

Model Curriculum

Quality Checker (Fashion Jewellery)

SECTOR: HANDICRAFTS AND CARPET
SUB-SECTOR: HANDICRAFTS (FASHION JEWELLERY)
OCCUPATION: QUALITY CHECK
REF ID: HCS/Q1201, V1.0
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL

for the

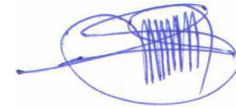
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Quality Checker (Fashion Jewellery)'-QP No. 'HCS/Q1201
NSQF Level 4'

Date of Issuance: **May 18th, 2018**

Valid up to: **May 17th, 2020**

* Valid up to the next review date of the Qualification Pack



Authorised Signatory
(Handicrafts and Carpet Sector Skill Council)

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Quality Checker (Fashion Jewellery)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Quality Checker (Fashion Jewellery)”, in the “Handicrafts and Carpet” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Quality Checker (Fashion Jewellery)		
Qualification Pack Name & Reference ID.	HCS/Q1201, v1.0		
Version No.	1.0	Version Update Date	18/05/2018
Pre-requisites to Training	Preferably 12th pass		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Receive the jewellery from the concerned person • Understand the job sheet, design and the customer requirement • Check for defects • Check if the jewellery matches the market requirement • Document the results periodically • Report any problems to the supervisor • Achieve productivity and quality standards • Interact with supervisor or superior • Work as a team by coordinating with colleagues within and outside the department • Report and Document • Follow safety procedure and practices • Achieve safety standards • Adopt healthy work practices • Achieve work productivity while maintaining health 		

This course encompasses 4 out of 4 Compulsory NOS (National Occupational Standards) of “Quality Checker (Fashion Jewellery)” Qualification Pack issued by “Handicrafts and Carpet Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Get an introduction to Fashion Jewellery Learn about the responsibilities of a Quality Checker (Fashion Jewellery) Know the various Fashion Jewellery products in India Get acquainted with the tools and equipments used by Quality Checker (Fashion Jewellery) 	PPE, Air Conditioner, Digital Vernier Caliper, Job Card/Brief, Library Of Basic Designs Of Jewellery, Lenses different types
2	<p>Perform quality check on the jewellery</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 80:00</p> <p>Corresponding NOS Code HCS/N1201</p>	<ul style="list-style-type: none"> Coordinate with the concerned department to collect the jewel Understand the procedure of the jewel making and the raw materials used Receive the record sheet along with the jewel to note the defects on the specific process receive instructions on work requirement from superior Receive the design and the job sheet from concerned person Understand the job sheet and the design requirement with respect to weight, type, size, etc. of the jewellery on the quality aspects based on the raw materials used Plan the target number of pieces to be checked Identify design and specific process related defects with respect to mismatch of design, rough edges and surfaces, polishing standards, colouring, shaping, alignment, secure stone setting, etc. Report to the concerned department and return the jewellery (in case of rework) Ensure no functional checks are left out for the respective raw material based jewel Ensure to take any safety precautions before checking on any jewel if required Pass on the defect jewel to the concerned departments marking the errors identified Collect the jewel from the respective department once the defects identified are rectified Check if all the highlighted errors are rectified and the jewel is defect free 	PPE, Air Conditioner, Digital Vernier Caliper, Job Card/Brief, Library Of Basic Designs Of Jewellery, Lenses different types

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Label the jewels for which quality check is done, on ensuring it meets the customer requirement Deliver the checked jewellery to the concerned department on time Ensure the local market requirements are satisfied based on the client location and customer requirement Ensure to adapt the international design and fashion trends according to the different market segments Ensure the raw materials used are in accordance to the law of the country to which the jewel is exported Record the results of the quality check Identify the recurring defects or errors and document the same Suggest improvements in the process to avoid the recurring defects Record the number of products checked everyday Report on any anticipated delays that may affect delivery Escalate any unresolved problems to the supervisor Report on the recurring defects if any found during the quality check, to the supervisor Achieve the targeted number of jewels to be quality checked Ensure defect free products are sent for packing Use only recommended tools for checking of every jewel product 	
3	<p>Coordination and team work with colleagues and superior</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code HCS/N9901</p>	<ul style="list-style-type: none"> Receive job order and instructions from reporting supervisor Understand the work output requirements, targets, performance indicators and incentives Deliver quality work on time and report any anticipated reasons for delays Report on any grievances, production defects and any potential hazards Communicate on process flow improvements Communicate maintenance and repair schedule proactively to the supervisor Receive feedback on work standards Interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc Report in time for shortage or need of raw materials Handover completed work to supervisor 	PPE, Air Conditioner, Digital Vernier Caliper, Job Card/Brief, Library Of Basic Designs Of Jewellery, Lenses different types

