Syllabus For Jewellery and Gemstone Retail Sales Assistant

Course Name	Jewellery and Gemstone Retail Sales Assistant					
Sector	Gems and Jewellery					
Course Code	G&J/2023/JRSA/255					
Level	3					
Occupation	Jewellery and Gemstone Retail Sales Assistant					
Job Description	A Jewellery and Gemstone Retail Sales Assistant works in a retail					
	setting, such as a jewellery store and is responsible for providing					
	customer service, assisting customers in selecting and purchasing					
	jewellery and gemstone products, maintaining product knowledge,					
	managing inventory and displays, offering jewellery repair and cleaning					
	services, operating the point of sale system, ensuring product security					
	and adhering to store policies and industry regulations.					
Course Duration	Total Duration 390 Hrs (T-90, P-180, OJT-60 and ES-60)					
Trainees' Entry Qualification	Grade 10					
	ORth					
	Grade 8 with two year of (NTC/ NAC) after 8 th					
	OR					
	Grade 8 pass and pursuing continuous schooling in regular school with					
	vocational subject					
	OR					
	8th grade pass with 2 yrs relevant experience					
	OR					
	Previous relevant Qualification of NSQF Level 2 with one yr experience					
	OR					
	Previous relevant Qualification of NSQF Level 2.5 with 6 months					
	experience					
Trainers Qualification	Graduate with certificate course in Jewellery with 3 year work					
	experience in the Jewellery Retail.					

Structure of Course:

Module No.	Module name	Outcome	Theory (Hrs)	Practical (Hrs)	Total (Hrs) [Multiple of 30]
1	of Gem and Jewellery responsibilities of a Gem and Jewellery Jewellery sales person		10	20	30
2	Jewellery and Gemstone Product Knowledge	Identify the different types of jewellery and gemstone along with the manufacturing processes of jewellery	10	20	30
3	Branding and Designer Jewellery Identify brand identity for jewellery line including logos, bra messaging and style guides		15	15	30
4	Sales Skills and Techniques	Demonstrate the sales process, including the key strategies and techniques from initial greetings stage to closing stage	10	20	30

Module No.	Module name	Outcome	Theory (Hrs)	Practical (Hrs)	Total (Hrs) [Multiple of 30]
5	Customer Service Interact with customers to address Skills their inquiries/complaints		15	45	60
6	Visual Merchandising Assist to plan for visual and Store Design merchandising inside stores along with seasonal promotion strategy		10	20	30
Jewellery Certification and Grading		Develop the process of jewellery certification, grading and the ability to recognize counterfeit and treated gems	10	20	30
Technology in 8 Jewellery and Gems Retail		Utilize various tech tools for effective retail sales of Gems and Jewellery	10	20	30
9 special emphasis or		Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).		60	60
10	Employability Skill	As per guided curriculum	60		60
	TOTAL:				390

SYLLABUS:

Module No. 1: Introduction to sales of Gem and Jewellery

Outcome

Describe the roles and responsibilities of a Gem and Jewellery sales person

Theory Content:

- Overview of the Jewellery and Gemstone industry
- Identification of basic gemstone and mineral as per color, hardness, lusters and cleavage and fracture.
- History and cultural significance of the jewellery
- Types of jewellery (e.g., fine, fashion, estate)
- Job opportunities and growth prospects for sales person in Gem and Jewellery sector
- Different types of functional and Behavioral skills required to sustain and prosper in Retail
- Difference of Jewellery retail against that of Grocery, Fashion/Apparel, electronics and Gadgets
- Understanding organizational ethos, operational style, Work ethics and cross-functional interface within a retail Organization
- Roles and responsibilities of Jewellery and gemstone Retail Sales Assistant
- New trend and niche segments within Jewellery retail.

Practical Content:

- Identify different types of jewellery (Fine/ Fashion/ Estate)
- Identify various types of gemstone and mineral

Classify gemstones based on their chemical composition, crystal structure, and physical properties.

