

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-Goldsmith: Component Maker

SECTOR: GEMS & JEWELLERY SUB-SECTOR: Handmade gold and gems-set jewellery OCCUPATION: Gold smithy (Basic) REFERENCE ID: G&J/Q0603 ALIGNED TO: NCO-2004/7313.28

Goldsmith-component maker: Also known as Artisan or Bench-worker, Goldsmith is the most important job role in Indian handmade-gold jewellery manufacturing sector. The goldsmith makes components which are required for handmade jewellery.

Brief Job Description: The individual at work mainly works with hand tools to create components such as balls, wire, stampings, strips and chains required for completing the jewellery piece. The individual is responsible for delivering components with minimum gold loss.

Personal Attributes: The job requires the individual to have: attention to details; good eyesight; steady hands; ability to work for long hours in sitting position; and a lot of patience. The individual must also be able to use reflective skills in order to develop improved designs and work processes, and analytical skills to avoid errors and hazards.



Job Details

Qualifications Pack Code	G&J/Q0603		
Job Role	Goldsmith - component maker		
Credits(NVEQF/NVQF/NSQF)	TBD	Version number	1.0
Sector	Gems & Jewellery	Drafted on	14/04/13
Sub-sector	Handmade and Gems-set Jewellery	Last reviewed on	30/07/13
Occupation	Gold smithy (Basic)	Next review date	15/07/15

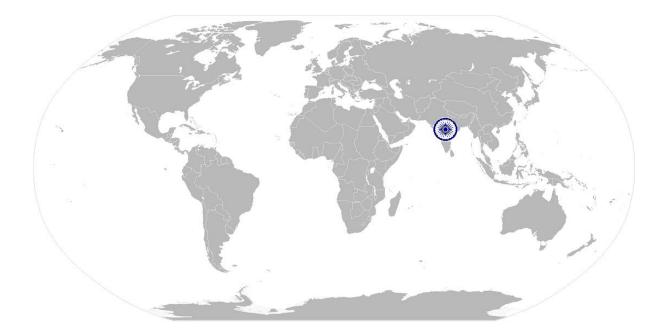
Job Role	Goldsmith - Component maker Also known as 'Artisan' or 'Bench-worker'
Role Description	Converting precious metal bar or pieces into jewellery components of required size, weight and quality by employing the appropriate techniques for a product, while minimising hazards and working independently
NVEQF/NVQF level	3
Minimum Educational Qualifications Maximum Educational Qualifications	Preferably 10 th standard passed
Training	Not Applicable
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	 Compulsory: 1. <u>G&J/N0601 Draw wire or strip from precious metal or alloy bar</u> 2. <u>G&J/N0602 Make ball from precious metal or alloy</u> 3. <u>G&J/N0603 Stamp the gold sheet</u> 4. <u>G&J/N0604 Make gold chain</u> 5. <u>G&J/N9910 Maintain IPR and respect copyright</u> 6. <u>G&J/N9912 Coordinate with co-workers</u> 7. <u>G&J/N9914 Maintain safe work environment</u> Optional: Not applicable
Performance Criteria	As described in the relevant OS units





Draw wire or strip from precious metal or alloy bar

National Occupational Standard



Overview

This unit is one of the basic activities in jewellery making. It is about drawing wire from gold bar, which is used for making earrings, necklaces, rings and bracelets. The wire plays a critical role in connecting the jewellery parts and in completing the jewellery.





Draw wire or strip fr	rom precious metal or al	loy bar
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Unit Code	G&J/N0601
Unit Title	Draw wire or strip from bars of precious metal or alloy
(Task)	
Description	This OS unit is about drawing gold wire for use in jewellery making.
Scope	This unit/task covers the following:
	Order precious metal or alloy for making wire or strip
	 understand specifications in terms of required thickness of wire to be drawn as per design
	 assess quantity of precious metal required for drawing the wire or rolling the strip
	a usess quantity of precious metal required for drawing the wire of rolling the strip
	Draw the wire and strip
	roll metal to the appropriate thickness using wire drawing or rolling machine
	• sharpen one end of the metal to ease the pass through of the metal in draw-plate
	hole
	 push the metal through the draw-plate hole and then pull out
	repeat the process through consecutive small holes to get the required thickness
	of wire
	pass metal through roller machine or mill to make into strips of appropriate
	thickness
	Anneal the wire or strip for malleability
	 assess whether the wire or strip type (e.g., spring) requires annealing
	treat the wire or strip with heat using gas torch or furnace
	 set temperature according to the thickness of the wire or strip
	• remove the wire or strip from heat and quench in water to cool immediately
	 repeat the heating and cooling process after every drawing or rolling
	Control precious metal loss
	collect precious metal dust or fragments dispersed during the day
	tally account as per allowed standards for wire making
	conduct regular cleaning for collection of gold as per company policy
	Detect product defects and return completed wire to supervisor
	 identify the type of defect, e.g., damaged beyond repair
	 handover defective wire to supervisor for melting or use elsewhere
	 rework on any quality check feedback and return
	 ensure timely delivery
	Report problems related to
	roll machine failure
	 tools shortage and their maintenance related issues
	reasons for anticipated delays that may adversely affect delivery

