

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



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Introduction

Qualifications Pack-Hand Sketch Designer (Basic)

SECTOR: GEMS & JEWELLERY

SUB-SECTOR: Cast and Diamonds-Set Jewellery

OCCUPATION: Designing and Product Development

REFERENCE ID: G&J/Q2301

ALIGNED TO: NCO-2004/3471.90

Hand Sketch Designer (Basic): A hand-sketch designer is also known as 'Designer' in cast and diamond-set jewellery manufacturing in India.

Brief Job Description: The individual at work uses stationery and measuring tools to create a range of basic jewellery design by hand.

Personal Attributes: The job requires the individual to have: hand-eye coordination; creative thought process; attention to details; ability to present designs made and work in a sitting position.

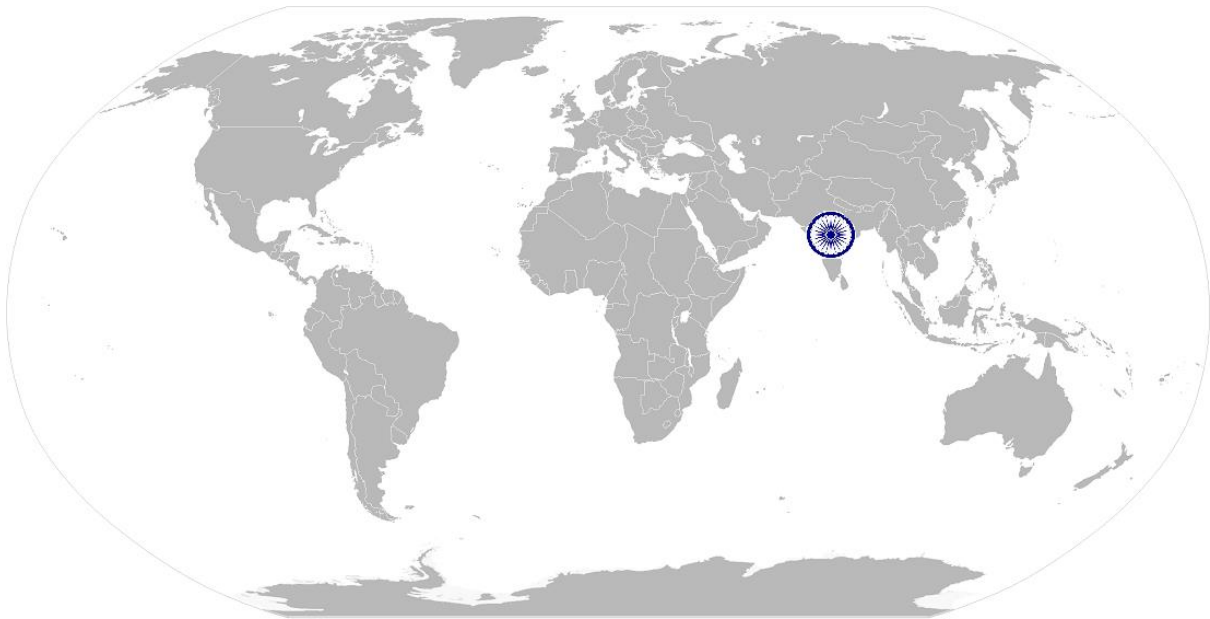
Job Details

Qualifications Pack Code	G&J/Q2301		
Job Role	Hand Sketch Designer (Basic)		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	29/05/13
Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	11/07/13
Occupation	Designing & Product Dev	Next review date	15/07/15

Job Role	Hand Sketch Designer (Basic) Also known as 'Designer'
Role Description	Sketching by hand, basic jewellery design drawings, which are practical and fashionable
NVEQF/NVQF level	3
Minimum Educational Qualifications	Preferably 10 th standard passed
Maximum Educational Qualifications	
Training	Not applicable
Experience	Not applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> G&J/N2301 Draw jewellery designs G&J/N9901 Respect and maintain IPR G&J/N9902 Coordinate with others G&J/N9905 Maintain occupational health and safety <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units

Draw jewellery designs

National Occupational Standard



Overview

This unit is about manually drawing by hand, basic version of jewellery designs.

