

# QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GEMS AND 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 - Assorter (Basic)

**SECTOR:** GEMS & JEWELLERY

**SUB-SECTOR:** Diamond processing

**OCCUPATION:** Assorting

**REFERENCE ID:** G&J/Q3601

**ALIGNED TO:** NCO-2004/7313.35

**Assorter (Basic):** Also known as Sorter or Grader, the Assorter (basic) segregates prepares fluets & bags the polished diamonds on common characteristics.

**Brief Job Description:** The individual generally 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 characteristics like 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.

Qualifications Pack Code	G&J/Q3601		
Job Role	Assorter (Basic)		
Credits (NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	28/08/2016
Sub-sector	Diamond Processing, Cast and Diamonds-Set Jewellery	Last reviewed on	18/10/2016
Occupation	Assorting	Next review date	17/10/2019
NSQC Clearance on*	DD/MM/YYYY		

Job Role	Assorter (Basic)
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
NSQF level	3
Minimum Educational Qualifications*	10th Standard, preferably
Maximum Educational Qualifications*	Not applicable
Training (Suggested but not mandatory)	Not applicable
Minimum job entry age	18 years
Experience	Not applicable
Applicable National Occupational Standards (NOS)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li>1. <a href="#">G&amp;J/N3601 Assort small polished diamonds</a></li> <li>2. <a href="#">G&amp;J/N3602 Organise diamonds and gemstones in bags</a></li> <li>3. <a href="#">G&amp;J/N9901 Coordinate with others</a></li> <li>4. <a href="#">G&amp;J/N9902 Maintain health and safety at workplace</a></li> </ol> <b>Optional:</b> Not applicable
Performance Criteria	As described in the relevant OS units

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.
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.

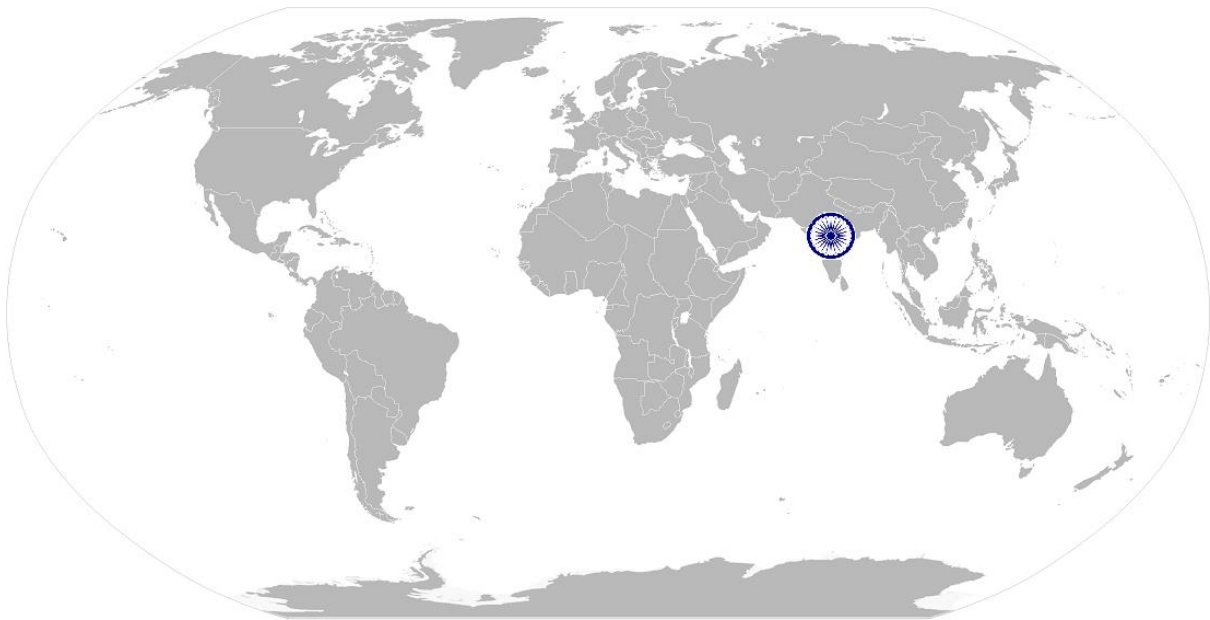
Acronyms

Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack

Assort small polished diamonds

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# 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.