National Occupational Standards



G&J/N0601	Draw wire or strip from precious metal or alloy bar		
	malfunction of annealing torch or furnace		
	 poor quality of gold received 		
Performance Criteria(P	C) w.r.t. the Scope		
Element	Performance Criteria		
Making wire or strip	To be competent, the user/individual on the job must be able to:		
	PC1. make wire of required thickness and evenness, not over drawn or split or		
	cracked		
	PC2. limit precious-metal loss of damaged metal rod or wire		
	PC3. deliver in time, the wires to supervisor		
	PC4. meet productivity target		
Lloudling problems	PC5. complete work with minimum hazards and accidents		
Handling problems	To be competent, the user/individual on the job must be able to: PC6. deliver complete components on time by reporting well in advance, any		
	problems faced or anticipated		
Knowledge and Unders			
A. Organizational	The individual on the job needs to know and understand:		
Context	KA1. company's policies on: Acceptable limits of precious metal loss per product		
(Knowledge of the	type; incentives; delivery standards; safety and hazards; security; and		
company /	personnel management KA2. work flow involved in company's jewellery manufacturing process, i.e., from		
organization and	one goldsmith to another		
its processes)	KA3. importance of the individual's role in the workflow		
	KA4. reporting structure		
B. Technical	The user/individual on the job needs to know and understand:		
Knowledge	KB1. uses of different types of tools used in wire drawing such as ruler, draw		
	plates, pliers, hammer, bench block, cup bur, cutter		
	KB2. different types of draw plates		
	KB3. precious-metal or gold alloy properties such as strength and malleability		
	KB4. heat treatments and intensity effect with respect to different types of gold		
	alloys, e.g., 18K gold requires less annealing than 10K or springs need		
	different treatment than annealing		
	KB5. potential work hazards, particularly, when using hand and machine tools		
Skills (S) [Optional]			
A. Core Skills/	Basic reading and writing skills		
Generic Skills	The user/individual on the job needs to know and understand how:		
	SA1. to read notes and put notes on design		
	Measuring skills		
	The user/individual on the job needs to know and understand how:		
	SA2. to assess the material requirement for making wires of specified length and		
	thickness		
	SA3. to use gauge check the thickness of wire		
	SA4. to check symmetry of component made		

G&J/N0601 Draw wire or strip from precious metal or alloy bar

National Occupational Standards



0001	Draw wire of strip from precious metal of anoy bar		
B. Professional Skills	Using tools and machines		
	The user/individual on the job needs to know and understand how:		
	SB1. to use roller machine for drawing wire or strip		
	SB2. to use tools for drawing wire such as: Gas torch or furnace for annealing wire or strip; drawing tongs and draw plate for thinning diameter of wire and required shape; wax or oil for lubrication		
	SB3. to use tools such as files and pliers		
	SB4. to use the right hole in draw plate and at correct angle for achieving the finish as per design		
	SB5. to maintain tools and machines used		
	SB6. to use technology such as computer for visual aid and efficient working		
	Reducing precious metal loss		
	The user/individual on the job needs to know and understand:		
	SB7. prescribed precious-metal loss for the entire jewellery piece		
	SB8. Precious-metal loss applicable for the component		
	SB9. how to reduce precious metal loss below the prescribed standards		
	SB10. how to collect broken or over rolled pieces, account in job sheet and return SB11. how to follow company's policies on collecting gold dust and fragments		
	SB12. how to suggest improvements in order to reduce precious metal loss limits		
	Reflective thinking		
	The user/individual on the job needs to know and understand how to: SB13. work in sitting or standing for long hours position with correct posture SB14. maintain clean work environment and organise tools for ease of use		
	Critical thinking		
	The user/individual on the job needs to know and understand how: SB15. to spot process disruptions and delays SB16. to avoid hazards when using roller machine or draw plate or during annealing		





Draw wire or strip from precious metal or alloy bar

NOS Code	G&J/N0601		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	14/04/13
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	30/07/13
		Next review date	15/07/15







Make ball from precious metal or alloy

National Occupational Standard

Overview

This unit is about one of the basic components in jewellery manufacturing, i.e., making balls from bar or sheet or strips of precious metal or their alloys. Balls of different sizes are used for completing jewellery such as earrings, neckwear, rings and bracelets.

