

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEM & JEWELLERY INDUSTRY



Contents

1. Introduction and Contact..... P1
2. Qualifications PackP2
3. OS Units..... P3
4. Glossary of Key Terms.....P19
5. Annexure: Nomenclature of QP & OS.....P21
6. Assessment Criteria.....P23

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

Contact Us:

Gem & Jewellery Skill Council of India, 3rd Floor, BFC Building, SEEPZ SEZ, Andheri East, Mumbai - 400096

E-mail: info@gjsci.org



Introduction

Qualifications Pack-Polished Grader & Assorter: Advanced

SECTOR: GEM & JEWELLERY

SUB-SECTOR: Diamond processing

OCCUPATION: Final assorting

REFERENCE ID: G&J/Q4902

ALIGNED TO: NCO-2004/7313.35

Polished grader & assorter (advanced): Also known as Sorter or Assorter or Grader, the polished grader & assorter (advanced) segregates the polished diamonds into multiple groups based on 4Cs.

Brief Job Description: The individual at work mainly works with a loupe to segregate polished diamonds into multiple groups based on its characteristics like cut, carat, clarity or colour. The individual is required to have knowledge of performing measurements of 4Cs on a diamond. The individual is responsible for delivering segregated diamonds with no loss.

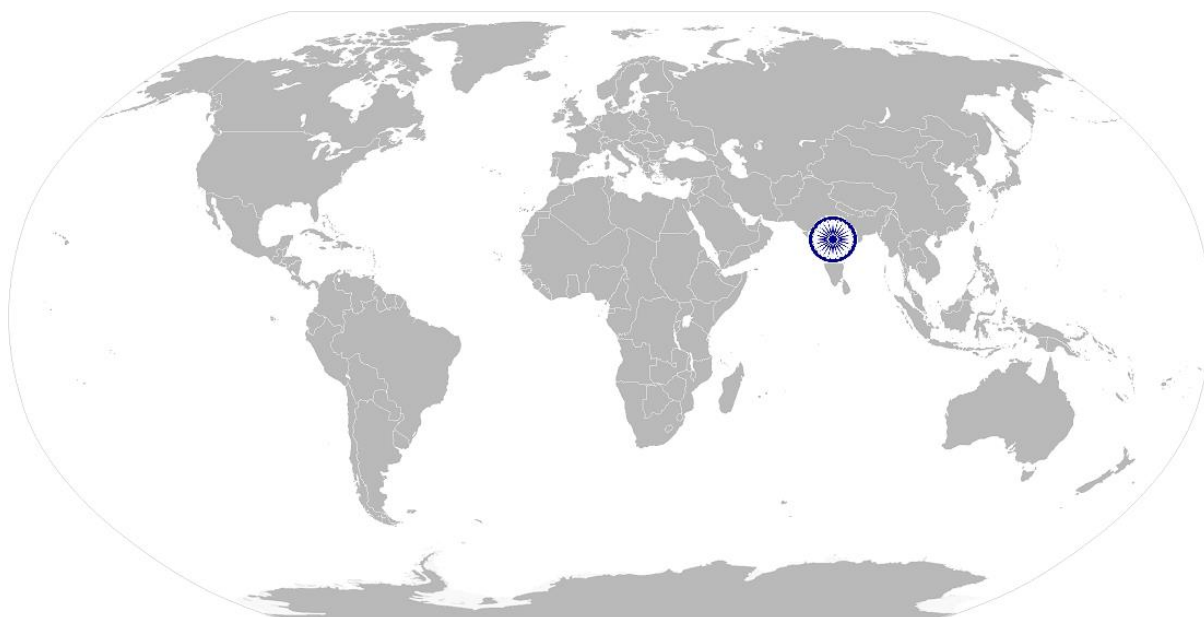
Personal Attributes: The job requires the individual to have: attention to details; good eyesight; no colour-blindness; steady hands; ability to work for long hours in sitting position; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4902		
Job Role	Polished Grader & Assorter (Advanced)		
Credits (NSQF)	TBD	Version number	1.1
Sector	Gem & Jewellery	Drafted on	23/07/13
Sub-sector	Diamond Processing	Last reviewed on	15/07/15
Occupation	Final Assorting	Next review date	15/08/16
NCQC Clearance on*	05/08/2015		

Job Role	Polished Grader & Assorter (Advanced) (Assorter /Sorter/Grader)
Role Description	Segregating polished diamonds into multiple groups based on the 4 Cs, by looking at the diamonds through a loupe/eye glass under adequate light
NSQF level	4
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/N4903 Assort polished diamonds 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 the final stage prior to packaging and dispatch in diamond processing. It involves segregation of polished diamonds into multiple groups, assessing each diamond according to its colour, clarity, carat and cut.

