



TECHNICAL &  
VOCATIONAL  
EDUCATION &  
TRAINING  
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# National Competency Standard for Jewellery Making

## Standard Code: SOC11S15V1

*[Endorsed by the MALDIVES QUALIFICATIONS AUTHORITY (MQA)]*

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## PREFACE

Technical and Vocational Education and Training (TVET) Authority was established with the vision to develop a TVET system in the Maldives that is demand driven, accessible, beneficiary financed and quality assured, to meet the needs of society for stability and economic growth, the needs of Enterprise for a skilled and reliable workforce, the need of young people for decent jobs and the needs of workers for continuous mastery of new technology.

TVET system in the Maldives flourished with the Employment Skills Training Project (ESTP) funded by ADB with the objective of increasing the number of Maldivians, actively participating in the labor force, employed and self-employed. The Project supported expansion of demand driven employment-oriented skills training in priority occupations and to improve the capacity to develop and deliver Competency Based Skill Training (CBST). The project supported delivery of CBST programs to satisfy employer demand-driven needs. The National Competency Standards (NCS) provide the base for this training. Currently CBST is offered for five key sectors in the Maldives: Tourism, Fisheries and Agriculture, Transport, Construction and the Social sectors. These sectors are included as priority sectors that play a vital role in the continued economic growth of the country.

The NCS are developed in consultation with Employment Sector Councils representing employers. They are designed using a consensus format endorsed by the Maldives Qualifications Authority (MQA) to maintain uniformity of approach and the consistency of content amongst occupations. This single format also simplifies benchmarking the NCS against relevant regional and international standards. NCS specify the standards of performance of a competent worker and the various contexts in which the work may take place. NCS also describes the knowledge, skills and attitudes required in a particular occupation. They provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competency acquired following training or through work experience. By sharing this information, all participants in the training process have the same understanding of the training required and the standard to be reached for certification. Certification also becomes portable and can be recognized by other employers and in other countries with similar standards. NCS are the foundation for the implementation of the TVET system in Maldives. They ensure that all skills, regardless of where or how they were developed can be assessed and recognized. They also form the foundation for certifying skills in the Maldives National Qualification Framework (MNQF).

SOC11S15V1 is the first version of the NCS for Jewellery Making, and has been developed and endorsed in the year 2015. This standard includes one Qualification at Level 3 of Maldivian National Qualifications Framework.

Ms Aminath Asra

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<b>Employment Sector Councils</b>		
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<b>National Competency Standard has been Endorsed by</b>		
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Technical Vocational Education and Training Section Ministry of Higher Education Employment and Social Security Haveeree Hingun, Male' / Maldives Telephone: 3347411, Fax: 3347493 Email: <a href="mailto:PIU@employment.gov.mv">PIU@employment.gov.mv</a>		
Date of Endorsement: 27 December 2007	Date of revision	

## Key for coding Coding Competency Standards and Related Materials

DESCRIPTION	REPRESENTED BY
Industry Sector as per ESC (Three letters)	Construction Sector ( <b>CON</b> ) Fisheries and Agriculture Sector ( <b>FNA</b> ) Transport sector ( <b>TRN</b> ) Tourism Sector ( <b>TOU</b> ) Social Sector ( <b>SOC</b> ) Foundation ( <b>FOU</b> )
Competency Standard	<b>S</b>
Occupation with in a industry Sector	<b>Two digits 01-99</b>
Unit	<b>U</b>
Common Competency	<b>1</b>
Core Competency	<b>2</b>
Optional/ Elective Competency	<b>3</b>
Assessment Resources Materials	<b>A</b>
Learning Resources Materials	<b>L</b>
Curricula	<b>C</b>
Qualification	<b>Q1, Q2 etc</b>
MNQF level of Qualification	<b>L1, L2 etc</b>
Version Number	<b>V1, V2 etc</b>
Year of endorsement of standard, qualification	<b>By two digits Example- 07</b>

2. NATIONAL CERTIFICATE III IN JEWELRY MAKING		
<b>3. Qualification code:</b> SOC11SQ1L315	<b>Total Number of Credits: 76</b>	
<b>4. Purpose of the qualification</b>		
The holders of this qualification are expected to work as a Jewellery Maker and can work freelance or in a company.		
<b>5. Regulations for the qualification</b>	National Certificate III in Jewellery Making will be awarded to those who are competent in Unit 01+Unit 02+Unit 03+ Unit 04+ Unit 05+ Unit 06+ Unit 07+ Unit 08+ Unit 09+ Unit 10	
<b>6. Schedule of Units</b>		
Unit Title	Unit Title	Code
1	Observe personal and work place hygiene practices	SOC02S1U01V1
2	Practice health, safety and security Practices	SOC02S1U02V1
3	Practice effective workplace communication	SOC02S1U04V1
4	Provide first aid	SOC05S1U02V1
5	Basic Jewellery making techniques	SOC11S1U01V1
6	Culture and Jewellery	SOC11S1U02V1
7	Design Process	SOC11S1U03V1
8	Design Fundamentals	SOC11S1U04V1
9	Design Presentation	SOC11S1U05V1
10	Material Science	SOC11S1U06V1
<b>7. Accreditation requirements</b>	The training provider should have a workshop or similar training facility to provide the trainees the hands-on experience related to this qualification	
<b>8. Recommended sequencing of units</b>	As appearing under the section 06	

<b>2. NATIONAL CERTIFICATE IV IN JEWELRY MAKING</b>		
<b>3. Qualification code:</b> SOC11SQ2L415		<b>Total Number of Credits: 125</b>
<b>4. Purpose of the qualification</b>		
The holders of this qualification are expected to work as a Jewellery Maker and can work freelance or in a company.		
<b>5. Regulations for the qualification</b>		National Certificate IV in Jewellery Making will be awarded to those who are competent in Unit 01+Unit 02+Unit 03+ Unit 04+ Unit 05+ Unit 06+ Unit 07+ Unit 08+ Unit 09+ Unit 10+ Unit 11+Unit 12+Unit 13+Unit 14+Unit 15
<b>6. Schedule of Units</b>		
Unit Title	Unit Title	Code
<b>1</b>	Observe personal and work place hygiene practices	SOC02S1U01V1
<b>2</b>	Practice health, safety and security Practices	SOC02S1U02V1
<b>3</b>	Practice effective workplace communication	SOC02S1U04V1
<b>4</b>	Provide first aid	SOC05S1U02V1
<b>5</b>	Basic Jewellery making techniques	SOC11S1U01V1
<b>6</b>	Culture and Jewellery	SOC11S1U02V1
<b>7</b>	Design Process	SOC11S1U03V1
<b>8</b>	Design Fundamentals	SOC11S1U04V1
<b>9</b>	Design Presentation	SOC11S1U05V1
<b>10</b>	Material Science	SOC11S1U06V1
<b>11</b>	Handling Business Communication with the customers	SOC11S1U07V1
<b>12</b>	Inspect Quality and Application of Jewellery making materials	SOC11S1U08V1
<b>13</b>	Produce Jewellery wax model	SOC11S1U09V1
<b>14</b>	Perform hand engraving	SOC11S1U10V1
<b>15</b>	Perform gemstone setting	SOC11S1U11V1
<b>7. Accreditation requirements</b>		The training provider should have a workshop or similar training facility to provide the trainees the hands-on experience related to this qualification
<b>8. Recommended sequencing of units</b>		As appearing under the section 06

