



**FURNITURE
& FITTINGS
SKILL COUNCIL**
कुशल • सक्षम • आत्मनिर्भर



Model Curriculum

**QP Name: Multipurpose Assistant- Furniture Production and Installation:
Installation**

QP Code: FFS/Q0901- SI004

QP Version: 1.0

NSQF Level: 3

Model Curriculum Version: 1.0

Furniture and Fittings Skill Council || Furniture and Fittings Skill Council (FFSC), 407-408, DLF City Court,
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Training Parameters

Sector	Interiors, Furniture and Fixtures
Sub-Sector	Furniture Design and Production
Occupation	Furniture Production (Workshop)
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7115.9900
Minimum Educational Qualification and Experience	Grade 10 pass Or Grade 8 pass with 1 year of (NTC/ NAC) after Grade 8 Or Grade 8 pass and pursuing continuous schooling in regular school (in case of 2-year prog) Or Grade 9 pass and pursuing continuous schooling in regular school Or Grade 9 pass with 1 year of relevant experience Or Grade 8 pass with 2 years of relevant experience Or Grade 5 pass with 5 years of relevant experience Or Previous relevant Qualification of NSQF Level 2 (Foundation course on Design-Build-Install) with 3 years of relevant experience
Minimum Level of Education for Training in School	NA
Pre-Requisite License or Training	NA
Minimum Job Entry Age	14 Years
Last Reviewed on	31-08-2023
Next Review Date	31-08-2026
NSQC Approval Date	31-08-2023
Q.P. Version	1.0
Model Curriculum Creation Date	31-05-2023

Model Curriculum Valid Up to Date	31-08-2026
Model Curriculum Version	1.0
Minimum Duration of the Course	450 Hrs.
Maximum Duration of the Course	450 Hrs.

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills:

- Identify and differentiate materials, tools, equipment, and machines used in the industry.
- Interpret work dockets accurately, and plan and organize work based on instructions and specifications.
- Demonstrate the ability to conduct thorough worksite reconnaissance, assess layout and conditions, and make necessary preparations.
- Inspect and select appropriate materials for quality, suitability, and compliance.
- Employ proper techniques and equipment for handling material loading, unloading, and movement safely and efficiently.
- Prepare worksites effectively for required operations, considering equipment setup, organization, and safety.
- Discuss the process of cleaning and organizing work areas, ensuring proper storage and addressing maintenance and safety issues.
- Adhere to health and safety practices, including the use of personal protective equipment and compliance with regulations.
- Prepare worksites effectively for installation operations, ensuring proper setup, organization, and safety.
- Demonstrate how to assemble and install furniture, fixtures, and equipment (FF&E) according to specifications and standards.
- Perform cleaning of installation sites thoroughly, remove debris, and leave areas clean and organized.

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module(s)	24:00	36:00	00:00	00:00	60:00
Module 1: Introduction to the Interiors, Furniture, and Allied Industry	08:00	00:00	00:00	00:00	08:00
Module 2: Introduction to the role of a Multipurpose Assistant-Furniture Production and Installation	04:00	00:00	00:00	00:00	04:00
Module 3: Introduction to the organizational skills	04:00	04:00	00:00	00:00	08:00

Module 4: Introduction to raw materials, architectural hardware and fittings, tools and equipment	08:00	32:00	00:00	00:00	40:00
FFS/N0901: Assist in interpreting work dockets, and recce of work area/work site NOS Version No. 1 NSQF Level- 3	12:00	48:00	00:00	00:00	60:00
Module 5: Work docket interpretation	04:00	16:00	00:00	00:00	20:00
Module 6: Recce of the worksite	08:00	32:00	00:00	00:00	40:00
FFS/N0902: Assist in compiling list of the required materials, tools, and equipment, and arranging it NOS Version No. 1 NSQF Level- 3	12:00	48:00	00:00	00:00	60:00
Module 7: Interpret and organize process pre-requisites	04:00	12:00	00:00	00:00	16:00
Module 8: Material inspection and selection	04:00	18:00	00:00	00:00	22:00
Module 9: Material loading, unloading, and movement	04:00	18:00	00:00	00:00	22:00
FFS/N0903: Assist in setting up the work area as per required operation and managing it NOS Version No. 1 NSQF Level- 3	12:00	18:00	00:00	00:00	30:00
Module 10: Worksite preparation for required operation	08:00	12:00	00:00	00:00	20:00
Module 11: Maintenance of the work area	04:00	06:00	00:00	00:00	10:00
FFS/N8201: Follow health, safety, and greening practices at the worksite NOS Version No. 3 NSQF Level- 3	12:00	18:00	00:00	00:00	30:00

Module 12: Health and safety practices at the worksite	08:00	12:00	00:00	00:00	20:00
Module 13: Greening practices at the worksite	04:00	06:00	00:00	00:00	10:00
DGT/VSQ/N0101: Employability Skills (30 Hour) NOS Version No. 1 NSQF Level- 2	15:00	15:00	00:00	00:00	30:00
Module 14: Employability Skills	15:00	15:00	00:00	00:00	30:00
Total Duration	87:00	183:00	00:00	00:00	270:00

Elective Modules

The table lists the modules and their duration corresponding to the Elective NOS of the QP.

