

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS & 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

#### Contact Us:

GJSCI, Mumbai

E-mail:

[dharmesh@gjsci.org](mailto:dharmesh@gjsci.org)



### Contents

1. Introduction and Contact..... P1
2. Qualifications Pack .....P2
3. OS Units..... P3
4. Glossary of Key Terms.....P19
5. Nomenclature of QP & NOS.....P21

### Introduction

#### Qualifications Pack-Polished Grader & Assorter: Basic

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Diamond processing

**OCCUPATION:** Final assorting

**REFERENCE ID:** G&J/Q4909

**Polished grader & assorter (basic):** Also known as Sorter or Assorter, the polished grader & assorter (basic) segregates the polished diamonds into two or three groups based on common characteristics.

**Brief Job Description:** The individual at work mainly works with a tripod or table loupe to segregate polished diamonds mainly less than 30 cents in size into two or three groups based on some common characteristic cut, carat, clarity or colour. The individual is responsible for delivering segregated diamonds with no loss.

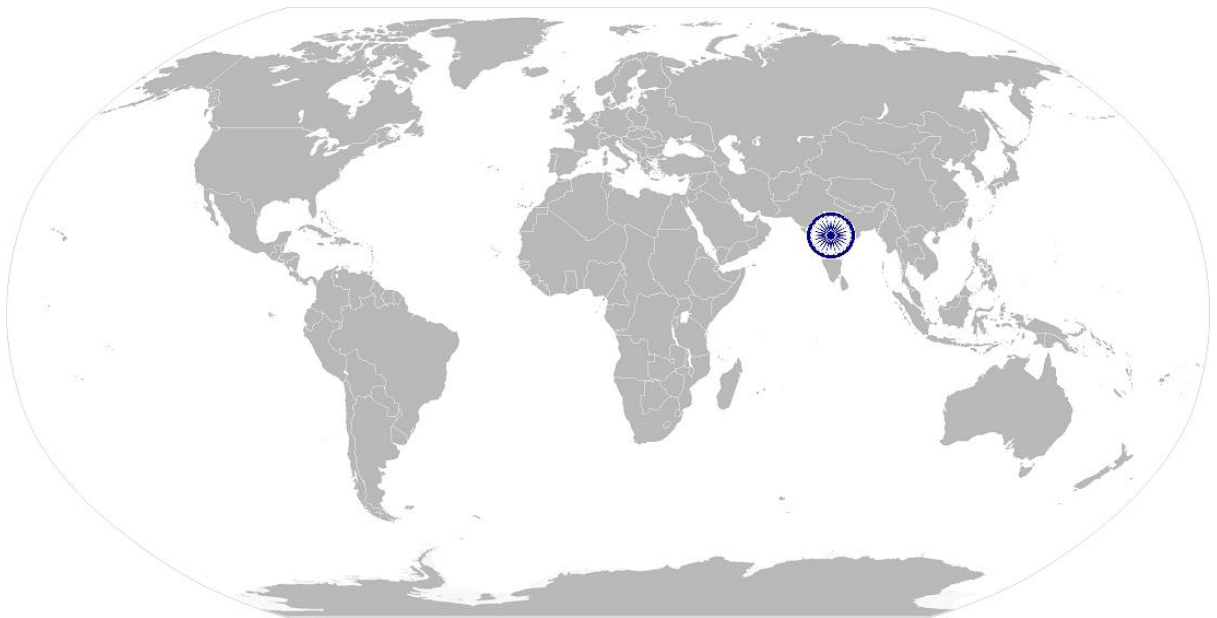
**Personal Attributes:** The job requires the individual to have: attention to details; good eyesight; no colour-blindness; steady hands; ability to work for long hours in sitting position; and a lot of patience.

