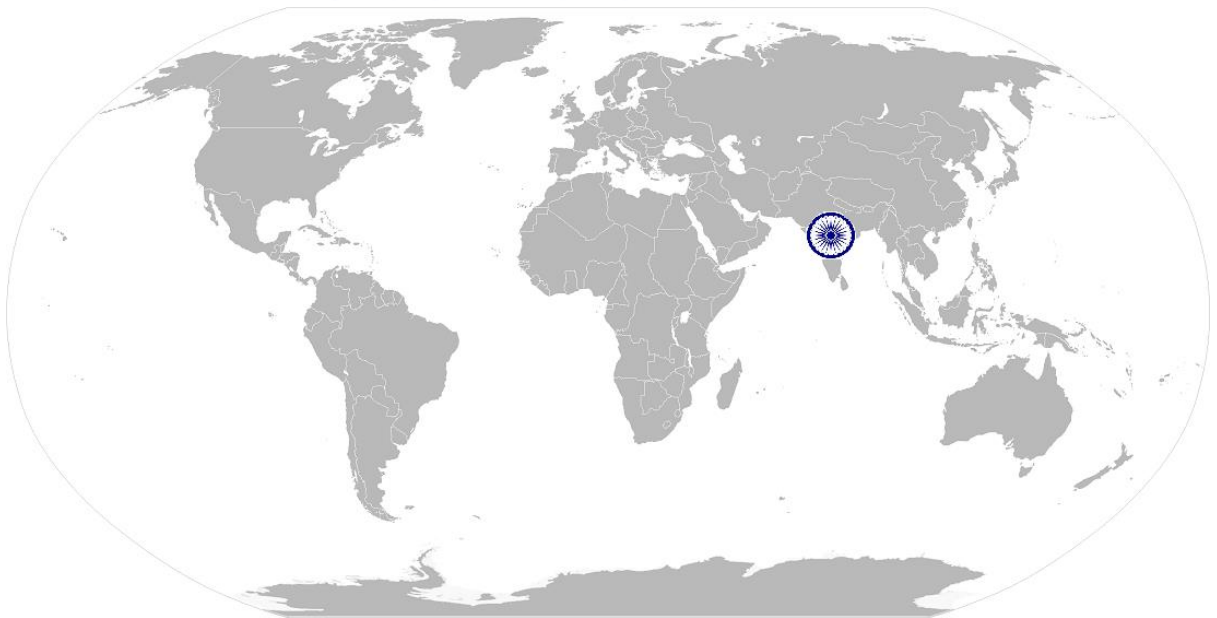
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work in a process driven team; ability to work for long hours in sitting position on a bench or the floor; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4703		
Job Role	Bottom Polisher		
Credits (NSQF)	TBD	Version number	1.1
Sector	Gem & Jewellery	Drafted on	20/05/13
Sub-sector	Diamond Processing	Last reviewed on	15/07/15
Occupation	Faceting and Polishing	Next review date	15/08/16
NSQC Clearance on*	05/08/2015		

Job Role	Bottom Polisher (Taliya Karigar /Bottom Worker /Polisher)
Role Description	Creating and polishing the bottom facets (generally 24) of a diamond as per plan, while maintaining symmetry, maximizing yield and capturing its brilliance
NSQF level	3
Minimum Educational Qualifications*	Preferably 10 th standard passed
Maximum Educational Qualifications*	Not Applicable
Training	Not Applicable
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/N4701 Fix diamond in pot G&J/N4703 Make bottom facets on diamond G&J/N9930 Maintain IPR G&J/N9931 Coordinate with team and superiors G&J/N9933 Maintain safety <p>Optional: N.A</p>
Performance Criteria	As described in the relevant OS units

National Occupational Standard



Overview

This unit is a key pre-polishing stage in diamond processing. Bruited/blocked diamonds are placed onto dop pots as per size, fixed and covered by pressing, and aligned for the purpose of polishing.