### Assort small polished diamonds

<b>Unit Code</b>	<b>G&amp;J/N3601</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>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Preparing for carrying out assortment of polished diamonds</li> <li>• Assorting the diamonds into groups based on 4Cs</li> <li>• Ensuring quality of output</li> <li>• Ensuring productivity</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Preparing for carrying out assortment of polished diamonds</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Receive and record the packet of polished diamonds from supervisor</li> <li>PC2. Check the weight and number of stones, with respect to what is mentioned on the packet</li> <li>PC3. Remove the diamonds from the packet and place them on the tray under the light</li> <li>PC4. Clean the diamonds using a cleaning cloth if required</li> <li>PC5. Classify broadly using sieve</li> <li>PC6. Place the tripod or table loupe on the tray to view the diamonds one by one</li> </ul>
<b>Assorting the diamonds into groups based on 4Cs</b>	<ul style="list-style-type: none"> <li>PC7. Based on the understanding of the 4Cs judge its carat, cut, colour and clarity</li> <li>PC8. Distribute into two or three groups as per the company policy</li> <li>PC9. Scoop and place segregated diamonds in packets, label as per the company's policy and return to the supervisor</li> <li>PC10. Report problems to reporting authority</li> </ul>
<b>Ensuring quality of output</b>	<ul style="list-style-type: none"> <li>PC11. Accurately segregate the polished diamonds consistently as per company's policy</li> <li>PC12. Deliver in time to next process</li> <li>PC13. Complete work with no loss of diamonds</li> </ul>
<b>Ensuring productivity</b>	PC14. Achieve the productivity in terms of carats or number of pieces as set by the company
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement</li> <li>KA2. Non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</li> <li>KA3. Liability arising out of loss, theft or inadvertent disclosure of confidential information</li> <li>KA4. Work flow involved in company's diamond processing</li> </ul>

### Assort small polished diamonds

	<p>KA5. Importance of the individual's role in the workflow</p> <p>KA6. Reporting structure</p> <p>KA7. Issue return procedures followed by the company</p> <p>KA8. Typical customer profile and market trends</p> <p>KA9. Specialization area of the company (size, clarity, shape, quality, etc. of diamonds)</p> <p>KA10. Diamond processing objective of the company, e.g. maximizing yield, maximizing clarity etc.</p>
<b>B. Technical Knowledge</b>	<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>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. To label each segregated lot appropriately according to its characteristics
	SA2. To document work done for status and performance appraisal
	<b>Reading Skills</b>
	SA3. To read descriptions on the diamond packets or bags
SA4. Read company manuals	
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	SA5. To discuss task, schedules, and work-loads with co-workers and supervisors
	SA6. To understand instructions and report problems
	<b>Decision Making</b>
	SB1. To decide on correct matching colour, clarity, cut, and size of diamonds
	<b>Plan and Organise</b>
SB2. Plan and organize the diamond assortment operation for delivering output to desired standard	
<b>Customer Centricity</b>	
N. A.	
<b>Problem Solving</b>	
SB3. Resolve issues of mismatch and size before fluting	
<b>Analytical Thinking</b>	
N. A.	
<b>Critical Thinking</b>	
SB4. To spot process disruptions and delays	

**Assort small polished diamonds**

**NOS Version Control**

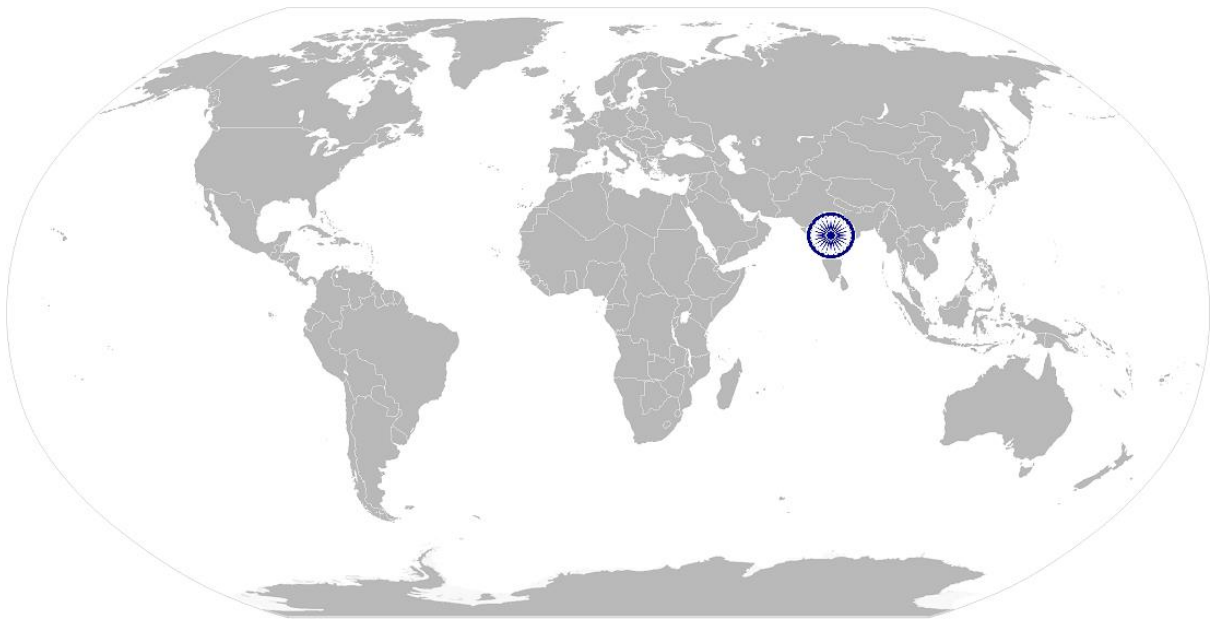
<b>NOS Code</b>	<b>G&amp;J/N3601</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Gems &amp; Jewellery</b>	<b>Drafted on</b>	<b>28/08/2016</b>
<b>Industry Sub-sector</b>	<b>Diamond Processing</b>	<b>Last reviewed on</b>	<b>18/10/2016</b>
<b>Occupation</b>	<b>Assorting</b>	<b>Next review date</b>	<b>17/10/2019</b>