Elective 1: Installation

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
FFS/N0910: Assist in Installation Operations for Furniture, Fixtures & Fittings NOS Version No. 1 NSQF Level- 3	12:00	78:00	90:00	00:00	180:00
Module 15: Worksite preparation for installation operation	04:00	24:00	00:00	00:00	28:00
Module 16: Assembly and Installation of FF&E	06:00	34:00	00:00	00:00	40:00
Module 17: Clean and maintain the Installation shop	02:00	20:00	00:00	00:00	22:00
Module 18: On-the-job training for Furniture Installation	00:00	00:00	90:00	00:00	90:00
Total Duration	12:00	78:00	90:00	00:00	180:00

Module Details

Module 1: Introduction to the Interiors, Furniture, and Allied Industry Bridge Module

Terminal Outcomes:

- Explain the functioning of the furniture industry.
- Describe the segments of the furniture industry.
- Explain the scope and significance of the furniture industry.

Duration: 08:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Describe the scope and significance of the furniture industry. • Discuss the various segments of the furniture industry and how they function. • Explain various types and categories of products of furniture. • Describe the types of allied or enabling industries involved in furniture manufacturing. • Describe the relationship between interiors and the furniture industry. • Classify different types of interior projects. • Describe the occupational map of the furniture industry.	
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
N.A.	

Module 2: Introduction to the role of a Multipurpose Assistant- Furniture Production and Installation

Bridge Module

Terminal Outcomes:

- Explain the role and responsibilities of an Installation Multipurpose Assistant.
- Discuss the scope of work for an Installation Multipurpose Assistant.

Duration: 04:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Describe the Furniture and Fittings occupation and related job roles. • Describe the attributes and basic skill sets required for a Multipurpose Assistant. • Explain the role, responsibilities, and key result areas of a Multipurpose Assistant. • Describe the career progression path for a Multipurpose Assistant job role. • Discuss the regulatory authorities, laws, and regulations related to an individual while working in the Furniture and Fittings Industry. • Explain the importance of job cards and timely reporting to supervisors in employee performance evaluation.	
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
N.A.	

Module 3: Introduction to the organizational skills

Bridge Module

Terminal Outcomes:

- Discuss the importance of communication skills required for Installation General Assistant.
- Demonstrate the use of various social media platforms effectively.
- Apply appropriate behaviour and work ethics while working at the worksite.

Duration: 04:00	Duration: 04:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Describe the organizational structure and highlight the importance of the installation department. • Elaborate about various organizational processes, code of conduct, reporting matrix, and escalation hierarchy. • List all the documents required to carry out the job, such as the job card and checklist for oneself. • Explain the importance of working towards team objectives and goals. • Explain the importance of effective communication and interpersonal skills. • Identify the common reasons for interpersonal conflicts and ways of managing them effectively. • Explain the importance of maintaining good habits related to health and hygiene. • Explain the basic parts of a computer, smartphones, and their functioning. • Describe different types of social media platforms: YouTube, WhatsApp, Facebook, Twitter, etc. • Describe how to operate bank accounts and the terminologies associated with them. • State the significance of payment methods and gateways for financial transactions.	• Demonstrate the use of appropriate behaviour and language while communicating with colleagues. • Demonstrate how to report problems that need escalation. • Demonstrate how to fill a sample job card for submission. • Demonstrate active listening skills while communicating. • Demonstrate how to sign up for an email account. • Demonstrate how to search for a video on the internet. • Demonstrate how to operate various social media platforms: YouTube, WhatsApp, Facebook, Twitter, etc. • Demonstrate the steps involved in a financial transaction using a suitable medium.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Sample of Job Cards, Sample of escalation matrix, organization structure.	

Module 4: Introduction to raw materials, architectural hardware and fittings, tools and equipment

Bridge Module

Terminal Outcomes:

- Select and use different types of fittings, materials, tools, and equipment safely.
- Summarise the precautions related to handling different electrical and mechanical products.