G&J/N4701

Fix diamond in the pot

National Occupational Standard

Unit Code	G&J/N4701
Unit Title (Task)	Fix diamond in the pot
Description	This OS unit is about fixing bruted/blocked diamond in the pot with accurate alignment
Scope	<p>This unit/task covers the following:</p> <p>Collect the bruted/blocked diamond packet from the supervisor</p> <ul style="list-style-type: none"> match the specifications of the diamonds such as shape, size and quantity, as per those mentioned on the packet issued <p>Fix the bruted/blocked diamond on the pot</p> <ul style="list-style-type: none"> select the pot as per the size, shape of the diamond and type of polishing required (top pots for top polishing and bottom pots for bottom polishing) fix the diamond on the pot selected without breakage place the cover in the bottom pot fix the cover on the bottom pot using a manual press ensure there is no breakage while using the press use sticking agents like lac, white cement, etc. (if required) as prescribed check alignment of the fixed stone <p>Report problems about:</p> <ul style="list-style-type: none"> mismatch in diamond issued or received problem with table or rounding or bottom polishing defective or inadequate number of pots and covers any breakage during the fixing process break down or wear and tear
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Setting rough in the pot	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. accurately and securely fix diamond as per the polish required</p> <p>PC2. accurately align and level the diamond on the dop</p>
Productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC3. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC4. timely delivery for further processing</p>
Controlling defects	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. ensure no damage to the diamond during fixing process</p> <p>PC6. ensure no breakage while placing the cover in the press</p>

G&J/N4701

Fix diamond in the pot

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement</p> <p>KA2. work flow involved in company's diamond processing process</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p> <p>KA5. issue return procedures followed by the company</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. shape, cut, clarity, carat, and physical characteristics of the diamond</p> <p>KB2. techniques of fixing of diamonds on pot</p> <p>KB3. potential work hazards</p> <p>KB4. use of an eye glass in order to check alignment</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to read descriptions on the diamond packets/ bags</p> <p>SA2. to document work done for status and performance appraisal</p>
	Communication skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA3. to discuss task, schedules, and work-loads with co-workers and supervisors</p> <p>SA4. to understand instructions and report problems</p>
	Teamwork and multitasking
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA5. to share work load as required</p> <p>SA6. to assist others who require help</p>
B. Professional Skills	Understanding of polishing
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB1. the diamond needs to be set for particular type of polish</p>
	Using tools and machines
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB2. to use different types of pots, cover and manual press</p> <p>SB3. to maintain tools and machines used</p> <p>SB4. to work in a safe environment, i.e., without injuries</p>
	Reducing loss
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB5. to handle diamonds with care</p> <p>SB6. to minimize damage or loss of any diamond during the doping process</p> <p>SB7. to suggest improvements in order to reduce loss</p>

	Problem solving
	The user/individual on the job needs to know and understand how: SB8. to assess the quality of the pot / cover being used SB9. to identify immediate or temporary solutions to avoid delays
	Reflective thinking
	The user/individual on the job needs to know and understand how: SB10. to plan the work to improve productivity and quality of setting
	Critical thinking
	The user/individual on the job needs to know and understand how: SB11. to spot process disruptions and delays

G&J/N4701

Fix diamond in the pot

NOS Version Control

NOS Code	G&J/N4701		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	20/05/13
Industry Sub-sector	Diamond Processing	Last reviewed on	15/07/15
		Next review date	15/08/16

National Occupational Standard



Overview

This unit is about using the bottom dop-tang system and making the 24 bottom facets of a diamond by polishing it on the polishing wheel or scaife. The objective is to ensure: that the angles of the facets must be exact in order to maximize yield and capture brilliance, their sizes must be accurately symmetrical, and are as per planned dimensions.

G&J/N4703

Make bottom facets on diamond

National Occupational Standard

Unit Code	G&J/N4703
Unit Title (Task)	Polish the bottom facets of the 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	<p>This unit/task covers the following:</p> <p>Set up the polishing bench</p> <ul style="list-style-type: none"> fix the polishing mill using nuts and bolts level the machine to remove vibrations clean the scaife with non-greasy thinner or acetone remove all dust particles and oily substances fix the scaife on the bench level tang plate with the scaife level tang for polishing prepare scaife by applying diamond powder on its surface polish surface with coated rough or borty, until it turns brown/ black <p>Fix the diamond fixed in the dop in the bottom tang</p> <ul style="list-style-type: none"> securely fix the bottom dop onto the tang check levelling <p>Create bottom facets on the diamond</p> <ul style="list-style-type: none"> understand the planning on the job sheet for the final finish of the diamond plan the work put the first gear on the tang polish the first four bottom facets of the diamond finding the appropriate cutting direction make the four main and four corner facets using the red and blue clicks shift to the second gear and polish the remaining 16 facets apply diamond dust to the scaife as per instructions improve speed of polishing while maintaining facet's proportion, symmetry and weight loss as per planning avoid culet point breakage Maintain symmetry and the required dimensions like, pavillion depth, pavillion angle etc. <p>Perform quality check</p> <ul style="list-style-type: none"> repeatedly check polish quality with the help of an eye glass on completion, check the proportion and symmetry of the facets using the proportion and symmetry analyser machine as per the results of the machine, repair the facets to exactly match with the planning <p>Provide final finish to bottom facets</p>