Organise diamonds and gemstones in bags

# National Occupational Standard



## Overview

This unit is about counting diamonds and gemstones and putting in labelled bags as per the product requirement for any given jewellery design.

## Organise diamonds and gemstones in bags

National Occupational Standard	<b>Unit Code</b>	G&J/N3602
	<b>Unit Title (Task)</b>	Organise diamonds and gemstones in bags
	<b>Description</b>	This OS unit is about counting diamonds and gemstones and putting in labelled bags as per the product requirement for any given jewellery design
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Bagging and flueting of diamonds and gemstones</li> <li>• Ensuring productivity</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Bagging and flueting of diamonds and gemstones</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Read and comprehend the job sheet for the diamond and gemstone requirement</li> <li>PC2. Collect diamonds and gemstones from supervisor</li> <li>PC3. Count and measure weight of the number of diamonds and gemstones and match with the requirement in job sheet</li> <li>PC4. Segregate the diamonds and gemstones in terms of shades</li> <li>PC5. Identify surface defects in diamonds and gemstones</li> <li>PC6. Label the bag as per job sheet instructions</li> <li>PC7. Report mismatch in the numbers, weight and shades of the diamonds and gemstones</li> </ul>
	<b>Ensuring productivity</b>	<ul style="list-style-type: none"> <li>PC8. Timely deliver diamond bags to next process</li> <li>PC9. Complete bagging and flueting number of diamonds and gemstones as per target deliverable and quality approved by the supervisor</li> <li>PC10. Improve productivity by organising the workspace</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Company's policies on: quality, incentives, delivery standards, safety and hazards, integrity and IPR, personnel management and dress code</li> <li>KA2. Importance of the individual's role in the workflow</li> <li>KA3. Reporting structure</li> </ul>
<b>B. Technical Knowledge</b>	<ul style="list-style-type: none"> <li>KB1. Basics of types and shades of diamonds and gemstones</li> <li>KB2. Methods of calculating required quantities of diamonds and gemstones</li> </ul>	
<b>Skills (S) [Optional]</b>		
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>	
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA1. Label the bags correctly</li> <li>SA2. To report diamond losses via documentation as per company policy</li> <li>SA3. To document work done for status and performance appraisal</li> </ul>	

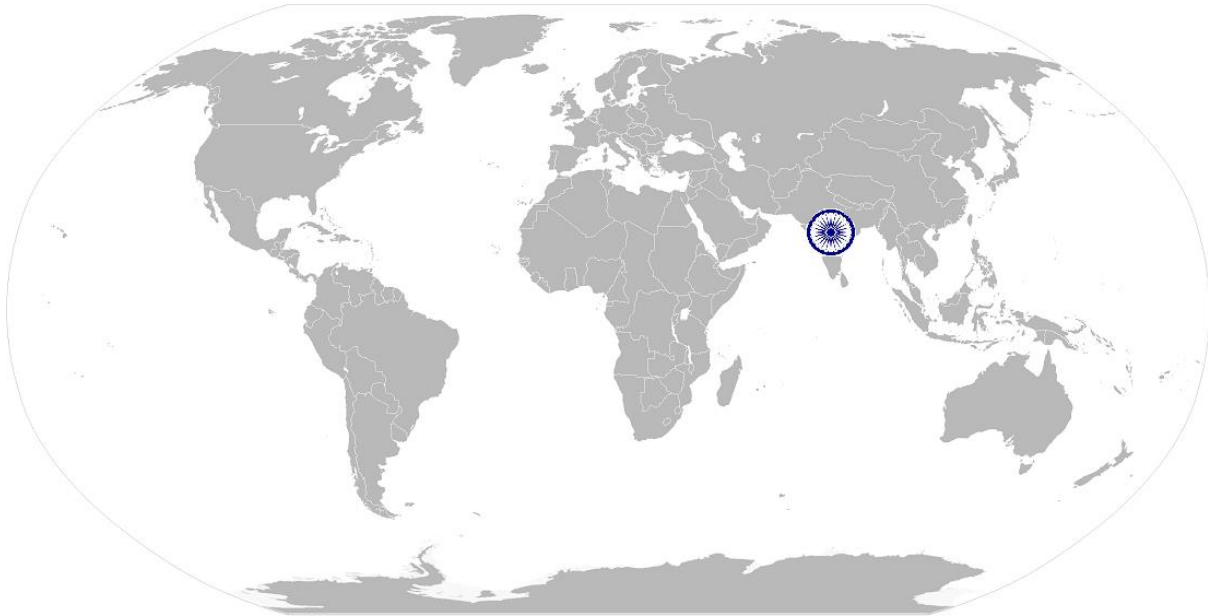
### Organise diamonds and gemstones in bags