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team Maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues Interact with colleagues from different functions and understand the nature of their work Put team over individual goals and multi task or share work where necessary supporting the colleagues Resolve conflicts and ensure smooth workflow Interact and understand the production requirement for the day from the previous and successive processing department and work accordingly Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement Receive feedback from Quality Control and rework in order to complete work on time Share information with colleagues to enable efficient delivery of work Highlight any errors of colleagues, help to rectify and ensure quality output Work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance Document all the details accurately relating to one's role as required Report on the work completed and keep it in records 	
4	<p>Maintain safe work environment</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code HCS/N9902</p>	<ul style="list-style-type: none"> Comply with safety procedures while on work to prevent accidents Take adequate safety measures while handling materials, chemicals and tools Wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working Undertake basic safety checks before operation of all tools and electrical equipments Wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area) Follow recommended material handling procedure to control material and personal damage Perform all procedures as per 	<p>PPE, Air Conditioner, Digital Vernier Caliper, Job Card/Brief, Library Of Basic Designs Of Jewellery, Lenses different types</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>company's work instructions for controlling operational risk</p> <ul style="list-style-type: none"> Perform the duties in a manner which minimizes environmental damage Dispose of waste safely and correctly in a designated area as per company's SOP Report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger Ensure zero accident at workplace Adhere to safety standards and ensure no material damage 	
5	Maintain personal health Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 25:00 Corresponding NOS Code HCS/N9903	<ul style="list-style-type: none"> Always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust Follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it Wear protective goggles over eyes and replace them when scratches on it obscure the vision Wear gloves as per the materials used for making handcraft to avoid blisters; scratches and cuts Undergo preventive health checkups at regular intervals Take prompt treatment from the doctor in case of illness Follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work Ensure no productivity loss or absenteeism from work due to illness Ensure no long term ill effect on the personal health 	PPE, Air Conditioner, Digital Vernier Caliper, Job Card/Brief, Library Of Basic Designs Of Jewellery, Lenses different types
	Total Duration Theory Duration 60:00 Practical Duration 145:00	Unique Equipment Required: PPE, Air Conditioner, Digital Vernier Caliper, Job Card/Brief, Library Of Basic Designs Of Jewellery, Lenses different types	

Grand Total Course Duration: 205 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by [Handicrafts and Carpet Sector Skill Council](#))

Trainer Prerequisites for Job role: “Quality Checker (Fashion Jewellery)” mapped to Qualification Pack: “HCS/Q1201, v1.0”

Sr. No.	Area	Details
1	Description	The individual at work is responsible to check the finished jewel to be dispatched is defect free, meets special volumes and packing requirements. The person is responsible to ensure the jewel meets the customer satisfaction level and specified requirements.
2	Personal Attributes	The job requires the individual to have: attention to details, good eyesight, steady hands, ability to sit in same position for longer hours and patience.
3	Minimum Educational Qualifications	Graduate
4a	Domain Certification	Certified for Job Role: “ <u>Quality Checker (Fashion Jewellery)</u> ” mapped to QP: “ <u>HCS/Q1201, v1.0</u> ”. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “ <u>MEP/Q0102</u> ”. Minimum accepted % as per respective SSC guidelines is 80%.
5	Experience	<ul style="list-style-type: none"> • Total 3 Years experience • 2 Years of sector-specific experience, • Min. 1 year of teaching experience.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Quality Checker (Fashion Jewellery)
Qualification Pack	HCS/Q1201, v1.0
Sector Skill Council	Handicrafts and Carpet

Sr. No.	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 each PC.
2	Each NOS will assessed both for theoretical knowledge and practical
3	The assessment will be based on knowledge bank of questions created by the SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5	To pass the Qualification Pack, every trainee should score a minimum of 60% 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.

		Total Marks (400)			
HCS/N1201	Perform quality check on the jewellery				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Receive the jewellery from concerned person	PC1. coordinate with the concerned department to collect the jewel	100	3	1	2
	PC2. understand the procedure of the jewel making and the raw materials used		3	1	2
	PC3. receive the record sheet along with the jewel to note the defects on the specific process		3	1	2
Understand job sheet, design and the customer requirement	PC4. receive instructions on work requirement from superior		3	1	2
	PC5. receive the design and the job sheet from concerned person		3	1	2
	PC6. understand the job sheet and the design requirement with respect to weight, type, size, etc. of the jewellery on the quality aspects based on the raw materials used		3	1	2
	PC7. plan the target number of pieces to be checked		3	1	2
Check for defects	PC8. identify design and specific process related defects with respect to mismatch of design, rough edges and surfaces, polishing standards, colouring, shaping, alignment, secure stone setting, etc.		4	2	2
	PC9. report to the concerned department and return the jewellery (in case of rework)		4	2	2
	PC10. ensure no functional checks are left out for the respective raw material based jewel		4	2	2
	PC11. ensure to take any safety precautions before checking on any jewel if required		4	2	2
	PC12. pass on the defect jewel to the concerned departments marking the errors identified		4	2	2
	PC13. collect the jewel from the respective department once the defects identified are rectified		4	2	2
	PC14. check if all the highlighted errors are rectified and the jewel is defect free		4	2	2
	PC15. label the jewels for which quality check is		4	2	2