Job Details

Qualifications Pack Code	G&J/Q4909		
Job Role	Polished Grader & Assorter - basic		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	23/07/13
Sub-sector	Diamond Processing	Last reviewed on	dd/mm/yy
Occupation	Final Assorting	Next review date	15/07/15

Job Role	Polished Grader & Assorter - basic Also known as 'Assorter' or 'Sorter'
Role Description	Segregating polished diamonds into groups having similar characteristics based on the 4 Cs, by looking at the diamonds through a tripod under adequate light
NVEQF/NVQF level	3
Minimum Educational Qualifications*	Preferably 10 <sup>th</sup> Standard Passed
Maximum Educational Qualifications*	
Training	Not Applicable
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">G&amp;J/N4902 Assort small polished diamonds</a></li> <li><a href="#">G&amp;J/N6001 Maintain IPR</a></li> <li><a href="#">G&amp;J/N6002 Coordinate with others</a></li> <li><a href="#">G&amp;J/N6004 Maintain safe work environment</a></li> </ol> <b>Optional:</b> Not applicable
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 small polished diamonds of similar characteristics into two or three groups as per company's requirements. Each diamond is assessed according to its colour, clarity, carat and cut for sorting.

**G&J/N4902**

**Assort small polished diamonds**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N4902</b>
<b>Unit Title (Task)</b>	<b>Assort small polished diamonds</b>
<b>Description</b>	This OS unit is about segregating small (< 30 cents) diamonds into two to three groups based on 4Cs as per the company's requirement
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Receive the packet of polished diamonds from supervisor</p> <ul style="list-style-type: none"> <li>check the weight and number of stones against what is mentioned on the packet</li> <li>remove diamonds from the packet and place them on the tray under the light</li> <li>clean the diamonds using a cleaning cloth if required</li> </ul> <p>Classify broadly</p> <ul style="list-style-type: none"> <li>use a sieve to classify the diamonds based on its size and shape</li> </ul> <p>Sort the diamonds into groups based on colour, clarity or cut as required</p> <ul style="list-style-type: none"> <li>place the tripod or table loupe on the tray and view the diamonds one by one</li> <li>based on the understanding of the 4Cs judge its cut, colour and clarity</li> <li>distribute into two or three groups as per the company policy</li> <li>scoop and place segregated diamonds in packets, label as per the company's policy and return to the supervisor</li> </ul> <p>Report problems about:</p> <ul style="list-style-type: none"> <li>lighting failure</li> <li>tools shortage and their maintenance related issues</li> <li>reasons for anticipated delays that may adversely affect delivery</li> <li>mismatch in the number of diamonds against mentioned on packet</li> <li>difficulty in grading or classifying a particular diamond, e.g., unclear characteristics</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Quality of output (assortment)</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. accurately segregate the polished diamonds as per company's policy</p> <p>PC2. judge the colour, clarity and cut of the diamond for segregation</p> <p>PC3. deliver in time to next process</p> <p>PC4. complete work with no loss of diamonds</p>
<b>Productivity</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. achieve the productivity in terms of carats or number of pieces as set by the company</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the	<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</p>

**G&J/N4902**

**Assort small polished diamonds**

company / organization and its processes)	<p>measurement</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> <p>KA5. issue return procedures followed by the company</p> <p>KA6. typical customer profile and market trends</p> <p>KA7. specialization area of the company (size, clarity, shape, quality, etc., of diamonds)</p> <p>KA8. diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc.</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. identification of a diamond</p> <p>KB2. 4Cs of a diamond</p> <p>KB3. gauging and sieving</p> <p>KB4. use of various scopes in diamond processing</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Basic reading and writing skills</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to read descriptions on the diamond packets or bags</p> <p>SA2. to label each segregated lot appropriately according to its characteristics</p> <p>SA3. to document work done for status and performance appraisal</p>
	<b>Calculation and geometry skills</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA4. to count the number of diamonds</p> <p>SA5. to measure the proportions of the diamond and calculate different ratios and percentages, e.g. table ratio, pavilion ratio, etc.</p>
	<b>Communication skills</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA6. to discuss task, schedules, and work-loads with co-workers and supervisors</p> <p>SA7. to understand instructions and report problems</p>
<b>B. Professional Skills</b>	<b>Using tools and machines</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB1. to work with the tools and machines used in assorting process such as weighing scale, gauge, sieve, tripod or table loupe and scoop</p> <p>SB2. to adjust lighting to view the diamonds clearly</p> <p>SB3. to work in a safe environment, i.e., without injuries</p>
	<b>Reducing loss</b>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB4. to handle diamonds with care</p> <p>SB5. to minimize damage or loss of any diamond during the sorting process</p> <p>SB6. to report diamond losses via documentation as per company policy</p>

