TRAINING REGULATIONS

JEWELRY MAKING (FINE JEWELRY)

NC II

DECORATIVE CRAFTS SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City

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TRAINING REGULATIONS FOR

JEWELRY MAKING (FINE JEWELRY) NC II

SECTION 1 JEWELRY MAKING(FINE JEWELRY) NC II QUALIFICATION

The JEWELRY MAKING (FINE JEWELRY) NC II Qualification consists of competencies along fine jewelry making that a person must achieve that will enable him/her fabricate basic jewelry components, polish jewelry, plate jewelry and perform rubber mold making.

This Qualification is packaged from the competency map of JEWELRY MAKING as shown in Annex A.

The units of Competency comprising this Qualification include the following:

CODE NO.	BASIC COMPETENCIES
500311105	Participate in workplace communication
500311106	Work in team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures

CODE NO.	COMMON COMPETENCIES
CON311202	Observe procedures, specifications and manuals of instructions
CON311203	Perform mensurations and calculations
HCS516202	Manage own performance
ICT315202	Apply quality standards
HCS323204	Apply basic first aid

CODE NO.	CORE COMPETENCIES
DCJ731301	Fabricate basic jewelry components
DCJ731302	Polish jewelry
DCJ731303	Plate jewelry
DCJ731304	Perform rubber mold making

A person who has achieved this Qualification is competent to be:

- ☐ Basic Jewelry Fabricator
- ☐ Jewelry Polisher
- ☐ Jewelry Plater
- ☐ Rubber mold maker

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common and core units of competency required in **JEWELRY MAKING (FINE JEWELRY) NC II**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : PARTICIPATE IN WORKPLACE COMMUNICATION
UNIT CODE : 500311105
UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA ***Bold and Italicized*** terms are elaborated in the Range of Variables
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from ***appropriate sources*** 1.2 Effective questioning , active listening and speaking skills are used to gather and convey information 1.3 Appropriate ***medium*** is used to transfer information and ideas 1.4 Appropriate non- verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and ***storage*** of information are used 1.7 Personal interaction is carried out clearly and concisely
2. Participate in workplace meetings and discussions	2.1 Team meetings are attended on time 2.2 Own opinions are clearly expressed and those of others are listened to without interruption 2.3 Meeting inputs are consistent with the meeting purpose and established ***protocols*** 2.4 ***Workplace interactions*** are conducted in a courteous manner 2.5 Questions about simple routine workplace procedures and maters concerning working conditions of employment are asked and responded to 2.6 Meeting outcomes are interpreted and implemented

3. Complete relevant work related documents	3.1 Range of ***forms*** relating to conditions of employment are completed accurately and legibly 3.2 Workplace data is recorded on standard workplace forms and documents 3.3 Basic mathematical processes are used for routine calculations 3.4 Errors in recording information on forms/ documents are identified and properly acted upon 3.5 Reporting requirements to supervisor are completed according to organizational guidelines

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	1.1 Team members 1.2 Suppliers 1.3 Trade personnel 1.4 Local government 1.5 Industry bodies
2. Medium	2.1 Memorandum 2.2 Circular 2.3 Notice 2.4 Information discussion 2.5 Follow-up or verbal instructions 2.6 Face to face communication
3. Storage	3.1 Manual filing system 3.2 Computer-based filing system
4. Forms	4.1 Personnel forms, telephone message forms, safety reports
5. Workplace interactions	5.1 Face to face 5.2 Telephone 5.3 Electronic and two way radio 5.4 Written including electronic, memos, instruction and forms, non-verbal including gestures, signals, signs and diagrams
6. Protocols	6.1 Observing meeting 6.2 Compliance with meeting decisions 6.3 Obeying meeting instructions

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Prepared written communication following standard format of the organization 1.2 Accessed information using communication equipment 1.3 Made use of relevant terms as an aid to transfer information effectively 1.4 Conveyed information effectively adopting the formal or informal communication
2. Underpinning Knowledge	2.1 Effective communication 2.2 Different modes of communication 2.3 Written communication 2.4 Organizational policies 2.5 Communication procedures and systems 2.6 Technology relevant to the enterprise and the individual's work responsibilities
3. Underpinning Skills	3.1 Follow simple spoken language 3.2 Perform routine workplace duties following simple written notices 3.3 Participate in workplace meetings and discussions 3.4 Complete work related documents 3.5 Estimate, calculate and record routine workplace measures 3.6 Basic mathematical processes of addition, subtraction, division and multiplication 3.7 Ability to relate to people of social range in the workplace 3.8 Gather and provide information in response to workplace requirements
4. Resource Implications	4.1 Fax machine 4.2 Telephone 4.3 Writing materials 4.4 Internet
5. Method of Assessment	5.1 Direct Observation 5.2 Oral interview and written test
6. Context for Assessment	6.1 Competency may be assessed individually in the actual workplace or through accredited institution

UNIT OF COMPETENCY : WORK IN TEAM ENVIRONMENT

UNIT CODE : 500311106

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes to identify role and responsibility as a member of a team.

ELEMENT	PERFORMANCE CRITERIA ***Bold and Italicized*** terms are elaborated in the Range of Variables
1. Describe team role and scope	1.1 The ***role and objective of the team*** is identified from available ***sources of information*** 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources
2. Identify own role and responsibility within team	2.1 Individual role and responsibilities within the team environment are identified 2.2 Roles and responsibility of other team members are identified and recognized 2.3 Reporting relationships within team and external to team are identified
3. Work as a team member	3.1 Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known team activities and objectives 3.2 Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and ***workplace context*** 3.3 Observed protocols in reporting using standard operating procedures 3.4 Contribute to the development of teamwork plans based on an understanding of team's role and objectives and individual competencies of the members.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	1.1 Work activities in a team environment with enterprise or specific sector 1.2 Limited discretion, initiative and judgement maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	2.1 Standard operating and/or other workplace procedures 2.2 Job procedures 2.3 Machine/equipment manufacturer's specifications and instructions 2.4 Organizational or external personnel 2.5 Client/supplier instructions 2.6 Quality standards 2.7 OHS and environmental standards
3. Workplace context	3.1 Work procedures and practices 3.2 Conditions of work environments 3.3 Legislation and industrial agreements 3.4 Standard work practice including the storage, safe handling and disposal of chemicals 3.5 Safety, environmental, housekeeping and quality guidelines

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Operated in a team to complete workplace activity 1.2 Worked effectively with others 1.3 Conveyed information in written or oral form 1.4 Selected and used appropriate workplace language 1.5 Followed designated work plan for the job 1.6 Reported outcomes
2. Underpinning Knowledge	2.1 Communication process 2.2 Team structure 2.3 Team roles 2.4 Group planning and decision making
3. Underpinning Skills	3.1 Communicate appropriately, consistent with the culture of the workplace
4. Resource Implications	The following resources **MUST** be provided: 4.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 4.2 Materials relevant to the proposed activity or tasks
5. Method of Assessment	Competency may be assessed through: 5.1 Observation of the individual member in relation to the work activities of the group 5.2 Observation of simulation and or role play involving the participation of individual member to the attainment of organizational goal 5.3. Case studies and scenarios as a basis for discussion of issues and strategies in teamwork
6. Context for Assessment	6.1 Competency may be assessed in workplace or in a simulated workplace setting 6.2 Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY: PRACTICE CAREER PROFESSIONALISM

UNIT CODE : 500311107

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in promoting career growth and advancement.

ELEMENT	PERFORMANCE CRITERIA ***Bold and Italicized*** terms are elaborated in the Range of Variables
1. Integrate personal objectives with organizational goals	1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession 1.2 Intra- and interpersonal relationships are maintained in the course of managing oneself based on performance ***evaluation*** 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties
2. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives. 2.2 ***Resources*** are utilized efficiently and effectively to manage work priorities and commitments 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures
3. Maintain professional growth and development	3.1 ***Trainings and career opportunities*** are identified and availed of based on job requirements 3.2 ***Recognitions*** are -sought/received and demonstrated as proof of career advancement 3.3 ***Licenses and/or certifications*** relevant to job and career are obtained and renewed

RANGE OF VARIABLES

VARIABLE	RANGE
1. Evaluation	1.1 Performance Appraisal 1.2 Psychological Profile 1.3 Aptitude Tests
2. Resources	2.1 Human 2.2 Financial 2.3 Technology 2.3.1 Hardware 2.3.2 Software
3. Training and career opportunities	3.1 Participation in training programs 3.1.1 Technical 3.1.2 Supervisory 3.1.3 Managerial 3.1.4 Continuing Education 3.2 Serving as Resource Persons in conferences and workshops
4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations 4.4 Commendations 4.5 Awards 4.6 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses

	5.4 Professional Licenses

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Attained job targets within key result areas (KRAs) 1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation 1.3 Completed trainings and career opportunities which are based on the requirements of the industries 1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification
2. Underpinning Knowledge	2.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.) 2.2 Company policies 2.3 Company-operations, procedures and standards 2.4 Fundamental rights at work including gender sensitivity 2.5 Personal hygiene practices
3. Underpinning Skills	3.1 Appropriate practice of personal hygiene 3.2 Intra and Interpersonal skills 3.3 Communication skills
4. Resource Implications	The following resources **MUST** be provided: 4.1 Workplace or assessment location 4.2 Case studies/scenarios
5. Method of Assessment	Competency may be assessed through: 5.1 Portfolio Assessment 5.2 Interview 5.3 Simulation/Role-plays 5.4 Observation 5.5 Third Party Reports 5.6 Exams and Tests
6. Context for Assessment	6.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

UNIT CODE : 500311108

UNIT DESCRIPTOR : This unit covers the outcomes required to comply with regulatory and organizational requirements for occupational health and safety.