	done, on ensuring it meets the customer requirement				
	PC16. deliver the checked jewellery to the concerned department on time		4	2	2
Check if the jewellery matches the market requirement	PC17. ensure the local market requirements are satisfied based on the client location and customer requirement		4	2	2
	PC18. ensure to adapt the international design and fashion trends according to the different market segments		4	2	2
	PC19. ensure the raw materials used are in accordance to the law of the country to which the jewel is exported		4	2	2
Document the results periodically	PC20. record the results of the quality check		4	2	2
	PC21. identify the recurring defects or errors and document the same		3	1	2
	PC22. suggest improvements in the process to avoid the recurring defects		3	1	2
	PC23. record the number of products checked everyday		2	1	1
Report problems to the supervisor	PC24. report on any anticipated delays that may affect delivery		2	1	1
	PC25. escalate any unresolved problems to the supervisor		2	1	1
	PC26. report on the recurring defects if any found during the quality check, to the supervisor		3	1	2
Achieve quality standards	PC27. achieve the targeted number of jewels to be quality checked		4	2	2
	PC28. ensure defect free products are sent for packing		4	2	2
	PC29. use only recommended tools for checking of every jewel product		4	2	2
	Total Points		100	45	55

HCS/N9901	Coordinate with colleagues and work as a team				
NOS Element	Performance Criteria		Out of	Theory	Skill Practical
Interact with	PC1. receive job order and instructions from	100	4	3	1

Supervisor	reporting supervisor			
	PC2. understand the work output requirements, targets, performance indicators and incentives	5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays	5	1	4
	PC4. report on any grievances, production defects and any potential hazards	4	2	2
	PC5. communicate on process flow improvements	4	2	2
	PC6. communicate maintenance and repair schedule proactively to the supervisor	4	1	3
	PC7. receive feedback on work standards	4	2	2
	PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc	5	2	3
	PC9. report in time for shortage or need of raw materials	4	1	3
	PC10. handover completed work to supervisor	4	2	2
Work as a team by coordinating with colleagues within and outside the department	PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team	5	2	3
	PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues	5	2	3
	PC13. interact with colleagues from different functions and understand the nature of their work	4	2	2
	PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues	4	2	2
	PC15. resolve conflicts and ensure smooth workflow	4	1	3
	PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly	4	1	3
	PC17. communicate and discuss work flow related difficulties in order to find solutions with	4	1	3

	mutual agreement				
	PC18. receive feedback from Quality Control and rework in order to complete work on time		5	1	4
	PC19. share information with colleagues to enable efficient delivery of work		6	3	3
	PC20. highlight any errors of colleagues, help to rectify and ensure quality output		4	2	2
	PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance		4	1	3
Report and Document	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
	Total Points		100	40	60

HCS/N9902	Maintain safe work environment				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Follow safety procedure and practices	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
	PC2. take adequate safety measures while handling materials, chemicals and tools		8	2	6
	PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working		8	2	6
	PC4. undertake basic safety checks before operation of all tools and electrical equipments		9	2	7
	PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area)		9	2	7
	PC6. follow recommended material handling procedure to control material and personal damage		8	2	6
	PC7. perform all procedures as per company's work instructions for controlling operational risk		8	4	4
	PC8. perform the duties in a manner which minimizes environmental damage		6	2	4

	PC9. dispose of waste safely and correctly in a designated area as per company's SOP		8	2	6
	PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger		8	4	4
Achieve safety standards	PC11. ensure zero accident at workplace		10	2	8
	PC12. adhere to safety standards and ensure no material damage		10	2	8
	Total Points		100	28	72

HCS/N9903	Maintain personal health				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Adopt healthy work practices	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	100	12	4	8
	PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it		10	2	8
	PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision		10	2	8
	PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts		10	2	8
	PC5. undergo preventive health checkups at regular intervals		10	2	8
	PC6. take prompt treatment from the doctor in case of illness		11	3	8
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work		11	4	7
Achieve work productivity while maintaining health	PC8. ensure no productivity loss or absenteeism from work due to illness		13	3	10
	PC9. ensure no long term ill effect on the personal health		13	3	10
	Total Points		100	25	75