**G&J/N4902**

**Assort small polished diamonds**

	SB7. to suggest improvements in order to reduce loss
	<b>Reflective thinking</b>
	The user/individual on the job needs to know and understand how: SB8. to work for long hours in a sitting position without health problems
	<b>Critical thinking</b>
	The user/individual on the job needs to know and understand how: SB9. to spot process disruptions and delays

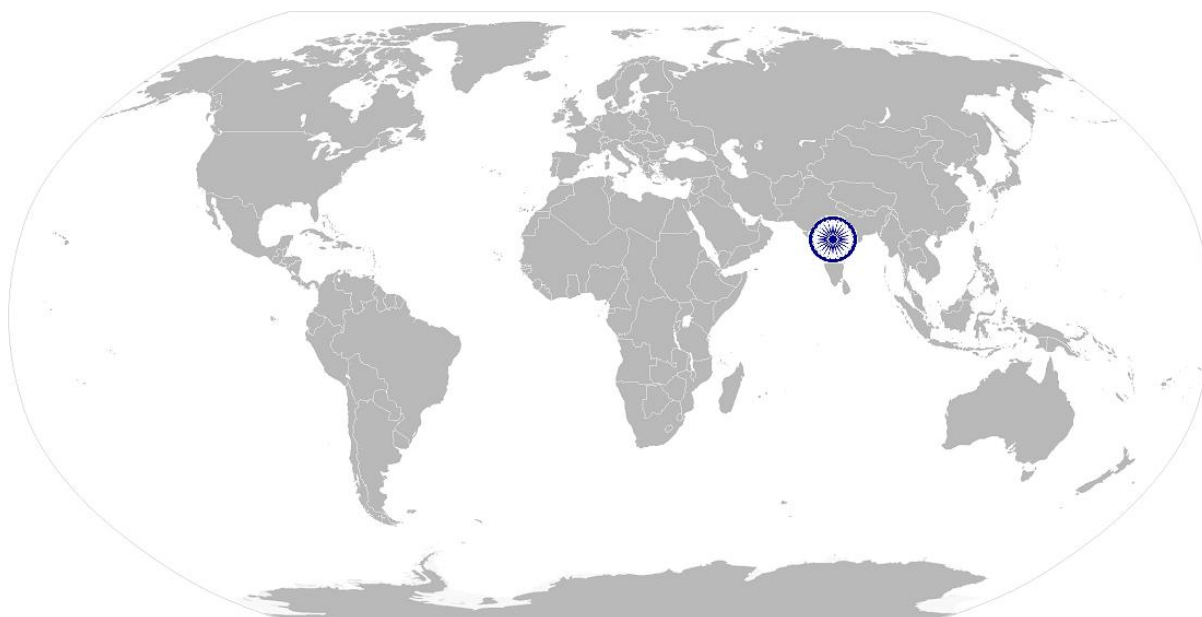
**G&J/N4902**

**Assort small polished diamonds**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N4902</b>		
<b>Credits(NVEQF/NVQF/NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>23/07/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>dd/mm/13</b>
		<b>Next review date</b>	<b>15/07/15</b>