ELEMENT	PERFORMANCE CRITERIA ***Bold and Italicized*** terms are elaborated in the Range of Variables
1. Identify hazards and risks	1.1 ***Safety regulations*** and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures 1.2 ***Hazards/risks*** in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures 1.3 ***Contingency measures*** during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedures
2. Evaluate hazards and risks	2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit values (TLV) 2.2 Effects of the hazards are determined 2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation

ELEMENT	PERFORMANCE CRITERIA ***Bold and Italicized*** terms are elaborated in the Range of Variables
3. Control hazards and risks	3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3.3 ***Personal protective equipment (PPE)*** is correctly used in accordance with organization OHS procedures and practices 3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with established organization protocol
4. Maintain OHS awareness	4.1 ***Emergency-related drills and trainings*** are participated in as per established organization guidelines and procedures 4.2 ***OHS personal records*** are completed and updated in accordance with workplace requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety regulations	May include but are not limited to: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 ECC regulations
2. Hazards/Risks	May include but are not limited to: 2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 2.4 Ergonomics 2.4.1 Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles 2.4.2 Physiological factors – monotony, personal relationship, work out cycle
3. Contingency measures	May include but are not limited to: 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 (Calling designed) emergency personnel
4. PPE	May include but are not limited to: 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits

VARIABLE	RANGE
5. Emergency-related drills and training	5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/CPR 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 6.4 OHS-related training completed

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Explained clearly established workplace safety and hazard control practices and procedures 1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures 1.3 Recognized contingency measures during workplace accidents, fire and other emergencies 1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV. 1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices 1.7 Completed and updated OHS personal records in accordance with workplace requirements
2. Underpinning Knowledge	2.1 OHS procedures and practices and regulations 2.2 PPE types and uses 2.3 Personal hygiene practices 2.4 Hazards/risks identification and control 2.5 Threshold Limit Value –TLV 2.6 OHS indicators 2.7 Organization safety and health protocol 2.8 Safety consciousness 2.9 Health consciousness
3. Underpinning Skills	3.1 Practice of personal hygiene 3.2 Hazards/risks identification and control skills 3.3 Interpersonal skills 3.4 Communication skills
4. Resource Implications	The following resources must be provided: 4.1 Workplace or assessment location 4.2 OHS personal records 4.3 PPE 4.4 Health records
5. Method of Assessment	Competency may be assessed through: 5.1 Portfolio Assessment 5.2 Interview 5.3 Case Study/Situation
6. Context for Assessment	6.1 Competency may be assessed in the work place or in a simulated work place setting

COMMON COMPETENCIES

UNIT OF COMPETENCY : OBSERVE PROCEDURES, SPECIFICATIONS AND MANUALS OF INSTRUCTIONS

UNIT CODE : CON311202

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in identifying, interpreting, applying services in accordance with specifications and manuals, and storage of manuals.

ELEMENT	PERFORMANCE CRITERIA ***Bold and Italicized*** terms are elaborated in the Range of Variables
1. Identify and access specification / manuals	1.1 Appropriate manuals are identified and accessed as per job requirements. 1.2 Version and date of manual are checked to ensure that correct specification and procedure are identified.
2. Interpret manuals	2.1 Relevant sections/ chapters of specifications/manuals are accessed in relation to the work to be conducted. 2.2 Information and procedure/s in the manual are interpreted in accordance with current industry practices.
3. Apply information in manual	3.1 Manual is interpreted according to job requirements and in accordance with current industry practices. 3.2 Work steps are correctly identified in accordance with manufacturer's specification. 3.3 (Manual) Data in the manual data are applied according to the given task. 3.4 All correct sequencing and adjustments are interpreted in accordance with information contained on the manual or in accordance with specifications.
4. Store manuals	4.1 Manual or specifications are stored appropriately to ensure prevention of damage, ready access and updating of information when required in accordance with company requirements and current industry practices.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Procedures, Specifications and Manuals of instructions	Kinds of Manuals: 1.1 Manufacturer's Specification Manual 1.2 Periodic Maintenance Manual 1.3 Maintenance Procedure Manual 1.4 Repair Manual

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Identified and accessed specification/manuals as per job requirements. 1.2 Interpreted manuals in accordance with industry practices. 1.3 Applied information in manuals according to the given task. 1.4 Stored manuals in accordance with company requirements.
2. Underpinning Knowledge	2.1 Type of manuals used in the Decorative Crafts (Jewelry) Sector 2.2 Identification of symbols used in the manuals 2.3 Identification of units of measurements 2.4 Unit/s of conversion
3. Underpinning Skills	3.1 Reading and comprehension skills required to identify and interpret decorative crafts (jewelry) manuals and specifications 3.2 Accessing information and data
4. Resource Implications	The following resources should be provided: 4.1 All manuals/catalogues relative to the decorative crafts (jewelry) sector
5. Methods of Assessment	Competency in this unit must be assessed through: 5.1 Direct observation 5.2 Questions/Interview
6. Context for Assessment	6.1 Competency assessment must be undertaken in accordance with the endorsed TESDA assessment guidelines 6.2 Assessment may be conducted in the workplace or simulated environment

UNIT OF COMPETENCY : PERFORM MENSURATIONS AND CALCULATIONS

UNIT CODE : CON311203

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in identifying and measuring objects based on the required performance standards.

ELEMENT	PERFORMANCE CRITERIA ***Bold and Italicized*** terms are elaborated in the Range of Variables
1. Select measuring instrument	1.1 Object/design or component to be measured is identified, classified and interpreted in accordance with the appropriate ***geometric shape/s***. 1.2 Measuring tools are selected/identified as per object/design to be measured or job requirements 1.3 Correct design and specifications are obtained from relevant sources. 1.4 Appropriate measuring instruments are selected according to job requirements 1.5 Alternative measuring tools are used without sacrificing cost and quality of work.
2. Carry out measurements and calculations	2.1 Accurate ***measurements*** are obtained according to job requirements. 2.2 Alternative measuring tools are used without sacrificing cost and quality of work. 2.3 ***Calculation*** needed to complete work tasks are performed using four basic process of addition (+), subtraction (-) multiplication (x) and division(/) including but not limited to trigonometric functions, algebraic computations 2.4 Calculations involving fractions, percentages and mixed numbers are used to complete workplace tasks. 2.5 Numerical computation is self-checked and corrected for accuracy. 2.6 Instruments are read to the limit of accuracy and precision of the tool used. 2.7 Systems of measurement are identified and converted according to job requirements/ISO 2.8 Work pieces are measured according to job requirements.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Geometric shape	Including but not limited to: 1.1 Round 1.2 Square 1.3 Rectangle 1.4 Triangle 1.5 Sphere 1.6 Cone
2. Measuring instruments	Including but not limited to: 2.1 tape measure 2.2 various calipers 2.3 weighing scale 2.4 densimeter 2.5 ruler 2.6 micrometer
3. Measurements and calculations	Including but not limited to: 3.1 size 3.2 width 3.3 length 3.4 weight 3.5 area 3.6 volume 3.7 diameter 3.8 thickness 3.9 angle/s

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Selected and prepared appropriate measuring instruments in accordance with job requirements 1.2 Performed measurements and calculations according to job requirements/ISO
2. Underpinning knowledge	2.1 **TRADE MATHEMATICS/MENSURATION** 2.1.1 Four fundamental operation 2.1.2 Linear measurement 2.1.3 Dimensions 2.1.4 Unit conversion 2.1.5 Ratio and proportion 2.1.6 Trigonometric functions 2.1.7 Algebraic equations
3. Underpinning skills	3.1 Performing mensuration and calculation by addition, subtraction, multiplication and division: trigonometric functions and algebraic equations 3.2 Visualizing objects and shapes 3.3 Interpreting and using appropriate formula(s) for volume, areas, perimeters of plane and geometric figures 3.4 Proper handling and storing of measuring instruments
4. Resource implications	The following resources should be provided: 4.1 Workplace location 4.2 Problems to solve 4.3 Measuring instrument/s appropriate to carry out tasks 4.4 Instructional materials relevant to the proposed activity
5. Methods of assessment	Competency in this unit must be assessed through: 5.1 Direct observation/Actual test. 5.2 Questions/Interview
6. Context for assessment	6.1 Competency assessment must be undertaken in accordance with the endorsed TESDA assessment guidelines 6.2 Assessment may be conducted in the workplace or in a (simulated) similar environment

UNIT OF COMPETENCY : MANAGE OWN PERFORMANCE

UNIT CODE : HCS516202

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in effectively managing one's workload and quality of work.

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables
1. Plan for completion of own workload	1.1 ***Tasks*** accurately identified 1.2 Priority allocated to each task 1.3 Time lines allocated to each task or series of tasks 1.4 Tasks deadlines known and complied with whenever possible 1.5 Work schedules are known and completed within agreed time frames 1.6 Work plans developed according to assignment requirements and employer policy 1.7 Uncompleted work or tasks detailed and responsibility for completion passed to incoming shift or other appropriate persons
2. Maintain quality of own performance	2.1 Personal performance continually monitored against agreed ***performance standards*** 2.2 Advice and guidance sought when necessary to achieve or maintain agreed standards 2.3 Guidance from management applied to achieve or maintain agreed standards 2.4 Standard of work clarified and agreed according to employer policy and procedures
3. Build credibility with customers/clients	3.1 Client expectations for reliability, punctuality and appearance adhered to 3.2 Possible causes of client/customer dissatisfaction identified, dealt with and recorded according to employer policy 3.3 Client fully informed of all relevant security matters in a timely manner and according to agreed reporting procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Tasks	1.1 May identified through: 1.1.1 Assignment instructions 1.1.2 Verbal Instructions by senior officer 1.1.3 Policy Documents 1.1.4 Duty Statements 1.1.5 Self Assessment 1.2 May be: 1.2.1 Daily tasks 1.2.2 Weekly tasks 1.2.3 Regularly or irregularly occurring tasks
2. Performance Standards	May include: 2.1 Assignment/Instructions 2.2 Procedures established in policy documents