G&J/N4903

Assort polished diamonds

National Occupational Standard

Unit Code	G&J/N4903
Unit Title (Task)	Assort polished diamonds
Description	This OS unit is about measuring the 4Cs of a diamond and categorizing it accordingly
Scope	<p>This unit/task covers the following:</p> <p>Receive the packet of polished diamonds from supervisor</p> <ul style="list-style-type: none"> check the weight and number of stones, w.r.t what is mentioned on the packet remove the diamonds from the packet and place them on the tray under the light clean the diamonds using a cleaning cloth if required <p>Classify broadly</p> <ul style="list-style-type: none"> use a sieve to classify the diamonds based on its size and shape <p>Sort the diamonds into groups based on 4Cs as required</p> <ul style="list-style-type: none"> hold the diamond with the help of tweezers under light and view it through a loupe one by one Measure the dimensions of the diamond and calculate the required ratios, e.g. table percentage, pavilion depth, etc. assort the diamonds based on its colour (from D to Z) assort the diamonds based on its clarity (from flawless to included) assort the diamonds based on its cut (from excellent to poor) based on the diamond's carat, shape, cut, colour and clarity, segregate it into the relevant category use the microscope to see the diamond clearly (if required) use the UV Box to check the fluorescence of the diamond (if required) use the symmetry analyzer machine to check the cut dimensions (if provided) place assorted the diamonds in the packets, label as per the company's policy and return to the supervisor <p>Report problems about:</p> <ul style="list-style-type: none"> machine failures tools shortage and their maintenance related issues reasons for anticipated delays that may adversely affect delivery mismatch in the number of diamonds difficulty in grading or classifying a particular diamond (unclear characteristics of a diamond), etc.

G&J/N4903

Assort polished diamonds

Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Quality of output (assortment)	To be competent, the user/individual on the job must be able to: PC1. accurately measure the 4Cs of a diamond PC2. match his/her judgment with the grading given by GIA or other agencies PC3. deliver in time to next process PC4. complete work with no loss of diamonds
Productivity	To be competent, the user/individual on the job must be able to: PC5. achieve the productivity in terms of carats or number of pieces as set by the company
Process Compliances	To be competent, the user/individual on the job must be able to: PC6. comply with relevant legislation, standards, policies and procedures
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: 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	The user/individual on the job needs to know and understand: KB1. identification of a diamond KB2. difference between a natural or a treated diamond KB3. measuring 4Cs of a diamond KB4. grading standards followed by GIA, IGI and HRD KB5. gauging and sieving KB6. use of various scopes in diamond processing KB7. fluorescence in a diamond and its effect KB8. use of symmetry analyzer machine and computer
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Reading and writing skills
	The user/individual on the job needs to know and understand how: SA1. to read the manuals defining different standards as specified by GIA, IGI or HRD SA2. to read descriptions on the diamond packets/ bags SA3. to label each segregated diamond appropriately according to its features

G&J/N4903

Assort polished diamonds

	SA4. to document work done for status and performance appraisal
	Calculation and geometry skills
	The user/individual on the job needs to know and understand how: SA5. to count the number of diamonds SA6. to measure the proportions of the diamond and calculate different ratios and percentages, e.g. table ratio, pavilion ratio, etc.
	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
B. Professional Skills	Using tools and machines
	The user/individual on the job needs to know and understand how: SB1. to work with the tools and machines used in assorting process such as weighing scale, UV Box, microscope, gauge, sieve, loupe/eye glass, tripod/table loupe, tweezers and scoop SB2. to maintain tools and machines used SB3. to use technology such as computer and symmetry and proportion analyzer machine with printer for accuracy and efficient working SB4. to adjust lighting to view the diamonds clearly SB5. to work in a safe environment, i.e., without injuries
	Reducing loss
	The user/individual on the job needs to know and understand how: SB6. to handle diamonds with care SB7. to minimize damage or loss of any diamond during the sorting process SB8. to report diamond losses via documentation as per company policy SB9. to suggest improvements in order to reduce loss
	Analytical thinking
	The user/individual on the job needs to know and understand how: SB10. to assess the 4Cs of the diamond, analyzing various aspects of its dimensions, based on knowledge of grading standards and experience SB11. to derive maximum value from a polished diamond
	Reflective thinking
	The user/individual on the job needs to know and understand how: SB12. to work for long hours in a sitting position without health problems
	Critical thinking
	The user/individual on the job needs to know and understand how: SB13. to spot process disruptions and delays