## Units Details

Unit Title	Unit Title	Code	Level	No of credits
1	Observe personal and work place hygiene practices	SOC02S1U01V1	3	3
2	Practice health, safety and security Practices	SOC02S1U02V1	3	3
3	Practice effective workplace communication	SOC02S1U04V1	3	4
4	Provide first aid	SOC05S1U02V1	3	5
5	Basic Jewellery making techniques	SOC11S1U01V1	3	14
6	Culture and Jewellery	SOC11S1U02V1	3	10
7	Design Process	SOC11S1U03V1	3	12
8	Design Fundamentals	SOC11S1U04V1	3	12
9	Design Presentation	SOC11S1U05V1	3	10
10	Material Science	SOC11S1U06V1	3	3
11	Handling Business Communication with the customers	SOC11S1U07V1	4	9
12	Inspect Quality and Application of Jewellery making materials	SOC11S1U08V1	4	9
13	Produce Jewellery wax model	SOC11S1U09V1	4	9
14	Perform hand engraving	SOC11S1U10V1	4	10
15	Perform gemstone setting	SOC11S1U11V1	4	12

### Packaging of National Qualifications:

National certificate III in Jewellery Making will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10

Qualification Code: SOC11SQ1L315

National certificate IV in Jewellery Making will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11+12+13+14+15

Qualification Code: SOC11SQ2L415





<b>UNIT TITLE</b>	Observe personal and work place hygiene practices				
<b>DESCRIPTOR</b>	<p>This unit covers the knowledge, skills and attitudes required to observe workplace hygiene procedures and maintaining of personal presentation and grooming standard.</p> <p>This unit deals with necessary skills and knowledge required for maintaining the hygiene of workers and the hygienic practices that should be applied while on the job.</p>				
<b>CODE</b>	TOU02S1U01V1	Level	3	Credit	3

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. Observe grooming, hygiene and personal presentation standards	1.1. Grooming, hygiene and personal presentation practices maintained at high standards in line with industry norms and enterprise procedures 1.2. Adequate level of personal cleanliness observed throughout the work 1.3. Effects of poor personal hygiene understood and avoided in all practices
2. Follow hygiene procedures	2.1 Workplace hygiene procedures followed in line with enterprise procedures and legal requirements 2.2 Eating, drinking, smoking, spitting, scratching or other such practices avoided while on the job 2.3 Hygiene standards of workplace maintained in line with enterprise procedures
3. Identify and avoid hygiene risks	3.1 Hygiene risks understood and avoided in line with general standards and guidelines 3.2 Legislations on hygiene understood and properly followed

## RANGE STATEMENT

Procedures included

- Grooming and personal presentation
- Personal and work place hygiene

Tools, equipment and materials required may include:

Nil

## ASSESSMENT GUIDE

Form of assessment

- Assessment for the unit needs to be holistic and observed during assessment of other units of competency which forms the qualification.
- Any written or oral examinations may include questions related to hygiene, illness and personal grooming standard.

Assessment context

Assessment may be done in workplace or a simulated work environment.

Critical aspects

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Maintaining adequate level of all aspects of personal hygiene and cleanliness
- Following cleaning procedures for effective cleaning of work areas
- Immediately reporting any symptoms of illness
- Undertaking routine medical checkups
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

- Theoretical assessment of this unit must be carried out in an examination room where proper examination rules are followed.
- Assessment of hygienic work practices must be constantly evaluated.

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning knowledge</b>	<b>Underpinning skills</b>
<ul style="list-style-type: none"><li>• Knowledge of national hygiene regulation regarding personal grooming standard and presentation</li><li>• General knowledge of common terminologies used in hygiene including personal hygiene</li><li>• Knowledge on general symptoms of different types of diseases</li><li>• Detailed knowledge and importance of illness and injury reporting procedures</li></ul>	<ul style="list-style-type: none"><li>• Ability to follow procedures and instructions</li><li>• Competent to work according to relevant hygiene regulations and procedures</li><li>• Competent to work to meet requirements for personnel hygiene and hygienic practices</li><li>• Communication skills</li><li>• Interpersonal skills</li></ul>

<b>UNIT TITLE</b>	Practice health, safety and security Practices				
<b>DESCRIPTOR</b>	This unit describes the importance of health and safety in the working environment. It identifies the key safety hazards within the work area and recognizes the correct manner in which to safely carry out the tasks of the job, for the benefit of the trainee, colleagues and customers.				
<b>CODE</b>	TOU02S1U02V1	<b>Level</b>	3	<b>Credit</b>	3

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. Follow workplace health, safety and security procedures	1.1. Health, safety and security procedures followed in line with operational policies and procedures and laws and regulations 1.2. Illnesses reported through proper channels of communication, using relevant forms and formats, in line with enterprise procedures 1.3. Safety and security breaches reported through proper channels of communication, in line with enterprise procedures
2. Deal with emergency situations	2.1 Emergency situations recognized and appropriate procedures followed in line with enterprise procedures 2.2 Assistance sought and cooperation given in emergency situations in line with enterprise procedures 2.3 Emergency incidences reported in line with enterprise procedures
3. Identify and prevent hygiene risks	3.1 Hygiene risks identified, prevented and avoided in line with enterprise procedures 3.2 Hygiene risks reported to appropriate persons and corrective action taken in line with enterprise procedures
4. Clean the work area	4.1 Cleaning tasks accomplished to enterprise standards 4.2 Proper method for cleaning selected and employed for appropriate task
5. Secure work premises	5.1 Work premises closed and locked at the end of work, in line with enterprise procedures

## RANGE STATEMENT

Procedures included:

- Guidelines for safe handling of equipment of utensils
- Emergency procedures
- Fire safety procedures
- Security and safety guidelines
- Cleaning and decontamination procedures
- Waste handling procedures
- Cleaning chemicals handling guidelines
- Accident and incidence reporting procedures
- Basic first aid procedures

Tools, equipment and materials required may include:

- Relevant procedure manuals

## ASSESSMENT GUIDE

### Forms of assessment

Assessment for the unit needs to be holistic and must be observed through real or simulated workplace activities.

### Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices.

### Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Communicating effectively with others involved in or affected by the work.
- Identifying and assessing hazardous situations and rectifying, or reporting to the relevant persons.
- Safely handling and storage of dangerous and/or hazardous goods and substances.
- Applying safe manual handling practices.
- Safely and effectively operating equipment and utilising materials over the full range of functions and processes for work undertaken on worksite.
- This unit may be assessed in conjunction with all and units which form part of the normal job role.

### Assessment conditions

Assessment must reflect and events processes that occur over a period of time

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning knowledge</b>	<b>Underpinning skills</b>
<ul style="list-style-type: none"><li>• General knowledge on safe practices</li><li>• Communication procedures</li><li>• Relevant workplace procedures and guidelines</li></ul>	<ul style="list-style-type: none"><li>• Undertake safe manual handling jobs</li><li>• Competent to follow safety regulations</li><li>• Competent to work safely with workplace equipments, materials and colleagues</li></ul>

<b>UNIT TITLE</b>	Practice effective workplace communication				
<b>DESCRIPTOR</b>	This unit addresses the need for effective communication in the hospitality industry. It describes the ethics of communication and shows the importance of selecting the best method of communication during various situations. It also identifies the barriers to communication and explains how to overcome them. The unit also describes how to use the telephone; the procedures for answering, transferring and holding calls, making outgoing calls and taking messages. In addition it also highlights the need for cleaning telephone equipment.				
<b>CODE</b>	TOU02S1U04V1	<b>Level</b>	3	<b>Credit</b>	4

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. Communicate with customers and colleagues	1.1. Proper channels and methods of communication used 1.2. Workplace interactions with customers and colleagues appropriately made 1.3. Appropriate lines of communication followed 1.4. Verbal and non-verbal communications are appropriate to the given situation 1.5. Non verbal communication of customer is observed responding to customer
2. Participate in workplace meetings and discussions	2.1 Meetings and discussions attended on time 2.2 Procedures to expressing opinions and following instructions clearly followed 2.3 Questions asked and responded to effectively 2.4 Meeting and discussion outcomes interpreted and implemented correctly
3. Handle relevant work related documentation	3.1 Conditions of employment understood correctly 3.2 Relevant information accessed from appropriate sources 3.3 Relevant data on workplace forms and other documents filled correctly 3.4 Instructions and guidelines understood and followed properly 3.5 Reporting requirements completed properly

4. Handle telephone	4.1 Procedures for taking messages and making outgoing calls followed correctly 4.2 Incoming calls answered correctly 4.3 Calls put on hold and transferred properly 4.4 Outgoing calls made efficiently 4.5 Communication in both English and Dhivehi demonstrated correctly
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## RANGE STATEMENT

Procedures included:

- Organizational hierarchy and reporting order
- Communications procedures
- Telephone handling procedures

Aspects evaluated:

- Verbal and Non-verbal communication
- Interpersonal skills
- General attitude to customers, colleagues and work
- Conformity to policies and procedures

Tools, equipment and material used in this unit may include

- Telephone
- Note pads
- Pens
- Forms and formats related to inter-personal communication

## ASSESSMENT GUIDE

### Forms of assessment

Assessment for the unit needs to be continuous and holistic and must include real or simulated workplace activities

### Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of opportunities for communication.



### Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of communicating effectively with others involved in or affected by the work. This unit may be assessed in conjunction with all and units which form part of the normal job role.

### Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• General knowledge of English and Divehi grammar</li><li>• General knowledge of common telephone equipment</li><li>• General knowledge on effective communication</li></ul>	<ul style="list-style-type: none"><li>• Undertake effective customer relation communications</li><li>• Competent in communicating basic with customers</li><li>• Fluency in English and Dhivehi language usage</li></ul>

<b>UNIT TITLE</b>	Provide first aid				
<b>DESCRIPTOR</b>	This unit deals with the skills and knowledge required for the provision of essential first aid in recognizing and responding to emergency using basic life support measures. The person providing first aid is not expected to deal with complex casualties or incidents, but to provide an initial response where first aid is required. It is assumed the person providing first aid is working under supervision and/or according to established workplace first aid policies and procedures.				
<b>CODE</b>	TOU05S1U02V1	<b>Level</b>	3	<b>Credit</b>	5

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. Assess the situation	1.1. physical hazards and risks to personal and others' health and safety identified 1.2. Immediate risks to self and casualty's health and safety minimized by controlling hazards in accordance with occupational health and safety requirements 1.3. The situation assessed and decides on actions required, promptly 1.4. Assistance sought from appropriate others, as required and at the appropriate time
2. Apply basic first aid techniques	2.1 Casualty's physical condition assessed by visible vital signs 2.2 First aid provided to stabilise the patient's physical and mental condition in accordance with enterprise policy on provision of first aid and recognised first aid procedures 2.3 Available first aid equipment used as appropriate.
3. Monitor the situation	3.1 back-up services appropriate to the situation identified and notified promptly 3.2 Information about the patient's condition conveyed accurately and clearly to emergency services personnel

	or health professionals
4. Prepare required documentation	4.1. Documented emergency situations according to enterprise procedures 4.2. Reports which are clear, accurate provided within required time frames

## RANGE STATEMENT

This unit applies to all tourism and hospitality sectors. The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances. First aid treatment is that defined in Common Law as emergency assistance provided to a second party in the immediate absence of medical or paramedical care.

Established first aid principles include:

- Checking and maintaining the casualty's airway, breathing and circulation
- Checking the site for danger to self, casualty and others and minimising the danger.

Physical and personal hazards may include:

- Workplace hazards such as fire, floods, violent persons
- Environmental hazards such as electrical faults, chemical spills, fires, slippery surfaces, floods, wild animals, fumes,
- Proximity of other people
- Hazards associated with the casualty management processes

Risks may include:

- Worksite equipment, machinery and substances
- Bodily fluids
- Risk of further injury to the casualty
- Risks associated with the proximity of other workers and bystanders

First aid management will need to account for:

- Location and nature of the work environment
- Environmental conditions and situations, such as electricity, biological risks, weather and terrain, motor vehicle accidents,

- The level of knowledge, skills, training and experience of the person administering first aid
- Familiarity with particular injuries
- Legal issues that affect the provision of first aid in different industry sectors
- The characteristics of the site where the injury occurs
- The nature of the injury and its cause
- Infection control procedures
- Availability of first aid equipment, medications and kits or other suitable alternative aids
- Proximity and availability of trained paramedical and medical/health professional assistance
- The patient's cardio-vascular condition as indicated by vitals signs such as body temperature, pulse rate and breathing rates
- Unresolved dangers such as fire, chemical contamination or fume toxicity of the area where the injury occurs

Vital signs include:

- Breathing
- Circulation
- Consciousness.