G&J/N4703

Make bottom facets on diamond

	<ul style="list-style-type: none"> Once the exact faceting is done, give a final finish to the diamond to achieve maximum brilliance Ensure there are no problems like extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions, etc. Remove from the dye, clean the diamond and return to the issue department after labelling the job packet/ bag <p>Follow safety procedures at work</p> <ul style="list-style-type: none"> ensure safety while using the scaife ensure safety while setting up the polishing mill/bench ensure safety of the diamond while polishing <p>Report problems about:</p> <ul style="list-style-type: none"> technical problems with any part of the bench/ mill such as levelling, loose screws planning defect higher weight loss than planned damage while polishing problems related to the machines and tools' wear and tear personal problems and those with other workers
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Quality of Polish	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. achieve accurate proportion and symmetry of the facets as per design requirement</p> <p>PC2. achieve finish and brilliance of the facets as planned</p> <p>PC3. remove all the inclusions while polishing as per plan</p> <p>PC4. set up the bench/mill without vibration and level all its parts correctly</p> <p>PC5. achieve a cut grading up to the required standards</p> <p>PC6. accurately bag and label the diamonds before returning</p>
Productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC7. achieve the productivity in terms of carats or number of pieces as set by the company</p> <p>PC8. achieve timely delivery for further processing</p>
Controlling Defects	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC9. ensure no flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions</p> <p>PC10. ensure no breakage of culet point</p> <p>PC11. minimize damage, weight loss and breakage</p> <p>PC12. repair a damaged stone</p>
Multitasking	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC13. work in other departments such as top polishing, girdle, handling the complete diamond</p>

G&J/N4703

Make bottom facets on diamond

Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement KA2. work flow involved in company's diamond processing process KA3. importance of the individual's role in the workflow KA4. reporting structure KA5. issue return procedures followed by the company KA6. typical customer profile and market trends KA7. specialization area of the company (size, clarity, shape, quality, etc. of diamonds) KA8. diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. blocking procedure of diamonds KB2. bruting and coning KB3. polishing process KB4. 4Cs of diamond (colour, cut, clarity and carat) KB5. use of various scopes in diamond processing KB6. stress (tension) of the diamond KB7. using proportion and symmetry analyzer machine KB8. geometry to understand the angles and symmetry KB9. direction of the tang and using the data system on the tang KB10. process of preparation of scaife KB11. level of fluorescence and its treatments KB12. repair work KB13. valuation of diamonds depending on different dimensions KB14. knowledge of assembly of different parts of the bench KB15. knowledge of levelling the scaife and plate KB16. knowledge of preparing the scaife for polishing KB17. knowledge of levelling the tang KB18. to know uses of different types of tools and materials for different purposes and end results KB19. to know how to maintain and prepare the tools as per job requirement KB20. to know potential work hazards, particularly, when using machine tools
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	<p>Basic reading and writing skills</p> <p>The user/individual on the job needs to know and understand how:</p> <ul style="list-style-type: none"> SA1. to read descriptions on the job packets/ bags SA2. to read the dimensions specified by the proportion analyser machine SA3. to document work done for status and performance appraisal

G&J/N4703

Make bottom facets on diamond

	Calculation and geometry skills
	The user/individual on the job needs to know and understand how: SA4. to understand angles and other dimension requirements and setting it on the tang for polishing SA5. to calculate the value of the diamond SA6. to check the leveling of the scaife, plate and the tang used
	Communication skills
	The user/individual on the job needs to know and understand how: SA7. to discuss task, schedules, and work-loads with co-workers and supervisors SA8. to understand instructions and report problems
	Teamwork and multitasking
	The user/individual on the job needs to know and understand how: SA9. to share work load as required SA10. to assist others who require help SA11. to share knowledge with co-workers SA12. to work with other people sharing the bench
B. Professional Skills	Reading design dimensions
	The user/individual on the job needs to know and understand how: SB1. to work on dimensions mentioned on the job packet, in order to achieve perfect proportion and symmetry as required by design
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB2. to use right tang, the correct level and direction to achieve the desired finish SB3. to use tools like eye glass to view the rough and other tools like spanner, hammer, allen key, etc. used to set up the bench SB4. to prepare and charge the scaife as required SB5. to maintain tools and machines used SB6. to work in a safe environment, i.e., without injuries
	Diamond valuation
	The user/individual on the job needs to know and understand how: SB7. to facet in order to yield maximum value for the finished diamond, where no design is provided
	Reducing loss
	The user/individual on the job needs to know and understand how: SB8. to handle diamonds with care SB9. to minimize damage or loss of any diamond during the polishing process SB10. to report diamond losses via documentation as per company policy SB11. to suggest improvements in order to reduce loss
	Polishing technique
	The user/individual on the job needs to know and understand how: SB12. to decide the direction of moving the tang for polishing