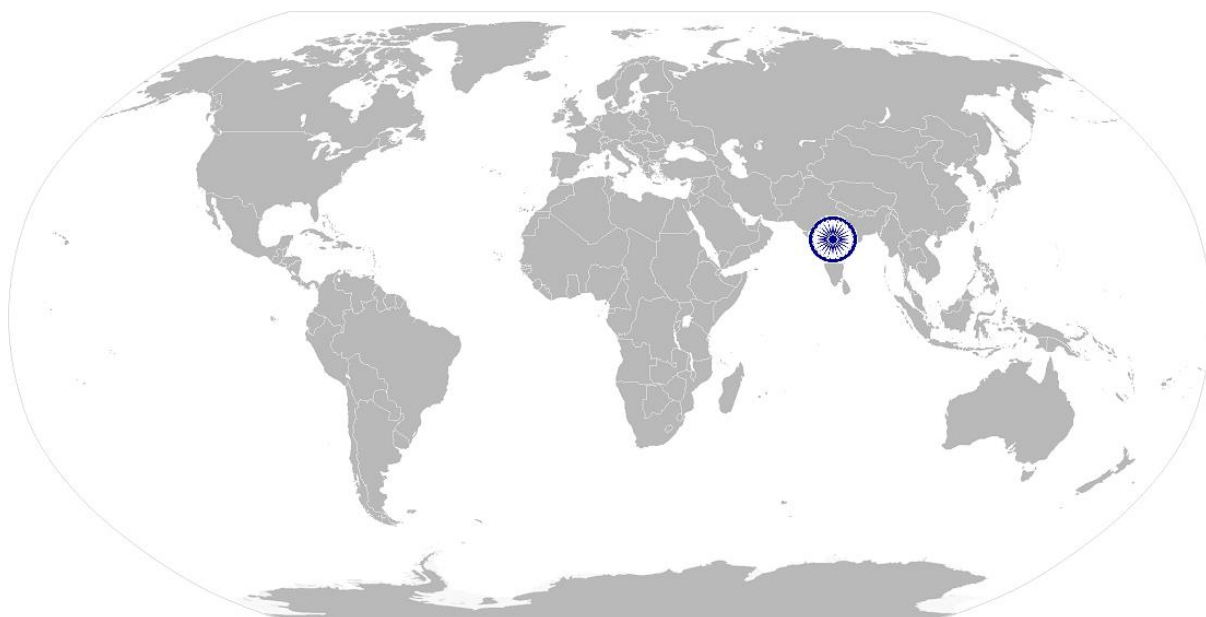
G&J/N4903

Assort polished diamonds

NOS Version Control

NOS Code	G&J/N4903		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	23/07/13
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/N993