NOS National Occupational Standards



G&J/N0602

Make ball from precious metal or alloy

Unit Code	G&J/N0602
Unit Title (Task)	Make balls from precious metal or alloy
Description	This OS unit is about gold ball/bead making for adding to jewellery frame
Scope	This unit/task covers the following:
-	

NOS	
National Occupational Standards	



G&J/N0602	Make ball from precious metal or alloy
Performance Criteria(P	C) w.r.t. the Scope
Element	Performance Criteria
Ball making	 To be competent, the user/individual on the job must be able to: PC1. make balls or beads made of required size and finish as per design PC2. make number of balls against the daily target given PC3. avoided wastage in making different sizes of balls PC4. deliver in time the required quantity of balls PC5. complete the work with minimum hazards and accidents
Handling problems	To be competent, the user/individual on the job must be able to: PC6. deliver completed balls on time by reporting problems faced or anticipated well in advance
Knowledge and Unders	standing (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 gold loss per product type; incentives; delivery standards; safety and hazards; security; and personnel management KA2. work flow involved in company's jewellery manufacturing process, i.e., from one goldsmith to another KA3. importance of the individual's role in the workflow KA4. reporting structure
B. Technical Knowledge	 The user/individual on the job needs to know and understand: SB1. uses of different types of tools and machines used in ball making SB2. gold alloy properties such as strength and malleability SB3. heat treatments and intensity effect with respect to different types of gold alloys SB4. potential work hazards, particularly, when using hand and machine tools
Skills (S) [Optional]	
A. Core Skills/	Basic reading and writing skills
Generic Skills	The user/individual on the job needs to know and understand how:SA1.to read notes and put notes on designMeasuring skills
	The user/individual on the job needs to know and understand how: SA2. to assess the material requirement for making balls of specified size SA3. to use gauge/ vernier calipers to size the balls SA4. to achieve symmetry as per design
B. Professional Skills	Reducing precious metal loss
	The user/individual on the job needs to know and understand: SB1. prescribed precious metal loss for the entire jewellery piece SB2. precious-metal loss applicable for the component SB3. how to reduce precious metal loss below the prescribed standards SB4. how to collect broken or over rolled pieces, account in job sheet and return
	SB5. how to follow company's policies on collecting gold dust and fragments

NOS
National Occupational Standards



G&J/N0602	Make ball from precious metal or alloy
	SB6. how to suggest improvements in order to reduce precious metal loss limits
	Using tools and machines
	The user/individual on the job needs to know and understand how:
	SB7. to work with the machines and tools used in ball making such as: roller
	machine for producing sheet from gold bar; dies for shaping hemispheres;
	files and pliers for smoothing and finishing; hollow ball making machine for
	making balls; gas torch for annealing wire
	SB8. to work in a safe environment, i.e., without injuries
	Reflective thinking
	The user/individual on the job needs to know and understand how to:
	SB9. work in sitting or standing for long hours position with correct posture
	SB10. maintain clean work environment and organise tools for ease of use
	Critical thinking
	The user/individual on the job needs to know and understand how:
	SB11. to spot process disruptions and delays
	SB12. to avoid hazards when using roller machine or during annealing





Make ball from precious metal or alloy

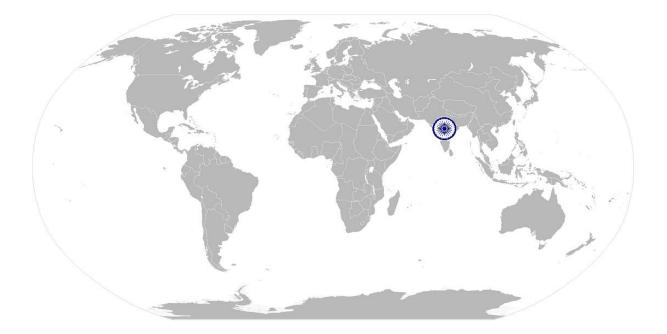
NOS Code	G&J/N0602		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	14/04/13
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	30/07/13
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Stamp on the gold sheet

National Occupational Standard



Overview

This unit is about stamping patterns on gold jewellery to produce design pieces for the jewellery. Stamped components are made with dies and moulds of various patterns. Stamping technique is used to create large quantities of a specific design pieces.