G&J/N4703

Make bottom facets on diamond

	SB13. the metric system on the tang works for setting exact angles SB14. to determine the extent of pressure to be applied while polishing
	Reflective thinking
	The user/individual on the job needs to know and understand how: SB15. to work for long hours in sitting position without health problems SB16. to minimise weight loss
	Problem solving
	The user/individual on the job needs to know and understand how: SB17. to rectify defects occurred
	Planning skills
	The user/individual on the job needs to know and understand how: SB18. to plan work for maximum productivity SB19. to plan the best cut to get maximum value from the diamond
	Innovative thinking
	The user/individual on the job needs to know and understand how: SB20. to devise new means of working to improve productivity or reduce efforts SB21. to suggest improvements in tools/machines for productivity or better quality
	Critical thinking
	The user/individual on the job needs to know and understand how: SB22. to spot process disruptions and delays

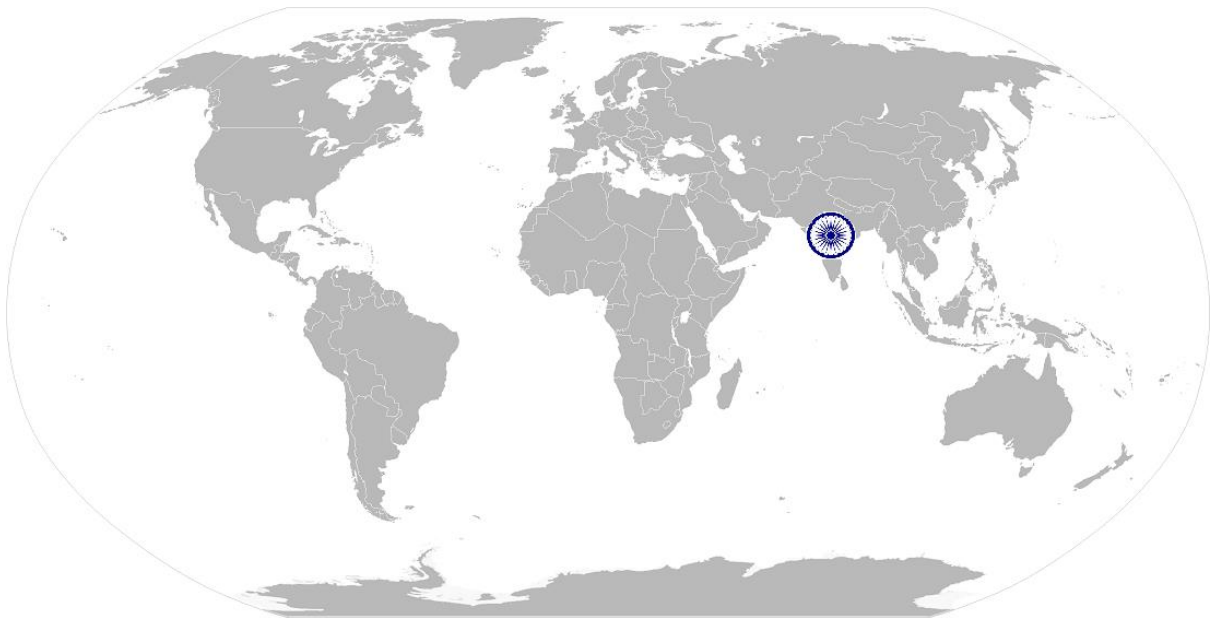
G&J/N4703

Make bottom facets on diamond

NOS Version Control

NOS Code	G&J/N4703		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	20/05/13
Industry Sub-sector	Diamond Processing	Last reviewed on	15/07/15
		Next review date	15/08/16

National Occupational Standard



Overview

This unit is about and respecting intellectual property rights (IPR) of the company's products, policies, procedures and orders.

