

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 Planner - Annexure 1
2. QP G&J/Q4202– 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/Q4202- Planner
Body/bodies which will assess candidates	<ul style="list-style-type: none"> • Five Elements Business Solutions Pvt Ltd. • CoCubes Technologies Pvt Ltd • Cindrellinfotech 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	Planner
Proposed level of the qualification in the NSQF.	Level – 4
Anticipated volume of training/learning required to complete the qualification.	60 hours
Entry requirements / recommendations.	Preferable Qualification shall be 10 th pass
Minimum age	14 Years
Progression from the qualification.	Planning supervisor
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/N4202 Plan the final cut of the diamond	Mandatory	60	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/Q4202– 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) Cindrellinfotech 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 Planner 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.

CRITERIA FOR ASSESSMENT OF TRAINEES						
Job Role Planner						
Qualification Pack G&J/Q4202						
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 center (as per assessment criteria below)						
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center 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/N4202 Plan the final cut of the diamond	PC1. accurately decide the fate of a diamond and pick the optimum plan	85	11	1	10	
	PC2. extract maximum value from a particular rough as compared to others		8	0	8	
	PC3. ensure that no re planning is required for any rough		9	1	8	
	PC4. accurately mark the rough for cutting		5	0	5	
	PC5. select the right method for inclusion plotting and rough cutting		5	0	5	
	PC6. accurately bag and label the roughs packet before returning			3	0	3

	PC7. achieve the productivity in terms of carats or number of pieces as set by the company		9	1	8
	PC8. timely delivery for further processing		3	0	3
	PC9. ensure no damage to the rough during the planning process		5	1	4
	PC10. spot and correct a faulty planning		5	1	4
	PC11. asses that the marking is correct for the cut required and will not damage the diamond		5	1	4
	PC12. accurately design the diamond on the computer using the designing software		6	1	5
	PC13. accurately create the image of the rough using the laser machine		3	0	3
	PC14. accurately enter the data of the parameters such as dimensions		3	0	3
	PC15. work on multiple roughs at the same time and switch the planning quickly depending on the type of rough		5	1	4
		Total	85	8	77
2.G&J/N9930 Maintain IPR	PC1. Spot plagiarism and report	3	1	1	0
	PC2. Understand rationale of patents and IPR		1	1	0
	PC3. Avoid being involved in IPR violations		1	1	0
		Total	3	3	0
3. G&J/N9931 Coordinate with others	PC1. Understand the work output requirements		1	1	0
	PC2. Comply with company policy and rule	6	1	1	0
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		2	0	2
	PC4. Put team over individual goals		1	1	0
	PC5. Conflicts resolution and multi-tasking		1	1	0
		Total	6	4	2

4. G&J/N9933 Maintain safe work environment	PC1. Spot and report potential hazards on time	6	1	1	0
	PC2. Follow company policy and rules regarding hazardous materials		1	1	0
	PC3. Deliver quality work on time as required by reporting any anticipated reasons for delays		1	1	0
	PC4. understand which safety gear must we used for a particular task		1	0	1
	PC5. understand and follow the evacuation procedure properly during a fire drill		1	1	0
	PC6. provide first aid to self or others in case of emergency		1	1	0
		Total		6	5

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 – Planner:

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	AkhandAnand 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 109240 underPlanner.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
The Routine process using similar and predictable tools are : receive the packet of rough diamonds from the supervisor, view the rough diamond and prepare it for planning, determine the technology to be used for inclusion plotting, plan the final cut of the diamond as per company's policy, mark the rough for cutting, re-plan after sawing if required, perform quality check, follow safety procedures at work, report problems to Supervisor/reporting authority	The knowledge required shall be company's policies on: acceptable limits of weight loss; incentives; delivery standards; safety practices and hazards; security and performance measurement, work flow involved in company's diamond processing, importance of the individual's role in the workflow, reporting structure, issue return procedures followed by the company, typical customer profile and market trends, specialization area of the company (size, clarity, shape, quality, etc. of diamonds), diamond processing objective of the company, e.g. maximizing yield, maximizing clarity, etc., computer and laser marking machine operations, inclusion planning methods (MBox, IG, Galaxy, etc.) and its software, potential ways that may cause damage to a diamond,	This Planner recalls and demonstrates repetitive skills to estimate basic value of the diamond, to select the best combination colour, cut, clarity, carat, shape and other dimensions of the diamond to maximize value, to work with laser mapping and marking machine and computer, to perform doping procedure of a rough on a die pin using a glue, and the application of whitener on the rough before putting it in the laser machine, to clean a diamond using agents like acetone, to use tools like tweezers, eye glass, etc. to hold and view the diamond, to maintain tools and machines used, to work in a safe environment, i.e., without injuries,	The user/individual on the job needs to know and understand how: to write short and clear sentences, to read descriptions on the diamond packets/bags, to make various plans on the computer, to understand the results displayed by the computer and read manuals, to document work done for status and performance appraisal, to calculate the value of a diamond, to decide the angles, size and shapes of the diamond, to share work load as required, to assist others who require help, to share knowledge with co-workers	The responsibilities are : accurately decide the fate of a diamond, extract maximum value from a particular rough, ensure that no re-planning is required for any rough, accurately mark the rough for cutting, select the right method for inclusion plotting and rough cutting, accurately bag and label the roughs packet before returning, achieve the productivity in terms of carats or number of pieces as set by the company, timely delivery for further processing, work on multiple roughs at the same time and switch the planning quickly depending on the type of rough	4

	techniques of cutting a rough diamond	to handle diamonds with care, to minimize damage or loss of any diamond during the planning process, to report diamond losses via documentation as per company policy, to suggest improvements in order to reduce lossto analyse the options as per company's objectives before final plan selection, to spot process disruptions and delays			
Follows level 4	Follows level 4	Follows level 4	Follows level 4	Follows level 4	Follows level 4

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:

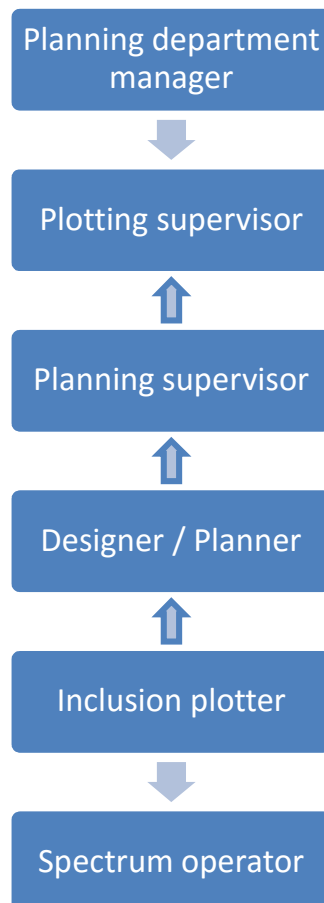
2. Career Path of Planner- Annexure 1
3. QP G&J/Q 4202- Annexure 2

Annexure 1

OM & Career Path

The career progression would be as follows:

1. Spectrum operator
2. Inclusion plotter
3. Designer / Planner
4. Planning supervisor
5. Plotting supervisor
6. Planning department manager



Annexure 2- QP G&J/ Q 4202

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