Draw jewellery designs

National Occupational Standard

Unit Code	G&J/N2301
Unit Title (Task)	Draw jewellery designs
Description	This OS unit is about manually drawing basic version of jewellery designs
Scope	<p>This unit/task covers the following:</p> <p>Receive or procure jewellery design concepts and instructions:</p> <ul style="list-style-type: none"> from customers, merchandiser, marketing department and product development head from various jewellery design publications, exhibitions, internet, websites of prominent jewellery companies, etc. <p>Draw basic jewellery designs</p> <ul style="list-style-type: none"> read design concepts and instructions in terms of size, dimensions, shapes, materials draw basic shapes of jewellery designs identify different textures and shapes of jewellery designs prepare designs considering cut and shape of diamond and stone generate working designs highlighting with specific colours dimensioning provide basic information related to what the item is (e.g., bangle) and details of the drawing such as overall dimensions, diamonds and stones to be set (e.g., numbers, sizes, types) <p>Return prepared designs to merchandiser and/or product development head</p> <ul style="list-style-type: none"> self-check each design in terms of dimensions and clarity ensure timely delivery of the required number of approved designs <p>Manage data</p> <ul style="list-style-type: none"> store files and folder present designs to merchandiser and/or product development manager and after their approval transfer design to cad designer <p>Report problems related to:</p> <ul style="list-style-type: none"> complexity of designs/concepts reasons for anticipated delays that may adversely affect delivery <p>Interact with superior to:</p> <ul style="list-style-type: none"> receive instructions and materials from reporting product development head or design head and marketing department
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Drawing jewellery designs	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. draw clear sketches, detailed drawings, illustrations, artwork, or blueprints, using drawing stationary</p> <p>PC2. indicate accurate detailing of stages of development showing cut and shape</p>

Draw jewellery designs

	<p>of diamond and stone</p> <p>PC3. provide accurate information and data provided on overall dimensions of diamond and stones in terms of number, size and type</p> <p>PC4. create a number of new designs</p>
Productivity	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. deliver jewellery designs in time</p> <p>PC6. create number of successful designs prepared as per target given</p> <p>PC7. create defect free output</p>
Quality of output	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC8. maintain look of the design for the design concept provided</p> <p>PC9. create well balanced designs based on inputs from marketing and product development</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: quality, incentives, delivery standards, safety and hazards, integrity and ipr, and personnel management</p> <p>KA2. importance of the individual's role in the workflow</p> <p>KA3. reporting structure</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how to use computers and software such as ms office, internet, etc.</p> <p>KB2. the principles of technical drawing of jewellery shapes</p> <p>KB3. different type of jewellery products rings, bracelets, pendants, etc.</p> <p>KB4. different types of diamonds and stones, colours, cuts, shapes and settings</p> <p>KB5. utility of designs in terms of daily wear, occasional, safe</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 to:</p> <p>SA1. read notes, designs and instructions in terms of design concepts</p> <p>SA2. read company rules and compliance documents required to complete the work</p>
	Calculation and Geometry skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. count the number of diamonds and stones</p> <p>SA4. assess accuracy of alignment and measure symmetry</p> <p>SA5. make basic calculations and angles measurement in design</p>
	Teamwork
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. deliver the designs to next work process on time</p>