Tools & Equipment needed:

Laptop, white board, marker pen, projector

Module No. 2: Jewellery and Gemstone Product Knowledge

Outcome

Identify the different types of jewellery and gemstone along with the manufacturing processes of jewellery

Theory Content:

- Why product knowledge is paramount in retail.
- Gemstones and precious metals used in jewellery (gold, silver, platinum)
- Types of jewellery (e.g., rings, necklaces, bracelets)
- In-depth study of popular gemstones (diamonds, emeralds, ruby, sapphires etc.)
- Hands-on gemstone identification and grading
- Understanding gemstone characteristics (colour, clarity, cut, carat weight)
- Metal working and jewellery manufacturing processes
- Jewellery care and maintenance
- Jewellery trends
- How product knowledge helps customers take an appropriate purchase decision
- Step to follow for an effective product demonstration

Practical Content:

- Identify different types of precious metals used in jewellery
- Identify different types of jewellery
- Demonstrate popular gemstones
- Identify grading of gemstones
- Demonstrate with examples characteristics of gemstone
- Demonstrate with a flow chart the jewellery manufacturing processes
- Role play methodology on product demonstration that leads to better customer experience
- Learn to maintain FAB approach in product demonstration

Tools & Equipment needed:

Whiteboard, marker pen, computer or laptop attached to LCD projector, scanner, computer, speakers, Notepads, Pens, Pencils, Blank Sheets, Metal-Karat Chart, Jewellery, Display Bust, Ring Display Tray, Earring Stand, Bangle Stand, Jewellery Display Counter, Viewing Table Top Mirrors, Stone-Carat/Size Chart.

Module No. 3: Branding and Designer Jewellery

Outcome

Identify brand identity for a jewellery line including logos, brand messaging and style guides

Theory Content:

- Importance of branding in the jewellery industry
- Recognizing popular jewellery brands
- Designer jewellery and its significance
- Analyzing branded and designer jewellery

- Creating a brand identity
- Logo design and brand messaging

Practical Content:

- Design a logo of a jewellery brand and explain what does it convey
- Identify different jewellery from different designer houses
- Identify the popular jewellery brands at present prevailing in the market

Tools & Equipment needed:

Whiteboard, marker pen, computer or laptop attached to LCD projector, scanner, computer, speakers, Notepads, Pens, Pencils, Blank Sheets, Metal-Karat Chart, Jewellery, Display Bust, Ring Display Tray, Earring Stand, Bangle Stand, Jewellery Display Counter, Viewing Table Top Mirrors, Stone-Carat/Size Chart.

Module No. 4: Sales Skills and Techniques

Outcome

Demonstrate the sales process, including the key strategies and techniques from initial greetings stage to closing stage

Theory Content:

- The sales process from greeting to closing
- Cross-selling and upselling strategies
- Building rapport with customers
- Active listening and asking the right questions
- Handling difficult customers and overcoming objections
- Product presentation and story telling
- Closing the sale

Practical Content:

- Create a role play scenario where the student has to go through an entire sales process from greeting a potential customer to successfully closing a sale.
- In a role play exercise ask a student to initiate a conversation with a customer and focus on building rapport by demonstrating the strategies.
- Assign each student a common objection (e.g., price, product features) and have them prepare a response or strategy to overcome it.
- In a real or fictional product scenario, have students create a compelling product presentation using story telling techniques.

Tools & Equipment needed:

Whiteboard, marker pen, computer or laptop attached to LCD projector, scanner, computer, speakers, Notepads, Pens, Pencils, Blank Sheets, Metal-Karat Chart, Jewellery, Display Bust, Ring Display Tray, Earring Stand, Bangle Stand, Jewellery Display Counter, Viewing Table Top Mirrors, Stone-Carat/Size Chart.

Module No. 5: Customer Service Skills

Outcome

Interact with customers to address their inquiries/complaints

Theory Content:

- The importance of customer service
- Define customer behavior and its types.
- Strategy to handle different types of customer behavior in order to maximize sale.

- Understanding customer needs and preferences
- Effective communication skills
- Handling customer Inquiries and complaints
- Handling difficult situations
- The psychology of pricing and discounts
- Building customer relationships

Practical Content:

- Choose a local jewellery shop and evaluate their customer service by visiting or interacting with them and write a report detailing your observations and recommendations for improvement
- Conduct an online survey or interview of at least 10 people to understand their needs and preference
 of jewellery and gems and present your findings in a report
- Develop a list of common customer inquiries and complaints related to jewellery and gems purchase
- Create a scenario based role play where a customer has specific jewellery requirements, and a salesperson must effectively communicate product information.

Tools & Equipment needed:

Whiteboard, marker pen, computer or laptop attached to LCD projector, scanner, computer, speakers, Notepads, Pens, Pencils, Blank Sheets, Metal-Karat Chart, Jewellery, Display Bust, Ring Display Tray, Earring Stand, Bangle Stand, Jewellery Display Counter, Viewing Table Top Mirrors, Stone-Carat/Size Chart.