NOS National Occupational Standards



G&J/N0603

Stamp on the gold sheet

Unit Code	G&J/N0603
Unit Title (Task)	Stamp patterns on gold or its alloy
Description	This OS unit is about stamping patterns: on gold sheet in order to attach to main frame or on the jewellery itself
Scope	

National Occupational Standards



G&J/N0603	Stamp on the gold sheet	
	Report problems about:	
	machine failures	
	 tools shortage and their maintenance related issues 	
	 reasons for anticipated delays that may adversely affect delivery 	
Performance Criteria(P	C) w.r.t. the Scope	
Element	Performance Criteria	
Stamping	To be competent, the user/individual on the job must be able to:	
	PC1. make sheet for stamping without damaging the precious metal	
	PC2. maintain accepted tolerance levels	
	PC3. make number of stamped pieces made for specified design	
	PC4. maintain gold loss maintained within prescribed limit	
	PC5. deliver in time	
	PC6. achieve productivity as per target PC7. complete work with minimum hazards and accidents	
Problems handling	To be competent, the user/individual on the job must be able to:	
Problems nanoling	PC8. deliver complete product on time by reporting problems faced or anticipated	
	well in advance	
Knowledge and Unders		
A. Organizational	The individual on the job needs to know and understand: KA1. company's policies on: Acceptable limits of gold loss per product type;	
Context		
(Knowledge of the	incentives; delivery standards; safety and hazards; security; and personnel	
company /	management	
organization and	KA2. work flow involved in company's jewellery manufacturing process (from one	
its processes)	goldsmith to another)	
	KA3. importance of the individual's role in the workflow	
	KA4. reporting structure	
B. Technical	The user/individual on the job needs to know and understand:	
Knowledge	KB1. uses of different types of machines and tools in stamping process, such as	
	roller machine, die stamping machine, cutter, files	
	KB2. gold alloy properties such as strength, malleability and required tolerances	
	KB3. heat treatments and intensity effect with respect to different types of gold	
	alloys	
	KB4. potential work hazards, particularly, when using hand and machine tools as	
	well as acids	
Skills (S) [Optional]		
A. Core Skills/	Basic reading and writing skills	
Generic Skills	The user/individual on the job needs to know and understand how:	
	SA1. to read notes and put notes on design	
	Calculation and geometry skills	
	The user/individual on the job needs to know and understand how:	
	The user/individual on the job needs to know and understand how: SA2. to assess the material requirement for stamping of specified design	

NOS
National Occupational Standards



G	G&J/N0603	Stamp on the gold sheet	
		SA4. to get the symmetry of design right	
В.	Professional Skills	Reducing precious metal loss	
		The user/individual on the job needs to know and understand:	
		SB1. prescribed precious-metal loss for the entire jewellery piece	
		SB2. precious-metal loss applicable for the component	
		SB3. how to reduce gold loss below the prescribed standards	
		SB4. how to collect broken or over rolled pieces, account in job sheet and return	
		SB5. how to follow company's policies on collecting gold dust and fragments	
		SB6. how to suggest improvements in order to reduce gold loss limits	
		Using tools and machines	
		The user/individual on the job needs to know and understand how:	
		SB7. to work with the stamping machine, drawing or roller machine and annealing	
		torch or furnace	
		SB8. to work in a safe environment, i.e., without injuries	
		Reflective thinking	
		The user/individual on the job needs to know and understand how to:	
		SB9. work in sitting or standing for long hours position with correct posture	
		SB10. maintain clean work environment and organise tools for ease of use	
		Critical thinking	
		The user/individual on the job needs to know and understand how:	
		SB11. to spot process disruptions and delays	
		SB12. to avoid hazards when using stamping or roller machine or during annealing	





Stamp on the gold sheet

NOS Code		G&J/N0603	
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	14/04/13
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	30/07/13
		Next review date	15/07/15





Make gold chain

National Occupational Standard



Overview

This unit is about making chains for the purpose of connecting components in the jewellery. It is an extended process of wire drawing.

NOS National Occupational Standards



G&J/N0604

Make gold chain

Unit Code	G&J/N0604
Unit Title (Task)	Make chain from gold bar
Description	This OS unit is about making chain for completing the design of jewellery
	 This OS unit is about making chain for completing the design of jewellery This unit/task covers the following: Order precious metal for making chain understand design or specifications in terms of design, size and length assess the quantity of precious metal or gold alloy required to make the specified quantity of chain Make chain from gold or alloy roll metal to required thickness using wire drawing or roller machine anneal the sheet or strip for malleability by heating to required temperature for the thickness of the alloy or metal and then quenching in water to cool repeat the annealing process after every rolling or drawing make wire of required width cut the wire into small piece of same length as required solder the ends to shape as a ring connect all the piece of wire together to make the chain as per design using the weaving or soldering method as specified achieve clean finish
	 understand jewellery design requirements such as correct length, bend, flexibility, colour, evenness, size and embellishments to follow cut any sharp edges as per the design requirement grind for smooth surface as per the design requirement smoothen outer surface as per design Control gold loss collect gold dispersed during the day (dust and fragments) tally account as per allowed standards for chain making
	 conduct regular and controlled environment cleaning for collection Detect defects and return completed chain to supervisor identify the type of defect, rectify and return handover the defective piece ensure timely delivery return gold dust generated and collected Report problems about: machine failures tools shortage and their maintenance related issues reasons for anticipated delays that may adversely affect delivery