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Planned for completion of own workload 1.2 Assessed verbal or written work plan through observation and discussion of site and employer requirements 1.3 Demonstrated capacity to complete task within specified time frame 1.4 Maintained quality of own performance
2. Underpinning knowledge and attitudes	2.1 Site and assignment requirements 2.2 Employer policy on performance management 2.3 Indicators of appropriate performance for each area of responsibility 2.4 Steps for improving or maintaining performance
3. Underpinning skills	3.1 Capacity to plan and prioritize security work loads and requirements 3.2 Time and task management
4. Resource implications	The following resources **MUST** be provided: 4.1 Assessment Centers/Venues 4.2 Accredited Assessors 4.3 Modes of Assessment 4.4 Evaluation Reports 4.5 Access to a relevant venue, equipment and materials 4.6 Assignment Instructions 4.7 Logbooks 4.8 Operational manuals and makers'/customers' instructions (if relevant) 4.9 Assessment Instruments, including personal planner and assessment record book
5. Method of assessment	Competency may be assessed through: 5.1 Written Test/Examination 5.2 Demonstration with questioning 5.3 Observation with questioning
6. Context of assessment	6.1 Competency assessment must be undertaken in accordance with the endorsed TESDA assessment guidelines 6.2 Assessment may be conducted in the workplace or in a (simulated) similar environment

UNIT OF COMPETENCY : APPLY BASIC FIRST AID

UNIT CODE : HCS323203

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to provide an initial response where First Aid is required. In this unit it is assumed that the First Aider is working under supervision and / or according to established workplace First Aid procedures and policies

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables
1. Assess the situation	1.1 ***Physical hazards*** to self and casualty's health and safety are identified. 1.2 Immediate ***risks*** to self and casualty's occupational health and safety (OSH)are minimized by controlling the hazard in accordance with OSH requirements. 1.3 Casualty's ***vital signs*** and physical condition are assessed in accordance with workplace procedures.
2. Apply basic first aid techniques	2.1 ***First Aid management*** is provided in accordance with established First Aid procedures. 2.2 Casualty is reassured in a caring and calm manner and made comfortable using available resources. 2.3 First Aid assistance is sought from others in a timely manner and as appropriate. 2.4 ***Casualty's condition*** is monitored and responded to in accordance with effective ***First Aid principles*** and workplace procedures. 2.5 Details of casualty's physical condition, changes in conditions, management and response are accurately recorded in line with organizational procedures. 2.6 Casualty management is finalized according to his/her needs and First Aid principles.

3. Communicate details of the incident	3.1	Appropriate medical assistance is requested using relevant ***communication media*** and ***equipment.***
	3.5	Details of casualty's condition and management activities are accurately conveyed to emergency services/relieving personnel.
	3.6	Reports to supervisors are prepared in a timely manner, presenting all relevant facts according to established company procedures.

RANGE OF VARIABLES

VARIABLE	RANGE
1. First Aid Management	This may include but not limited to: 1.1 Workplace policies and procedures 1.2 Industry/site specific regulations, codes 1.3 OSH 1.4 State and territory workplace health and safety requirements 1.5 Allergies the casualty may have
2. Physical Hazards	Physical hazards may include: 2.1 Workplace hazards 2.2 Environmental hazards 2.3 Proximity of other people 2.4 Hazards associated with casualty management processes
3. Risks	Risks may include: 3.1 Worksite equipment, machinery and substances 3.2 Environmental risks 3.3 Bodily fluids 3.4 Risk of further injury to the casualty 3.5 Risk associated with the proximity of the others and bystanders
4. Casualty's Condition	Casualty's condition may include but not limited to the following: 4.1 Abdominal injuries 4.2 Allergic reactions 4.3 Bleeding 4.4 Burns-thermal, chemical, friction, electrical 4.5 Cardiac conditions 4.6 Chemical contamination 4.7 Cod injuries 4.8 Crush injuries 4.9 Dislocations 4.10 Drowning 4.11 Eye injuries 4.12 Fractures 4.13 Head injuries 4.14 Epilepsy 4.15 Minor skin injuries 4.16 Neck and spinal injuries 4.17 Needle stick injuries

VARIABLE	RANGE
	4.18 Poisoning and toxic substances 4.19 Shock 4.20 Smoke inhalation
5. Equipment and Resources	Equipment and other resources may include: 5.1 Defibrillation units 5.1 Pressure bandages 5.2 Thermometers 5.3 First Aid kit 5.4 Eyewash 5.5 Thermal blankets 5.6 Pocket face masks 5.7 Rubber gloves 5.8 Dressing 5.9 Space device 5.10 Cervical collars
6. Communication system	6.1 Mobile phone 6.2 Satellite phones 6.3 HF/VHF radio 6.4 Flags 6.5 Flares 6.6 Two - way radio 6.7 Email 6.8 Electronic equipment
7. Vital signs	7.1 Breathing 7.2 Circulation 7.3 Consciousness
8. First Aid Principles	8.1 Checking the site for danger to self, casualty' and others and minimizing the danger 8.2 Checking and maintaining the casualty's airways, breathing and circulation

EVIDENCE GUIDE

1. Critical aspects of competency	*Assessment requires evidence that the candidate:* 1.1 Complied with institutional requirements, OSH laws infections control and manual handling procedures and relevant health regulations 1.2 Identified physical hazards of the casualty and minimized immediate risks 1.3 Assessed and monitored the physical condition of the casualty 1.4 Responded to emergency using basic life support measures. 1.5 Provided initial response where First Aid is required 1.6 Dealt with complex casualties or incident 1.7 Prepared reports to concerned personnel in a timely manner
2. Underpinning knowledge	2.1 Basic anatomy and physiology 2.2 Company standard operating procedures (SOPs) 2.3 Dealing with confidentiality 2.4 Knowledge of the First Aiders' skills limitations 2.5 OSH legislation and regulations 2.6 How to gain access to and interpret material safety data sheets
3. Underpinning skills	3.1 Resuscitation 3.2 Safe manual handling of casualty 3.3 Consideration of the welfare of the casualty 3.4 Report preparation 3.5 Communication skills 3.6 Ability to interpret and use listed documents

4. Resource implications	The following resources **MUST** be provided: 4.1 Access to relevant work station 4.2 Relevant institutional policies, guidelines procedure and protocol 4.3 Equipment and materials relevant to the proposed activities
5. Method of assessment	Competency may be assessed through: 5.1 Demonstration with questioning 5.2 Interview 5.3 Third Party Report 5.4 Portfolio
6. Context of assessment	6.1 Assessment may be done in a workplace or simulated work area setting.

UNIT TITLE:	**APPLY QUALITY STANDARDS**
UNIT CODE:	**ICT315202**
UNIT DESCRIPTOR:	This unit covers the knowledge, skills, attitudes required to apply quality standards in the workplace. The unit also includes the application of relevant safety procedures and regulations, organization procedures and customer requirements

ELEMENT	PERFORMANCE CRITERIA ***Bold and Italicized*** terms are elaborated in the Range of Variables
1. Assess quality of received materials or components	1.1 Received ***materials or component parts*** are checked based on material specifications 1.2 ***Defective*** material or components are identified and isolated following standard operating procedures 1.3 Defective materials or components are replaced in accordance with workplace procedures.
2. Assess own work	2.1 ***Documents*** relative to ***quality*** within the company is identified and used 2.2 Completed work is checked based on workplace standards relevant to the task undertake***n*** 2.3 In cases of deviations from specified quality standards, causes are documented and reported in accordance with the workplace' standards operating procedures
3. Engage in process improvement	3.1 Process improvement procedures are participated in relation to workplace assignment 3.2 Work is carried out in accordance with process improvement procedures 3.3 Performance of operation or quality of product or service is monitored in accordance to ***customer*** satisfaction

RANGE OF VARIABLES

VARIABLE	RANGE
1. Materials / components	May include but not limited to: 1.1 Electrical materials and consumables 1.2 Welding materials and consumables 1.3 Furniture making materials and consumables 1.4 Carpentry materials and consumables 1.5 Masonry materials and consumables 1.6 Heavy equipment materials and consumables
2. Defective	May include but not limited to: 2.1 Components / materials do not conform to specification 2.2 Components / materials containing manufacturing defects 2.3 Components / materials do not conform with government regulation i.e., PEC, environmental code 2.4 Components / materials possessed safety defects
3. Documents	May include but not limited to: 3.1 Organization work procedures / reports 3.2 Manufacturer's instruction manual 3.3 Customer requirements 3.4 Forms
4. Quality standards	May include but not limited to: 4.1 Materials / consumables 4.2 Component parts 4.3 Final product 4.4 Production processes 4.5 Methods
5. Customer	May include but not limited to: 5.1 Co-worker 5.2 Supplier 5.3 Client 5.4 Organization receiving the product or service

EVIDENCE GUIDE

1. Critical aspect of competency	Assessment must show that the candidate: 1.1 Demonstrates ability to follow company's standard operating procedures 1.2 Demonstrates knowledge of types and uses of materials and component parts 1.3 Demonstrates knowledge of quality standards 1.4 Demonstrates ability to follow process improvement procedures
2. Underpinning knowledge	2.1 Production processes 2.2 Types and uses of materials and components 2.3 Company standard operating procedures 2.4 Safety practices and applications
3. Underpinning skills	3.1 Following production processes 3.2 Checking of materials and component parts and finished products 3.3 Following company standard operating procedures 3.4 Applying safety practices
4. Method of assessment	4.1 Observation of practical skills 4.2 Oral questions
5. Resource implication	The following materials must be provided: 5.1 Materials and component parts relevant to the activity 5.2 Documents related to quality
6. Context of Assessment	6.1 Assessment may be conducted in the workplace or in a simulated environment.

CORE COMPETENCIES

UNIT OF COMPETENCY : FABRICATE BASIC JEWELRY COMPONENTS

UNIT CODE : DCJ731301

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in fabricating basic components of fine jewelry.