Module No. 6: Visual Merchandising and Store Design

Outcome

Assist to plan for visual merchandising inside stores along with seasonal promotion strategy

Theory Content:

- Visual merchandising principles
- Values & benefits of Visual Merchandising.
- Understanding the responsibility of sales person/assistant towards visual merchandising.
- Concept of supply chain management
- Introduction to inventory management and how does it reduce the cost of operation
- Creating an appealing store layout and designs
- Jewellery display techniques
- Seasonal displays and promotions
- Handling valuable merchandise
- Loss prevention strategies
- Personal safety measures

Practical Content:

- Select a collection of jewellery items and create different display set ups for them
- Visit a jewellery store and analyze the use of visual merchandising principles including colour, lighting, and arrangements
- Use visually appealing window displays to attract customers
- Display the seasonal promotion for a jewellery store such as Valentine's Day, holiday-themed campaign.
- Update the window displays for new arrivals or highlight ongoing promotions.

Tools & Equipment needed:

Whiteboard, marker pen, computer or laptop attached to LCD projector, scanner, computer, speakers, Notepads, Pens, Pencils, Blank Sheets, Metal-Karat Chart, Jewellery, Display Bust, Ring Display Tray, Earring Stand, Bangle Stand, Jewellery Display Counter, Viewing Table Top Mirrors, Stone-Carat/Size Chart.

Module No. 7: Jewellery Certification and Grading

Outcome

Develop the process of jewellery certification, grading and the ability to recognize counterfeit and treated gems

Theory Content:

- Definition and importance of jewellery certification
- Role in ensuring quality and authenticity
- Explain the grading process which involves assessing various aspects of a jewellery piece
- Jewellery Grading Scale (e.g., 4Cs for diamonds)
- Certification Laboratories (e.g., GIA, IGI)
- Hands-on Certification and Grading exercises
- Recognizing counterfeit and treated gemstones
- Use of gemological tools
- Assessing the purity and quality of precious metals
- Assessments with real or simulated jewellery pieces
- Research and create a comprehensive report on the 4Cs used in the grading of diamonds
- Develop a grading scale for the gemstones based on criteria relevant to their type

Practical Content:

- Research and prepare a presentation on well-known certification laboratories such as Gemology Institute of America (GIA), Indian Gemological Institute (IGI), Gemological Institute of India (GII)
- Research common techniques used to create counterfeit gemstones or treat natural ones (e.g., heat treatment, dyeing)
- Evaluate diamond and other gemstones using 4Cs
- Identify counterfeit or treated gemstone
- Simulation exercise for creating jewellery grading reports

Tools & Equipment needed:

Whiteboard, marker pen, computer or laptop attached to LCD projector, scanner, computer, speakers, Notepads, Pens, Pencils, Blank Sheets, Metal-Karat Chart, Jewellery, Display Bust, Ring Display Tray, Earring Stand, Bangle Stand, Jewellery Display Counter, Viewing Table Top Mirrors, Stone-Carat/Size Chart.

Module No. 8: Technology in Jewellery and Gems Retail sale

Outcome

Utilize various tech tools for effective retail sales of Gems and Jewellery

Theory Content:

- Benefits and challenges of technology
- Point of Sale (POS) systems

- Online and offline sales channel
- Digital marketing strategies
- Jewellery design software
- Hands-on-experience with a POS system
- Social Media marketing strategies
- Email marketing and customer engagement
- Explain Search Engine Optimization (SEO) for Jewel Retail
- Online Advertising and paid campaigns
- Mobile Apps and E-Wallets for customer convenience
- Creating and managing a jewellery retail website
- Managing online reviews and reputations
- Customer relationship management (CRM) and data analysis
- Security and fraud prevention

Practical Content:

- Create a mock sales transaction using a popular POS system
- Compare and contrast the benefits and drawbacks of online and offline sales channel in the jewellery industry
- Visit a local jewellery store that uses a POS system and interview the store employees about their experiences with the system
- Demonstrate SEO in the jewellery retail industry
- Mobile app and e-wallets used in jewellery retail
- Demonstrate through website for a fictional jewellery store using a website builder or content management system.

Tools & Equipment needed:

Whiteboard, marker pen, computer or laptop attached to LCD projector, scanner, computer, speakers, Notepads, Pens, Pencils, Blank Sheets, Metal-Karat Chart, Jewellery, Display Bust, Ring Display Tray, Earring Stand, Bangle Stand, Jewellery Display Counter, Viewing Table Top Mirrors, Stone-Carat/Size Chart.

