

Revised Application Documentation: Revision made by NSDA_22 May 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Gem & Jewellery Skill Council of India

**Business Facilitation Centre, 3rd Floor
Seepz Special Economic Zone.
Andheri (E). Mumbai 400 096.**

Name and contact details of individual dealing with the submission

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Position in the organisation: Chief Operating Officer

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List of documents submitted in support of the Qualifications File

1. Career Map of Bottom Polisher- Annexure 1
2. QP G&J/Q 4703– Annexure 2
3. Format for EOI for AA Accreditation from GJSCI - Annexure 3
4. Protocol for Accreditation of Assessment Agencies and Assessment Framework –
Annexure 4
5. Skill gap report for Gem and Jewellery Sector_2008-2022– Annexure 5

QUALIFICATION FILE SECTION 1

SUMMARY

Qualification Title	G&J/Q 4703- Bottom Polisher
Body/bodies which will assess candidates	<ul style="list-style-type: none"> • Five Elements Business Solutions Pvt.Ltd. • CoCubes Technologies Pvt. Ltd • Cindrel Infotech Private Limited • Skill Training Assessment Management Partners, Ltd. • AssessPeople Services (India) Pvt. Ltd. • Manipal City and Guilds • Induslynk Training Services Pvt. Ltd (Mettl) • Navriti Technologies Pvt. Ltd • The Assessors Guild (TAG) • Aspiring Minds Assessment private Limited • Edu World Consultants Pvt. Ltd
Body/bodies which will award the certificate for the qualification:	Gem & Jewellery Skill Council of India
Body which will accredit providers to offer the qualification.	Gem & Jewellery Skill Council of India
Occupation(s) to which the qualification gives access	Bottom Polisher
Proposed level of the qualification in the NSQF.	Level – 3
Anticipated volume of training/learning required to complete the qualification.	45 Hours
Entry requirements / recommendations.	Preferable Qualification shall be 10 th pass.
Minimum age	14 Years
Progression from the qualification.	Polisher – Top
Planned arrangements for RPL.	<p>Implementation Mechanism</p> <p>Facilitation</p> <p>The GJSCI has empowered the Training Partners to play the role of facilitation agency. The roles and responsibilities of the facilitation agency will be as follows:</p> <ol style="list-style-type: none"> 1. Survey the market and contact the persons who have acquired the skills of a particular trade in informal/non-formal settings and motivate them for getting their skills/competencies assessed, certified and recognized by a National Level Organization. 2. Alternatively, a person who has acquired skills/competencies in informal/non-formal settings and desires to get his/her skills assessed, certified and recognized by a National Level Organization approaches the Training Partner. 3. Training Partners will explain and assist interested candidates to register and submit the application form along with the required documents.

RPL Implementation Process:

In order to create an awareness about the RPL assessments, GJSCI will put in marketing efforts in targeted regions of the country to invite applications from the persons who desire to get their skills assessed, recognized and certified in relevant trade.

The set of documents along with the application form should be sent to the GJSCI office in the form of scanned copy and hard copy by post or in person by the Training Partner

Group A (Skill based evidence)	i) Proof of work experience/skills/competencies acquired in informal/non-formal settings (Self undertaking)
	ii) Work experience certificate from the employer if any
	iii) Work experience certificate from the local Jeweller's Manufacturer's association
Group B (Literacy based evidence)	iv) Copy of the Educational Qualification certificate, if any
	iv) Self undertaking by the candidate indicating the basic literacy level
The candidate should submit the evidence at least one each from Group A and Group B.	

1. The applications along with the evidence submitted by the candidates will be screened and reviewed by the Training Partner & GJSCI.

2. The eligible candidates will be informed accordingly.

3. The candidates who could not be eligible for RPL assessment, will be informed about the deficiency in the application form and evidence submitted by them to the Training Partner and will be asked to apply again after taking necessary remedial measures.

4. Training Partner will inform the candidates about the assessment centre, date and time for assessment well in advance. Efforts will be made to ensure that the candidate is assessed in his/her work place only.

Eligibility criteria:

1. Any artisan above the age of 18 with a minimum work experience of 6 months can get assessed in the RPL programme.

2. To validate the work experience, we shall need a letter from the local jeweller's association or the employing company certifying his/her experience.

International comparability where known.

Not Done yet

Formal structure of the qualification

Title of unit or other component
(include any identification code used)

Mandatory/

Estimated size

Level

Optional

(learning hours)

G&J/N4701 Fix diamond in pot	Mandatory	45 Hours	4
G&J/N4703 Make bottom facets on diamond	Mandatory		4
G&J/N9930 Maintain IPR	Mandatory		4
G&J/N9931 Coordinate with team and superiors	Mandatory		4
G&J/N9933 Maintain safety	Mandatory		4

Please attach any document giving further detail about the structure of the qualification – e.g. a Curriculum or Qualification Pack.