# 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/N6001**

**Maintain IPR**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N6001</b>
<b>Unit Title (Task)</b>	<b>Maintain IPR of company</b>
<b>Description</b>	This OS unit is about maintaining company's intellectual property
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Protect company's Intellectual Property Rights (IPR)</p> <ul style="list-style-type: none"> <li>prevent leak of new orders to competitors by reporting on time</li> <li>prevent leak of the manufacturing processes or the policies followed by the company</li> <li>be aware of any of company's product patents</li> <li>report IPR violations observed in the market, to supervisor or company heads</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Respecting IPR</b>	<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>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<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>B. Technical Knowledge</b>	<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>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication skills</b>
	<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>B. Professional Skills</b>	<b>Decision making</b>
	<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>
	<b>Reflective thinking</b>
	<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>
	<b>Critical thinking</b>
	<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**

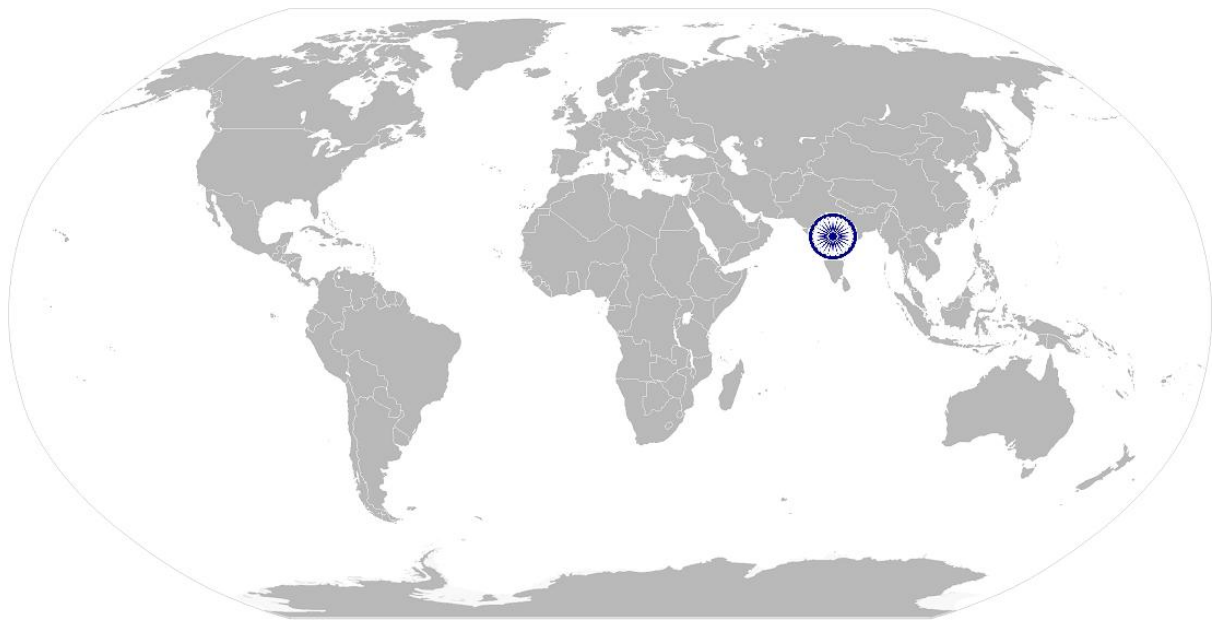
## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N6001</b>		
<b>Credits(NVEQF/NVQF/NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>23/07/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>dd/mm/yy</b>
		<b>Next review date</b>	<b>15/07/15</b>

**G&J/N6002**

**Coordinate with others**

# 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/N6002**

**Coordinate with others**

National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N6002</b>
<b>Unit Title (Task)</b>	<b>Interact with colleagues and seniors</b>
<b>Description</b>	This OS unit is about communicating with colleagues and seniors in order to maintain smooth and hazards free work flow
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Interact with supervisor to:</p> <ul style="list-style-type: none"> <li>• receive work instructions and raw materials from reporting supervisor</li> <li>• communicate to reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required</li> <li>• communicate any potential hazards or expected process disruptions</li> <li>• handover completed work to supervisor</li> </ul> <p>Interact with colleagues within and outside the department to:</p> <ul style="list-style-type: none"> <li>• work as a team with colleagues and share work as per their or own work load and skills</li> <li>• work with colleagues of other departments</li> <li>• communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>• receive feedback from QC and rework in order to complete work on time</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interaction with supervisor</b>	<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>
<b>Interactions with colleagues and other departments</b>	<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>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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/N6002**