Draw jewellery designs

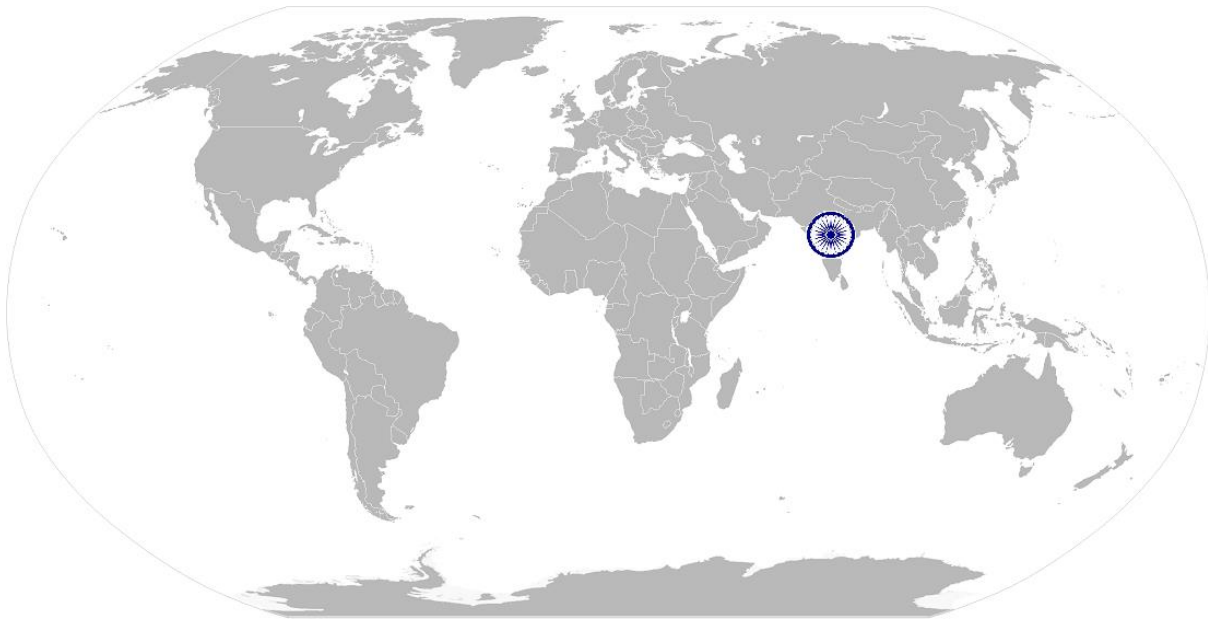
B. Professional Skills	Creative thinking
	The user/individual on the job needs to know and understand: SB1. jewellery types and design details SB2. How to translate ideas or concepts into designs
	Using tools and machines
	The user/individual on the job needs to know and understand how: SB3. to use the drawing stationary and measuring tools such as pencils, eraser, scale, set squares, compass, different type of papers, tracing sheets, etc.
	Reflective thinking
	The user/individual on the job needs to know and understand how to: SB4. improve ratio of successful designs SB5. plan for creating design to be able to improve productivity SB6. make necessary design changes for practicality of the jewellery designs
	Critical thinking
The user/individual on the job needs to know and understand how to: SB7. anticipate process disruption and reasons for delay	



Draw jewellery designs

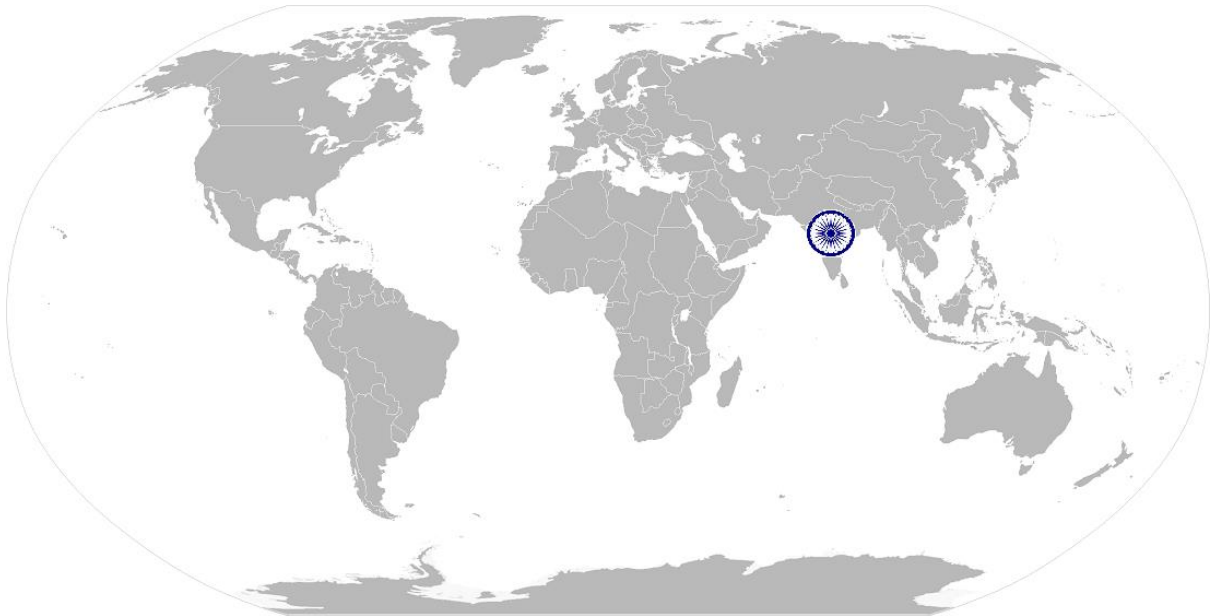
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NOS Code	G&J/N2301		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	11/07/13
Occupation	Designing	Next review date	15/07/15