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/N6001

Maintain IPR

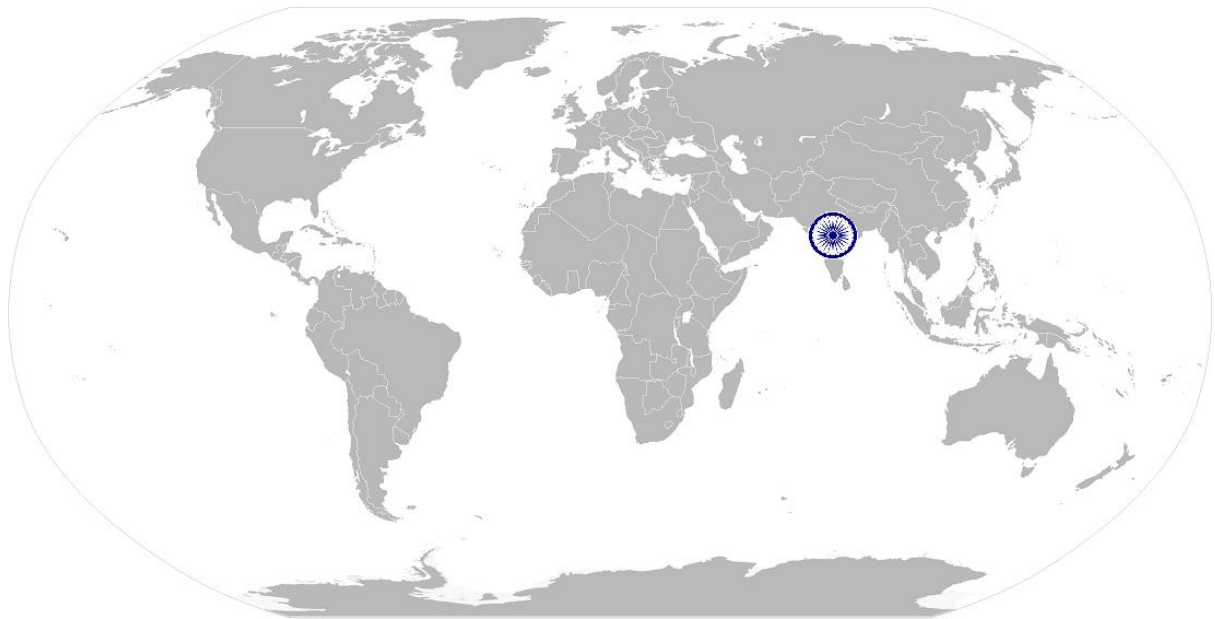
NOS Version Control

NOS Code	G&J/N6001		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	23/07/13
Industry Sub-sector	Diamond Processing	Last reviewed on	15/07/15
		Next review date	15/08/16

G&J/N9930

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/N9930

Coordinate with team and superiors

National Occupational Standard

Unit Code	G&J/N9930
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>

G&J/N9930

Coordinate with team and superiors

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

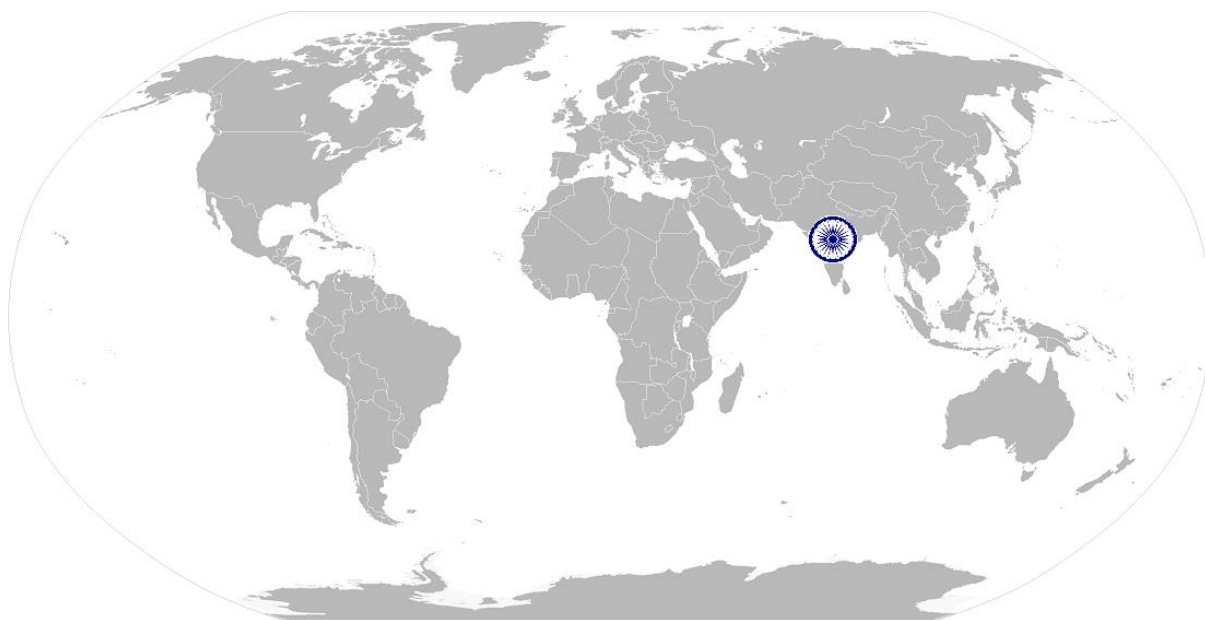
G&J/N9930

Coordinate with team and superiors

NOS Version Control

NOS Code	G&J/N9930		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	27/07/13
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 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