G&J/N9930

Maintain IPR

National Occupational Standard

Unit Code	G&J/N9930
Unit Title (Task)	Respect IPR of company
Description	This OS unit is about maintaining company's intellectual property
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 orders to competitors by reporting on time prevent leak of the manufacturing processes or the policies followed by the company be aware of any of company's product patents report IPR violations observed in the market, to supervisor or company heads
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Respecting IPR	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot plagiarism and report</p> <p>PC2. understand rationale of patents and IPR</p> <p>PC3. avoid being involved in IPR violations</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on IPR, plagiarism and order leaks</p> <p>KA2. company's patented products</p> <p>KA3. market trends and company's unique product range</p> <p>KA4. reporting structure</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. basics of patents and IPR laws</p> <p>KB2. how IPR protection is important for competitiveness of a company</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate any observed IPR violations or leaks</p>
B. Professional Skills	Decision making
	<p>The user/individual on the job needs to know and understand when and how:</p> <p>SB2. to report sources of IPR violations</p>
	Reflective thinking
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB3. to learn from past mistakes and report IPR violations on time</p>
	Critical thinking
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB4. to spot signs of violations and alert authorities in time</p>

G&J/N9930

Maintain IPR

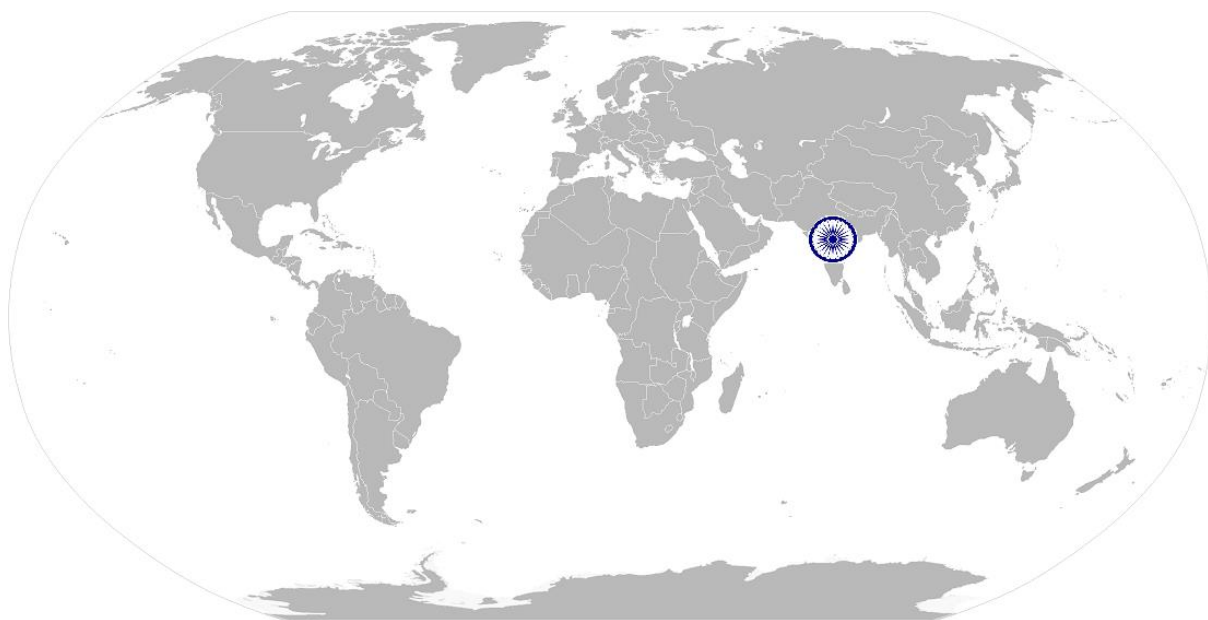
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Credits (NSQF) [OPTIONAL]	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	20/05/13
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G&J/N9931

Coordinate with team and superiors

National Occupational Standard



Overview

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

G&J/N9931

Coordinate with team and superiors

National Occupational Standard

Unit Code	G&J/N9931
Unit Title (Task)	Interact with colleagues and seniors
Description	This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazards free work flow
Scope	<p>This unit/task covers the following:</p> <p>Interact with supervisor to:</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 to:</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	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. understand the work output requirements</p> <p>PC2. comply with company policy and rule</p> <p>PC3. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
Interactions with colleagues and other departments	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC4. put team over individual goals</p> <p>PC5. conflicts resolution and multi-tasking</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on personnel management</p> <p>KA2. work flow involved in company's diamond processing</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. how to communicate effectively</p> <p>KB2. how to build team coordination</p>