	<b>Reading Skills</b>
	SA4. Read notes, designs and instructions on job sheet SA5. Read company rules and compliance documents required to complete the work
	<b>Oral Communication (Listening and Speaking Skills)</b>
	SA6. To discuss task, schedules, and work-loads with co-workers and supervisors SA7. To understand instructions and report problems SA8. Calculate and weigh the correct quantities of diamonds and gemstones required as per job sheet
<b>B. Professional Skills</b>	<b>Decision Making</b>
	SB1. To decide on matching of 4C's needed for carrying out bagging operation
	<b>Plan and Organise</b>
	SB2. To plan the bagging and flueting of diamonds as per the instructions on the job sheet SB3. To improve productivity based on the past experience
	<b>Customer Centricity</b>
	N. A.
	<b>Problem Solving</b>
	SB4. Report problems to the reporting authority with regards to mismatch of diamonds
	<b>Analytical Thinking</b>
	N. A.
<b>Critical Thinking</b>	
SB5. To spot process disruptions and delays	

**Organise diamonds and gemstones in bags**

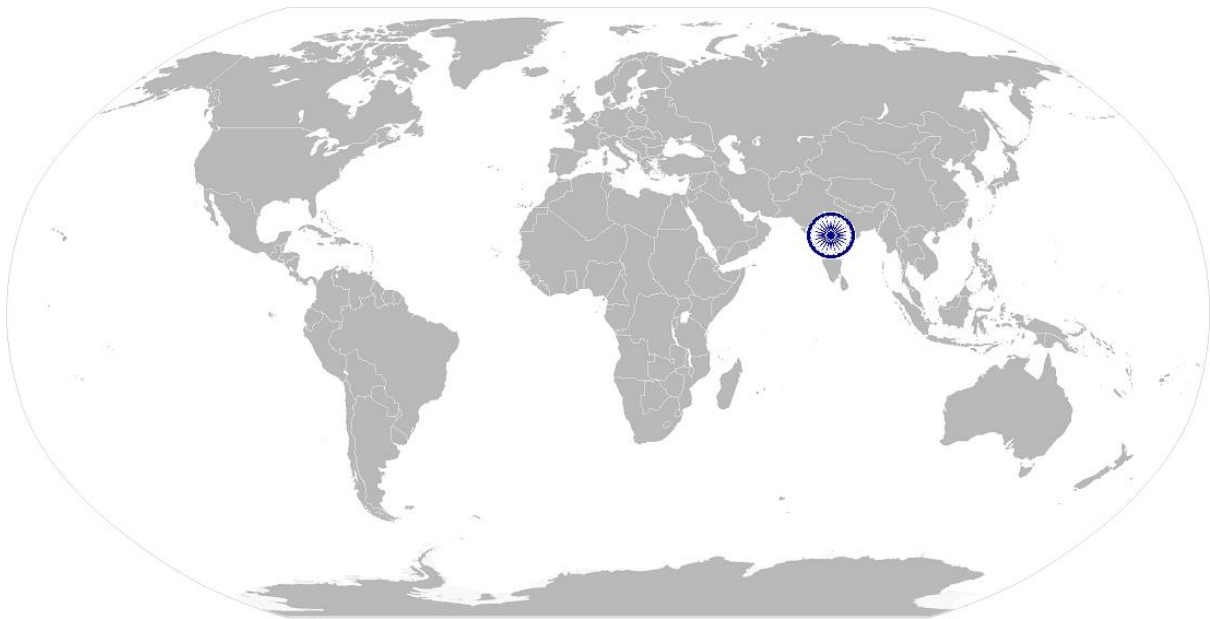
**NOS Version Control**

<b>NOS Code</b>	<b>G&amp;J/N3602</b>		
<b>Credits (NSQF)</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>28/08/2016</b>
<b>Industry Sub-sector</b>	<b>Cast and Diamond-set Jewellery</b>	<b>Last reviewed on</b>	<b>18/10/2016</b>
<b>Occupation</b>	<b>Assorting</b>	<b>Next review date</b>	<b>17/10/2019</b>