NOS	
National Occupational Standards	



G&J/N0604	Make gold chain		
Performance Criteria(PC) w.r.t. the Scope			
Element	Performance Criteria		
Chain making	 To be competent, the user/individual on the job must be able to: PC1. make wire for chain without damaging the gold PC2. make required length of chain as per the specified design PC3. limit loss to under prescribed standards PC4. deliver in time to next process PC5. achieve productivity as targeted PC6. complete work with minimum hazards and accidents 		
Handling problems	To be competent, the user/individual on the job must be able to: PC7. deliver complete product on time by reporting problems faced or anticipated well in advance		
Knowledge and Unders	standing (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 gold or precious metal loss per product type; incentives; delivery standards; safety and hazards; security and personnel management KA2. work flow involved in company's jewellery manufacturing process KA3. importance of the individual's role in the workflow KA4. reporting structure 		
B. Technical Knowledge	 The user/individual on the job needs to know and understand: KB6. uses of different types of tools and equipment for wire drawing and chain making such as roller, wire drawing machine, ruler, pliers, hammer, bench block, cup bur, cutter and soldering device KB1. metallurgy (gold alloy properties such as strength, malleability) KB2. heat treatments and intensity effect with respect to different types of gold alloys KB3. potential work hazards, particularly, when using hand and machine tools as well as acids 		
Skills (S) [Optional]			
A. Core Skills/ Generic Skills	Basic reading and writing skills The user/individual on the job needs to know and understand how: SA1. to read notes on design Calculation and geometry skills		
	The user/individual on the job needs to know and understand how: SA2. to assess the material requirement for making chain of specified design SA3. to make chain of specified length and size		
B. Professional Skills	Using tools and machines The user/individual on the job needs to know and understand how: KB7. to work with the tools and machines used in wire drawing process such as roller, wire drawing machine, ruler, pliers, hammer, bench block, cup bur and cutter		

NOS	
National Occupational Standards	



G&J/N0604	Make gold chain
	SB1. to use soldering system
	SB2. to work in a safe environment, i.e., without injuries
	Reflective thinking
	The user/individual on the job needs to know and understand how:
	SB3. to find ways of reducing gold loss
	Critical thinking
	The user/individual on the job needs to know and understand how:
	SB5. to spot process disruptions and delays





Make gold chain

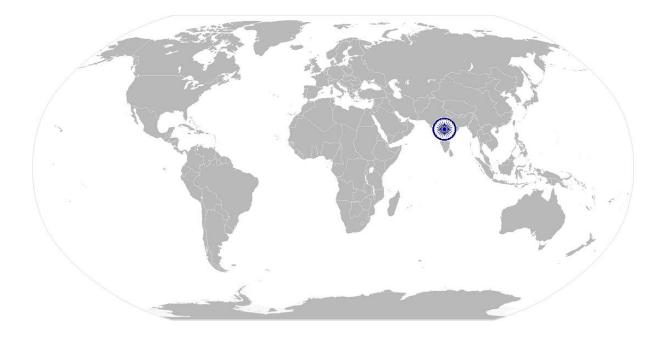
NOS Code	G&J/N0604		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	14/04/13
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	30/07/13
		Next review date	15/07/15





Maintain IPR and respect copyright

National Occupational Standard



Overview

This unit is about and respecting intellectual property rights (IPR) of the company's products and designs and avoiding infringement on copyrights of others.





G&J/N9910	Maintain IPR and respect copyright		
Unit Code	G&J/N9910		
Unit Title (Task)	Respect IPR of company as well as competitors		
Description	This OS unit is about maintaining company's IPR and avoiding infringement on copyright of others		
Scope	 This unit/task covers the following: Protect company's Intellectual Property Rights (IPR) 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 Avoid infringement to copyright of other companies 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(P			
Element	Performance Criteria To be competent, the user/individual on the be must be able to:		
Respecting IPR	PC1. spot plagiarism and report PC2. understand rationale of patents and IPR PC3. avoid being involved in IPR violations		
Knowledge and Unders	standing (K)		
A. Organizational Context	 The individual on the job needs to know and understand: KA1. company's policies on IPR, plagiarism and order leaks KA2. company's patented products KA3. market trends and company's unique product range KA4. reporting structure 		
B. Technical Knowledge	The individual on the job needs to know and understand:KB1. basics of patents and IPR lawsKB2. how IPR protection is important for competitiveness of a company		
Skills (S) [Optional]			
A. Core Skills/	Communication skills		
Generic Skills	The user/individual on the job needs to know and understand how: SA1. to effectively communicate any observed IPR violations or design leaks		
B. Professional Skills	Decision making		
	The user/individual on the job needs to know and understand when and how: SB1. to report sources of IPR violations		