G&J/N9931

Coordinate with team and superiors

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Teamwork and some multitasking
	The individual on the job needs to know and understand how: SA1. to share work load as required SA2. to deliver product to next work process on time
B. Professional Skills	Decision making
	The individual on the job needs to know and understand: SB1. how to report potential areas of disruptions to work process SB2. when to report to supervisor and when to deal with a colleague depending on the type of concern
	Reflective thinking
	The individual on the job needs to know and understand: SB3. how to improve work process
	Critical thinking
	The individual on the job needs to know and understand: SB4. how to spot process disruptions and delays

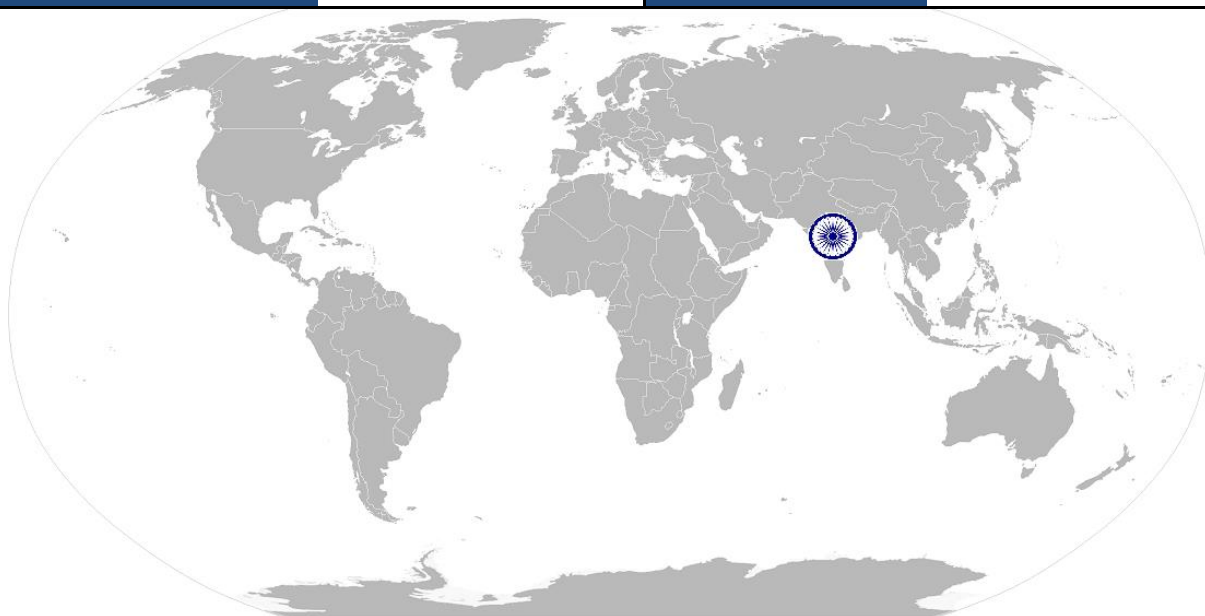


G&J/N9931

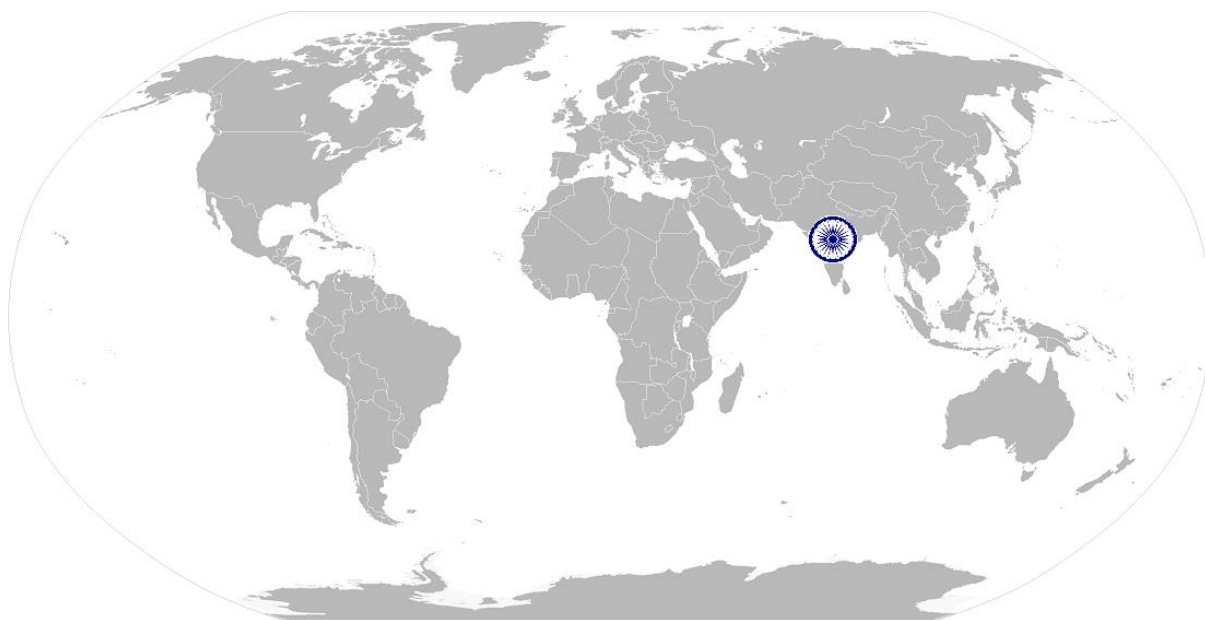
Coordinate with team and superiors

NOS Version Control

NOS Code	G&J/N9931		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.1
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National Occupational Standard



Overview

This unit is about the worker's commitment towards reporting potential hazards and containing accidents in order to make the work environment safe for self and colleagues.

G&J/N9933

Maintain safety

National Occupational Standard

Unit Code	G&J/N9933
Unit Title (Task)	Maintain safety at work
Description	This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job
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, gases, sharp tools and hazards from machines like rotating scaife, lasers, heating ovens, etc. <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> wear safety gear such as goggles, mask, gloves , jacket , etc. as prescribed for the job <p>Understand the safety procedures followed by the company</p> <ul style="list-style-type: none"> such as fire drills, emergency/ evacuation procedures, first aid, etc., which will be helpful in case of an emergency <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> process flow improvements to 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
Understanding of potential sources of accidents and communicating	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot and report potential hazards on time</p> <p>PC2. follow company policy and rules regarding hazardous materials</p> <p>PC3. deliver quality work on time as required by reporting any anticipated reasons for delays</p>