Injuries may include:

- Abdominal trauma
- Allergic reactions
- Bleeding
- Chemical contamination
- Choking
- Cold injuries
- Cardio-vascular failure
- Dislocations and fractures
- Drowning
- Poisoning and toxic substances
- Medical conditions including epilepsy, diabetes, asthma
- Eye injuries
- Head injuries
- Minor skin injuries
- Neck and spinal injuries
- Needle stick injuries

- Puncture wounds and cuts
- Crush injuries
- Shock
- Smoke inhalation
- Sprains and strains
- Substance abuse
- Unconsciousness
- Infections
- Inhalation of toxic fumes and airborne dusts
- Bone and joint injuries
- Eye injuries
- Burns and scalds, thermal, chemical, friction and electrical

Injuries may involve:

- Unconsciousness
- Confusion
- Tremors
- Rigidity
- Numbness
- Inability to move body parts
- Pain
- Delirium
- External bleeding
- Internal bleeding
- Heat exhaustion
- Hypothermia
- Pre-existing illness

Appropriate others from whom assistance may be sought may include:

- Emergency services personnel
- Health professionals
- Colleagues
- Customers
- Passers by

Assistance may include, as appropriate to emergency situations:

- Maintaining site safety and minimizing the risk of further injury or injury to others
- Making the casualty comfortable and ensuring maximum safety
- Assessment of injury situations
- Providing first aid including managing bleeding through the application of tourniquets, pressure and dressings
- Giving CPR and mouth-to-mouth resuscitation
- Giving reassurance and comfort
- Raising the alarm with emergency services or health professionals
- Removing debris

Tools, equipment and material used in this unit may include:

- First aid kit
- Pressure and other bandages
- Thermometers
- Eyewash
- Pocket face masks
- Rubber gloves
- Dressings
- Flags and flares
- Fire extinguishers
- Communication equipment such as mobile phones

## ASSESSMENT GUIDE

### Forms of assessment

Assessment methods must be chosen to ensure that application of accepted first aid techniques can be practically demonstrated. Methods must include assessment of knowledge as well as assessment of practical skills.

The following examples are appropriate for this unit:

- Practical demonstration of the use of commonly-used equipment and first aid supplies
- Explanation about management of a variety of common simulated injury situations
- Questions to test knowledge of injury situations, types of injury and management of injury situations

- Review of portfolios of evidence and third party reports of performance of first aid by the candidate

### Assessment context

This unit may be assessed in a simulated environment

### Critical aspects (for assessment)

Assessment must ensure:

- Use of real first aid equipment
- Ability to assess situations requiring first aid and to decide on a plan of action including seeking help
- Ability to apply established first aid principles including:
  - Checking and maintaining the casualty's airway, breathing and circulation
  - Checking the site for danger to self, casualty and others and minimising the danger

### Assessment conditions

Assessment must ensure:

- Use of real first aid equipment
- Use of dummies

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• Basic anatomy and physiology</li><li>• Resuscitation</li><li>• Bleeding control</li><li>• Care of the unconscious</li><li>• Airway management</li><li>• Basic infection control principles and procedures</li><li>• Legal requirements</li><li>• Duty of care</li><li>• Reporting requirements.</li></ul>	<ul style="list-style-type: none"><li>• Assertiveness skills</li><li>• Communication skills</li><li>• Decision making</li><li>• Report preparation</li><li>• Provide first aid</li><li>• Provide various types of treatments</li><li>• Demonstrate the four step process</li></ul>

<b>UNIT TITLE</b>	Basic Jewellery making techniques				
<b>DESCRIPTOR</b>	This unit covers the basic knowledge, skills and attitudes required for jewellery making. This includes the appropriate tools, materials as well.				
<b>CODE</b>	SOC11S1U01V1	<b>LEVEL</b>	3	<b>CREDIT</b>	14

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. Select appropriate tools used in jewellery making	1.1. Understands the safety procedures for working in the workshop/ with the tools 1.2. The appropriate tools used for making different jewellery components identified and selected accordingly. 1.3. Identified an appropriate mold for melting the selected metal (s)
2. Melt the selected metal (s) using the techniques of heating process	2.1 Prepares the setup for melting the given metal in the melting vessel 2.2 Takes the necessary precautions when pouring the melted metal to the mold 2.3 Melts and molds the selected metal using the mold
3. Apply the skills and techniques for hand hammering process of the selected metal (s)	3.1 Prepares metal sheets using techniques of hand hammering on the heated metal (s) 3.2 Able to hand hammer the metal to thicknesses of 2mm, 1mm and 0.5mm
4. Cut the hand hammered metal	4.1 Cuts the metal sheets to different sizes as required hammers the cut metal sheets to a cylindrical form 4.2 Uses appropriate scissors for cutting the hammered sheets 4.3 Cuts the hammered sheets to appropriate sizes and shapes for wire drawing
5. Apply the process of wire drawing	5.1 Chooses the most appropriate wire drawing template for the desired wire sizes 5.2 Sets up the procedure for wire drawing accordingly 5.3 Draws the hammered and shaped metals to different wire sizes as required 5.4 Able to prepare wires of thicknesses 1.5mm, 1mm, 0.5mm, 0.25mm
6. Fabricate basic jewellery	6.1 Able to make chain loops from drawn wires



components	6.2 Able to make circle loops from drawn wires and copper wires using spring technique and plier technique 6.3 Able to make a chain not shorter than 4 inches long soldering 0.5 mm wire loops together 6.4 Able to make a single wire chain (fattaru) not less than 6 inches long, using 0.25mm wire
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## Range Statement

Work may take place in residential building, where the electrician is called to perform the job.

This unit applies to the following and should be contextualized to the qualifications to which it is being applied.

Jewellery components include:

- Ring
- Bracelet
- Chain
- Ear ring

Tools, equipment and material used in this unit may include

## ASSESSMENT GUIDE

### Forms of assessment

Continuous assessment coupled with gathered evidence of performance is suitable for this unit.

### Assessment context

This unit shall be assessed on the job or in a simulated environment demonstrated by an individual working alone or as part of a team

This unit could be assessed individually or in conjunction with other related units

### Critical aspects (for assessment)

Assessment must confirm the candidate's ability to:

- Safety of self, others and property
- Produce jewellery components from metals, starting with melting the metal to production of the final jewellery component

### Assessment conditions

The candidate will have access to:

- All tools, equipments, materials and documentation required

The candidates will be required to:

- Orally, or by other methods of communication, answer questions asked by the assessors
- Identify superiors who can be approached for the collection of competency evidence where appropriate
- Present the evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competency and consistently perform all elements of the unit as specified by the criteria, and that he/she possess the required underpinning knowledge

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• Knowledge of the safety procedures for working in the workshop/ with the tools</li><li>• Knowledge of the necessary precautions when pouring the melted metal to the mold</li><li>• Knowledge of appropriate scissors for cutting the hammered sheets</li></ul>	<ul style="list-style-type: none"><li>• Select the appropriate tools used for making different jewellery components</li><li>• Identify an appropriate mold for melting the selected metal</li><li>• Prepare the setup for melting the given metal in the melting vessel</li><li>• Melt and mold metals using the mold</li><li>• Prepare metal sheets using techniques of hand hammering on the heated metal (s)</li><li>• Hand hammer metals to thicknesses of 2mm, 1mm and 0.5mm</li><li>• Cut metal sheets to different sizes as required and hammer them to a cylindrical form</li></ul>