Coordinate with others

# National Occupational Standard



## Overview

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

## Coordinate with others

<b>Unit Code</b>	<b>G&amp;J/ N9901</b>
<b>Unit Title (Task)</b>	<b>Coordinate with others</b>
<b>Description</b>	This OS unit is about communicating with colleagues, seniors and outside parties in order to achieve the deliverables on schedule
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Interacting with supervisor</li> <li>• Interacting with colleagues within and outside the department</li> <li>• Interacting with outside parties</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interacting with supervisor</b>	To be competent, the user/individual on the job must be able to PC1. Coordinate for receiving work instructions and raw materials from reporting supervisor PC2. Communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required PC3. Communicate to reporting supervisor about operation details and hazards PC4. Interact with supervisor regarding compliance of company policy and rules
<b>Interacting with colleagues within and outside the department</b>	PC5. Coordinate with colleagues to share work, as per the workload PC6. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement PC7. Coordinate and receive feedback from quality control department PC8. Coordinate for putting team goals over individual goals PC9. Resolve conflicts by communicating with colleagues and other departments PC10. Coordinate with colleagues regarding multitasking in other departments with requirements
<b>Interacting with outside parties</b>	PC11. Adhere to nondisclosure policy of the company in all outside coordination
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Company's policies on: preferred language of communication, reporting and escalation policy, quality delivery standards, and personnel management</li> <li>KA2. Company's policies on non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential</li> <li>KA3. Liability arising out of loss, theft, or inadvertent disclosure of confidential information</li> <li>KA4. Reporting structure</li> </ul>

### Coordinate with others

<p><b>B. Technical Knowledge</b></p>	<p>KB1. Various categories of people that one is required to communicate and coordinate within the organization</p> <p>KB2. Importance of effective communication in the workplace</p> <p>KB3. Importance of teamwork in organization and individual success</p> <p>KB4. Various components of effective communication</p> <p>KB5. Key elements of active listening</p> <p>KB6. Barriers to effective communication</p> <p>KB7. Importance of avoiding casual expletives and unpleasant terms while communicating professional circles</p> <p>KB8. Common reasons for interpersonal conflict</p> <p>KB9. Expressing and addressing grievances appropriately and effectively</p> <p>KB10. What constitutes disciplined behavior for a working professional</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write instructions, remarks, job sheets, basic information, technical details etc. in preferred local language of communication and English</p> <p><b>Reading Skills</b></p> <p>SA2. Read preferred language of communication as prescribed by the company</p> <p>SA3. Read job sheets and interpret technical details mentioned in the job sheet</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>SA4. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. Be a good listener</p> <p>SA6. Be effective in communicating the issues faced to the supervisor</p> <p>SA7. Avoid using jargon, slang or acronyms when communicating</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>SB1. Spot and communicate potential areas of disruptions to work process and report the same</p> <p>SB2. Report to supervisor and or to deal with a colleague individually, depending on the type of concern</p> <p><b>Plan and Organize</b></p> <p>SB3. Collate information and communicate in a manner that is clear and comprehensive to colleagues and supervisor</p> <p><b>Customer Centricity</b></p> <p>SB4. Convey accurate information to all internal as well as external customers (or right information to right person)</p>

### Coordinate with others

	<b>Problem Solving</b>
	SB5. How to handle critical situations caused due to communication issues at workplace and solve problems without blaming others
	<b>Analytical Thinking</b>
	SB6. Analyse the work processes by interacting with others and adopting best practices
	SB7. Use prior experience to observe and reflect for development of ideas
	<b>Critical Thinking</b>
SB8. Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)	
SB9. Deal with clients lacking the technical background to solve the problem on their own	
SB10. Spot process disruptions and delays and report and communicate with solutions	
SB11. Identify immediate or temporary solutions to resolve delays	
SB12. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

### NOS Version Control

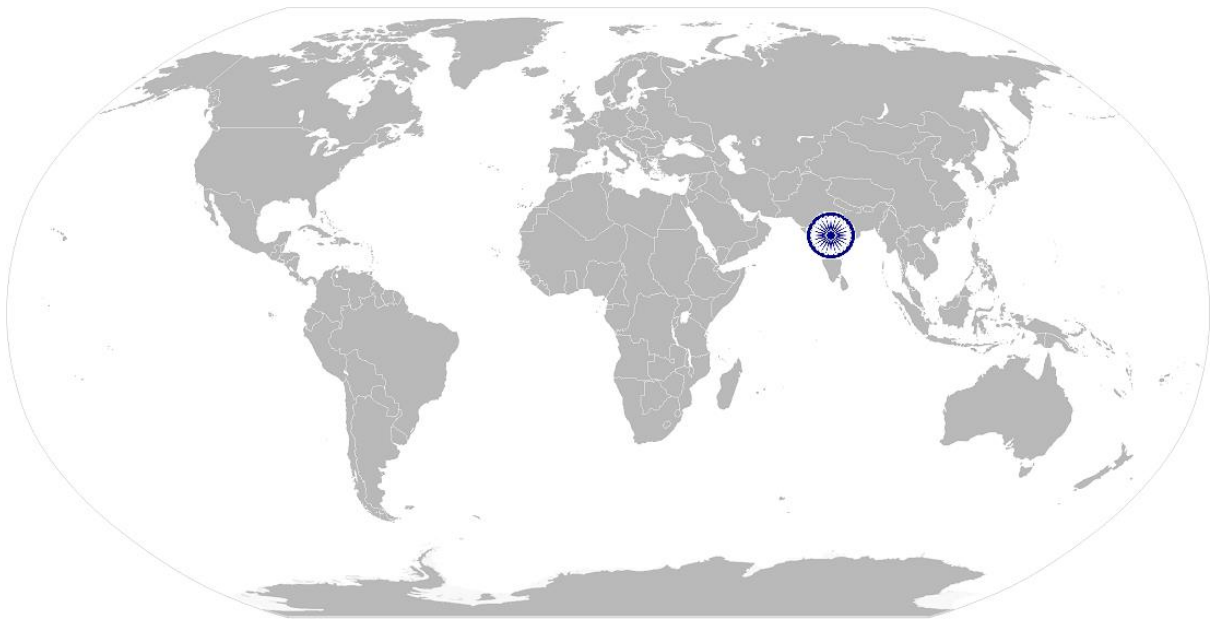
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<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	Gems & Jewellery	<b>Drafted on</b>	<b>28/08/2016</b>
<b>Industry Sub-sector</b>	Diamond Processing, Cast and Diamonds-Set Jewellery	<b>Last reviewed on</b>	<b>18/10/2016</b>
<b>Occupation</b>	Assorting	<b>Next review date</b>	<b>17/10/2019</b>