Using safety gear	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC4. understand which safety gear must we used for a particular task</p>
Understanding of safety procedures	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. understand and follow the evacuation procedure properly during a fire drill</p> <p>PC6. provide first aid to self or others in case of emergency</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on handling: harmful chemicals and sharp tools, safety and hazards of machines, fire safety/drill, first aid and, disposal of harmful chemicals and materials</p> <p>KA2. work flow involved in company's diamond processing process</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>

G&J/N9933

Maintain safety

B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. how different chemicals react and what could be the danger from them</p> <p>KB2. how to use machines and tools without causing bodily harm</p> <p>KB3. fire safety education</p> <p>KB4. first aid execution</p> <p>KB5. disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	<p>Communication skills</p> <p>The individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate the danger</p>
B. Professional Skills	<p>Decision making</p> <p>The individual on the job needs to know and understand:</p> <p>SB1. importance of reporting potential sources of danger</p> <p>SB2. appropriate actions to be taken in the event of an accident</p> <p>SB3. procedure for disposing of hazardous materials, safely and following environmental guidelines</p> <p>Reflective thinking</p> <p>The individual on the job needs to know and understand how:</p> <p>SB4. to learn from past mistakes regarding use of hazardous machines, tools or chemicals</p> <p>Critical thinking</p> <p>The individual on the job needs to know and understand:</p> <p>SB5. how to spot danger</p> <p>SB6. procedure to follow in the event of a fire or other hazard</p>

G&J/N9933

Maintain safety

NOS Version Control

NOS Code	G&J/N9933		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	20/05/13
Industry Sub-sector	Diamond Processing	Last reviewed on	15/07/15
		Next review date	15/08/16