Duration: 08:00	Duration: 32:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Describe various types of raw materials and consumables used in manufacturing furniture. • Describe various categories of architectural hardware and fittings used in furniture manufacturing. • Discuss the usage of various architectural hardware in making different types of furniture. • Explain the process of cleaning the various architectural hardware. • Describe the various types of operations involved in furniture manufacturing. • List out the hand tools and power tools used for various operations such as joining, cutting, edge banding and drilling, etc. • Elaborate on the precautions to be taken while handling different electrical and mechanical products. • Describe the various measuring tools and their usage. • Describe the importance and critical elements of a workbench. • Describe the various raw materials used during surface finishing. • List the various tools, equipment, and materials used for cleaning and safeguarding of worksite. • Discuss the various methods used in cleaning different types of surfaces. • List the equipment and machines used for loading and unloading.	• Classify the different types of raw material as per the given checklist. • Select the architectural hardware as per the type of application. • Demonstrate the process of cleaning various architectural hardware before and after installation. • Segregate the hand tools and power tools as per the usage. • Demonstrate how to check the functionality of the power tools and other equipment. • Demonstrate how to measure the dimensions of products using the given set of measuring tools. • Demonstrate how to prepare the workbench. • Sort the raw materials for surface finishing as per the given checklist. • Demonstrate how to clean tools, equipment, and workbench. • Choose an appropriate method for removing the dust and debris before handover.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Workbench, Personal Protective Equipment, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools, Housekeeping- Materials, Tools and Equipment, Theme based props.	

Module 5: Work docket interpretation

Mapped to FFS/N0901, v 1.0

Terminal Outcomes:

- Discuss the importance and process of interpreting job cards in a timely manner
- Explain the process of interpreting technical drawings and specifications for job work
- Assist in process of preparing part list, cutting list, etc

Duration: 04:00	Duration: 16:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Explain the purpose and contents of a job card, including the scope of work, objectives, and resource requirements. • Describe the process of interpreting the scope of work to identify the specific tasks, deliverables, and objectives. • Discuss the importance of timeliness in filling out and submitting job cards to ensure accurate tracking and effective resource allocation. • List the components typically included in a work docket, such as drawings, specifications, material lists, and additional instructions or guidelines. • Discuss the importance of having all necessary components of a work docket for effective planning and execution of woodworking tasks. • Explain the significance of technical drawings, plans, elevations, and exploded views in design and construction. • Differentiate between commonly used symbols, notations, and conventions in technical drawings • Describe the relationship between different views (e.g., top, front, side) in technical drawings and their combined representation. • Explain the significance of part lists, cuttings list, material lists, and tools and equipment lists in planning and executing furniture manufacturing processes. • Describe the commonly used terminology, abbreviations, and symbols in part lists, cuttings list, material lists, and tools and equipment lists.	• Demonstrate the procedure for reviewing a job card and extracting the relevant information regarding the scope of work and resource requirements. • Demonstrate the procedure for accurately filling out job cards, including recording relevant details and ensuring completion in a timely manner. • Organize the work docket with all the necessary information and identify any anomalies or missing elements. • Identify and interpret key elements in technical drawings including plans, elevations, and exploded views • Demonstrate the ability to translate and visualize the 2D representations of objects or structures in technical drawings into a comprehensive understanding of the design. • Demonstrate the ability to read and understand part lists, cuttings lists, material lists, and tools and equipment lists while organizing the required components and resources.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Sample job work docket, sample job cards	

Module 6: Recce of the worksite

Mapped to FFS/N0901, v 1.0

Terminal Outcomes:

- Explain the procedure and process related to conducting recce of the worksite.
- Describe the importance and methods of cleaning the worksite.
- Apply the basic measurement techniques to measure the worksite.
- Prepare and maintain the measurement sheet during site survey

Duration: 08:00	Duration: 32:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Explain the process of preparing a detailed recce list of materials, tools, or equipment for conducting recce • List the material, tools, or equipment needed for conducting recce, considering the specific tasks and objectives of the reconnaissance. • Explain the significance of maintaining a clean work area for marking and measurement based on workplace standards • Explain the significance of conducting a physical site survey and understand its role in furniture designing and manufacturing processes • List the material, tools, or equipment needed for conducting site survey • Describe the potential challenges or obstacles that may arise during a physical site survey and discuss strategies to address or mitigate them. • Explain the significance of marking the worksite accurately as per the layout and plan to ensure proper execution of furniture installation activities. • List the essential elements of a layout and plan, such as dimensions, reference points, and symbols, and understand their role in guiding the marking process. • Explain the significance of timely compilation and accurate documentation of measurements for effective communication and record-keeping. • Describe the potential errors, discrepancies, or challenges that may occur during the compilation and documentation process and strategies to avoid or address them.	• Employ suitable methods to identify and compile the necessary material, tools, or equipment required for conducting recce, ensuring the availability and readiness of the items. • Employ suitable tools to clean and organize the work area, removing any debris, dirt, or obstructions that may interfere with marking and measurement tasks. • Perform a physical site survey, following the recce checklist and actively collecting data, measurements, observations, and relevant data. • Examine the worksite to identify and report any safety hazards obstructing the site survey process • Perform marking at the worksite based on the provided layout and plan, employing appropriate tools and techniques • Demonstrate the ability to compile and organize the measurements systematically in the measurement sheet and timely handover to the supervisor.