	<ul style="list-style-type: none"><li>• Cut hammered sheets to appropriate sizes and shapes for wire drawing</li><li>• Set up the procedure for wire drawing</li><li>• Draw hammered and shaped metals to different wire sizes as required</li><li>• Prepare wires of thicknesses 1.5mm, 1mm, 0.5mm, 0.25mm</li><li>• Make chain loops from drawn wires</li><li>• Make circle loops from drawn wires and copper wires using spring technique and plier technique</li><li>• Make a chain not shorter than 4 inches long soldering 0.5 mm wire loops together</li><li>• Make a single wire chain (fattaru) not less than 6 inches long, using 0.25mm wire</li></ul>
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<b>UNIT TITLE</b>	Culture and Jewellery				
<b>DESCRIPTOR</b>	This unit covers the basic history of jewellery making.				
<b>CODE</b>	SOC11S1U02V1	<b>LEVEL</b>	3	<b>CREDIT</b>	10

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. The general history of jewellery design and making	1.1. Understands the general history of world jewellery designing and making 1.2. Has knowledge of symbolism of jewellery and designing jewellery for specific themes 1.3. Understands how traditional jewellery design concepts are used in modern jewelleryes
2. History and development of jewellery making in the Maldives	2.1 Has knowledge of Maldivian historical and traditional art and craft 2.2 Has knowledge of how modern and contemporary jewellery are being used by Maldivians

## Range Statement

This unit applies to the following and should be contextualized to the qualifications to which it is being applied.

Early history of jewellery designing include:

- History of jewellery designing in Asia- China and India
- History of jewellery designing in Egypt and Europe

Tools, equipment and material used in this unit may include

## ASSESSMENT GUIDE

### Forms of assessment

This unit may be assessed through oral questioning or through a theory paper.

### Assessment context

This unit shall be assessed on the job or in a simulated environment demonstrated by an individual working alone or as part of a team

This unit could be assessed individually or in conjunction with other related units

### Critical aspects (for assessment)

Assessment must confirm the candidate's ability to:

- Understand the general history of jewellery design and making
- Explain the history and development of jewellery making in the Maldives

### Assessment conditions

The candidate will have access to:

- All tools, equipments, materials and documentation required

The candidates will be required to:

- Orally, or by other methods of communication, answer questions asked by the assessors
- Present the evidence of what they have studied in a sketchbook where ideas and solutions related to projects and exercises done in this unit are recorded.

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, and that he/she possess the required underpinning knowledge

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• Knowledge of the general history of world jewellery designing and making</li><li>• Knowledge of symbolism of jewellery and designing jewellery for specific themes</li><li>• Knowledge of how traditional jewellery design concepts are used in modern jewelleries</li><li>• Knowledge of Maldivian historical and traditional art and craft</li><li>• Knowledge of how modern and contemporary jewellery are being used by Maldivians</li></ul>	

<b>UNIT TITLE</b>	Design process				
<b>DESCRIPTOR</b>	This unit covers the basics of understanding and applying design. It gives knowledge of Maldivian historical themes in combination with contemporary jewellery designs				
<b>CODE</b>	SOC11S1U03V1	<b>LEVEL</b>	3	<b>CREDIT</b>	12

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. Understand and apply the design process	1.1. Identify and select objects or theme for designing jewellery 1.2. Design jewellery according to required concepts 1.3. Modify jewellery to adapt to a selected theme 1.4. Understand different types of gemstones and their specialities, materials and methods involved in jewellery making 1.5. Make custom jewellery for a selected theme or clients desires
2. Presentation of finished jewellery set	2.1 Present a finished jewellery set to clients effectively

## Range Statement

This unit applies to the following and should be contextualized to the qualifications to which it is being applied.

- The units of the jewellery set prepared for presentation must be a minimum of three.

Tools, equipment and material used in this unit may include

## ASSESSMENT GUIDE

### Forms of assessment

Continuous assessment coupled with gathered evidence of performance is suitable for this unit.

### Assessment context

This unit shall be assessed on the job or in a simulated environment demonstrated by an individual working alone or as part of a team

This unit could be assessed individually or in conjunction with other related units

### Critical aspects (for assessment)

Assessment must confirm the candidate's ability to:

- Understand and apply the design process
- Present jewellery to clients appropriately

### Assessment conditions

The candidate will have access to:

- All tools, equipments, materials and documentation required

The candidates will be required to:

- Orally, or by other methods of communication, answer questions asked by the assessors
- Identify superiors who can be approached for the collection of competency evidence where appropriate
- Present the evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, and that he/she possess the required underpinning knowledge

### UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• Has knowledge of different types of gemstones and their specialities, materials and methods involved in jewellery making</li></ul>	<ul style="list-style-type: none"><li>• Identify and select objects or theme for designing jewellery</li><li>• Design jewellery according to required concepts</li><li>• Modify jewellery to adapt to a selected theme</li><li>• Make custom jewellery for a selected theme or clients desires</li><li>• Presentation of jewellery sets for clients</li></ul>

<b>UNIT TITLE</b>	Design fundamentals				
<b>DESCRIPTOR</b>	This unit gives candidates knowledge of design fundamentals required for jewellery making				
<b>CODE</b>	SOC11S1U04V1	<b>LEVEL</b>	3	<b>CREDIT</b>	12

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. Understand and apply the design fundamentals	1.1. Draw and sketch any given object 1.2. Bring textures to drawn sketches using different media 1.3. Produce analytical drawing of any given object 1.4. Understand and conceptualize an object or idea

## Range Statement

This unit applies to the following and should be contextualized to the qualifications to which it is being applied.

- Different media used for bringing textures for drawn media may include;
  - Pencil
  - Charcoal
  - Pens
  - Crayons
  - Watercolour
  - markers

Tools, equipment and material used in this unit may include

## ASSESSMENT GUIDE

### Forms of assessment

Continuous assessment coupled with gathered evidence of performance is suitable for this unit.