Maintain health and safety at workplace

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# 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 health and safety at workplace

<b>Unit Code</b>	<b>G&amp;J/N9902</b>
<b>Unit Title (Task)</b>	<b>Maintain health and safety at workplace</b>
<b>Description</b>	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
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Health and safety in work area</li> <li>• Fire safety</li> <li>• Emergencies, rescue and first aid procedures</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Health and safety in work area</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Identify and use appropriate protective clothing/equipment for specific tasks and work</li> <li>PC2. Identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace</li> <li>PC3. Carry out safe working practices while dealing with hazards to ensure safety of self and others</li> <li>PC4. Identify and avoid doing any tasks or activities in a bad working position</li> <li>PC5. Practice appropriate working postures to minimise occupational health related issues</li> </ul>
<b>Fire safety</b>	<ul style="list-style-type: none"> <li>PC6. Use the appropriate fire extinguishers on different types of fire</li> <li>PC7. Demonstrate rescue techniques applied during fire hazard</li> <li>PC8. Demonstrate good housekeeping in order to prevent fire hazards</li> <li>PC9. Demonstrate the correct use of any fire extinguisher</li> </ul>
<b>Emergencies, rescue and first aid procedures</b>	<ul style="list-style-type: none"> <li>PC10. Administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.</li> <li>PC11. Respond promptly and appropriately to an accident situation or medical emergency</li> <li>PC12. Participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Company's policies on: safety and hazards and personnel management</li> <li>KA2. Names and location of documents that refer to health and safety in work place</li> <li>KA3. Reporting structure</li> </ul>
<b>B. Technical Knowledge</b>	<ul style="list-style-type: none"> <li>KB1. Meaning of "hazards" and risks</li> <li>KB2. Health and safety hazards commonly present in the work place and related precautions</li> </ul>

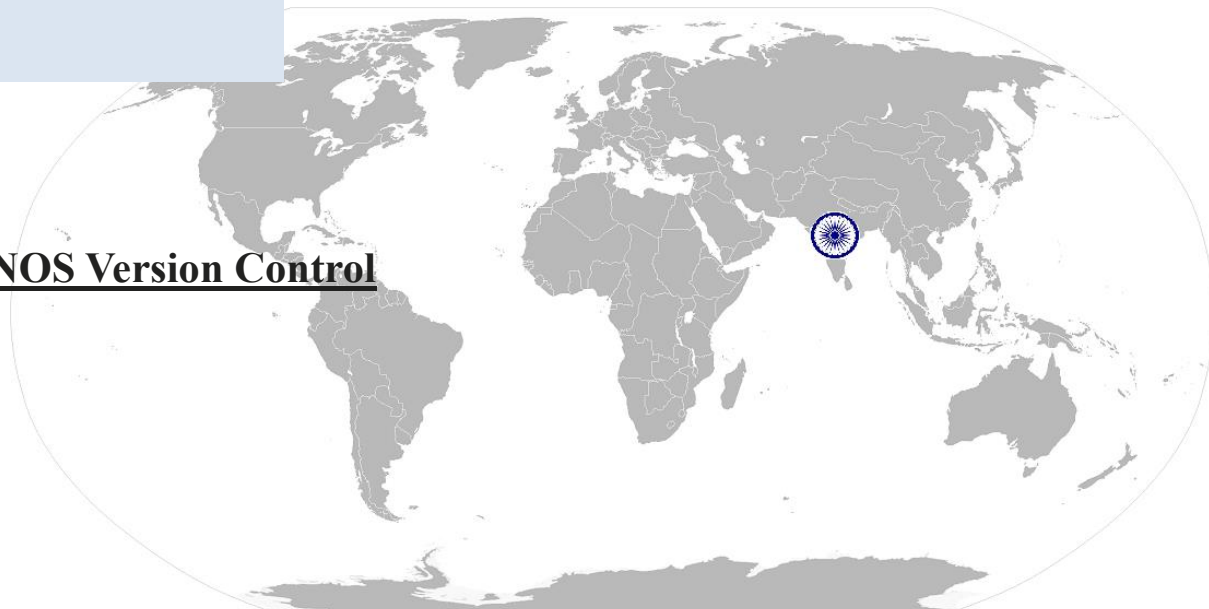
### Maintain health and safety at workplace