Classroom Aids

White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).

Tools, Equipment, and Other Requirements

Sample recce report, measurement and marking tools, sample measurement sheet, recce tools and equipment

Module 7: Interpret and organize process pre-requisites

Mapped to FFS/N0902, v 1.0

Terminal Outcomes:

- Explain various production processes, including the number of operations and departments involved
- Assist in preparing comprehensive lists of raw materials, tools, and equipment required from various departments
- Discuss the steps involved in compiling and handing over the lists of materials, tools, and equipment to the supervisor
- Assist in the material selection and movement briefing
- Discuss the importance of adherence to defined timelines as per the plan and promptly reporting any anomalies or deviations

Duration: 04:00	Duration: 12:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Explain various operations and departmental roles involved in the production process. • List various types of raw materials, tools, and equipment and their importance in the production process. • Explain the significance of a material movement plan in ensuring efficient and timely movement of materials, optimizing workflow, and coordinating various departments. • Explain the roles and responsibilities of different departments involved in the material movement • Explain the significance of timely compilation and accurate documentation of materials, tools, and equipment lists for effective task execution and resource management. • Explain the significance of material selection in ensuring the suitability, quality, and efficiency of tasks and projects. • Discuss potential challenges or considerations related to material selection and movement • Explain the significance of following proper handover procedures to ensure seamless coordination and task execution • Safety precautions and procedures related to material selection and movement in a woodworking environment.	• Interpret and list down the number of operations and departments involved in a given production process • Perform tasks related to acquiring and organizing the necessary raw materials, tools, and equipment from various departments. • Demonstrate the ability to prepare a material movement plan, identifying material movement sequence and department involvement. • Demonstrate the ability to compile and organize lists of materials, tools and equipment accurately and efficiently • Employ suitable techniques to perform material selection, considering factors such as specifications, compatibility, and availability • Demonstrate proper techniques for handling, storing, and transporting materials in a woodworking environment, ensuring safety and efficiency. • Apply knowledge of material list content and material movement plan to perform the handover process to the concerned department safely • Apply strategies and techniques to ensure adherence to defined timelines, including effective time management practices, prioritization, and coordination, to achieve project goals

- Discuss potential challenges or obstacles that may affect adherence to defined timelines and propose strategies for overcoming them.

Classroom Aids

White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).

Tools, Equipment, and Other Requirements

Workbench, Personal Protective Equipment, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools, Housekeeping- Materials, Tools and Equipment, Theme based props.

Module 8: Material inspection and selection

Mapped to FFS/N0902, v 1.0

Terminal Outcomes:

- Perform the identification, measurement, and marking of various materials such as wood, panels, etc.
- Demonstrate the identification and thorough checking of different architectural hardware and fittings
- Demonstrate the identification and thorough checking of materials for finishing and upholstery
- Explain the process of checking tools, equipment, and spares for proper working conditions and readily available for use.
- Assist in the identification and checking of semi-finished and finished goods, verifying their quality and reporting any anomalies or deviations

Duration: 04:00	Duration: 18:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Describe the importance of using appropriate measurement techniques, tools, and units of measurement to ensure precise and accurate measurement of materials. • Discuss the importance of proper marking methods and techniques for clear communication and identification of materials in construction or fabrication tasks. • Explain the significance of different types of architectural hardware and fittings commonly used in furniture projects. • Explain the significance of different types of materials commonly used for finishing purposes in furniture projects. • Explain the significance of different types of materials commonly used for upholstery purposes in furniture or interior design projects. • Explain the significance of different types of tools, equipment, and spares commonly used in the woodworking • Explain the significance of different types of semi-finished and finished goods commonly produced or used in the relevant field or industry. • Explain the methods and techniques associated with quality checking of commonly used materials in woodworking or relevant industry	• Apply suitable measurement techniques, tools, and units of measurement to accurately measure materials such as wood, panels, etc., for furniture fabrication processes. • Employ appropriate marking methods and techniques to mark materials such as wood, panels, etc., ensuring effective communication and easy identification during furniture fabrication activities. • Demonstrate the ability to identify and check different architectural hardware and fittings based on their types and specific requirements • Demonstrate the ability to identify and check different materials for finishing based on their types, characteristics, and suitability • Demonstrate the ability to identify and check different materials for upholstery based on their types, characteristics, and suitability • Demonstrate the ability to identify and check different tools, equipment, and spares based on their types and specific requirements, contributing to the availability and operational readiness • Demonstrate the ability to identify and check different semi-finished and finished goods based on their types, quality, and specifications, contributing to the accuracy of inventory management