Respect and maintain IPR

National Occupational Standard



Overview

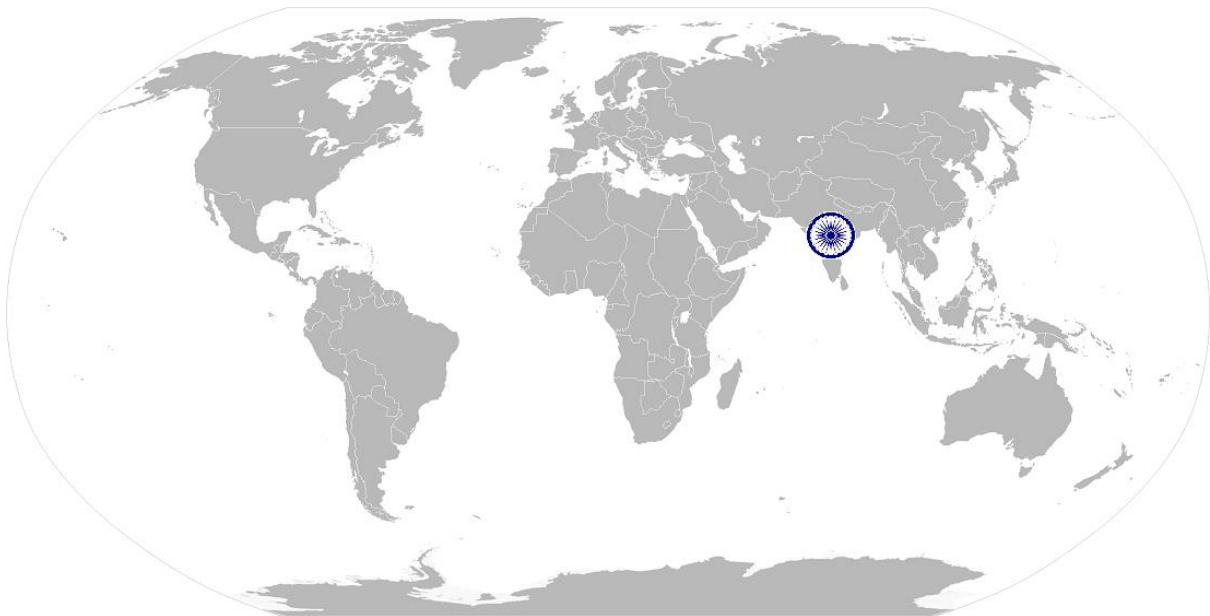
This unit is about respecting intellectual property rights of the company's products and designs as well as avoiding infringement on IPR of other companies.