G&J/N9910	Maintain IPR and respect copyright		
	Reflective thinking		
	The user/individual on the job needs to know and understand how:		
	SB2. to learn from past mistakes and report IPR violations on time		
	Critical thinking		
	The user/individual on the job needs to know and understand how:		
	SB3. to spot signs of violations and alert authorities in time		





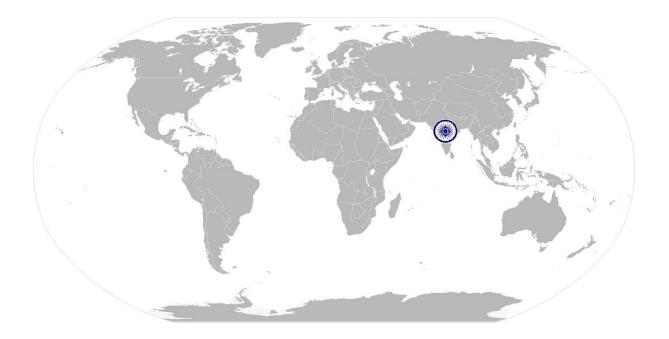
Maintain IPR and respect copyright

NOS Code	G&J/N9910		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	14/04/13
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	30/07/13
		Next review date	15/07/15



Coordinate with co-workers

National Occupational Standard



Overview

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

NOS National Occupational Standards



G&J/N9912

Coordinate with co-workers

Unit Code	G&J/N9912		
Unit Title (Task)	Coordinate with co-workers		
Description	This OS unit is about communicating with colleagues and seniors in order to maintain smooth ad hazards free work flow		
Scope	 Smooth ad hazards free work flow This unit/task covers the following: Interact with supervisor to: 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 Interact with colleagues within and outside the department to: work as a team with colleagues and share work as per their or own work load and skills work with colleagues of other departments such as frame making or component making or polishing or setting or stores communicate an discuss work flow related difficulties in order to find solutions with mutual agreement 		
Performance Criteria(P	 receive feedback from QC and rework in order to complete work on time C) 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. conflicts resolution and multi-tasking		
Knowledge and Unders			
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 personnel management KA2. work flow involved in company's jewellery manufacturing process KA3. importance of the individual's role in the workflow KA4. reporting structure		

	NOS
National	Occupational Standards



G	G&J/N9912	Coordinate with co-workers	
Β.	Technical	The individual on the job needs to know and understand:	
	Knowledge	KB1. how to communication effectively	
		KB2. how to build team coordination	
Ski	lls (S) [Optional]		
Α.	Core Skills/	Teamwork and some multitasking	
	Generic Skills	The individual on the job needs to know and understand how:	
		SA1. to share work load as required	
		SA2. to deliver product to next work process on time	
В.	Professional Skills	Decision making	
		The individual on the job needs to know and understand:	
		SB1. how to report potential areas of disruptions to work process	
		SB2. when to report to supervisor and when to deal with a colleague depending on	
		the type of concern	
		Reflective thinking	
		The individual on the job needs to know and understand:	
		SB3. how to improve work process	
		Critical thinking	
		The individual on the job needs to know and understand:	
		SB4. how to spot process disruptions and delays	





Coordinate with co-workers

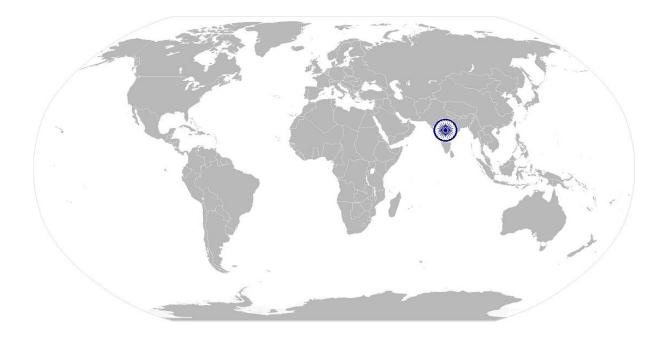
NOS Code	G&J/N9912		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Gems & Jewellery	Drafted on	14/04/13
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	30/07/13
		Next review date	15/07/15