**Coordinate with others**

<b>B. Technical Knowledge</b>	<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>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Teamwork and some multitasking</b></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>B. Professional Skills</b>	<p><b>Decision making</b></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><b>Reflective thinking</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB3. how to improve work process</p> <p><b>Critical thinking</b></p> <p>The individual on the job needs to know and understand:</p> <p>SB4. how to spot process disruptions and delays</p>

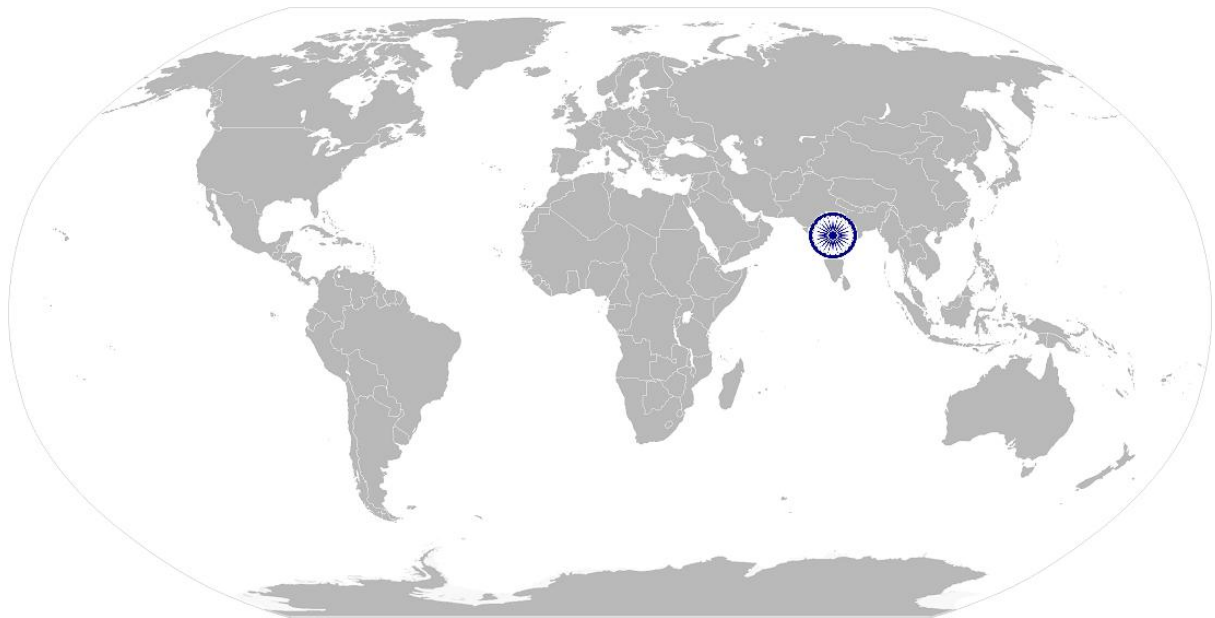
**G&J/N6002**

**Coordinate with others**

## **NOS Version Control**

NOS Code	G&J/N6002		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	27/07/13
Industry Sub-sector	Diamond Processing	Last reviewed on	dd/mm/yy
		Next review date	15/07/15