### Assessment context

This unit shall be assessed on the job or in a simulated environment demonstrated by an individual working alone or as part of a team

This unit could be assessed individually or in conjunction with other related units

### Critical aspects (for assessment)



Assessment must confirm the candidate's ability to:

- Understand and apply the design fundamentals

### Assessment conditions

The candidate will have access to:

- All tools, equipments, materials and documentation required

The candidates will be required to:

- Orally, or by other methods of communication, answer questions asked by the assessors
- Identify superiors who can be approached for the collection of competency evidence where appropriate
- Present the evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, and that he/she possess the required underpinning knowledge

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• Basic knowledge of sketching techniques</li><li>• Basic knowledge of shading and colouring techniques used in different media</li><li>• Understanding of the effect of light on objects and how to use shading techniques to illustrate that</li><li>• Use of number and proportion in art</li></ul>	<ul style="list-style-type: none"><li>• Draw and sketch any given object</li><li>• Bring textures to drawn sketches using different media</li><li>• Produce analytical drawing of any given object</li><li>• Conceptualize an object or idea as needed</li></ul>

<b>UNIT TITLE</b>	Design presentation				
<b>DESCRIPTOR</b>	This unit gives candidates basic knowledge of using adobe illustrator CS				
<b>CODE</b>	SOC11S1U05V1	<b>LEVEL</b>	3	<b>CREDIT</b>	10

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Designing basic jewellery components in 2D, and preparing presentation boards using adobe illustrator	1.1. Demonstrates the ability to use the basic tools of adobe illustrator CS to create patterns and textures 1.2. Design basic jewellery components in 2D using adobe illustrator CS 1.3. Prepare a presentation board covering the design process, which can be used to sell the jewellery designed by candidate.

## Range Statement

This unit applies to the following and should be contextualized to the qualifications to which it is being applied.

Tools, equipment and material used in this unit may include

## ASSESSMENT GUIDE

### Forms of assessment

Continuous assessment coupled with gathered evidence of performance is suitable for this unit.

### Assessment context

This unit shall be assessed on the job or in a simulated environment demonstrated by an individual working alone or as part of a team

This unit could be assessed individually or in conjunction with other related units

### Critical aspects (for assessment)

Assessment must confirm the candidate's ability to:

- Understand and apply adobe illustrator CS to create 2D models and prepare presentation boards

### Assessment conditions

The candidate will have access to:

- All tools, equipments, materials and documentation required

The candidates will be required to:

- Orally, or by other methods of communication, answer questions asked by the assessors
- Identify superiors who can be approached for the collection of competency evidence where appropriate
- Present the evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, and that he/she possess the required underpinning knowledge

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• Knowledge of the basic tools of adobe illustrator CS to create patterns and textures</li><li>• Knowledge of the skills required for designing basic jewellery components in 2D using adobe illustrator CS</li><li>• Knowledge required for preparing a presentation board covering the design process, which can be used to sell the jewellery designed by candidate.</li></ul>	<ul style="list-style-type: none"><li>• Able to use the basic tools of adobe illustrator CS to create patterns and textures</li><li>• Has the skills required for designing basic jewellery components in 2D using adobe illustrator CS</li><li>• Can prepare a presentation board covering the design process, which can be used to sell the jewellery designed by candidate.</li></ul>

<b>UNIT TITLE</b>	Material Science				
<b>DESCRIPTOR</b>	This unit gives candidates basic knowledge of materials used in jewellery making and their basic properties				
<b>CODE</b>	SOC11S1Uo6V1	<b>LEVEL</b>	3	<b>CREDIT</b>	3

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. Understanding materials used in jewellery making and their properties	1.1. Demonstrate understanding of metals and their composition 1.2. Understands the physical and mechanical properties of materials 1.3. Understands the effects of heat on metals and the heat treating processes 1.4. Understands the different types of strength of materials. 1.5. Understands different methods used for metal identification

## Range Statement

This unit applies to the following and should be contextualized to the qualifications to which it is being applied.

- The metals whose composition maybe required for this unit may include;
  - Iron and its alloys
  - Copper and its alloys
  - Gold, silver and their alloys
- Heat treatment processes may include;
  - Annealing
  - Stress relieving
  - Tempering
  - Hardening
- Types of strength may include;
  - Tensile strength
  - Compressive strength
  - Shear strength

- Bending strength
- Metal identification techniques may include;
  - Visual colour identification
    - Non-fractured
    - Fractured
  - Mass (weight) relative density
  - Magnetic property
  - Hardenability
    - Hardness test
      - Brinell test
      - Rockwell test
  - Corrosion of metals
  - Melting temperature
  - Actions of acids
  - Actions of alkalis

Tools, equipment and material used in this unit may include

## ASSESSMENT GUIDE

### Forms of assessment

Continuous assessment coupled with gathered evidence of performance is suitable for this unit.

### Assessment context

This unit shall be assessed on the job or in a simulated environment demonstrated by an individual working alone or as part of a team

This unit could be assessed individually or in conjunction with other related units

### Critical aspects (for assessment)

Assessment must confirm the candidate's ability to:

- Understand and apply adobe illustrator CS to create 2D models and prepare presentation boards

### Assessment conditions

The candidate will have access to:

- All tools, equipments, materials and documentation required

The candidates will be required to:

- Orally, or by other methods of communication, answer questions asked by the assessors
- Identify superiors who can be approached for the collection of competency evidence where appropriate
- Present the evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, and that he/she possess the required underpinning knowledge

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• Knowledge of metals and their composition</li><li>• The physical and mechanical properties of materials</li><li>• The effects of heat on metals and the heat treating processes</li><li>• The different types of strength of materials.</li><li>• The different methods used for metal identification</li></ul>	

<b>UNIT TITLE</b>	Handling Business communication with the customers				
<b>DESCRIPTOR</b>	This unit provides candidates knowledge of basic English Vocabularies of Jewellery and basic marketing terminology as well as enhances the capability of using Simple English to communicate with the customer				
<b>CODE</b>	SOC11S1U07V1	<b>LEVEL</b>	4	<b>CREDIT</b>	9

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. Elementary English Vocabularies of jewellery & marketing terminology	1.1. Know about the English names of jewellery, such as: <ul style="list-style-type: none"> <li>• Jewellery Products</li> <li>• The peripheral products of Jewellery</li> <li>• Jewellery Parts</li> <li>• Types of gemstones</li> <li>• Jewellery manufacturing materials &amp; Techniques</li> <li>• The brand names of Jewellery and their origin</li> </ul> 1.2. Understand the general marketing terminology of jewellery and able to Use the terminologies effectively.
2.Simple English to handle business communication with customers	2.1. Able to use simple English to communicate with customers, such as: <ul style="list-style-type: none"> <li>• Greet customers</li> <li>• Explain prices to customers</li> <li>• Explain the product and market the product effectively.</li> <li>• Aid the customers to select jewellery products.</li> </ul>

## Range Statement

This unit applies to the general jewellery practitioners.

Tools, equipment and material used in this unit may include

## ASSESSMENT GUIDE

### Forms of assessment

Continuous assessment coupled with gathered evidence of performance is suitable for this unit.