- | | |
|---|---|
| <ul style="list-style-type: none"> List common quality defects and anomalies in materials and the associated mitigating procedures | <ul style="list-style-type: none"> Perform quality checking of materials by inspecting, testing, and evaluating their compliance with established standards and specifications Identify and report any quality defects or anomalies in the materials used in woodworking or relevant industry to the concerned person |
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Classroom Aids

White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).

Tools, Equipment, and Other Requirements

Measurement and Marking Tools, Project/Theme based props for simulation as required.

Module 9: Material loading, unloading, and movement

Mapped to FFS/N0902, v 1.0

Terminal Outcomes:

- Demonstrate the ability to interpret material loading and unloading instructions received from the supervisor
- Arrange and utilize suitable handling equipment for efficient and safe loading and unloading of materials
- Perform material shifting tasks using the designated handling equipment
- Assist in maintaining accurate records of material handling activities, ensuring timely compilation and proper handover to the concerned department/person

Duration: 04:00	Duration: 18:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Explain the role of material loading and unloading instruction sheets in ensuring safe and efficient operations. • Explain the key constraints specified in the instruction sheets, such as load specifications, handling precautions, and equipment requirements. • Explain the factors to consider when selecting handling equipment for specific materials. • Explain the usage of handling equipment for different material types, weights, and sizes. • Explain the proper operation and control techniques for the handling equipment during material shifting. • Explain safety precautions and procedures to be followed while operating handling equipment for material shifting. • State the process of record of record keeping and handing it over to the concerned department • Describe the proper procedures for filing and organizing commonly used documents in woodworking and related industry.	• Apply knowledge of common terminology and symbols to correctly understand and follow the instructions outlined in the material loading and unloading sheet. • Select and arrange the appropriate handling equipment based on the characteristics of the materials to be loaded and unloaded • Safely operate the handling equipment to shift materials from the loading/unloading bay to the designated area. • Maintain accurate records by organizing and compiling documents in a timely manner and communicating the same to the concerned department
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Material handling and movement tools, sample material movement sheet	

Module 10: Worksite preparation for required operation

Mapped to FFS/N0903, v 1.0

Terminal Outcomes:

- Demonstrate the ability to prepare the work area efficiently by following supervisor's instructions and adhering to safety protocols.
- Perform the unpacking and meticulous organization of materials, furniture parts, tools, and equipment
- Explain the proper selection and utilization of suitable containers for storing and transporting various items

Duration: 08:00	Duration: 12:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Explain the significance of work area preparation in achieving operational efficiency and safety. • Explain purpose and significance of receiving and inspecting incoming goods as per specifications. • Explain the significance of proper unpacking and arrangement of materials, furniture parts, tools, and equipment for efficient workflow • Differentiate containers commonly used for storing and carrying rivets, bolts, drift pins, and similar items. • Explain the various methods for handling and transporting materials, tools, and equipment using appropriate technique • Describe the importance of segregation and storage of materials.	• Demonstrate how to prepare the work area by setting up the necessary tools, equipment, and materials as per the supervisor's instructions. • Demonstrate ability to receive and inspect goods according to quality & quantity specifications. • Perform unpacking materials, arranging furniture parts, and organizing tools and equipment as per the given instructions • Select the appropriate container based on the type and size of the items to ensure secure storage and easy accessibility. • Demonstrate the effective use of material handling equipment for handling and storage of materials. • Demonstrate the usage of various stacking and benchmarking techniques for efficient material storage.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Workbench, Housekeeping- Materials, Tools and Equipment, Project/Theme based props for simulation as required.	