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</p> <p>KA3. importance of the individual's role in the workflow</p> <p>KA4. reporting structure</p>

G&J/N993

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/N993

Maintain safety

NOS Version Control

NOS Code	G&J/N9933		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.1
Industry	Gem & Jewellery	Drafted on	27/07/13
Industry Sub-sector	Diamond Processing	Last reviewed on	15/07/15
		Next review date	15/08/16

Definitions

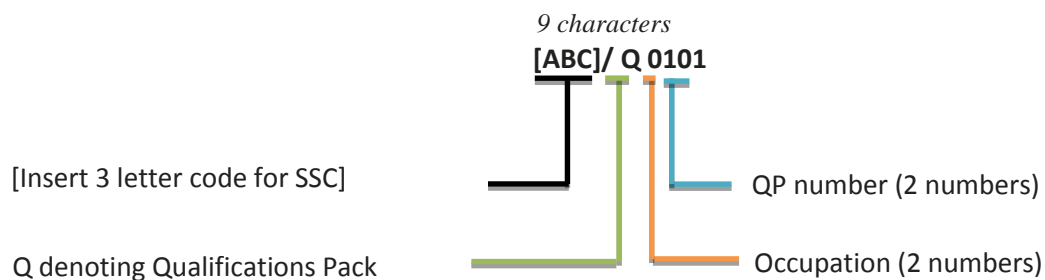
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further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

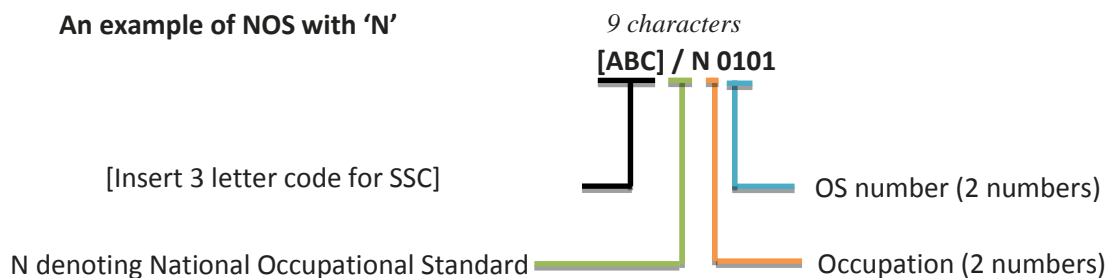
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

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	49
Next two numbers	OS number	09

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Polished Diamond Grader & Assorter (Advanced)

Qualification Pack G&J/Q4902

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/N4903 Assort polished diamonds	PC1. Accurately measure the 4Cs of a diamond	75	25	5	20
	PC2. Match his/her judgment with the grading given by GIA or other agencies		25	5	20
	PC3. Deliver in time to next process		5	0	5
	PC4. Complete work with no loss of diamonds		10	0	10
	PC5. Achieve the productivity in terms of carats or number of pieces as set by the company		5	0	5
	PC6. Comply with relevant legislation, standards, policies and procedures		5	0	5
		Total	75	10	65

2.G&J/N9930 Maintain IPR	PC1. Spot plagiarism and report	9	3	1	2
	PC2. Understand rationale of patents and IPR		4	2	2
	PC3. Avoid being involved in IPR violations		2	1	1
		Total	9	4	5
3. G&J/N9931 Coordinate with others	PC1. Understand the work output requirements	8	2	1	1
	PC2. Comply with 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		2	1	1
	PC5. Conflicts resolution and multi-tasking		2	1	1
		Total	8	3	5
4. G&J/N9933 Maintain safe work environment	PC1. Spot and report potential hazards on time	8	4	2	2
	PC2. Follow company policy and rules regarding hazardous materials		3	1	2
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		1	0	1
		Total	8	3	5