Definitions

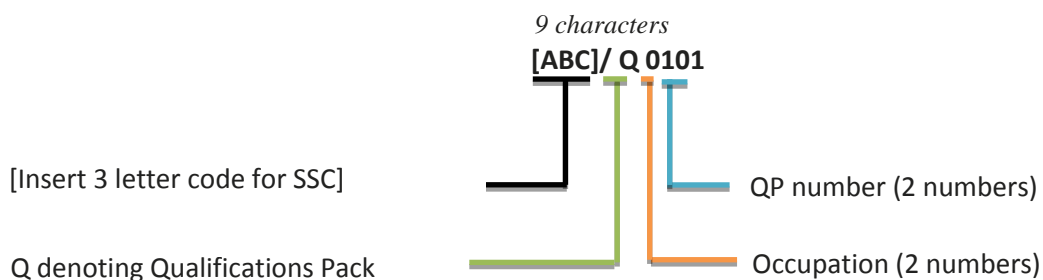
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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
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

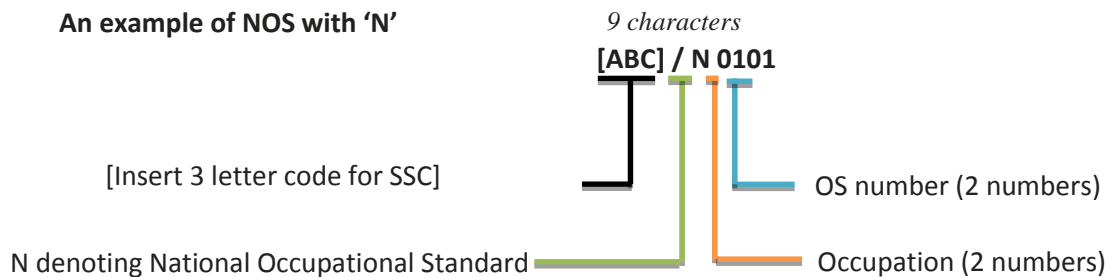
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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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	Q
Next two numbers	Occupation code	47
Next two numbers	OS number	07

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Bottom Polisher

Qualification Pack G&J/Q4703

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/ N 4701 Fix diamond in the pot	PC1.Appropriate setting as per size and shape	32	3	0	3
	PC2. Secure setting		6	1	5
	PC3. Accurate levelling and alignment of the diamond in the dop		7	1	6
	PC4. Zero defect in the alignment of diamond in the pot		6	0	6
	PC5. No breakage while placing the cover in the press		6	0	6
	PC6. Timely delivery to further processing		2	0	2
	PC7. Number of diamonds fixed as per target assigned		2	0	2
		Total	32	2	30

2.G&J/ N 4703 Make bottom facets on diamond	PC1. Accurate proportion and symmetry of the facets as per design requirement	43	5	0	5
	PC2. Achieved finish and brilliance of the facets as planned		4	0	4
	PC3. Inclusions removed while polishing as per plan		5	1	4
	PC4. Bench/ mill set up without vibration		3	1	2
	PC5. Level of all parts of the bench and the tang is accurate		3	1	2
	PC6. Grading of the cut		4	1	3
	PC7. No breakage of culet point		3	1	2
	PC8. No flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions, etc.		5	1	4
	PC9. No damage to the diamond		3	1	2
	PC10. Weight loss lower or only as much as prescribed		2	0	2
	PC11. Timely delivery to further processing		1	0	1
	PC12. Number of pieces polished as per target deliverable		1	0	1
	PC13. Delivered on time by reporting problems faced or anticipated		1	0	1
	PC14. Repair damaged stone		2	1	1
	PC15. Work in other departments such as top polishing, girdle, handling the complete diamond		1	0	1
		Total	43	8	35
3.G&J/ N 9930 Reduce diamond loss and maintain IPR	PC1. Spot plagiarism and report	9	3	1	2
	PC2. Aware of patents and IPR		4	2	2

	PC3. Not be involved in IPR violations		2	1	1
		Total	9	4	5
4. G&J/ N 9931 Coordinate with others	PC1. Understand the work output requirements	7	3	1	2
	PC2. Understand company policy and rule		0	0	
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		0	0	
	PC4. Put team over individual goals		1	1	2
	PC5. Conflicts resolution and multi-tasking		3	1	
		Total	7	3	4
5. G&J/ N 9933 Maintain safe and clean work environment	PC1. Spot and report potential hazards on time	9	2	1	1
	PC2. Follow company policy and rules regarding use of hazardous materials		1	0	1
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		1	0	1
	PC4. Use or wear safety gear as per the rules of the company		2	1	1
	PC5. Clean the work station		1	0	1
	PC6. Organise tools and equipment in use		2	1	1
		Total	9	3	6