Give details of the document here:

1. QP G&J/Q 4703– Annexure 2

SECTION 1

ASSESSMENT

Body or Bodies which will carry out assessment:

- a) Five Elements Business Solutions Pvt. Ltd.
- b) CoCubes Technologies Pvt. Ltd
- c) Cindrel Infotech Private Limited
- d) Skill Training Assessment Management Partners, Ltd.
- e) AssessPeople Services (India) Pvt. Ltd.
- f) Manipal City and Guilds
- g) Induslynk Training Services Pvt. Ltd (Mettl)
- h) Navriti Technologies Pvt. Ltd
- i) The Assessors Guild (TAG)
- j) Aspiring Minds Assessment private Limited
- k) Edu World Consultants Pvt. Ltd

These assessing agencies have been chosen after thorough scrutiny of the credentials presented in response to the RFP. A set was made of the documents received from the assessment agencies. To check the knowledge of the assessing agencies they were required to set a question bank and were also required to find assessors with minimum 5 years of experience for the specified job roles. The documents were then verified by the assessment manager and cross verified by CEO / COO. Then the set of documents were submitted to the Governing concern for review and approving the assessment agency for the affiliation. The Governing concern reviewed the entire set along with set of question bank and the assessors profile and approved or rejected the same by signing the covering page.

Will the assessment body be responsible for RPL assessment?

Yes the assessment body shall be responsible for RPL assessment.

In RPL, the candidate has acquired the skills and knowledge while working and requires assessment and certification only. RPL is the acknowledgement of skills and knowledge obtained through:

- formal training
- work experience
- life experiences

The focus of RPL is the competence gained from these experiences; not how, when or where the learning occurred.

Process or steps in RPL assessments

1. Offering RPL to potential candidates
2. Providing information to the candidate
3. Self-assessment
4. Evidence collation
5. Assessment and making the decision
6. Feedback to the candidate
7. Documentation of outcomes

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

- a) The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria.
- b) The assessment papers are developed by Subject Matter Experts (SME) available with the Assessment Agency as per the performance and assessment criteria mentioned in the Qualification Packs.
- c) The assessments papers are also checked for the various outcome based parameters such as quality, time taken, precision, tools & equipment requirement, etc.
- d) The assessments are designed so as to assess maximum parts during the practical hands on work. Duties and responsibility of a Bottom Polisher are also assessed. The technical limitations at the training centres are taken care in theory and viva.
- e) The assessment agencies are instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments.
- f) The assessment agencies are instructed to ideally have assessor with right mix of industry experience, academia and these are detailed in Assessment Agency Protocol
- g) The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to Assessment Framework, competency based assessments, assessors guide etc.
- h) The assessors are provided with assessors guide developed by the Subject Matter Expert of the assessment agency or by Gem & jewellery SSC as per the assessment framework. The assessment guides are developed to ensure the maximum possible consistency / transparency in the assessment by different assessors and elaborate on the following
 1. Qualification Pack Structure
 2. Guidance for the assessor to conduct theory, practical and viva assessments
 3. Guidance for trainees to be given by assessor before the start of the assessments.
 4. Guidance on assessments process, practical brief with steps of operations practical observation checklist Attendance Sheet and mark sheet
 5. Viva guidance for uniformity and consistency across the batch.
 6. Guidance on assessment evidence collection

The assessment results are backed by evidences collected by assessors.

1. The assessor needs to collect a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the in charge /Head of the Training Centre.
2. The assessor needs to verify the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same needs to be mentioned in the attendance sheet. In case of suspicion, the assessor should authenticate and cross verify trainee's credentials in the enrolment form.
3. The assessor needs to take a photograph of all the students along with the centre name/ banner at the back as evidence.
4. The assessor needs to carry a camera to click photograph of the trainees working on the job and giving theory exam as evidence.
5. The assessor also needs to carry a photo ID card.

6. The assessor also needs to take the photographs as evidence from appropriate angles/ sides of the final work piece/job submitted by the trainee.
7. The details on assessment framework are elaborated in Gem & jewellery SSC Protocol for Accreditation of Assessment Agencies and Assessment Framework.

All accredited Assessment Agency follow the “Gem & jewellery SSC Protocol for Accreditation of Assessment Agencies and Assessment Framework”. Each NOS in the Qualification Pack (QP) is assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Performance Criteria in the NOS will be assigned marks for or practical based on relative importance, criticality of function and training infrastructure.