# 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/N6004

## Maintain safe work environment

### National Occupational Standard

<b>Unit Code</b>	<b>G&amp;J/N6004</b>
<b>Unit Title (Task)</b>	<b>Work towards having a safe work environment</b>
<b>Description</b>	This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job
<b>Scope</b>	<p>This unit/task covers the following:</p> <p>Understand potential sources of accidents</p> <ul style="list-style-type: none"> <li>to avoid accidents related to use of potentially dangerous chemicals, gases, sharp tools and hazards from machines like rotating scaife, lasers, heating ovens, etc.</li> </ul> <p>Use safety gear to avoid accidents</p> <ul style="list-style-type: none"> <li>wear safety gear such as goggles, mask, gloves , jacket , etc. as prescribed for the job</li> </ul> <p>Understand the safety procedures followed by the company</p> <ul style="list-style-type: none"> <li>such as fire drills, emergency/ evacuation procedures, first aid, etc., which will be helpful in case of an emergency</li> </ul> <p>Communicate to reporting supervisor about:</p> <ul style="list-style-type: none"> <li>process flow improvements to reduce anticipated or repetitive hazards</li> <li>mishandling of tools, machines or hazardous materials</li> <li>electrical problems that could result in accident</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Understanding of potential sources of accidents and communicating</b>	<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>
<b>Using safety gear</b>	<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>
<b>Understanding of safety procedures</b>	<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>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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/N6004**

**Maintain safe work environment**

<b>B. Technical Knowledge</b>	<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>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Communication skills</b></p> <p>The individual on the job needs to know and understand how:</p> <p>SA1. to effectively communicate the danger</p>
<b>B. Professional Skills</b>	<p><b>Decision making</b></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><b>Reflective thinking</b></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><b>Critical thinking</b></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/N6004**

**Maintain safe work environment**

## **NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N6004</b>		
<b>Credits(NVEQF/NVQF/NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>27/07/13</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>dd/mm/yy</b>
		<b>Next review date</b>	<b>15/07/15</b>

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

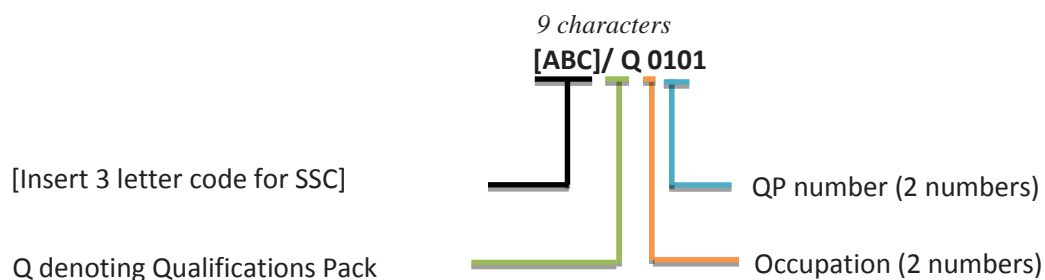
Acronyms

	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

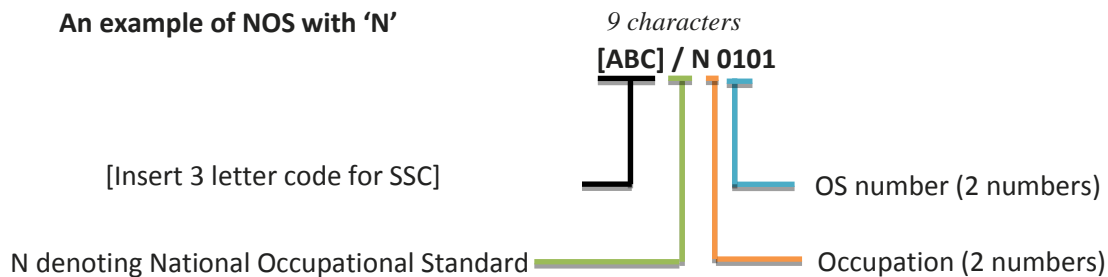
### Nomenclature for QP and NOS

#### 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	81-99

Sequence	Description	Example
Three letters	Industry name	G&J
Slash	/	/
Next letter	Whether <b>QP</b> or <b>NOS</b>	Q
Next two numbers	Occupation code	49
Next two numbers	OS number	09