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables
1. Prepare requirements for fabrication	1.1 Jewelry design construction, dimension, composition, characteristic and finish requirements are established from predetermined specifications in accordance with organizational and client requirements 1.2 Fabrication and finish specifications and required outcomes as indicated in the prescribed form are confirmed and clarified as necessary with ***appropriate person(s)*** and in accordance with organizational and client's requirements 1.3 ***Appropriate preparation and fabrication techniques*** are established in accordance with job order requirements and organizational procedures 1.4 ***Fabrication and finishing*** activities are prioritized in accordance with designated timeframes, organizational and specific requirements 1.5 ***Tools and equipment, materials and consumables*** are selected, requested and checked for operational effectiveness in accordance with the manufacturer's specification and organizational procedures
2. Perform fabrication	2.1 ***Pre-formed materials*** are fabricated to produce ***basic components*** using applicable fabrication activities and safe operating practices, protective equipment, and in accordance with OH&S, organizational and industry accepted methods 2.2 Fabricated Item is checked to ensure if construction conforms with required specifications, quality and industry/ organizational standard 2.3 When necessary, defective items are reworked/retouched in accordance with specifications and organizational procedures 2.4 Fabricated Items are submitted to appropriate person(s) for quality control in accordance with industry/organizational requirements and standards

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables
	2.5 Proper care in handling of materials are strictly observed to ensure that quality and quantity is followed in accordance with the organizational requirements 2.6 ***Personal protective equipment (PPE)*** is used in accordance with job requirements and OHS requirements 2.7 Metal filings of same kind and quality are melted together for proper re-testing of its quality and quantity as required by organizational procedures and submitted to issuing personnel for storage and safekeeping
3. Perform post-fabrication activities	3.1 ***Documentation*** is completed and processed in accordance with organizational requirements and standards 3.2 Notification of work completion is made to appropriate person(s) in accordance with organizational procedures 3.3 Work area, tools and equipment are cleaned and stored in accordance with OHS and organizational requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate person(s)	May include but are not limited to: 1.1 Supervisor 1.2 Quality Control Personnel 1.3 Designer
2. Appropriate preparation and fabrication techniques	May include but are not limited to: 2.1 Melting and casting metal into ingot. 2.2 De-oxidizing metal 2.3 Calibrated metal sheet preparation 2.4 Wire and tube making 2.5 Fabricating simple wedding band 2.6 Controlled sawing of decorative shapes 2.7 Usage of control heat application 2.8 Surface enhancement
3. Fabrication and finishing activities	May include but are not limited to: 3.1 Casting metal sheet 3.2 Annealing metal 3.3 Roll pressing 3.4 Cutting metal strips for wire and tubes 3.5 Drawing metal strip into wire and tubes. 3.6 Making simple ring shanks e.g. wedding band 3.7 Cut out pre pattern designs 3.8 Cut, file, bend, and braze thicker components 3.9 Fine finish items using finer grit sand paper
4. Tools, machineries and Equipments	May include but are not limited to: 4.1 Melting and soldering blow torch 4.2 Crucibles and Sheet mold 4.3 Roll Press 4.4 Wire draw plate and Thong 4.5 Jeweler's pliers 4.6 Jeweler's saw 4.7 Set of files 4.8 Set of needle files 4.8 Sears 4.9 Tweezers 4.10 Ball hammer 4.11 Rawhide mallet 4.12 Ring mandrel 4.13 Anvil 4.14 Work bench

VARIABLE	RANGE
5. Materials	May include but not limited to: 5.1 Precious metals - Gold - Silver 5.2 Non- precious base metals - Copper Nickel - Zinc - Brass
6. Consumables	May include but are not limited to: 6.1 Borax 6.2 Boric Acid 6.3 Potassium Nitrate 6.4 Alum 6.5 Fuel 6.6 Emery paper 6.7 Crucibles
7. Pre-formed materials	May include but are not limited to: 7.1 Sheets 7.2 Wires 7.3 Tubes
8. Basic components	May include but are not limited to: 8.1 Ring shanks 8.2 Simple findings (e.g. earring posts/clips/backs, bezels, pendant, hooks, etc.)
9. Personal protective equipment (PPE)	May include but are not limited to: 9.1 Heat resistant gloves 9.2 Heat resistant apron 9.3 Face shield 9.4 Safety goggles 9.5 Safety shoes (Optional)
10. Documentation	May include but are not limited to: 10.1 Job Order form 10.2 Work instructions and procedures 10.3 Materials and consumables used 10.4 Time and record sheets 10.5 Unused/excess materials

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Identified and established components and basic jewelry fabrication requirements based from predetermined specifications in accordance with organizational and client requirements 1.2 Selected and obtained tools, equipment, materials and consumables with appropriate person/s in accordance with organizational and OH&S requirements 1.3 Performed fabrication in accordance with OH&S, organizational and industry accepted methods 1.4 Fabricated items are checked for quality and to ensure construction conforms with required specifications and organizational requirements and standards 1.5 When necessary, reworked/retouched defective items in accordance with specifications and organizational procedures 1.6 Checked finished product for quality, dimension and construction in accordance with client's specifications and organizational requirements 1.7 Notified work completion to appropriate person/s in accordance with organizational procedures 1.8 Cleaned and stored work area, tools and equipment in accordance with OHS and organizational requirements 1.9 Used personal protective equipment (PPE*)* in accordance with job requirements and OHS requirements 1.10 Demonstrated knowledge on calculation and measurements
2. Underpinning Knowledge	2.1 Philippine National Standard (PNS) on Jewelry 2.2 Types of jewelry 2.2 Basic jewelry components 2.3 Properties of metals used in jewelry 2.4 Basic jewelry fabricating procedures 2.5 Basic knowledge in hand tools and usages 2.6 Materials and consumables used in jewelry fabrication 2.7 Operation of machines and equipment in fabricating jewelry 2.8 Basic measuring and weighing devices 2.9 Read and understand specification 2.10 Interpret design and illustration 2.11 Factor that can affect the flow of fabrication 2.12 Procedures for checking serviceability of applicable tools and equipment 2.13 Safe operating procedures for applicable tools and equipment 2.14 Follow organizational, client quality and work standards 2.15 Organizational procedures for storage of chemicals, tools and equipment 2.16 First-aid measures 2.17 Safe work practices and procedures/OH&S requirements 2.18 Accounting of unused/excess materials

3. Underpinning Skills	3.1 Following oral and written instructions 3.2 Reading and interpreting specifications, illustrations and drawings 3.3 Steady hand and good motor skill 3.4 Identifying relevant fabrication process on every task 3.5 Measurements, weighing and calculation 3.6 Selecting appropriate tools and equipment 3.7 Selecting appropriate materials 3.8 Applying appropriate production techniques 3.9 Applying first-aid measures 3.10 Applying safe working skills 3.11 Identifying alternative metals
4. Resource Implications	**The following resources should be provided:** 4.1 Materials relevant to the activity 4.2 Tools, machineries and equipment 4.3 Consumables 4.4 Personal Protective Equipment (PPE) 4.5 Workplace 4.6 Documentation 4.7 Exhaust fan 4.8 Fire extinguisher
5. Method of Assessment	**Competency in this unit ~~must~~ may be assessed through:** 5.1 Demonstration with oral questioning 5.2 Portfolio (Training Certificates, Certificate of Employment, Work piece, etc.) 5.3 Third Party Report
6. Context of Assessment	6.1 Competency may be assessed in the workplace or in a simulated workplace (TESDA Accredited Assessment Center)

UNIT OF COMPETENCY: POLISH JEWELRY

UNIT CODE : DCJ731302

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in polishing jewelry of fine jewelry.

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables
1. Prepare requirements for polishing	1.1 Items to be polished are checked in accordance with ***design specifications*** 1.2 When necessary, defective items are returned to issuing personnel in accordance with organizational procedures and design specifications 1.3 Item characteristics and finishing are established from predetermined specifications in accordance with organizational and design specifications 1.4 Finishing specifications and required outcomes are confirmed and clarified as necessary with ***appropriate person(s)*** and in accordance with organizational requirements and design specifications 1.5 ***Polishing techniques*** are selected in accordance with designated timeframes , organizational and specific polishing requirements 1.6 ***Materials and consumables*** are selected and requested in accordance with organizational requirements and in consultation with appropriate person(s). 1.7 ***Tools, machineries and equipment*** are selected, requested and checked for operational effectiveness in accordance with the manufacturer's specification and organizational procedures
2. Perform polishing	2.1 Polishing tools, machineries and equipment are used in accordance with manufacturers' specifications 2.2 ***Polishing activities*** are performed using safe operating practices, protective equipment, and in accordance with OHS, organizational and industry standards. 2.3 Polished items are checked to ensure outcome conforms with design specifications, quality and organizational standards 2.4 Jewelry is completely polished and free of ***soils*** and abrasive compounds

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables
3. Perform post-polishing activities	3.1 ***Documentation*** is completed and processed in accordance with organizational requirements and standards 3.2 Finished item is turned over to issuing personnel in accordance with organizational procedures 3.3 Notification of work completion is made to appropriate person(s) in accordance with organizational procedures. 3.4 Work area, tools and equipment are cleaned and stored in accordance with OHS and organizational requirements. 3.5 Waste materials are collected and stored/reclaimed in accordance with organizational requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Design specifications	May include but are not limited to: 1.1 Design proportions 1.2 Sizes 1.3 Free from deformities 1.4 Smoothness of surfaces
2. Appropriate person(s)	May include but are not limited to: 2.1 Supervisor 2.2 Issuing personnel/officer
3. Polishing techniques	3.1 Manual 3.2 Chemical 3.3 Mechanical
4. Materials and consumables	May include but are not limited to: 4.1 Cleaning Solutions 4.2 Abrasives 4.3 Barrels 4.4 Grinding Wheels 4.5 Polishing and buffing Wheels 4.6 Lapping Wheels 4.7 Hand Polishing Tools 4.8 Wheel Brushes 4.9 Bristle and Wire wheel brushes 4.10 Polishing and Buffing compounds
5. Tools, machineries and equipment	May include but are not limited to: 5.1 Polishing motor with spindles 5.2 Ultrasonic Cleaner 5.3 Vibratory Tumbler 5.4 Steamer 5.5 Split Lapping Machine 5.6 Magnetic Tumbler 5.7 All hand and power tools appropriate to cleaning of jewelry items and personal protective equipment
6. Polishing activities	May include but are not limited to: 6.1 Degreasing 6.2 Grinding 6.3 Tumbling or barrel finishing 6.4 Burnishing 6.5 Polishing