### Assessment context

This unit shall be assessed on the job or in a simulated environment demonstrated by an individual working alone or as part of a team

This unit could be assessed individually or in conjunction with other related units

### Critical aspects (for assessment)

Assessment must confirm the candidate's ability to:

- Understand the basic English Vocabularies of Jewellery and basic marketing terminology, and capability of using Simple English to communicate with the customer

### Assessment conditions

The candidate will have access to:

- All tools, equipment's, materials and documentation required

The candidates will be required to:

- Orally, or by other methods of communication, answer questions asked by the assessors
- Identify superiors who can be approached for the collection of competency evidence where appropriate
- Present the evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, and that he/she possess the required underpinning knowledge

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• Know about the Jewellery products/parts.</li><li>• Knowledge about the jewellery Manufacturing materials &amp; Techniques</li><li>• Different types of gemstone and its technical terminologies</li></ul>	<ul style="list-style-type: none"><li>• Able to communicate effectively with the customers.</li><li>• Have the capability of explaining the product to the customers</li><li>• Able to aid the customers to select the product</li></ul>



<b>UNIT TITLE</b>	Inspect Quality and Application of Jewellery making materials				
<b>DESCRIPTOR</b>	This unit of competency covers the Skills and Knowledge required to examine the quality of materials used in jewellery assembly and their presentation.				
<b>CODE</b>	SOC11S1U08V1	<b>LEVEL</b>	4	<b>CREDIT</b>	9

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. Analyse Jewellery making materials	1.1. Find typically used materials in Jewellery making. 1.2. Categorize information's sources and specialist expertise available to confirm uses and quality of materials. 1.3. Recognise recovery and recycling opportunities for materials used jewellery. 1.4. Assess risk factors in using materials for various jewellery applications. 1.5. Select materials for creation of jewellery according to design, work and quality requirements.
2. Apply knowledge of metals to Jewellery making	2.1. Describe the standard of purity for precious metals and the marking system used to identify grade of quality. 2.2. Describe the process of making metal alloys and impact of mix on final properties 2.3. Conduct basic tests to assess purity of metal. 2.4. Define costing consequences of using metals of various purity in Jewellery. 2.5. Select metals for making of Jewellery according to design, work and quality requirements
3. Apply knowledge of gemstones to Jewellery making	3.1. Identify sorts of gemstones and their basic characteristics. 3.2. Identify processes used to determine quality of gemstones. 3.3. Identify range of facet cuts used on gems and range of applications in Jewellery design. 3.4. Recognize techniques used to enhance lower quality gemstones 3.5. Decide costing consequences of using various gemstones in Jewellery 3.6. Identify requirements for handling and cleaning gemstones 3.7. Select gems for production of Jewellery according to design,

	work and quality requirements
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## Range Statement

This unit applies to the general jewellery practitioners.

### Materials may include:

- gemstones (e.g. diamonds, rubies, sapphires and emeralds)
- ornamental materials (e.g. lapis lazuli and malachite)
- biological gem materials (e.g. amber, coral and ivory) and their synthetics and imitations
- rocks
- non-crystalline materials (e.g. amorphous opal)
- glass, plastic and composite stones
- gold, silver, platinum, palladium, copper and their alloys

### Quality of materials may include:

- malleability
- ductility
- conductivity
- strength
- reaction to treatments and construction processes

### Information sources and specialist expertise may include:

- industry associations
- Australian standards documentation
- gemmologists
- trade publications
- internet
- suppliers

### Types of gemstones includes:

- diamonds
- beryl
- quartz
- agate
- opal

- jade

**Basic tests to assess purity of metal may include:**

- acid testing
- touch stone
- electronic testing

**Gem characteristics may include:**

- beauty
- durability
- rarity
- cost
- colouring
- size
- shape

**Facet cuts used on gems include:**

- emerald
- pear cut
- round brilliant
- asscher cut
- cushion cut
- oval cut
- radiant cut
- marquise cut
- princess cut
- heart cut

**Treatments and enhancement of gems may include:**

- heat treatment
- oiling
- irradiation
- coating
- colouring

Tools, equipment and material used in this unit may include

## ASSESSMENT GUIDE

Assessment processes and techniques must be culturally appropriate and suitable to the language and literacy capacity of the candidate and the work being performed.

### Forms of assessment

- Methods must confirm consistency and accuracy of performance with the application of underpinning knowledge.
- Approaches must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application.
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process.
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.
- Assessment may be in conjunction with assessment of other units of competency where required.

### Assessment context

This unit shall be assessed on the job or in a simulated environment demonstrated by an individual working alone or as part of a team

This unit could be assessed individually or in conjunction with other related units

### Critical aspects (for assessment)

Assessment must confirm the candidate's ability to:

- Understand Clearly the types of commonly used jewellery manufacturing materials and their characteristics
- Select materials to meet the needs of work outcomes
- Analyse and apply information on material quality and grade.
- Apply the knowledge of metal and gemstones to work processes.

### Assessment conditions

The candidate will have access to:

- All tools, equipment's, materials and documentation required

The candidates will be required to:

- Orally, or by other methods of communication, answer questions asked by the assessors
- Identify superiors who can be approached for the collection of competency evidence where appropriate
- Present the evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, and that he/she possess the required underpinning knowledge

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• Know the Melting points of various metals/alloys</li><li>• Understand the properties of Jewellery metals</li><li>• Recognize physical and visual properties of gem materials</li><li>• Know the uses and characteristics of common materials used in Jewellery</li></ul>	<ul style="list-style-type: none"><li>• Identifying metals and their alloys</li><li>• measuring and handling gemstones</li><li>• recognizing the range of materials used in Jewellery</li><li>• interpreting technical information of Jewellery making</li><li>• Able to research and access information to enhance the quality of work.</li><li>• undertaking numerical operations, geometry and calculations within the scope of the unit</li></ul>

<b>UNIT TITLE</b>	Produce Jewellery wax model				
<b>DESCRIPTOR</b>	This unit covers producing one-off wax models in simple to moderate carved forms and simple to moderate structural forms.				
<b>CODE</b>	SOC11S1U09V1	<b>LEVEL</b>	4	<b>CREDIT</b>	9

<b>ELEMENTS OF COMPETENCIES</b>	<b>PERFORMANCE CRITERIA</b>
1. Determine master requirements	1.1. Customer specifications are identified.
2. Prepare materials for production of wax model	2.1. Appropriate waxes are selected. 2.2. Stock materials are cut to appropriate length. 2.3. Appropriate tools are selected and used.
3. Produce wax models	3.1. Material use and production time are optimized. 3.2. Wax is sculpted to specifications.
4. Finish wax models	4.1. Imperfections in final wax model are minimized. 4.2. Surface finishes are applied.
5. Assess suitability of final wax product	5.1. Product is inspected for compliance with specifications. 5.2. Final product is modified as necessary.

## Range Statement

This unit applies to the general jewellery practitioners. It allows for different work environments and situations that may affect performance.