Respect and maintain IPR

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

Respect and maintain IPR

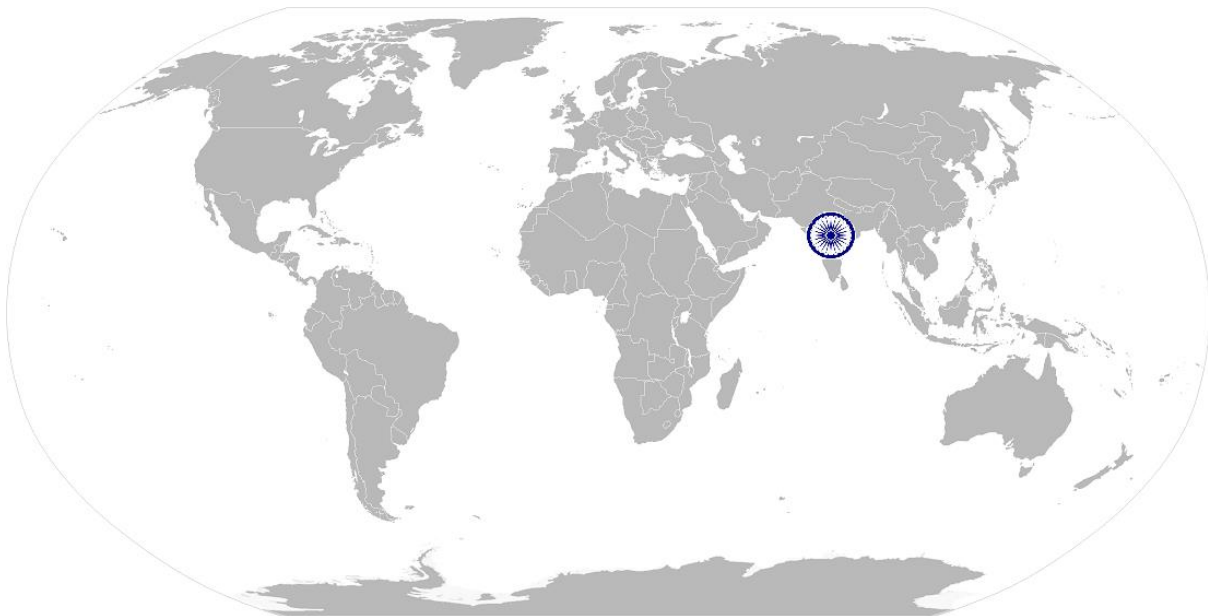
B. Professional Skills	Decision making
	The user/individual on the job needs to know and understand how to: SB1. report potential sources of violations
	Reflective thinking
	The user/individual on the job needs to know and understand to: SB2. learn from past mistakes and report IPR violations on time
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB3. spot signs of violations and alert authorities in time



Respect and maintain IPR

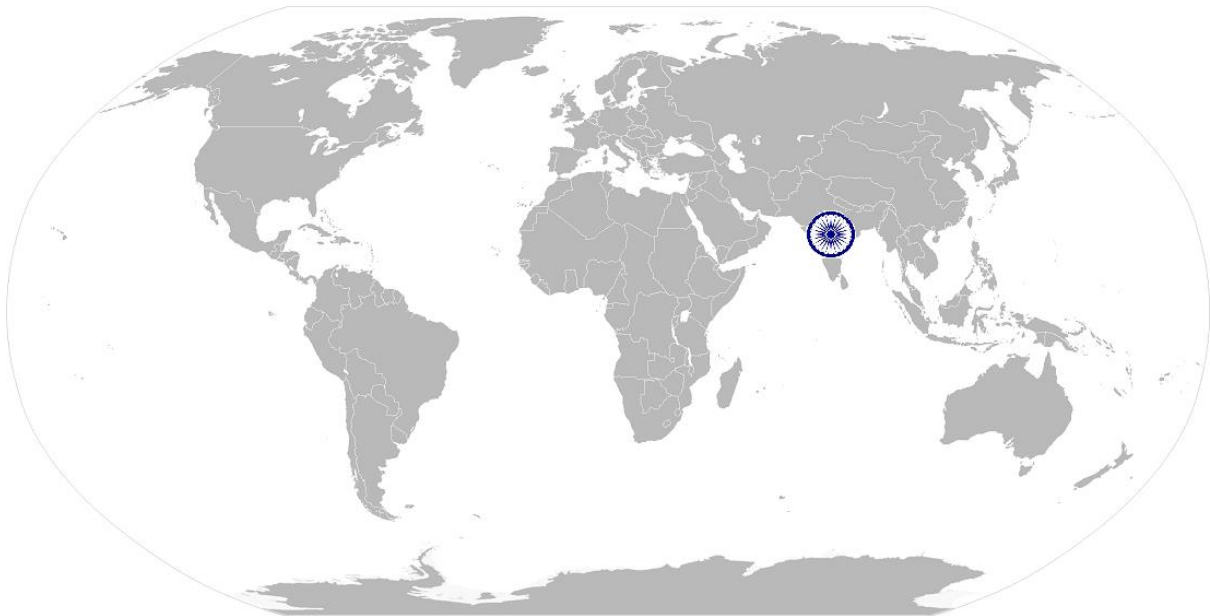
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NOS Code	G&J/N9901		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and Diamond-set Jewellery	Last reviewed on	11/07/13
		Next review date	15/07/15