	6.6 Brushing 6.7 Buffing 6.8 Split-lapping
7. Soils	May include but are not limited to: 7.1 Grease 7.2 Polishing compound 7.3 Rusts 7.4 Organic materials 7.5 Oxides
8. Documentation	May include but are not limited to: 8.1 Job order form 8.2 Work instructions and procedures 8.3 Parts and components reference guide/manual 8.4 Materials and consumables used 8.5 Time and record sheets

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Identified jewelry polishing requirements 1.2 Confirmed and clarified with appropriate persons the required finish specifications and outcomes 1.3 Prepared materials and consumables for polishing jewelry 1.4 Checked and returned defective tools, machineries and equipment to issuing personnel in accordance with organizational procedures 1.5 Polished jewelry items in accordance with OH&S , organizational and industry standards 1.6 Completed jewelry polishing documentation procedures 1.7 Collected and stored shavings/excess materials in accordance with organizational requirements
2. Underpinning Knowledge	2.1 Philippine National Standard (PNS) on Jewelry 2.2 Types of jewelry 2.2 Properties and characteristics of metals used in jewelry 2.3 Tools, machineries, equipment, materials and consumables for polishing a range of jewelry items/designs 2.4 Common jewelry design features, constructions and finishes 2.5 Metal preparation and polishing techniques to suit different design requirements 2.6 Factors affecting the selection of preparation of polishing methods 2.7 Organizational requirements for polishing activities 2.8 Ratios and proportions to prepare required grade/quality/composition of polishing media 2.9 Procedures for checking serviceability of applicable tools and equipment 2.10 Safe operating procedures for applicable tools and equipment 2.11 Security measures for protection of jewelry items 2.12 Safe work practices and procedures/ OH&S requirements 2.13 First aid measures 2.14 Accounting of unused/excess materials

3. Underpinning Skills	3.1 Interpreting polishing specifications 3.2 Following instructions (oral or written) 3.3 Selecting appropriate tools and equipment 3.4 Selecting appropriate materials and polishing techniques 3.5 Applying appropriate polishing procedures 3.6 Applying safe working skills 3.7 Applying first-aid measures
4. Resource Implications	The following resources should be provided: 4.1 Materials relevant to the activity 4.2 Tools, machineries and equipment 4.3 Consumables 4.4 Personal Protective Equipment (PPE) 4.5 Workplace 4.6 Documentation 4.7 Exhaust fan 4.8 Fire extinguisher
5. Method of Assessment	Competency in this unit must be assessed through: 5.1 Demonstration with oral questioning 5.2 Portfolio (Training Certificates, Certificate of Employment, Workpiece, etc.) 5.3 Third-Party Report
6. Context of Assessment	6.1 Competency may be assessed in the workplace or in a simulated workplace (TESDA Accredited Assessment Center)

UNIT OF COMPETENCY : PLATE JEWELRY

UNIT CODE : DCJ731303

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in plating jewelry of fine jewelry involving silver, gold and rhodium plating techniques.

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables
1. Prepare requirements for plating	1.1 Jewelry plating requirements are established from predetermined specifications in accordance with organizational and design specifications 1.2 ***Plating techniques*** are selected in accordance with specific plating/organizational requirements and designated timeframes 1.3 ***Materials and consumables*** are selected, requested and obtained in accordance with organizational requirements and in consultation with appropriate person(s). 1.4 Jewelry is subjected to quality control whether its ready for plating in accordance with organizational procedures/ industry standards 1.5 When necessary, defective items are returned for fixing in accordance with organizational procedures/ industry standards 1.6 ***Tools, machineries and equipment*** are selected and used appropriate to job requirements and check for operational effectiveness in accordance with manufacturers' specifications and organizational procedures
2. Perform plating	2.1 ***Plating activities*** are performed in accordance with OHS and organizational requirements, and industry standards 2.2 Plating result is produced as to required specifications and in accordance with organizational requirements and industry standards 2.3 Finished product is quality checked for color consistency in accordance with client's specifications/ Philippine National Standard (PNS) on Jewelry

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables
3. Perform post-plating activities	3.1 ***Documentation*** is accurately completed and processed in accordance with organizational requirements 3.2 Finished item is packaged/presented and stored safely in accordance with organizational requirements 3.3 Notification of work completion is made to appropriate person(s) in accordance with organizational procedures 3.4 Work area, tools and equipment are cleaned and stored in accordance with OHS and organizational requirements 3.5 Unused/excess materials are collected and stored/returned in accordance with organizational requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Plating techniques(s)	May include but are not limited to: 1.1 Barrel 1.2 Ordinary or manual
2. Plating activities	May include but are not limited to: 2.1 Select plating bath and appropriate container size 2.2 Warm plating bath to the correct temperature 2.3 Select appropriate anode size for the jewelry to be plated 2.4 Connect jewelry to be plated to cathode [-] pole 2.5 Plate - Immerse jewelry in plating bath and turn on current requirements 2.6 Drag-out 2.7 De-ionized rinse 2.8 Dry
3. Materials and consumables	May include but are not limited to: 3.1 Plating Bath 3.1.1 Silver 3.1.2 Gold 3.1.3 Rhodium 3.2 Anode 3.3 De-ionized water 3.4 Acid dip solution 3.5 Anti-tarnish solution 3.6 De-greasing solution
4. Tools and equipment	May include but are not limited to: **Tools** 4.1 Jigs 4.2 Thermometer 4.3 Stirring rod 4.4 Plating bath containers (e.g. beakers) **Equipment and machineries** 4.5 Rectifier 4.6 Heater 4.7 Dryer 4.8 Ultrasonic cleaner 4.9 Steamer
5. Plating activities	May include but are not limited to: 5.1 Select plating bath and appropriate container size 5.2 Warm plating bath to the correct temperature 5.3 Select appropriate anode size for the jewelry to be plated 5.4 Connect jewelry to be plated to cathode [-] pole 5.5 Plate – Immerse jewelry in plating bath and turn on current requirements

	5.6 Drag-out 5.7 De-ionized rinse 5.8 Dry
6. Documentation	May include but are not limited to: 6.1 Job Order form 6.2 Work instructions and procedures 6.4 Materials and consumables used 6.5 Time and record sheets

EVIDENCE GUIDE

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Identified plating jewelry requirements based from predetermined specification and in accordance with client's requirements and organizational procedures 1.2 Selected and obtained materials, consumables, tools, machineries and equipment appropriate to job requirements and in accordance with manufacturer's specifications and organizational procedures 1.3 Performed applicable plating techniques to produce the required specifications using safe operating practices and personal protective equipment, and in accordance with organizational requirements 1.4 Washed and dried plated jewelry to required specifications in accordance with organizational procedures 1.5 Quality checked finished product for color consistency in accordance with design specifications 1.6 Finished item is packaged/presented and stored safely in accordance with organizational requirements 1.7 Notified work completion to appropriate person/s in accordance with organizational procedures 1.8 Observed safe work practices and procedures during the entire process in accordance with OHS and organizational requirements
2. Underpinning Knowledge	2.1 Philippine National Standard (PNS) on Jewelry 2.2 Types of jewelry 2.3 Properties of metals used in jewelry 2.4 Principles of plating 2.5 Plating shop procedures 2.6 Chemicals used in Plating 2.7 Appropriate anode, voltage, temperature, and immersion time 2.8 Tools, Machineries and equipment used in Plating 2.9 Various Plating Baths 2.10 Troubleshooting and maintenance of plating bath/solution 2.11 Metal preparation and plating techniques 2.12 Factors affecting the selection of preparation and plating methods 2.13 Relevant materials and consumables for given jewelry plating jobs 2.14 Properties and characteristics gemstones 2.15 Procedures for checking serviceability of applicable tools and equipment 2.16 Safe operating procedures for applicable tools and equipment 2.17 Organization of customer service, quality and work standards 2.18 Industry Standards of Qualities 2.19 Organization procedures for storage of chemicals, tools and equipment 2.20 First-aid measures 2.21 Safe work practices and procedures/OH&S requirements 2.22 Accounting of unused/excess materials

3. Underpinning Skills	3.1 Applicable plating techniques and processes 3.2 Plating Sequence 3.3 Weighing and measuring 3.4 Selecting appropriate tools, machineries and equipment 3.5 Selecting appropriate materials 3.6 Applying appropriate plating 3.7 Applying safe working skills 3.8 Applying first-aid measures 3.9 Performing troubleshooting and maintenance of plating bath/solution
4. Resource Implications	**The following resources should be provided:** 4.1 Materials/Consumables relevant to the activity 4.2 Tools, machineries and equipment 4.3 Consumables 4.4 Personal Protective Equipment (PPE) 4.5 Workplace 4.6 Documentation 4.7 Exhaust fan 4.8 Fire Extinguisher
5. Method of Assessment	**Competency in this unit may be assessed through:** 5.1 Demonstration with oral questioning 5.2 Portfolio (Training Certificates, Certificate of Employment, Workpiece, etc.) 5.3 Third-Party Report
6. Context of Assessment	6.1 Competency may be assessed in the workplace or in a simulated workplace (TESDA Accredited Assessment Center)

UNIT OF COMPETENCY : PERFORM RUBBER MOLD MAKING

UNIT CODE : DCJ731304

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes in performing rubber mold making of fine jewelry.