Module 11: Maintenance of the work area

Mapped to FFS/N0903, v 1.0

Terminal Outcomes:

- Demonstrate effective work area management by organizing, maintaining cleanliness, and implementing safety measures to create a conducive working environment.
- Perform precise measurements and routine maintenance on semi-finished parts and finished goods
- Demonstrate the steps involved in collecting, storing, and disposing of combustible waste products according to proper procedures
- Maintain records of materials, tools, and equipment usage for each workday, facilitating inventory management

Duration: 04:00	Duration: 06:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Explain the significance of effective management of materials, tools, equipment, and products in woodworking, including pre & post-use systems, raw material bay, and finished goods bay • Discuss the relevance of following an operation as per the instructions of the supervisor • Discuss the usage of various measuring instruments and equipment for assessing the dimensions of semi-finished and finished products. • Explain the principles of maintenance and strategies to ensure the optimal condition and longevity of semi-finished parts and finished goods. • Explain the importance of maintaining a clean work area in terms of safety, productivity, and quality. • Describe the appropriate cleaning methods, techniques, and products for different types of surfaces and materials. • List various work safety hazards associated with the uncleanness of the worksite • Explain the steps involved in collecting, storing and removing of combustible waste products using appropriate tools and equipment • List the safety considerations associated with disposal of combustible waste at the worksite • Explain the importance of accurate record keeping for materials, tools, and equipment.	• Demonstrate proper organization, storage, and retrieval of materials, tools & equipment, and other semi-finished/finished products in woodworking, including usage of designated bays • Employ effective operation techniques to get the desired outcome following the safety precautions associated with executing the task • Apply measurement techniques to accurately assess the dimensions and specifications of semi-finished parts and finished goods. • Perform maintenance tasks to ensure the optimal condition and longevity of semi-finished parts and finished goods. • Demonstrate the ability to clean the worksite using appropriate materials, tools and equipment • Analyze the worksite to identify safety hazards related to site cleanliness • Perform the duties involved in disposing of the combustible waste products and adhere to the guidelines for handling such products • Demonstrate the steps involved in job work documentation at the end of each work shift

Classroom Aids

White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).

Tools, Equipment, and Other Requirements

Workbench, Housekeeping- Materials, Tools and Equipment, Project/Theme based props for simulation as required.

Module 12: Health and safety practices at the worksite

Mapped to FFS/N8201, v 3.0

Terminal Outcomes:

- Describe how to maintain a healthy, safe, and secure environment at the worksite.
- Implement safety practices and optimize the use of resources.
- Demonstrate health and safety procedures.
- Employ personal hygiene practices at the worksite.
- Develop the ability to follow hygiene practices.

Duration: 08:00	Duration: 12:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• List the types of cleaning consumables and equipment. • Describe the various types of waste bins as per usage. • Explain how to label appropriate Personal Protective Equipment (PPE) needed for a job role and application. • Describe the evacuation process in case of fire. • Explain the importance of work ethics, dress code, and personal hygiene. • Explain the operational guidelines for the usage of tools and equipment. • Describe the storage and handling procedure for hazardous substances. • Describe the importance of safe lifting practices and correct body postures.	• Document all possible health, safety, and security breaches at the worksite. • Demonstrate the housekeeping process using appropriate equipment. • Demonstrate the use of personal protective equipment such as goggles, gloves, earplugs, shoes, etc. • Demonstrate how to use a first aid kit. • Demonstrate the correct way of sanitizing and washing hands. • Demonstrate how to maintain a dress code and a well-groomed personality at the worksite. • Demonstrate the correct postures while working and handling hazardous materials at the workplace. • Identify and interpret the given pictorial representations of safety signs and hand signals. • Employ different ways to check if equipment/machines are functioning as per requirements and report malfunctioning. • Demarcate the waste based on recyclable and non-recyclable material. • Demonstrate the correct techniques while moving various types of products.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Personal Protective Equipment, Housekeeping- Materials, Tools and Equipment, Theme based props.	

Module 13: Greening practices at the worksite

Mapped to FFS/N8201, v 3.0

Terminal Outcomes:

- Use the resources at the worksite efficiently.
- Apply conservation practices at the worksite.

Duration: 04:00	Duration: 06:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Explain the ways for efficient utilization and conservation of material. • Explain the various ways of saving energy. • Explain the benefits of periodic cleaning of tools and equipment.	• Demonstrate ways for efficient utilization of material and water. • Employ different ways to check if tools and equipment are functioning correctly and report anomalies, if any.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Housekeeping- Materials, Tools, and Equipment.	

Module 14: Employability Skills

Mapped to DGT/VSQ/N0101, v 1.0

Terminal Outcomes:

- Discuss the importance of Employability skills and its relevance in personal growth.
- Demonstrate excellent communication and interpersonal skills in various workplace settings.
- Discuss best practices towards gender sensitization and PwD.
- Demonstrate a strong work ethic and the ability to work effectively using effective employability skills.