Module no. 9: OJT

Outcome: Work in real job situation with special emphasis on basic safety and hazards in this domain

Practical Content:

Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for **60 Hours.**)

Module No. 10: Employability Skills (60 Hrs)

Key Learning Outcomes

Introduction to Employability Skills

After completing this programme, participants will be able to:

- 1. Discuss the Employability Skills required for jobs in various industries
- 2. List different learning and employability related GOI and private portals and their usage

Duration: 1.5 Hours

Duration: 1.5 Hours

Duration: 2.5 Hours

Duration: 2 Hours

Duration: 2.5 Hours

Duration:5 Hours

Duration: 10 Hours

Constitutional values - Citizenship

- 3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
- 4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century

- 5. Discuss importance of relevant 21st century skills.
- 6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
- 7. Describe the benefits of continuous learning.

Basic English Skills Duration: 10 Hours

- 8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
- 9. Read and interpret text written in basic English
- 10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration: 5 Hours

- 12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
- 13. Explain the importance of active listening for effective communication
- 14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion

- 15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
- 16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy

- 17. Outline the importance of selecting the right financial institution, product, and service
- 18. Demonstrate how to carry out offline and online financial transactions, safely and securely
- 19. List the common components of salary and compute income, expenditure, taxes, investments
- 20. Discuss the legal rights, laws, and aids

Essential Digital Skills

- 21. Describe the role of digital technology in today's life
- 22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely

Duration: 8 Hours

- 23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
- 24. Create sample word documents, excel sheets and presentations using basic features
- 25. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

- 26. Explain the types of entrepreneurship and enterprises
- 27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
- 28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
- 29. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 5 Hours

- 30. Describe the significance of analyzing different types and needs of customers
- 31. Explain the significance of identifying customer needs and responding to them in a professional manner
- 32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs

- 33. Create a professional Curriculum Vitae (CV)
- 34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
- 35. Discuss the significance of maintaining hygiene and confidence during an interview
- 36. Perform a mock interview
- 37. List the steps for searching and registering for apprenticeship opportunities

Learning Outcome – Assessment Criteria

Modul e No.	Outcome	Assessment Criteria
		After completion of this module students will be able to:
	Describe the roles and responsibilities of a Gem and Jewellery sales person	1.1 Identify different types of jewellery (like fine/fashion/estate), jewellery styles and historical trends in jewellery design
		1.2 Provide historical context and examples of jewellery from different time periods and culture
		1.3 Identify key factors that determine the value and authenticity of different types of jewellery
		1.4 Demonstrate the specific characteristics of popular gemstones, their sources and history
	Identify the different types of jewellery	After completion of this module students will be able to:
	and gemstone along with the manufacturing processes of jewellery	2.1 Recognize and name the most common gemstones used in jewellery such as diamonds, sapphires, ruby, emeralds, and others
		2.2 Explain the principles of gemstone grading including the 4Cs for diamonds (colour, clarity, cut,

Modul e No.	Outcome	Assessment Criteria
NO.		carat)
		2.3 Identify and select different types of jewellery like rings, necklace, bracelets etc.
		2.4 Use gemological equipment for identification and accurately grade and evaluate gemstones
		2.5 Explain various jewellery manufacturing processes
		2.6 Demonstrate proper cleaning and maintenance procedures for different types of jewellery After completion of this module students will be
		able to:3.1 Provide examples and case studies to support their understanding of branding in the jewellery industry
	Identify brand identity for a jewellery line	3.2 Identify well-known jewellery brands and explain their unique selling points and market positioning
3	including logos, brand messaging, and style guides	3.3 Critically analyze branded and designer jewellery products, highlighting their similarity and differences
		3.4 Develop a comprehensive brand identity for a fictional or real jewellery product or company
		3.5 Create a visually appealing and conceptually sound logo for the chosen jewellery brand
		After completion of this module students will be able to:
	Demonstrate the sales process, including the key strategies and techniques from initial greetings stage to closing stage	4.1 Explain each stage of the sales process from the initial greeting to the closing of a sale
		4.2 Demonstrate the opportunities for cross-selling and upselling and effectively employ these strategies
4		4.3 Establish and maintain a strong rapport with customers, creating a positive and comfortable shopping experience
		4.4 Manage challenging customer situations and objections
		4.5 Use storytelling to present jewellery and gem products to the customers
		After completion of this module students will be able to:
	Interact with customers to address their inquiries/complaints	5.1 Explain the reasons why customer service is crucial in the jewellery and gem retail industry
5		5.2 Identify and describe different customer segments and their specific needs and preferences
		5.3 Respond to customer inquiries promptly and professionally
		4.4 Explain the psychological factors that influence pricing and discount decisions