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables
1. Prepare for rubber mold making	1.1 Sprued prototype (metal mold), ***materials and consumables*** are requested and obtained in accordance with job requirements and organizational requirements 1.2 ***Tools, machineries and equipment*** are selected and checked for operational effectiveness in accordance with job requirements and manufacturer's specifications 1.3 Uncured rubber sheets are prepared/cut to a required dimension to fit standard mold frame 1.4 Sprued prototype metal is packed with cut cleaned-uncured rubber sheet and placed inside the aluminum mold frame 1.5 Vulcanizer is pre-heated in accordance with manufacturer's specifications 1.6 ***Personal protective equipment (PPE)*** is used in accordance with OHS requirements
2. Vulcanize mold frame	2.1 Aluminum mold frame is placed in the vulcanizing machine and tightened in accordance with standard operating procedures (SOPs) 2.2 Mold frame is heated as per manufacturer's specifications 2.3 Vulcanized mold is cooled and removed from the vulcanizer in accordance with SOPs 2.4 Rubber mold is removed from the mold frame and excess rubber is trimmed 2.5 Mold frame is cleaned and stored in accordance with organizational procedures
3. Cut rubber mold	3.1 Rubber mold is cut and separated into sections with surgical knives in accordance with the ***design requirements*** 3.2 Air-vents/release cuts are made in the cured rubber mold to attain complete pattern form 3.3 Metal prototype is removed from the rubber mold and initial testing is conducted

4. Produce wax pattern	4.1 Wax injector machine is pre-heated according to manufacturer's specifications 4.2 Powder/silicon mist is applied to the cured rubber mold for easy release of wax pattern 4.3 Pre-heated wax is injected to the rubber mold according to manufacturer's specifications 4.4 Wax pattern is cooled and removed from the rubber mold in accordance with SOPs 4.5 Wax pattern is checked from ***defects*** and appropriate measure is undertaken to rectify defects 4.6 Wax pattern is cleaned and prepared for sprueing 4.7 Finished rubber mold is submitted to appropriate personnel for documentation and safekeeping

RANGE OF VARIABLES

VARIABLE	RANGE
1. Materials and consumables	May include but are not limited to: **Materials** 1.1 Uncured rubber sheets 1.2 Metal mold (Prototype) **Consumables** 1.3 Wax 1.4 Silicon spray 1.5 Cleaning agents (e.g Benzene) 1.6 Surgical blades 1.7 Silicon rubber
2. Tools, and equipment	May include but are not limited to: **Tools** 2.1 Conical metal pin 2.2 Frames (e.g. Aluminum, steel) 2.3 Surgical knives 2.4 Metal sprue rod **Equipment** 2.5 Vulcanizer 2.6 Wax injector
3. Personal protective equipment	3.1 Gloves 3.2 Facial mask/Gauze mask
3. Design requirements	May include but are not limited to: 3.1 Simple - One-piece band ring - Flat pendant 3.2 Complicated - Intricately designed rings/earrings - Multiple parts jewelry
4. Defects	May include but are not limited to: 4.1 Incompletely cured rubber 4.2 Overheated rubber 4.3 Metal pattern misalignment

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Prepared materials, consumables, tools and equipment for rubber mold making 1.2 Prepared/cut uncured rubber sheets to the required dimensions 1.3 Packed sprued prototype metal with cut cleaned-uncured rubber sheet and placed inside the aluminum mold frame 1.4 Vulcanized mold frame 1.5 Cut rubber mold 1.6 Produced wax pattern 1.7 Checked wax pattern for defects and undertook measures to rectify defects 1.8 Cleaned and prepared wax pattern for sprueing
2. Underpinning Knowledge	2.1 Philippine National Standard (PNS) on Jewelry 2.2 Types of jewelry 2.3 Mold making for jewelry 2.4 Properties of metals used in jewelry 2.5 Different kinds of rubber mold 2.6 Hazards related to rubber mold making 2.7 Sizes of mold frames 2.8 Safety gadgets/apparatus 2.9 Data recording procedures 2.10 Consequences of poor work practices 2.11 Tools and materials 2.12 Equipment preparation and operating procedures 2.13 Housekeeping and equipment cleaning procedures 2.14 Safe work practices and procedures/OH&S requirements 2.15 First aid measures 2.16 Accounting of unused/excess materials
3. Underpinning Skills	3.1 Reading and interpreting routine information on written job instructions, specifications and standard operating procedures 3.2 Setting up, checking and operating equipment 3.3 Maintaining vulcanizing temperatures 3.4 Mold cutting skills 3.5 Applying safe rubber mold making/cutting procedures 3.6 Working within heating timeframe constraints 3.7 Rectifying rubber mold defects 3.8 Handling of tools in cutting rubber molds 3.9 Housekeeping 3.10 Applying first-aid measures

4. Resource Implications	The following resources should be provided: 4.1 Materials relevant to the activity 4.2 Tools and equipment 4.3 Shop supplies 4.4 PPE 4.5 Workplace 4.6 Exhaust fan 4.7 Fire extinguisher
5. Method of Assessment	Competency in this unit must be assessed through: 5.1 Demonstration with oral questioning 5.2 Portfolio (Training Certificates, Certificate of Employment, Workpiece, etc.) 5.3 Third-Party Report
6. Context of Assessment	6.1 Competency may be assessed in the workplace or in a simulated workplace (TESDA Accredited Assessment Center)

SECTION 3 TRAINING STANDARDS

3.1 CURRICULUM DESIGN

Course Title: **JEWELRY MAKING (FINE JEWELRY)** NC Level**: II**

Nominal Training Duration: **18 Hrs. (Basic Competencies)**
24Hrs. (Common Competencies)
800Hrs. (Core Competencies)

Course Description:

This course is designed to provide the knowledge, skills, and attitude along Jewelry Making (Fine Jewelry) NC II in accordance with industry standards. It covers the basic, common and core competencies on mensurations and calculations, managing own performance, application of first-aid, application of quality and safety standards, fabricating basic jewelry components, polishing, plating and rubber mold making of jewelries.

To obtain this, all units prescribed for this qualification must be achieved.

BASIC COMPETENCIES
(18 Hours)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Participate in workplace communication	1.1 Obtain and convey Workplace information. 1.2 Complete relevant work related documents. 1.3 Participate in workplace meeting and discussion	• Group discussion • Interaction • Lecture • Reportorial	• Written test • Practical/ performance test • Interview
2. Work in a team environment	2.1 Describe and identify team role and responsibility in a team. 2.2 Describe work as a team member.	• Group discussion/ interaction • Case studies • Simulation	• Written test • Observation • Simulation • Role-playing

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
3. Practice career professionalism	3.1 Integrate personal objectives with organizational goals. 3.2 Set and meet work priorities. 3.3 Maintain professional growth and development	• Interactive – lecture • Simulation • Demonstration • Self-paced learning • Group discussion • Structured activity • Film viewing	• Role play • Interview • Written examination • Demonstration
4. Practice occupational health and safety	4.1 Evaluate hazard and risks 4.2 Control hazards and risks 4.3 Maintain occupational health and safety awareness	• Interactive-lecture • Simulation • Symposium • Group dynamics • Situation analysis • Film viewing • Self-paced learning	• Situation analysis • Interview • Practical examination • Written examination • Simulation • Demonstration

COMMON COMPETENCIES
(24Hours)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Observe procedures specifications and manuals of instruction	1.1 Identify, access and specification/manuals 1.2 Interpret manuals 1.3 Apply information in manual 1.4 Store manuals	• Classroom discussions/ Lecture • Self-paced learning • Demonstration	• Practical examination • Oral Examination • Written test/ questioning • Direct observation
2. Perform mensurations and calculations	2.1 Select measuring instruments 2.2 Carry out measurements and calculations	• Lecture/ Demonstration • Self-paced learning • Group discussion	• Oral questioning • Written Test • Direct observation • Actual demonstration
3. Manage own performance	3.1 Plan for completion of own workload. 3.2 Maintain quality of own performance. 3.3 Build credibility with customers/clients.	• Lecture • Group Discussion • Role Play	• Demonstration with oral questioning • Written report • Interview
4. Applying Quality Standards	4.1 Assess quality of received materials or components 4.2 Assess own work 4.3 Engage in process improvement	• Lecture • Discussion • Hands-on • Role-Play	• Interview • Written report • Demonstration with questioning
5. Apply basic first aid	5.1 Assess the situation 5.2 Apply basic first aid techniques 5.3 Communicate details of the incident	• Lecture • Demonstration • Role-Play • Group Discussion	• Oral Test • Group Role-Play • Interview

CORE COMPETENCIES

(800 Hours)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Fabricate basic jewelry components	1.1 Prepare requirements for fabrication 1.2 Perform fabrication 1.3 Perform post-fabrication activities	• Demonstration/ Film viewing • Self-paced learning	• Interview • Direct Observation • Demonstration • Written Examination
2. Polish jewelry	2.1 Prepare requirements for polishing 2.2 Perform polishing 2.3 Perform post-polishing activities	• Demonstration • Film viewing • Self-paced learning • Modular	• Interview • Written • Practical • Direct Observation
3. Plate jewelry	3.1 Prepare requirements for plating 3.3 Plate jewelry 3.4 Perform post-plating activities	• Lecture / Demonstration • Modular/ Self-paced learning • Simulation	• Written test • Demonstration / questioning
4. Perform rubber mold making	4.1 Prepare for rubber mold making 4.2 Vulcanize mold frame 4.3 Cut rubber mold 4.4 Produce wax pattern	• Demonstration • Modular/ Self-paced learning • Simulation	• Written test • Demonstration / questioning

*** For the Core Competencies**, the training provider may choose to include practicum or on-the-job training as a training methodology.

3.2 TRAINING DELIVERY

The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of competency-based TVET.

- The training is based on curriculum developed from the competency standards;
- Learning is modular in its structure;
- Training delivery is individualized and self-paced;
- Training is based on work that must be performed;
- Training materials are directly related to the competency standards and the curriculum modules;
- Assessment is based in the collection of evidence of the performance of work to the industry required standard;
- Training is based both on and off-the-job components;
- Allows for recognition of prior learning (RPL) or current competencies;
- Training allows for multiple entry and exit; and
- Approved training programs are Nationally Accredited

The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs:

- The dual mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to and conform with the Dual Training System (DTS) Implementing Rules and Regulations.

- Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer just facilitates the training delivery.

- Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners.

- Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies prescribed in the training regulations.

- Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, audio, video or computer technologies.

3.3 TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to gain entry into this course should satisfy the following requirements:

- Must be able to communicate effectively both orally and in written form
- Must be physically, emotionally and mentally fit
- Must be able to perform basic mathematical computations

This list does not include specific institutional requirements such as educational attainment, minimum age, and others that may be required of the trainees by the school or training center delivering the TVET program.