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Discuss the importance of Employability Skills in meeting the job requirements. • Explain constitutional values, civic rights, duties, citizenship, responsibility towards society, etc. that must be followed to become a responsible citizen. • Discuss 21st-century skills. • Discuss the significance of reporting sexual harassment issues in time. • Discuss the significance of using financial products and services safely and securely. • Explain the importance of managing expenses, income, and savings. • Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws. • Discuss the significance of safely and securely using the internet for browsing and accessing social media platforms. • Discuss the need to identify potential business opportunities, sources for arranging money, and possibly legal and financial challenges. • Explain the significance of identifying customer needs and addressing them. • Discuss the significance of maintaining hygiene and dressing appropriately. • Discuss the significance of dressing up neatly and maintaining hygiene for an interview. • Discuss how to search and register for apprenticeship opportunities.	• Show how to practice different environmentally sustainable practices. • Display a positive attitude, self-motivation, problem-solving, time management skills, and a continuous learning mindset in different situations. • Use appropriate basic English sentences/phrases while speaking. • Demonstrate how to communicate in a well-mannered way with others. • Demonstrate working with others in a team. • Show how to conduct oneself appropriately with all genders and PwD. • Show how to operate digital devices and safely and securely use the associated applications and features. • Differentiate between types of customers. • Create a biodata. • Use various sources to search and apply for jobs.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Sample Biodata, Payment Gateway devices.	

Module 15: Worksite preparation for Installation Operation

Mapped to FFS/N0910, v 1.0

Terminal Outcomes:

- Demonstrate the ability to interpret and plan the task based on requirements from the work docket/job card and supervisor's instructions
- Assist in identifying and preparing the work area for installation while ensuring safety measures are in place.
- Install safety materials, check power socket functionality, and adhere to safety guidelines before commencing work.

Duration: 04:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Explain the process of interpreting task requirements from work dockets/job cards and supervisor's instructions • Discuss the importance of resource planning for efficient and effective product assembly and installation. • Discuss various pieces of furniture that need to be installed, including their names, model numbers, and relevant information. • Differentiate the tools, equipment, and materials used in furniture installation, including any special equipment or hardware required for specific installation tasks. • Discuss the selection and organisation of furniture installation tools, supplies, special equipment, hardware, and PPE. • Explain the safety rules, strategies, and best practises for loading, unloading, material movement, and unpacking furniture to safeguard furniture, materials, and people. • List the steps involved in safe unpackaging of materials/furniture for furniture installation • List setup requirements for various furniture products, considering factors like space availability, product specifications, and safety guidelines to ensure proper installation. • State the significance of different wall and floor safety/protection materials based on furniture installation requirements • Explain the purpose and significance of installing wall and floor safety/protection material to prevent damage to the floor,	• Interpret work dockets/job cards appropriately and allocate resources to ensure smooth product assembly and installation operations • Identify and document the specific piece/s of furniture requiring installation, including the name, model number, and any other relevant information • Select and organize the appropriate tools, materials, special equipment, hardware, and personal protective equipment for furniture installation based on the given requirements. • Demonstrate safe and efficient loading, unloading, and movement of materials, furniture parts, and other products according to the instructions for furniture installation. • Perform unpacking of furniture items, materials, and related products following the provided instructions and precautions to avoid damage. • Demonstrate setting up the work area appropriately, considering the installation requirements, to ensure a conducive and organized environment for furniture installation. • Employ correct installation techniques for wall and floor safety/protection materials, considering adhesion, alignment, and stability factors. • Perform safety checks on the power socket to ensure its proper functioning before using power tools for furniture installation.

walls, and individuals during furniture installation. Discuss the safety considerations and procedures for checking the safety and proper functioning of the power socket before using power tools.	
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Workbench, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools	

Module 16: Assembly and Installation of FF&E

Mapped to FFS/N0910, v 1.0

Terminal Outcomes:

- Align and assemble furniture components, architectural hardware, doors, windows, and fixtures according to the specified sequence.
- Assist in making necessary cut-outs for electrical outlets, plumbing points, and other arrangements.
- Install and repair assembled furniture, test to ensure proper installation and functionality, and make any necessary adjustments.