Coordinate with others

National Occupational Standard



Overview

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

Coordinate with others

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

Coordinate with others

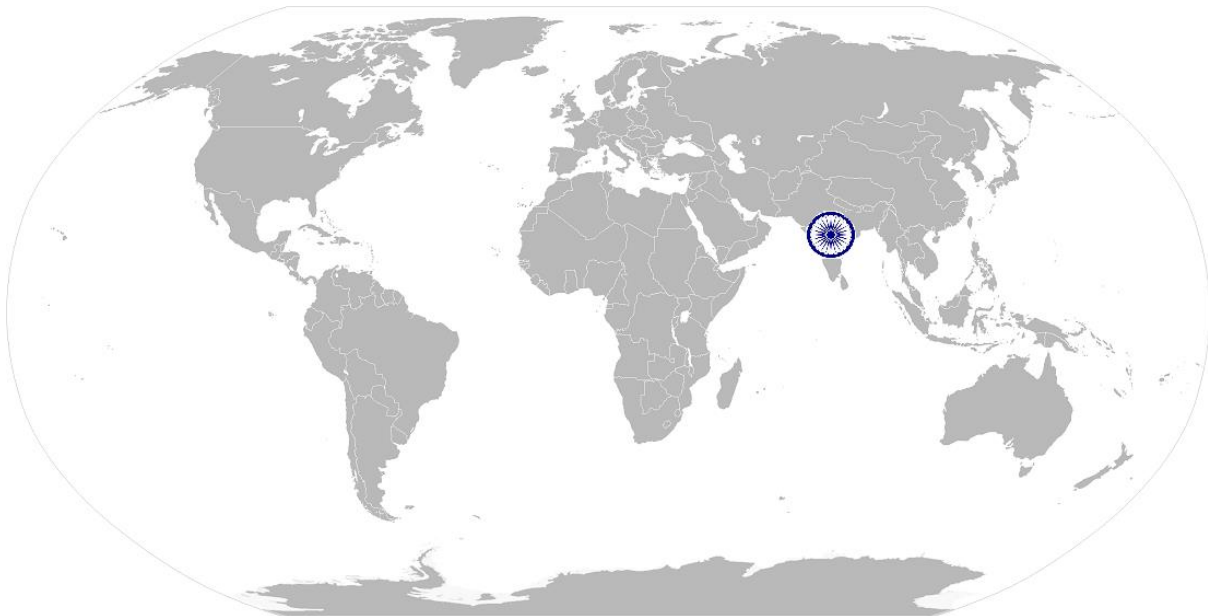
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	The individual on the job needs to know and understand how to: SA1. read and write preferred language of communication as prescribed by the company SA2. read job sheets and interpret technical details mentioned in the jobsheet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



Coordinate with others

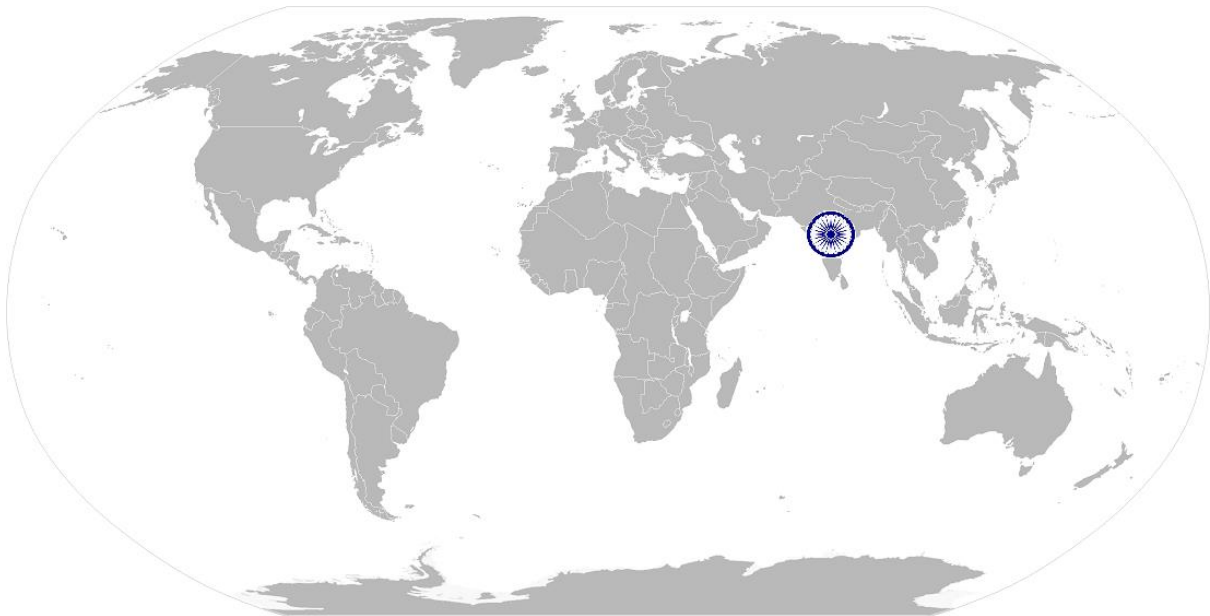
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NOS Code	G&J/N9902		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and diamond-set jewellery	Last reviewed on	11/07/13
		Next review date	15/07/15