Maintain safe work environment

National Occupational Standard



Overview

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

NOS National Occupational Standards



G&J/N9914

Maintain safe work environment

Unit Code	G&J/N9914		
Unit Title (Task)	Work towards having a safe work environment		
Description	This OS unit is about being aware of and communicating potential hazards and dangers of accidents on the job		
Scope	This unit/task covers the following:		
	 Understand potential sources of accidents to avoid accidents related to use of potentially dangerous chemicals, gas torches, sharp tools and hazards from machines Communicate to reporting supervisor about: 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(P	C) w.r.t. the Scope		
Element	Performance Criteria		
Understanding of potential sources of	To be competent, the user/individual on the job must be able to:		
accidents and	PC1. spot and report potential hazards on timePC2. follow company policy and rules regarding hazardous materials		
communicating	PC3. deliver quality work on time as required by reporting any anticipated reasons for delays		
Knowledge and Unders	standing (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 handling: harmful chemicals and sharp tools, safety and hazards of machines, fire safety and, disposal of harmful chemicals and materials KA2. work flow involved in company's jewellery manufacturing process KA3. importance of the individual's role in the workflow KA4. reporting structure 		
B. Technical Knowledge	 The 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 causing bodily harm KB3. fire safety education KB4. disposal of hazardous chemicals, tools and materials by following prescribed environmental norms or as per company policy 		
Skills (S) [Optional]			
A. Core Skills/	Communication skills		
Generic Skills	The individual on the job needs to know and understand how: SA1. to effectively communicate the danger		

NOS	
National Occupational Standards	



Maintain safe work environment

B. Professional Skills	Decision making		
	The individual on the job needs to know and understand:		
	SB1. importance of reporting potential sources of danger		
	SB2. appropriate actions to be taken in the event of an accident		
	SB3. procedure for disposing of hazardous materials, safely and following		
	environmental guidelines		
	Reflective thinking		
	The individual on the job needs to know and understand how:		
	SB4. to learn from past mistakes regarding use of hazardous machines or		
	chemicals or gas torches		
	Critical thinking		
	The individual on the job needs to know and understand:		
	SB5. how to spot danger		
	SB6. procedure to follow in the event of a fire or other hazard		





Maintain safe work environment

NOS Code	G&J/N9914			
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	TBD Version number 1.0			
Industry	Gems & Jewellery	Drafted on	14/04/13	
Industry Sub-sector	Handmade Gold and Gems-set Jewellery	Last reviewed on	30/07/13	
		Next review date	15/07/15	



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	NOS are occupational standards which apply uniquely in the Indian
Standards (OS) Qualifications Pack (QP)	context. 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

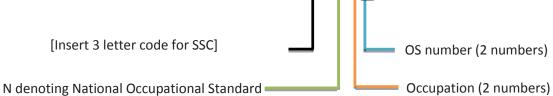
Qualifications Pack For Goldsmith – Component Maker



<u>Annexure</u>

Nomenclature for QP and NOS

Qualifications Pack 9 characters [Insert 3 letter code for SSC] QP number (2 numbers) Q denoting Qualifications Pack Occupation (2 numbers) Occupational Standard 9 characters An example of NOS with 'N' 9 characters



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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 Q P or N OS	Q
Next two numbers	Occupation code	07
Next two numbers	OS number	02



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Component Maker

Qualification Pack G&J/Q0603

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 A	llocation
		Total Marks (80+20)	Out Of	Theory	Skills Practical
1. G&J/N0601 Draw wire or strip from precious metal or alloy bar	r strip from us metal or over drawn or split or		6	2	4
	PC2. Limit precious- metal loss of damaged metal rod or wire	19	5	1	4
	PC3. Deliver in time, the wires to supervisor		2	0	2
	PC4. Meet productivity target		2	0	2
PC5. Complete work with minimum hazards and accidents			2	0	2



	PC6. Deliver complete components on time by reporting well in advance, any problems faced or anticipated		2	0	2
		Total	19	3	16
2. G&J/N0602 Make ball from precious metal or alloy	PC1. Make balls or beads made of required size and finish as per design		6	2	4
	PC2. Make number of balls against the daily target given		2	0	2
	PC3. Avoid wastage in making different sizes of balls		6	2	4
	PC4. Deliver in time the required quantity of balls	20	2	0	2
	PC5. Complete the work with minimum hazards and accidents		2	0	2
	PC6. Deliver completed balls on time by reporting problems faced or anticipated well in advance		2	0	2
		Total	20	4	16
3. G&J/N0603 Stamp on the gold sheet	PC1. Make sheet for stamping without damaging the precious metal		6	2	4
	PC2. Maintain accepted tolerance levels		4	1	3
	PC3. Make number of stamped pieces made for specified design		1	0	1
	PC4. Maintain gold loss maintained within prescribed limit	20	4	1	3
	PC5. Deliver in time		1	0	1
	PC6. Achieve productivity as per target		1	0	1
	PC7. Complete work with minimum hazards and accidents		2	0	2