4.5 Describe methods for collecting and utilizing customer feedback to enhance the customer experience After completion of this module students will be able to: 6.1 Develop a store layout and design that maximizes the store's aesthetics and customer flow 6.2 Design and set up jewellery displays that effectively highlight the features and beauty of the products 6.3 Evaluate the impact of seasonal displays and promotions on customer traffic and sales 6.4 Demonstrate proper procedures for handling valuable jewellery and gems 6.5 Outline personal safety measures for employees and customers After completion of this module students will be able to: 7.1 Demonstrate a comprehensive understanding of jewellery certification, grading and the ability to recognize counterfeit and treated gems 7.2 Explain the role of the certification laboratories 7.3 Explain the significance of accurate grading 7.4 Apply the 4Cs to evaluate diamonds and other gemstones 7.5 Recognize counterfeit or treated gemstones After completion of this module students will be able to: 8.1 Operate a POS system 8.2 Execute social media marketing campaigns	Modul e No.	Outcome	Assessment Criteria
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i l	10	Employability Skill	

List of Tools, Equipment & materials needed for 30 Trainees (Practical)

A. THEO	ORY / CLASS ROOM		
	In atmosphery's talking with allocation		
2	Instructor's table with glass top	6 feet x 4 feet	1Nos.
	Revolving Chair for Classroom		1Nos.
3	Instructor's revolving with arm chair		2Nos.
4	Visitor's chair		2Nos.
5	Class room chairs (armless)		30 Nos.
6	Class room table single / Dual desk		30 /15 Nos.
7	Almirah steel (major)	6" / higher	02 Nos.
8	Steel Cupboard	180 x 90 x 45 cm	02 Nos.
9	Steel Cupboard	120 x 60 x 45 cm	02 Nos.
10	Book Shelf with lock		02 Nos.
11	Magnetic White Board	6' x 4'	2Nos.
12	Working table size	1250x950	2nos
13	Students Lockers	with 8 compartments	4Nos.
14	Wooden Chest of Drawers	·	5Nos.
15	First Aid Box		01 No.
16	Fire Extinguisher		01 No.
17	Wall Clock		01 No.
B. TRAIN	NEES TOOL KIT		
18	Desktop / laptop/ Notebook/ PC	Latest Configuration	10 Nos.
19	Printer (any basic model) and Printer	- J	1 No.
	Table		each
20	Office Packages (MS Word, MS		10 Nos.
	Power Point, MS Excel, MS Outlook)		
21	Computer Table		10 Nos.
	LCD Projector with screen		1 no
22	•		
23	Flip chart, marker , Metal karat chart		As
			required
24	Broadband connectivity		1 no
	PPE kit	Gloves, safety shoes, goggles, ear plugs,	As
		boiler suit	required
25	All types of packaging tools and		As
	materials		required
26	Fire extinguishers		4 nos
27	Stone carat/size chart		5 nos
28	Sample Jewellery of various types		Set of
			jewellery as
			per
			curriculum
29	Jewellery Display Bust		2 No
30	Ring Display Tray		2 no
31	Earring Stand		2 no
32	Bangle Stand		2 no
33	Jewellery Display Counter		2 no
34	Viewing Table Top Mirrors		2 no

Note: -

^{1.} All the tools and equipment are to be procured as per BIS specification.

Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks	Total OJT marks
Describe the roles and responsibilities of a Gem and Jewellery sales person	GJR/1302/OC1	10	80	0
Identify the different types of jewellery and gemstone along with the manufacturing processes of jewellery	GJR/1302/OC2	20	80	0
Identify brand identity for a jewellery line including logos, brand messaging and style guides	GJR/1302/OC3	20	60	0
Demonstrate the sales process, including the key strategies and techniques from initial greetings stage to closing stage	GJR/1302/OC4	20	80	0
Interact with customers to address their inquiries/complaints	GJR/1302/OC5	20	110	0
Assist to plan for visual merchandising inside stores along with seasonal promotion strategy	GJR/1302/OC6	20	80	0
Develop the process of jewellery certification, grading and the ability to recognize counterfeit and treated gems	GJR/1302/OC7	20	80	0
Utilize various tech tools for effective retail sales of Gems and Jewellery	GJR/1302/OC8	20	80	0
Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	GJR/1302/OC9	0	0	150
Employability Skills – 60 Hrs	DGT/VSQ/N0102	50	0	0