Maintain occupational health and safety

National Occupational Standard



Overview

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

Maintain occupational health and safety

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

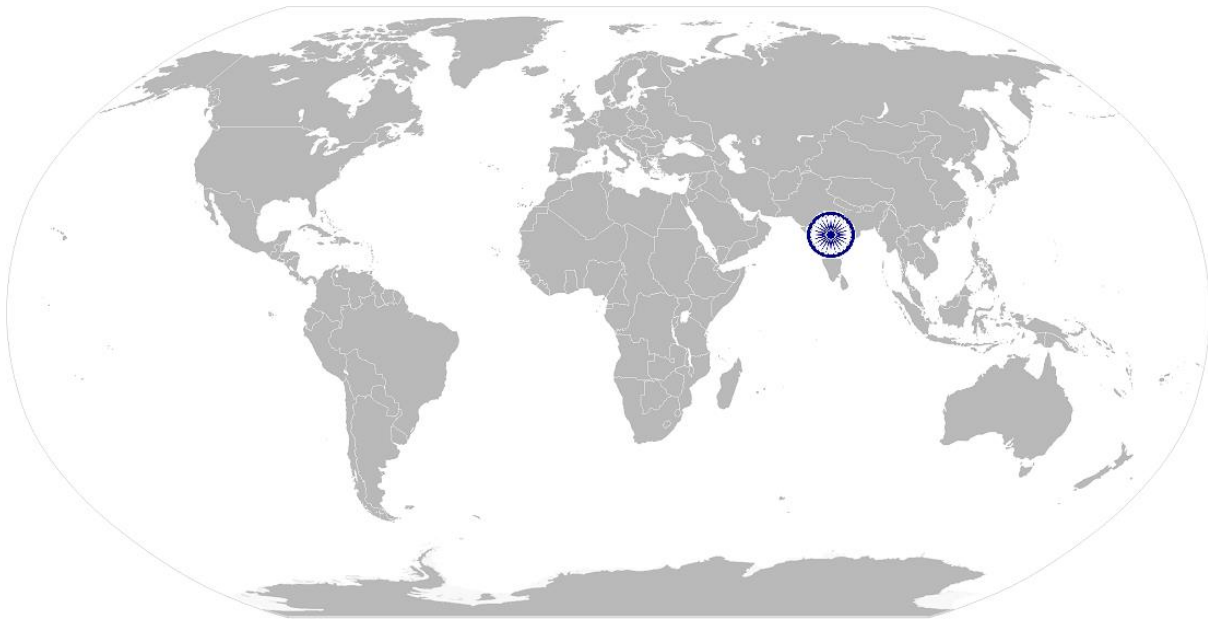
Maintain occupational health and safety

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

Maintain occupational health and safety

NOS Version Control

NOS Code	G&J/N9905		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	29/05/13
Industry Sub-sector	Cast and diamond-set jewellery	Last reviewed on	11/07/13
		Next review date	15/07/15



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Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defied 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.