## Tools, equipment and material used in this unit may include

### Materials :

- Materials may include those of different colours/hardness/properties

### Tools:

Electric and hand held tools, e.g. heat irons, wax guns, saws, carving tools, wax files, flaming torch

### Surface finishes:

- Fine emery, Shellite

## ASSESSMENT GUIDE

### Forms of assessment

- Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning.
- Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.
- The candidate must have access to all tools, equipment, materials and documentation required.
- The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

### Assessment context

This unit shall be assessed on the job or in a simulated environment demonstrated by an individual working alone or as part of a team

This unit could be assessed individually or in conjunction with other related units

### Critical aspects (for assessment)

Assessment must confirm the candidate's ability to:

- Understand the basic English Vocabularies of Jewellery and basic marketing terminology, and capability of using Simple English to communicate with the customer

### Assessment conditions

The candidate will have access to:

- All tools, equipment's, materials and documentation required

The candidates will be required to:

- Orally, or by other methods of communication, answer questions asked by the assessors
- Identify superiors who can be approached for the collection of competency evidence where appropriate
- Present the evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, and that he/she possess the required underpinning knowledge

## UNDERPINNING KNOWLEDGE AND SKILLS

Underpinning Knowledge	Underpinning Skills
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<ul style="list-style-type: none"><li>• Know the factors affecting construction of wax model, including type of wax, hand tools, method of construction, final finish, weight of finished product</li><li>• methods to be used to produce the outcome requirements/specifications and minimize waste</li><li>• tools for preparing and producing wax for specific wax types and constructions</li><li>• purpose/requirements for selected surface finish</li><li>• evaluation of product by weight formulation</li><li>• effects of toxic fumes of melting wax</li><li>• effects of casting shrinkage and finishing processes</li><li>• hazards and control measures, including housekeeping</li><li>• use and application of personal protective equipment</li></ul>	<ul style="list-style-type: none"><li>• Clarifying customer specifications</li><li>• selecting appropriate method for construction of wax model for the supplied specifications</li><li>• fusing joints to achieve optimum strength and quality</li><li>• Applying texture finishing, high polishes, etc.</li><li>• inspecting product for correct tolerances, allowance for casting shrinkage and finishing processes</li><li>• modifying original product to meet required tolerances and finishes</li><li>• using measurement skills needed to meet the requirements of this unit</li></ul>
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<b>UNIT TITLE</b>	Perform hand engraving				
<b>DESCRIPTOR</b>	This unit applies to basic hand tool applications; with gravers as the predominant hand tools,				
<b>CODE</b>	SOC11S1U10V1	<b>LEVEL</b>	4	<b>CREDIT</b>	10

ELEMENT	PERFORMANCE CRITERIA
1. Identify engraving requirements	1.1. Engraving requirements are identified from applicable documents. 1.2. Sequence of procedures is correctly identified.
2. Select and maintain engraving equipment and accessories	2.1. Appropriate equipment is selected for use. 2.2. Gravers are prepared to industry standards.
3. Perform hand engraving	3.1. Item is measured and marked out for engraving as required. 3.2. Work piece is positioned and held/clamped effectively and without damage to the work piece. 3.3. Work is undertaken according to standard work procedures and workplace/industry standards.

### Range Statement

- It allows for different work environments and situations that may affect performance.
- Engraving requirements: Lettering / pictures, size, style

### Tools, equipment and material used in this unit may include

- Scorpers, gravers

## ASSESSMENT GUIDE

### Forms of assessment

- Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning.
- Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.

- The candidate must have access to all tools, equipment, materials and documentation required.
- The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

### Assessment context

This unit shall be assessed on the job or in a simulated environment demonstrated by an individual working alone or as part of a team

This unit could be assessed individually or in conjunction with other related units

### Critical aspects (for assessment)

Assessment must confirm the candidate's ability to:

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

### Assessment conditions

The candidate will have access to:

- All tools, equipment's, materials and documentation required

The candidates will be required to:

- Orally, or by other methods of communication, answer questions asked by the assessors
- Identify superiors who can be approached for the collection of competency evidence where appropriate
- Present the evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, and that he/she possess the required underpinning knowledge

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• engraving terminology</li><li>• sources of task-related information</li></ul>	<ul style="list-style-type: none"><li>• identifying the engraving sequence</li><li>• selecting and using gravers, scorpers and other applicable tools</li><li>• controlling engraving tools</li><li>• machining and sharpening graver shape and cutting angles</li><li>• using datum lines/points</li><li>• handling and securing work pieces</li><li>• maintaining points/cutting edges/polished faces</li></ul>

<b>UNIT TITLE</b>	Perform gemstone setting				
<b>DESCRIPTOR</b>	This unit covers performing most diamond and gem setting styles by manual methods				
<b>CODE</b>	SOC11S1U11V1	<b>LEVEL</b>	4	<b>CREDIT</b>	12

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
1. Identify setting requirements	1.1. Setting requirements are identified. 1.2. Gemstone status is assessed. 1.3. Setting metal is identified.
2. Prepare materials and equipment for setting	2.1. Tools are selected for use in achieving the desired outcome. 2.2. Tools are prepared and maintained to produce required specifications. 2.3. Metal is prepared for setting.
3. Perform gemstone setting	3.1. Gemstones are secured correctly. 3.2. Setting metal is finished/burnished to specification.

## Range Statement

It allows for different work environments and situations that may affect performance.

Tools, equipment and material used in this unit may include

### Tools

- Various holding and securing devices
- Pliers
- Burrs
- Scaupers
- Burnishers
- Emery
- Beaders

### Requirements

Type of setting, specific product handling measures

## ASSESSMENT GUIDE

### Forms of assessment

- Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning.
- Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency.
- The candidate must have access to all tools, equipment, materials and documentation required.
- The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

### Assessment context

This unit shall be assessed on the job or in a simulated environment demonstrated by an individual working alone or as part of a team

This unit could be assessed individually or in conjunction with other related units

### Critical aspects (for assessment)

Assessment must confirm the candidate's ability to:

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

### Assessment conditions

The candidate will have access to:

- All tools, equipment's, materials and documentation required

The candidates will be required to:

- Orally, or by other methods of communication, answer questions asked by the assessors
- Identify superiors who can be approached for the collection of competency evidence where appropriate
- Present the evidence of credit for any off-job training related to this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, and that he/she possess the required underpinning knowledge

## UNDERPINNING KNOWLEDGE AND SKILLS

<b>Underpinning Knowledge</b>	<b>Underpinning Skills</b>
<ul style="list-style-type: none"><li>• setting processes and terminology</li><li>• gemstone features and handling procedures</li><li>• suitability of metal for carving and setting</li><li>• maintenance of tools</li><li>• setting techniques, processes and procedures</li></ul>	<ul style="list-style-type: none"><li>• selecting and preparing tools</li><li>• identifying metals</li><li>• identifying gemstone features</li><li>• adjusting, sharpening and maintaining tools</li><li>• preparing metals</li><li>• securing gemstones</li></ul>