

OJT Syllabus For Jewelry Polishing Assistant

Course Name	Jewelry Polishing Assistant
Sector	Gems & Jewellery
Course Code	GJR/2024/JEPA/342
Level	2.5
Occupation	Jewelry Polishing Assistant
Job Description	The candidate will be responsible for polishing, cleaning on various jewelry pieces, ensuring a flawless and aesthetically pleasing final product. They will also collaborate with the production team, adhering to quality standards and contributing to efficient workflow.
Course Duration	Total Duration 210 Hrs (OJT 180, ES- 30 hrs.)
Trainees' Entry Qualification	<ul style="list-style-type: none"> • 9th Grade pass OR • 8th Grade pass and pursuing continuous schooling OR • Grade 5 with 4 years relevant experience OR • Ability to read and write with 4 years relevant experience OR • Previous relevant Qualification of NSQF Level 2 with 6 months relevant experience OR • Previous relevant Qualification of NSQF Level 1 with 1.5 years relevant experience
Trainers Qualification	Class 8 th pass with 5 years experience in Jewelry Polishing

Structure of Course: (In OJT Module)

Module No.	Module name	Outcome	Compulsory/ Elective	Total (Hrs) (OJT)
1	Polish, Clean and finish the Jewelry	Demonstrate cleaning and polishing of Jewelry	Compulsory	90
2	Maintain IPR and respect copyright	Maintain intellectual property rights of company product	Compulsory	30
3	Coordinate with co-workers	Coordinate effectively with co-workers in professional setting	Compulsory	30
4	Maintain safe work environment	Apply safe working practices	Compulsory	30
5	Employability Skill	As per guided curriculum	Compulsory	30
TOTAL				210

SYLLABUS:**Module No. 1: Polish, Clean and finish the Jewelry**

Outcome: Demonstrate cleaning and polishing of Jewelry

Content:

- To read a job sheet and identify raw material required for job work.
- To be able to polish and clean the completed jewelry frame using different techniques.
- To be able to control gold loss
- To be able to detect product defects
- To be able to check quality
- To understand jewelry making process

- To understand the different types of Jewelry.

Module No. 2: Maintain IPR and respect copyright

Outcome: Maintain intellectual property rights of company product

Content:

- Respecting Intellectual Property Rights of company's products and designs to avoid infringement

Module No. 3: Coordinate with co-workers

Outcome: Coordinate effectively with co-workers in professional setting

Content:

- Learn how to coordinate with supervisor, colleagues and others

- Learn the importance of interaction and coordination for personal growth

Module No. 4: Maintain safe work environment

Outcome: Apply safe working practices

Content:

- Learn about safety procedures
- Learn about potential hazards in workplace
- Learn what to do in an emergency situation
- Learn to use the fire extinguisher by identifying the appropriate fire

- Learn how to comply with company safety rules and regulations

Module 5:Employability Skills (30 Hrs)

Key Learning Outcomes

Introduction to Employability Skills Duration: 1 Hour

After completing this programme, participants will be able to:

1. Discuss the importance of Employability Skills in meeting the job requirements

Constitutional values - Citizenship Duration: 1 Hour

2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices

Becoming a Professional in the 21st Century Duration: 1 Hours

4. Discuss 21st century skills.
5. Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.

Basic English Skills Duration: 2 Hours

6. Use appropriate basic English sentences/phrases while speaking

Communication Skills Duration: 4 Hour

7. Demonstrate how to communicate in a well -mannered way with others.
8. Demonstrate working with others in a team

Diversity & Inclusion Duration: 1 Hour

9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

Financial and Legal Literacy Duration: 4 Hours

11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

Essential Digital Skills Duration: 3 Hours

14. Show how to operate digital devices and use the associated applications and features, safely and securely
15. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely

Entrepreneurship Duration: 7 Hours

16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

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

Sl No	Items Name	Specification	Qty
1	Cotton Gloves		30m pair
2	Paint Brush		6
3	Pin Tong		6
4	Metal Brush		6
5	Steel Scale		6
6	Metal Scissors		6
7	Weighing Scale		2
8	Mandrel for bristle brush		6
9	Rouge (Luster),		6
10	Stro Motors		2
11	Bristle Brush		6
12	Feltring buff		4
13	Lapping wheel		4
14	Ultrasonic jig		1
15	Tray for steam cleaner		4
16	Sand blaster		2
17	Ring wooden stick		2
18	Ultrasonic cleaner		1
19	Polishing station with machine		2
20	Magnetic tumbler		2
21	Wooden polish stick		2
22	Red rouge tweezers		2
23	Cleaning solution		As required
24	Table brush		6
25	Bufs-cloth emery paper		As required
26	Emery mandrel		4
27	Rubber wheel		4
28	Rubber bullet		4
29	Eye protective googgle		30
30	Polishing wax		As required
31	Thick cotton thread		As required
32	Medical mask		30

Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks	Total OJT marks
Demonstrate cleaning and polishing of Jewelry	GJR/1303/OC1	50	300	350
Maintain intellectual property rights of company product	GJR/1303/OC2	20	180	200
Coordinate effectively with co-workers in professional setting	GJR/1303/OC3	20	180	200
Apply safe working practices	GJR/1303/OC4	20	180	200
Employability Skills – 30 Hrs	DGT/VSQ/N0101	50	0	0