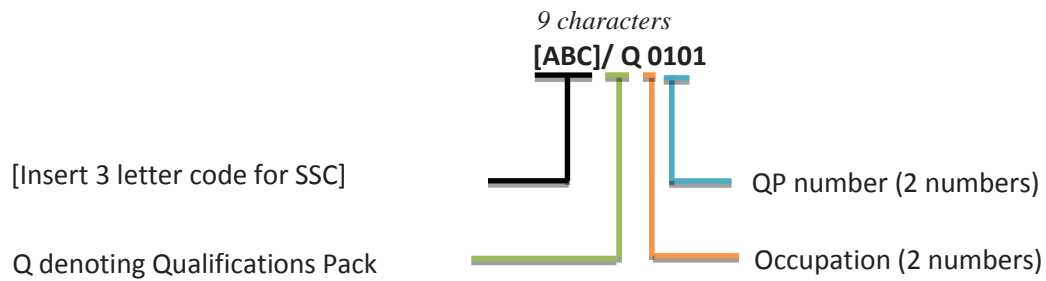
Acronyms

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
Mohs	Mohs scale of mineral hardness
NOS	National Occupational Standard(s)
NSQF	National Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
QP	Qualifications Pack

Annexure

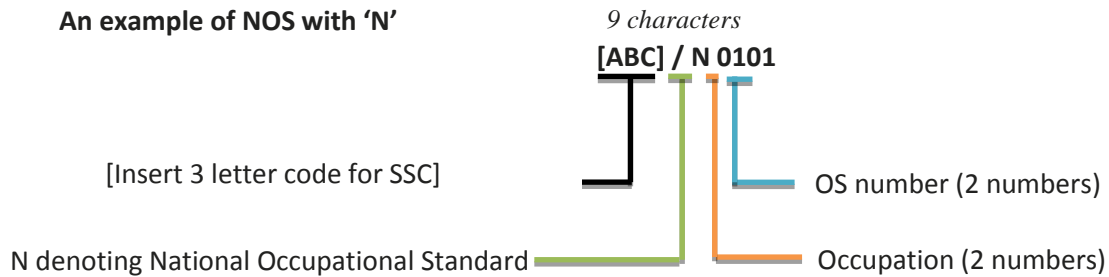
Nomenclature for QP and NOS

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	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES				
-	-			
Job Role		Hand Sketch Designer (Basic)		
Qualification Pack		Hand Sketch Designer (Basic)		
Sector Skill Council		GEMS AND JEWELLERY		
To pass the Assessment, a candidate needs to score 50% in Theory and 70% in Practical				
Assessment Strategy			Marks Allocation	
NOS	Elements	Performance Criteria	Theory	Practical
1. G&J/N2301 Draw jewellery designs	Drawing jewellery designs	PC1. draw clear sketches, detailed drawings, illustrations, artwork, or blueprints, using drawing stationary	8	10
		PC2. indicate accurate detailing of stages of development showing cut and shape of diamond and stone	0	8
		PC3. provide accurate information and data provided on overall dimensions of diamond and stones in terms of number, size and type	0	8
		PC4. create a number of new designs	0	3
	Productivity	PC5. deliver jewellery designs in time	0	3
		PC6. create number of successful designs prepared as per target given	0	3
		PC7. create defect free output	0	3
	Quality of output	PC8. maintain look of the design for the design concept provided	0	10
		PC9. create well balanced designs based on inputs from marketing and product development	0	14
		Sub Total	8	62

2. G&J/N9901 Respect and maintain IPR	Respecting and Maintaining IPR	PC1. be able to spot plagiarism and report	0	4
		PC2. be aware of patents and IPR	3	4
		PC3. not be involved in IPR violations	0	4
		Sub Total	3	12
3. G&J/N9902 Coordinate with others	Interaction with supervisor	PC1. understand the work output requirements	0	3
		PC2. comply with company policy and rule	1	0
		PC3. deliver quality work on time as required by reporting any anticipated reasons for delays	0	3
	Interactions with colleagues and other departments	PC4. put team over individual goals	1	0
		PC5. be able to resolve conflicts	1	0
		PC6. learn how to multi-task relevant activities	1	0
		Sub Total	4	6
4. G&J/N9905 Maintain occupational health and safety	Communicating potential accident points	PC1. spot and report potential hazards on time	1	0
		PC2. follow company policy and rules regarding use of hazardous materials	2	0
		PC3. attend and actively participate in the health and safety campaigns organised by the company	1	0
	Using safety gear	PC4. use or wear safety gear as per the rules of the company	1	0
		Sub Total	5	0
		Total	20	80
		Grand Total	100	