3.4 LIST OF TOOLS, EQUIPMENT AND MATERIALS

Recommended list of tools, equipment and materials for the training of 25 trainees for Jewelry Making (Fine Jewelry) NC II:

TOOLS		EQUIPMENT		MATERIALS	
Qty.	Description	Qty.	Description	Qty.	Description
25 sets	Jeweler's saw	5 pcs	Combination Rolling mill	2.5 k	Alloyed metal Solders
25 pcs	Light hammer	5 pcs	Round hole draw plate	2 k	Borax
25 pcs	Jeweler"s Steel block			1 k	Borico
25 pcs	Stainless steel scoop/shovel	5 pcs	Triangle draw plate	1 k	Salpeter (Salitre)
25 pcs	Brush paint 3"	5 pcs	Half round draw plate	2 k	Plaster of paris (Escayola)
25 pcs	Long nose plier	5 pcs	Square draw plate	25 pcs	Sand paper grit #280
25 pcs	Flat nose plier			25 pcs	Sand paper grit #300
25 pcs	Round nose plier			25 pcs	Sand paper grit #600
25 pcs	Rounding plier	5 pcs	Steel draw bench	25 pcs	Sand paper grit #800
25 pcs	Needle file set w/ handle	5 pcs	Draw tong	1/2 kl	Copper wire
25 pcs	Half round file w/ handle	10 pcs	Anvil	1 gal	Gasoline
25 pcs	Knife edge file w/ handle	25 pcs	Steel channel	50 pcs	Sheet bees wax
25 pcs	Divider Compass	25 pcs	Dapping die and tools set	25 ltrs	Nitric acid
25 pcs	Stainless steel boiling pan	5 pcs	Melting equipment (double torch per piece,gas tank,foot pump,rubber hose)	12 pcs	Graphite stirring rod
				25 pcs	Heat resistant gloves

TOOLS		EQUIPMENT		MATERIALS	
Qty.	Description	Qty.	Description	Qty.	Description
25 pcs	Soldering tweezer	5 pcs	Melting table w/ stainless tray	100 pcs	Clay crucibles
25 pcs	Self locking tweezer	25 pcs	Stainless steel pot w/ pickling solution (#304)	25 pcs	Silicone points
				25 pcs	Silicone disc
				25 pcs	Rubber disc
25 pcs	Straight snip			10 pcs	Brass hand brush
25 sets	Ruler				
25 sets	Caliper	2 pcs	Bench grinder	10 gal	Pickling solution
25 pcs	Solder pick	25 pcs	Flexible shaft machines	25 pcs	Lighter
25 pcs	Soldering tool set (single torch,gas tank,foot pump,rubber hose)	5pcs	Steam cleaner	25 pcs	Mesh heating screen
		2 pcs	Vertical drilling machine	5 liters	Denatured alcohol
		5pcs		25 set per size (0-6)	Jewelers blade
25 pcs	Soldering brick	5 pcs	Table balance		
25 pcs	Protractor			25pcs	Drill bits (#15)
5 pcs	Wire gauge	5 pcs	Polishing table set		
5 pcs	Bangle gauge			25 pcs	Dust mask
5 pcs	Plastic hammer	25 pcs	Double spindle polishing machine with dust collector		
5 pcs	Bench Vises			25 pcs	Accounting forms/logbook
25 pcs	Magnet				
25 pcs	Ring bending plier			25pcs	Ballpen
		5 pcs	Magnetic tumbler	25 pcs	Pencil
25 pcs	Soldering clamp			25 pcs	Pencil sharpener
25 pcs	Mini degree gauge	5 pcs	Vibrator tumbler	25 pcs	Cotton gloves
				100pcs	Rubber finger guard
25 pcs	Millimeter gauge	5 pcs	Split lapping machine		
25 pcs	Bezel mandrel			100 pcs	Leather finger guard
25 pcs	Bezel blocks & punches (oval,round,rectangle & emerald)	5 pcs	Ultra sound cleaner		
				25 pcs	Leather or denim pad
		5 pcs	Sand blasting machine		
25 pcs	Side cutter				
25 pcs	Nipper			100 pcs	Mounted wheel brush (Payong)
25 pcs	Saw frames	25 pcs	Jewelers Work bench set		
25 pcs	Angle rule				
25 pcs	Scriber			100 pcs	Wheel brush
5 sets	Center punch	5 pcs	Electric stove		
	Screw plate & taps			100 pcs	Mounted end brush (Stick brush0
10 pcs	Ball hammer				
25 pcs	Steel mandrel				
25 pcs	Ring size stick			100 pcs	Mounted cotton or cloth disc
25 pc	Hand drills (#18)				

TOOLS		EQUIPMENT		MATERIALS	
Qty.	Description	Qty.	Description	Qty.	Description
				100 pcs	Felt ring buff
5 pcs	Cutting shear			100pcs	Felt bangle buff
5 pcs	Horn anvil			100pcs	Felt cone
25 sets	Ring sizer			100pcs	Felt disc
5 pcs	Beakers (500ml)			100pcs	Cloth polishing buff
5 pcs	Beaker (250ml)				
5 pcs	Beaker (100ml)			25 pcs	Split lap disc
5 pcs	Beaker (50ml)			50 pcs	Abrasive paper-grit, 1000
25 pcs @ shape of drill	Assorted drills and burrs (round,pointed,cylinder & twist drills)			25 pcs	Steel or agate burnisher
				25 pcs	Soft bristle hand brush
5pcs	Bangle mandrel			5 pcs	Cotton thread roll
5 pcs	Ingot Mold Block				
5 pcs	Crucible Tong			5 cans	Lye (in cans)
5 pcs	Clear safety goggles			5 ltrs	Liquid soap
				100pcs	Silicone disc
5 pcs	Dark safety goggles			100 pcs	Mounted silicon paint
25 pcs	Eye loupe				
25 pcs	Burnisher (steel or agate)			5 ltrs	Ultrasonic degreasing solution
25 pcs	Alcohol lamp				
25 pcs	Steel hand polishing rod (Rabel)			25 pcs	Sponge
				25 pcs each	Polishing rouge (Initial and Final)
25 pcs	30” Thermometer			5 kls	Polishing powder
25 pcs	Glass stirrer				
25 pcs	Magnifying glass or eye loupe			5 kgs	Anti-rust powder
				5 kgs	Steel bread polishing shot
25 pcs	Stainless steel shovel			5 kgs	Round polishing shot
				5 kgs	Steel balcone polishing shot
				5 kgs	Steel diagonal polishing shot
				5 kgs	Steel pin polishing shot
				5 kgs each	Sand blasting powder (fine, medium and coarse grain)

TOOLS		EQUIPMENT		MATERIALS	
Qty.	Description	Qty.	Description	Qty.	Description
				25 pcs 25 pcs	3” paint brush Brass hand brush
5 pcs 5 pcs 25pairs 25 pcs 5 pairs 25 pcs 200pcs . 25pcs each 25 pcs 25 pcs.	Plating thermometer Platinized titanium Gloves Gas mask Lead wires Plating hook/jigs (copper) Conical Metal Tin Frames (e.g. Aluminum, steel) Single Hole and Double hole Surgical Blade holder Metal Sprue rod	5 pcs 1 pc. 5 pcs 5 sets 5 pcs 5 pcs 5 pcs 5pcs 5pcs 5 pcs 5pcs. 5pcs.	Rectifier (5 amp) Air compressor with 1 ½ horsepower Centrifugal casting machine Vacuum casting machine/vacu cast Electric burn out furnace Steam de-waxer Melting equipment se Electrict investment mixer Electric melting machine Pressure water jet cabinet Vulcanizer Wax Injector	1 ltr 1 ltr 1 ltr 1 ltr 5bottles 1bottle 5 shts 5 pcs 1 lt 1 ltr 1 pack 5 rolls 2 boxes by 50lbs. each 50 pcs 100lbs 25 canisters by 340grm	Plating bath yellow gold Rhodium plating bath Silver plating bath Acid dip solution mix Acetone Stop-off lacquer (red nail polish) Filter paper Funnel Anti-tarnish solution Stripping solution Cotton balls Masking tape Rubber sprue base Silicon mold release spray Surgical blade with handle Talcum powder Uncured Rubber sheet Metal mold (Prototype) Wax Silicon spray

TOOLS		EQUIPMENT		MATERIALS	
Qty.	Description	Qty.	Description	Qty.	Description
				s each 25 canister s by 150ml each 100 pcs each 10A (#11) (#12) (#15) 100 lbs. 25pcs. 25pcs. 25pcs. 25pcs.	 Cleaning Agent (e.g. Benzene) Surgical Blade Silicon Rubber Gloves Facial/Gauze mask Band Ring Flat Pendant

3.5 TRAINING FACILITIES

Based on class size of 25 students/trainees the space requirements for the teaching/learning and circulation areas are as follows:

TEACHING/LEARNING AREAS	SIZE IN METERS	AREA IN SQ. METERS	QTY	TOTAL AREA IN SQ. METERS
Lecture Area ***NOTE:*** *Facilities/ Equipment/ Circulation Area is also Lecture Area.*				
Learning Resource Area	6mX8m	48 sq. meters		48 sq. meters
Tool Room/ Storage Area	6mX7m	42 sq. meters		42 sq. meters
Wash, Toilet & Locker Room	5mX7m	35 sq. meters		35 sq. meters
Total				*125 sq.meters*
Facilities/Equipment/ Circulation	12mX10m	65sq.m/trainee	15	*120 sq.meters*
Total Area				***245 sq.meters***

***** Area requirement is equivalent to 30% of the total teaching/learning areas***

3.6 TRAINERS QUALIFICATIONS FOR JEWELRY MAKING (FINE JEWELRY) NC II

TRAINER QUALIFICATION

- Must have completed Training Methodology Course (TMC) or its equivalent
- Must be a holder of Jewelry Making (Fine Jewelry) NC III certificate
- Must have knowledge of Phil. National Standard on Jewelry
- Must be able to communicate effectively both orally and in writing
- Must be physically, emotionally and mentally fit
- Must have at least five (5) years of relevant work experience

3.7 INSTITUTIONAL ASSESSMENT

Institutional Assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency.