	<p>KB3. Various dangers associate with use of electrical equipment</p> <p>KB4. Preventative and remedial actions to be taken in case of exposure to toxic material</p> <p>KB5. Methods of accident prevention</p> <p>KB6. How different chemicals react and what could be the danger from them</p> <p>KB7. How to use machines and tools without suffering bodily harm</p> <p>KB8. Importance of using protective clothing/ equipment while working</p> <p>KB9. Precautionary activities to prevent the fire accident</p> <p>KB10. Various causes of fire</p> <p>KB11. Techniques of using different fire extinguishers</p> <p>KB12. Different materials used for extinguishing fire</p> <p>KB13. Rescue techniques applied during a fire hazard</p> <p>KB14. Various types of safety signs and what they mean</p> <p>KB15. Appropriate basic first aid treatment relevant to condition e.g. bleeding, minor burns, eye injuries etc.</p> <p>KB16. Potential impact to a person who is moved incorrectly</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The individual on the job needs to know and understand how to: N.A.
	<b>Reading Skills</b>
	SA1. Read and comprehend basic content to read labels, charts, signage's SA2. Read and comprehend basic English to read manuals of operations
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	SA1. Effectively communicate the risk
	<b>Decision Making</b>
	SB1. Report potential sources of danger SB2. Follow the relevant prescribed procedure in the event of an accident SB3. Wear appropriate safety gear to avoid an accident
	<b>Plan and Organize</b>
	SB4. Learn from past mistakes regarding use of hazardous machines or chemicals
	<b>Customer Centricity</b>
	N. A.
<b>Problem Solving</b>	
SB5. Adhere to and guide others to follow prescribed procedures related to occupational health and safety	

### Maintain health and safety at workplace

	<b>Analytical Thinking</b>
	SB6. Analyse untoward incidents from the past and implement correct use of machines, tools or hazardous chemicals
	<b>Critical Thinking</b>
	SB7. Critically analyse the processes carried out by self and by colleagues in the department to spot potential hazards and safety issues

### NOS Version Control



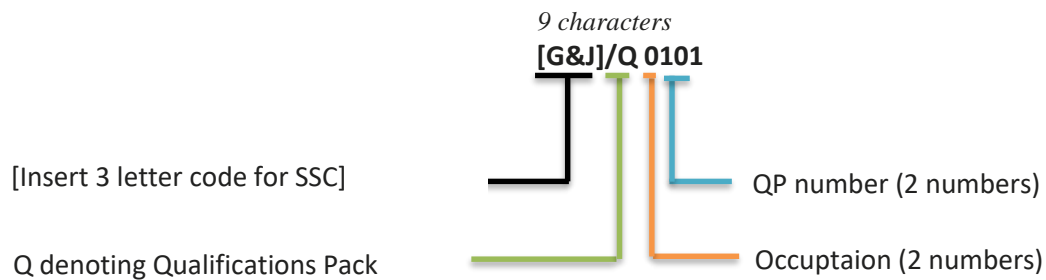
<b>NOS Code</b>	<b>G&amp;J/N9901</b>		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	Gems & Jewellery	<b>Drafted on</b>	<b>28/08/2016</b>
<b>Industry Sub-sector</b>	Diamond Processing, Cast and Diamonds-Set Jewellery	<b>Last reviewed on</b>	<b>18/10/2016</b>
<b>Occupation</b>	Assorting	<b>Next review date</b>	<b>17/10/2019</b>

Qualifications Pack For Assorter (Basic)

## Annexure

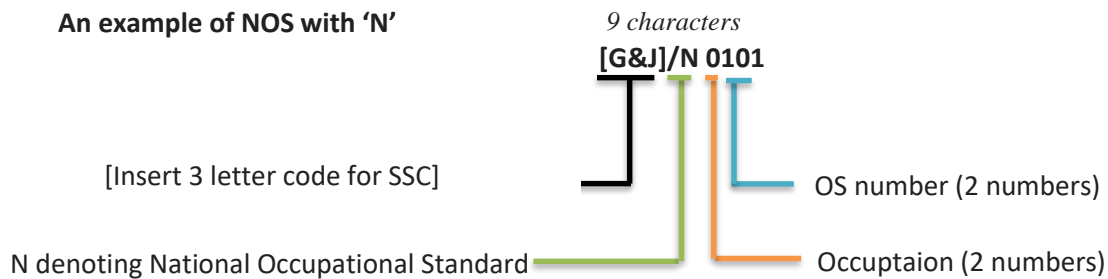
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



*Qualifications Pack For Assorter (Basic)*

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

<b>Sub-sector</b>	<b>Range of Occupation numbers</b>
<b>Handmade gold and gems-set jewellery</b>	01-15
<b>Cast and diamond-set jewellery</b>	16-35
<b>Diamond processing</b>	36-50
<b>Gemstone processing</b>	51-65
<b>Jewellery retailing</b>	66-75
<b>Fashion jewellery</b>	76-85
<b>Common</b>	86-98

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

## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Assorter (Basic)

**Qualification Pack** G&J/Q3601

**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 50% of aggregate marks to successfully clear the assessment.
6. In case of successfully passing only certain number of NOSs, the candidate is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack.