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

1. Format for EOI for AA Accreditation from GJSCI - Annexure 3
2. Protocol for Accreditation of Assessment Agencies and Assessment Framework – Annexure 4

ASSESSMENT EVIDENCE

Complete a grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

Job Role Diamond Processing – Bottom Polisher						
Qualification Pack G&J/Q4703						
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 unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)						
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria						
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS						
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack						
			Marks Allocation			
			Total Mark (100)	Out Of	Theory	Skills Practical
1.G&J/ N 4701 Fix diamond in the pot	PC1.Appropriate setting as per size and shape	23	4	1	3	
	PC2. Secure setting		4	1	3	
	PC3. Accurate levelling and alignment of the diamond in the dop		3	1	2	
	PC4. Zero defect in the alignment of diamond in the pot		3		3	
	PC5. No breakage while placing the cover in the press		3		3	
	PC6. Timely delivery to further processing		3	1	2	
	PC7. Number of diamonds fixed as per target assigned		3	1	2	
	Total			23	5	18

2.G&J/ N 4703 Make bottom facets on diamond	PC1. Accurate proportion and symmetry of the facets as per design requirement	60	6	2	4
	PC2. Achieved finish and brilliance of the facets as planned		3		3
	PC3. Inclusions removed while polishing as per plan		4	1	3
	PC4. Bench/ mill set up without vibration		5	1	4
	PC5. Level of all parts of the bench and the tang is accurate		5	1	4
	PC6. Grading of the cut		4	1	3
	PC7. No breakage of culet point		3		3
	PC8. No flaws due to faulty polishing such as extra facets, natural surface, nicks, scratches, polish lines, burning marks, abrasions, etc.		5	1	4
	PC9. No damage to the diamond		4	1	3
	PC10. Weight loss lower or only as much as prescribed		3		3
	PC11. Timely delivery to further processing		4	1	3
	PC12. Number of pieces polished as per target deliverable		3		3
	PC13. Delivered on time by reporting problems faced or anticipated		4	1	3
	PC14. Repair damaged stone		3		3
	PC15. Work in other departments such as top polishing, girdle, handling the complete diamond		4		4
	Total	60	10	50	
3.G&J/ N 9930 Reduce diamond loss and maintain IPR	PC1. Spot plagiarism and report	3	1		1
	PC2. Aware of patents and IPR		1	1	

	PC3. Not be involved in IPR violations		1		1
		Total	3	1	2
4. G&J/ N 9931 Coordinate with others	PC1. Understand the work output requirements	8	1	1	
	PC2. Understand company policy and rule		1	1	
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		2		2
	PC4. Put team over individual goals		2		2
	PC5. Conflicts resolution and multi-tasking		2		2
			Total	8	2
	5. G&J/ N 9933 Maintain safe and clean work environment	PC1. Spot and report potential hazards on time	6	1	
PC2. Follow company policy and rules regarding use of hazardous materials		1		1	
PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		1		1	
PC4. Use or wear safety gear as per the rules of the company		1			1
PC5. Clean the work station		1			1
PC6. Organise tools and equipment in use		1			1
		Total	6	2	4

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Please refer to the attached list of job roles and occupations as per the attachment and their career paths as per Annexure 1, which have been derived through extensive industry interactions. 11 Large scale industries, 12 Medium Size industries and 12 small industries were involved in the validation process to make the Qualification Packs viable to the current industry requirements.

List of industries involved in the Validation process for the QP –Bottom Polisher – Advanced:

S No.	Large scale industries	Medium scale industries	Small scale industries
1.	Ankit gems	Cristy Gems	Magadh Enterprise
2.	KARP	Lemon Techno mist	Krishna Gems
3.	Radhika Diamonds	Raghuveer Gems	Sahil Star
4.	Brown Diamonds Manufacturing Pvt Ltd	Tiku Gems	M/s. R. jaykumar & Co.
5.	Sanghavi Exports International Pvt Ltd	Minaxi Diamonds	Jay Gems
6.	Shairu Gems	Monarch gems	Nansi Gems
7.	Kiran Gems	Virani & Co.	Subhkari Gems
8.	Surat Diamonds Association	Paladiya Brothers	Akhand Anand Star
9.	k. Girdharlal	Videsh	Priya Impex
10.	Shree Rama Krishna Exports	Firestar International Pvt Ltd	Pat Diam
11.	Hari Krishna Exports	Bhargovi	Shree Balakrishna Exports
12.		Zadadhpia (GG Exports)	Trinity

What is the estimated uptake of this qualification and what is the basis of this estimate?

The incremental Manpower Gap between 2013 and 2022 is 446887 under Bottom Polisher. For details of the calculations please Refer to Annexure-5.

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

QPs for Job Roles of various related SSC's were studied to ensure that there is no duplicity

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

The comments, feedback and suggestions were collected through interaction with industry during September'14 to March'15. The same will be compiled and justifiable changes will be incorporated in the next/updated version of the QP. This QP is set to be revised post 15th July 2015.