SECTION 4 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

4.1 To attain the National Qualification of **Jewelry Making (Fine Jewelry) NC II**, the candidate must demonstrate the competence in all the units listed in Section 1. Successful candidate shall be awarded a National Certificate signed by the TESDA Director General.

4.2 Individuals aspiring to be awarded the qualification of **Jewelry Making(Fine Jewelry) NC II** must acquire Certificates of Competency in all of the following individual core units of the Qualification. Candidates may apply for assessment in any accredited assessment center.

4.2.1 Fabricate basic jewelry components

4.2.2 Polish jewelry

4.2.3 Plate jewelry

4.2.4 Perform rubber mold making

Successful candidates shall be awarded Certificates of Competency (COCs).

4.3 Upon accumulation and submission of all COCs acquired for the above units of competency comprising this qualification, an individual shall be issued the corresponding National Certificate.

4.4 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.

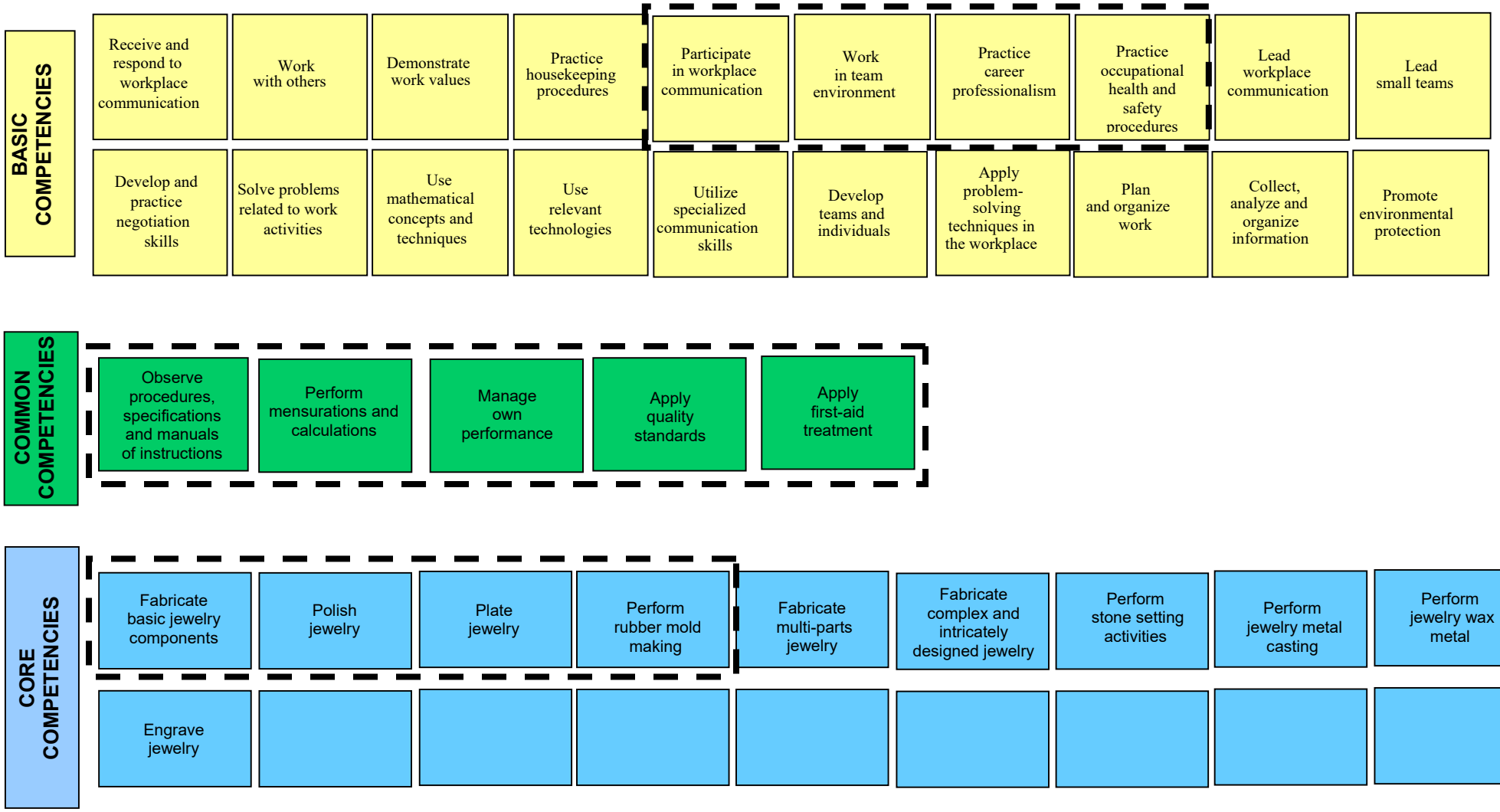
4.5 The following are qualified to apply for assessment and certification:

4.5.1 Graduates of formal and non-formal including enterprise-based training programs

4.5.2 Experienced Workers (wage employed or self-employed)

4.6 The guidelines on assessment and certification are discussed in detail in the "*Procedures Manual on Assessment and Certification*" and "*Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS)*".

COMPETENCY MAP
DECORATIVE CRAFTS SECTOR
JEWELRY MAKING (Fine Jewelry) NC II



GLOSSARY OF TERMS

Alloy	Combination of homogenized metals. Base metal mixed with precious ore to make it workable, harden it, or change its color
Annealing metal	Is a heat process whereby a metal is heated to a specific temperature/color and then allowed to cool slowly. This softens the metal which means it can be cut and shaped more easily.
Antiquing	Process of darkening recessed areas of to enhance the visibility of engraving
Assay	Process of establishing purity of gold, silver and other alloys
Bail	Connector at the top of a pendant. Enables pendant to hang from a chain or jumpring.
Basse-taille (bass-tie)	Technique of applying glass enamel to a metal surface that has been engraved deeply enough to hold the enamel when heated and has sides high enough to keep the enamel colors separate.
Bezel setting	The oldest and most basic gemstone setting, derived from the French word “Biseau” meaning chamfered. A collar style setting for a gemstone that offers more protection of softer or delicate minerals such as opal.
Carre Setting	Is where the stone is seated directly over a light well, and the stone is set by raising (hammering) four “spurs” with a “graver” tool.
Carat	Carat is a number from 1 to 24 that designates the percentage of pure gold in a sample of gold alloy. 24 carat represents pure gold. 18 carat indicates that 18/24 % or 75% of that sample is pure gold and the remainder is made up of metals other than gold
Casting	Method of shaping metal by melting and pouring into hollow molds. Less dense than wrought metals and requires additional polishing and finishing
Channel setting	Are primarily used to set faceted gemstones that are straight-sided, or quadrilateral in shape (baguette or princess cut)
Electro-plating	Electro chemical process of applying one metal to the surface of another.
Engraving	Process of decorating metal by gouging a design into its surface
Gold Plating	Is a method of depositing a thin layer of gold on the surface of other metal, most often copper or silver. It is often used in electronics, to provide a corrosion-resistant electrically conductive layer on copper, typically in electrical connectors and printed circuit boards.

Harden	Hardening is the process of making a jewelry component more stiff and permanent. This can be accomplished in a variety of ways including hammering and work hardening.
Invisible setting	Setting style where rows of square cut gemstones rest flush edge to edge; all within a metal border or frame, with no metal separating individual gems
Jewelry Wire	Jewelry wire is soft wire used to make jewelry. Jewelry wire can be brass, copper, gold, sterling silver, fine silver, gold-filled and/or gold and silver plated wire.
Jig	A jig is a jewelry-making tool with a series of pegs used to form or shape wire. The most popular brand of jigs is the WigJig brand.
Mounting	Device that holds a gem in place
Oxidation	Chemical process to blacken or tarnish. Sulphur and oxygen is used on silver.
Pave setting	Is a tight grouping of identically sized stones laid across a flat, or convex surface, from the French word for “paved.” The stones are held in place using three to six raised beads per stone.
Plating	Is a surface covering in which a metal is deposited on a conductive surface. Plating is used to decorate objects, for corrosion inhibition, to improve solderability, to harden, to improve wearability, to reduce friction, to improve paint adhesion, to alter conductivity, for radiation shielding, and for other purposes. Jewelry typically uses plating to give a silver or gold finish.
Polishing	Polishing is the process of smoothing the surface of an object. With jewelry wire polishing results in a shiny appearance and can remove minor tool marks or blemishes. Frequently polishing involves using a mildly abrasive polishing compound to remove a thin layer of material.
Prong setting	The most common variety for faceted gemstones is a prong setting, with either 3 or 4 prongs that hold the stone in place. This type of setting exposes the maximum amount of light to the sides and bottom (pavilion).
Precious metal	Metals valued for their color, malleability, and rarity; gold, silver and platinum
Quenching	Quenching is a process for heat treating metals to change its hardness. This process involves heating the metal to a high temperature and then rapidly cooling it by dipping it in a liquid bath made of oil or water.

Rhodium	Is a sheen of white metal. It is the rarest of all non-radioactive metals on Earth. The most expensive metal and the best in resistance to corrosion and tarnish under most environmental condition.
Setting	Method by which a stone is held into a mounting.
Soldering	Technique used in making and repairing jewelry whereby two pieces of metal are joined when a molten metal with a lower melting point than the two metals being joined is used.
Stamping	Using a die set to cut or emboss metal with a mark
Tiffany setting	Usually round and elevated setting with six long slender prongs that flare from the base. Commonly used for large stones such as diamond soliitaires
Tin	A malleable semi-precious silvery metal that resists oxidation. Malleable at ordinary temperatures, but brittle when heated, tin acts as an agent in numerous alloys
Vise	A vise is a tool used for gripping and holding components very securely. Vises are often fastened to a table or other sturdy base.
White gold	Gold alloy made of nickel; sometimes contains palladium or zinc

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