Assessment outcomes	Assessment Criteria for outcomes	Total Marks (20+130)	Out of	Marks Allocation	
				Theory	Skills Practical
1. G&J/N3601 Assort small polished diamonds	PC1. Receive and record the packet of polished diamonds from supervisor	<b>60</b>	2	1	1
	PC2. Check the weight and number of stones, with respect to what is mentioned on the packet		2	1	1
	PC3. Remove the diamonds from the packet and place them on the tray under the light		2	0	2
	PC4. Clean the diamonds using a cleaning cloth if required		5	1	4
	PC5. Classify broadly using sieve		5	1	4
	PC6. Place the tripod or table loupe on the tray to view the diamonds one by one		2	0	2

	PC7. Based on the understanding of the 4Cs judge its carat, cut, colour and clarity		14	1	13
	PC8. Distribute into two or three groups as per the company policy		5	1	4
	PC9. Scoop and place segregated diamonds in packets, label as per the company's policy and return to the supervisor		2	1	1
	PC10. Report problems to reporting authority		15	0	15
	PC11. Accurately segregate the polished diamonds consistently as per company's policy		2	0	2
	PC12. Deliver in time to next process		2	0	2
	PC13. Complete work with no loss of diamonds		1	0	1
	PC14. Achieve the productivity in terms of carats or number of pieces as set by the company		1	0	1
	<b>Sub Total</b>		60	7	53
2. G&J/N3602 Organise diamonds and gemstones in bags	PC1. Read and comprehend the job sheet for the diamond and gemstone requirement	<b>50</b>	2	1	1
	PC2. Collect diamonds and gemstones from supervisor		3	1	2
	PC3. Count and measure weight of the number of diamonds and gemstones and match with the requirement in job sheet.		5	1	4
	PC4. Segregate the diamonds and gemstones in terms of shades		10	0	10
	PC5. Identify surface defects in diamonds and gemstones		5	0	5



	PC6. Label the bag as per job sheet instructions		5	2	3
	PC7. Report mismatch and number, weight and shades of the diamonds and gemstones		5	1	4
	PC8. Timely deliver diamond bags to next process		3	0	3
	PC9. Complete bagging and fluting number of diamonds and gemstones as per target deliverable and quality approved by the supervisor		10	1	9
	PC10. Improve productivity by organising the workspace		2	0	2
	<b>Sub Total</b>		50	7	43
3. G&J/N9901 Coordinate with others	PC1. Coordinate for receiving work instructions and raw materials from reporting supervisor	<b>20</b>	1	0	1
	PC2. Communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required		1	0	1
	PC3. Communicate to reporting supervisor about operation details and hazards		1	0	1
	PC4. Interact with supervisor regarding compliance of company policy and rules		2	0	2
	PC5. Coordinate with colleagues to share work, as per the workload		3	0	3
	PC6. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		2	0	2
	PC7. Coordinate and receive feedback from quality control department		2	1	1

	PC8. Coordinate for putting team goals over individual goals		1	0	1
	PC9. Resolve conflicts by communicating with colleagues and other departments		2	0	2
	PC10. Communicate and discuss work Coordinate with colleagues regarding multitasking in other departments with requirements		3	1	2
	PC11. Adhere to nondisclosure policy of the company in all outside coordination		2	1	1
	<b>Sub Total</b>		20	3	17
4. G&J/N9902 Maintain health and safety at workplace	PC1. Identify and use appropriate protective clothing/equipment for specific tasks and work	<b>20</b>	2	0	2
	PC2. Identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace		1	0	1
	PC3. Carry out safe working practices while dealing with hazards to ensure safety of self and others		1	0	1
	PC4. Identify and avoid doing any tasks or activities in a bad working position		2	0	2
	PC5. Practice appropriate working postures to minimise occupational health related issues		2	1	1
	PC6. Use the appropriate fire extinguishers on different types of fire.		1	0	1
	PC7. Demonstrate rescue techniques applied during fire hazard		2	0	2
	PC8. Demonstrate good housekeeping in order to prevent fire hazards		1	0	1

	PC9. Demonstrate the correct use of any fire extinguisher		2	0	2
	PC10. Administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.		1	0	1
	PC11. Respond promptly and appropriately to an accident situation or medical emergency		3	1	2
	PC12. Participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.		2	1	1
	<b>Sub Total</b>		20	3	17