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here:

1. Skill gap report for Gem & Jewellery sector_2008-2022– Annexure 5

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Summary of Direct Evidence:

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>The Bottom polisher works with bottom dop-tang system and make the 24 bottom facets of a diamond by polishing it on the polishing wheel or scaife in order to yield maximum brilliance and symmetry. For polishing the stone either in a lead dop or a mechanical-clamp and holds it down on a revolving cast-iron scaife (horizontal and circular disc) charged with diamond dust. His work requires him to follow the routine process of preparing for polishing and performing polishing on diamonds. Minimal technical or problem solving skills are required.</p>	<p>The Bottom polisher should know about 4Cs of diamond (Colour, Cut, Clarity and Carat) and physical characteristics of the diamond, techniques of fixing of diamonds on pot, use of an eye glass in order to check alignment, to use different types of pots, cover and manual press and to handle diamonds with care. He should also know blocking procedure of diamonds, computer and blocking machine operations, bruting and coning, polishing process, valuation of diamonds depending on different dimensions and uses of different types of tools and materials for different purposes and end results. Also does basic tool and equipment maintenance and follows the policies and standards maintained by the company.</p>	<p>The Bottom polisher knows the blocking process and the guidelines for operating the auto blocking machine. He reads notes and descriptions on the diamond packets/bags, achieves accurate proportion and symmetry of the facets as per design requirement and removes all the inclusions while blocking. Also reads the dimensions specified by the proportion analyser machine, enters data on blocking machine and read its progress and identifies the problems with faulty equipment and takes appropriate action by reporting them to his seniors. He receives instructions and feedback from his supervisor and implements them accordingly. he also spots plagiarism and reports and alert authorities in time of any potential sources of violations</p>	<p>This operator writes clear and short sentences, reads job sheets and interprets technical details mentioned in the job sheet, reads notes and instructions in terms of process to be followed and performs basic calculations required in the blocking process. Also does effective and error free communication with seniors and colleagues, builds team coordination and writes grievance complaint application. Applies problem-solving approaches in different situations. Knows and understands basic banking procedures like account opening, basic banking operations and savings. Also discusses task, schedules, and work-loads with co-workers and supervisors and helps them as required.</p>	<p>This individual works under the supervision of his supervisor and is responsible for collecting the bruted, dopped diamond packet, consumables and instructions from supervisor, fixing the bruted diamond on the pot, reporting problems about mismatch in diamond issued or received. Also is responsible for reporting technical problems with the machine to supervisor and doing basic repair and maintenance in the polishing machine. He is also responsible for correctness and on time completion of the assigned tasks.</p>	3
Follows level 3	Follows level 3	Follows level 3	Follows level 3	Follows level 3	Follows level 3

OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] (**Optional**)

Summary of other evidence (if used):

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

Please refer to attached career path as per annexure 1 which clearly defines the career path.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

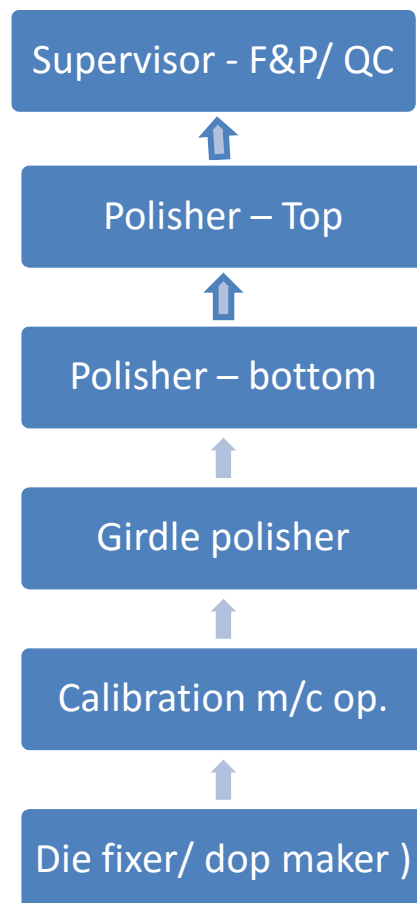
2. Career Path of Bottom Polisher- Annexure 1
3. QP G&J/Q 4703- Annexure 2

Annexure 1

OM & Career Path

The career progression would be as follows:

1. Die fixer/ dop maker
2. Calibration m/c op.
3. Girdle polisher
4. Polisher – bottom
5. Polisher – Top
6. Supervisor - F&P/ QC



[Annexure 2- QP G&J/ Q 4703](#)

Annexure 3 - Format for EOI for AA Accreditation from GJSCI

[Annexure 4- Protocol for Accreditation of Assessment Agencies and Assessment Framework](#)

Annexure 5_Manpower Requirement for Gems & Jewellery Sector for the period 2013-2022