	PC8. Deliver complete product on time by reporting problems faced or anticipated well in advance		1	0	1
		Total	20	4	16
4. G&J/N0604 Make gold chain	PC1. Make wire for chain without damaging the gold		6	2	4
	PC2. Make required length of chain as per the specified design		4	1	3
	PC3. Limit loss to under prescribed standards		4	1	3
	PC4. Deliver in time to next process	20	1	0	1
	PC5. Achieve productivity as targeted	20	2	0	2
	PC6. Complete work with minimum hazards and accidents		2	0	2
	PC7. Deliver complete product on time by reporting problems faced or anticipated well in advance		1	0	1
		Total	20	4	16
5. G&J/N9910 Maintain IPR and respect copyright	PC1. Spot plagiarism and report		3	1	2
	PC2. Understand rationale of patents and IPR	7	3	. 1	2
	PC3. Avoid being involved in IPR violations		1		1
		Total	7	2	5
6. G&J/N9912 Coordinate with others	PC1. Understand the work output requirements		2		1
	PC2. Comply with company policy and rule	6	1	1	1
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		1		1



	PC4. Put team over individual goals		1		1
	PC5. Conflicts resolution and multi- tasking		1		1
		Total	6	1	5
7. G&J/N9914 Maintain safe work environment	PC1. Spot and report potential hazards on time		3	1	2
	PC2. Follow company policy and rules regarding hazardous materials	8	3	0	3
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		2	1	1
		Total	8	2	6



SSC	QPCod e	Name of the QP		Equipment Name 2	Min. no. of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be at the Training Center (Yes/No)	Dimension/Specification/Descriptio n of the Equipment/ ANY OTHER REMARK
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Double Side File	5		Yes	Big size
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Rolling Mill	1		Yes	
Gems & Jewellery	, -	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Wire Drawing Machine	1		Yes	
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Magnetic Polisher	1		No	
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Sand Blaster	1		No	
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Round File	5		Yes	Big size
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Flat File	5		Yes	Big size of 30
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Double Half File	5		Yes	Big size

Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Saw Frame	30		Yes	
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Measuring Gauge	10		Yes	
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Doming Block	2		Yes	
Gems & Jewellery	, -	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Groover Block	2		Yes	
Gems & Jewellery	-	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Rod Cutter	1		Yes	
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Iron Plate	5		Yes	Square anvil Black
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Hammer	10		Yes	
Gems & Jewellery	-	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Doming Punch	1	set	Yes	
Gems & Jewellery	-	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Tongs	2		Yes	
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Wooden Block	1		Yes	
Gems & Jewellery	-	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Saan			Yes	As required

Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Mallet	10		Yes	
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Ring Rod	5		Yes	
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Ring Sizer	5		Yes	
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Shape Punch	1	set	Yes	
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Tapper Salai	1	set	Yes	
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Salai	1	set	Yes	
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Cutter	10		Yes	
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Plier	30		Yes	small black
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Table Brush	30		Yes	
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Metal Brush	10		Yes	
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Hand Wise	10		Yes	

Gems & Jewellery	, .	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Triangular File	30	sets	Yes	No 1
Gems & Jewellery	, .	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	File Set	3	sets	Yes	
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Metal Scissor	5		Yes	
Gems & Jewellery	, .	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Plier With Rubber Handle	3	sets	Yes	3 types
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Bristle Brush	20		Yes	Single line / Double line
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Cotton Polishing Mop	5		Yes	Stitched and unstitched each
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Metal	10	grams	Yes	Min Per person
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Saw Blades			Yes	As required
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Emery Paper			Yes	As required
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Emery Mandrel	15		Yes	paper mendrel
Gems & Jewellery		Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Rubber Wheel			No	white - as required

Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Rubber Bullet			No	green - as required
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Drill Bits			Yes	As required
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Flux with Solder Plate	30		Yes	
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Napkin (Small Towel)	30		Yes	
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Black Wax	1	Packe t	Yes	one pack of 450 Grams.
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Plaster Of Paris	1	Packe t	Yes	one pack of 450 Grams.
Gems & Jewellery	G&J/Q0 603	Handmade Gold & Gems-set Jewellery - Goldsmith - Components	3	Metal Weighing Scale	1		Yes	