Duration: 06:00	Duration: 34:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
- Explain the necessity of following an assembly process in furniture installation and aligning components and hardware for good performance. - Explain the process of making cut-outs for electrical outlets, plumbing points, and other arrangements. - List the usage of different tools and equipment based on specific size and shape of the cut-outs - Discuss the steps involved in assembling various components of furniture using appropriate tools and equipment - Explain the significance of proper installation of architectural hardware and fittings. - Describe the steps and requirements for installing different types of doors and windows. - Explain the considerations and techniques for installing different types of flooring. - Describe the importance of proper fixture installation on furniture. - Explain the steps involved in installing and fixing assembled parts/furniture at designated places considering factors such as stability, safety, aesthetics, and functionality. - Describe the importance of testing furniture and fittings for proper installation and functionality. - List various types of testing tools and their usage on furniture constraints	- Interpret product assembly instructions, diagrams, or technical drawings to understand the correct assembly sequence and relevant components and hardware. - Assist in making accurate cut-outs for electrical outlets, plumbing points, and other required arrangements using appropriate woodworking hand and power tools - Demonstrate usage of appropriate tools, equipment, and techniques to assemble the furniture components. - Employ correct installation techniques and tools for installation architectural hardware and fittings on furniture. - Demonstrate the accurate installation of different types of doors, windows, and frames such as wooden, aluminium and UPVC. - Demonstrate how to install flooring appropriately based on various types of flooring materials. - Employ suitable techniques and tools for accurately installation fixtures on furniture according to specifications. - Employ appropriate tools, equipment, and techniques to install and fix furniture parts securely and effectively. - Employ appropriate testing tools, equipment, or instruments to assess the functionality, stability, and structural integrity of furniture and fittings. - Inspect installed furniture, identify and mark any defects, such as gaps, scratches, or loose parts, for rectification.

- Explain the methods and techniques for inspecting furniture installations and identifying defects
- Describe the types of defects to look for, such as gaps, scratches, and loose parts.

Classroom Aids

White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).

Tools, Equipment, and Other Requirements

Workbench, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools

Module 17: Clean and maintain the Installation Shop

Mapped to FFS/N0910, v 1.0

Terminal Outcomes:

- Discuss the importance of cleaning and maintaining the worksite
- Maintain cleanliness in the work area and properly clean, maintain, and store tools and equipment.
- Perform cleaning of the finished product, incorporating feedback from supervisors/clients, and maintaining necessary documentation.

Duration: 02:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Discuss the factors and strategies for ensuring timely task completion. • Describe the procedures for cleaning the work area, as well as cleaning, maintaining, and storing hand and/or power tools and equipment • State the significance of safety and organization in the furniture installation shop • Describe the techniques and methods for thoroughly cleaning the finished product, considering its specific requirements and materials used in furniture installation shop • Discuss the guidelines and regulations regarding waste disposal in the furniture installation shop, highlighting the environmental and safety considerations. • Explain the impact of environmental and safety regulations associated with waste disposal procedures in the furniture installation shop. • Discuss the process of incorporating inputs and feedback from the supervisor for record-keeping and quality assurance purposes. • State the importance of effective note taking for inputs received from the supervisor.	• Employ suitable strategies for effective management of time and resources to ensure timely completion of assigned tasks. • Employ suitable tools and equipment for cleaning and maintaining the furniture installation shop • Display appropriate techniques for storing hand and/or power tools and equipment in accordance with workplace procedures • Perform a thorough cleaning of the finished product following appropriate techniques and methods in the furniture installation shop • Perform disposal of unwanted materials in accordance with waste disposal procedures and environmental compliance guidelines. • Employ suitable methods for effectively recording and incorporating inputs and feedback from supervisors • Demonstrate the ability to maintain accurate and up-to-date documents/notes as required in a furniture installation shop.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Cleaning tools and equipment, waste disposal containers, safety regulation charts, notebook with pen/marker.	

Module 18: On-the-job training for Furniture Installation

Mapped to FFS/N0910, v 1.0

Mandatory Duration: 90:00	Recommended Duration: 00:00
Module Name: On-the-Job Training	
Location: On-Site	
Terminal Outcomes - Analyze work dockets/job cards and supervisor's instructions to determine the resource requirements for product assembly and installation. - Collaborate in identifying the specific furniture piece(s) to be installed, including relevant details such as name, model number, or specifications. - Support the selection and organization of appropriate tools, materials, and equipment required for the furniture installation. - Collaborate in identifying any special equipment or hardware needed and ensure the availability of personal protective equipment for a safe working environment. - Aid in the loading, unloading, and movement of materials, furniture parts, furniture, or other products according to provided instructions. - Collaborate in the unpacking process to ensure the availability of required components for installation. - Contribute to the setup of the work area, ensuring it is appropriate for the furniture installation requirements. - Arrange the necessary tools, equipment, and materials in a systematic and organized manner to facilitate efficient installation. - Collaborate in installing safety and protection materials on walls and floors to prevent damage during the furniture installation process. - Verify the safety and proper functioning of power sockets before using power tools during the furniture installation process. - Align and position the different product components and hardware based on the specified assembly sequence. - Support the process of making cut-outs for electrical outlets, plumbing points, or other required arrangements as per instructions. - Collaborate in ensuring precise and properly located cut-outs to accommodate necessary connections. - Demonstrate the ability to assemble different components of the furniture according to provided instructions or diagrams. - Aid in following proper assembly techniques to ensure secure and accurate joining of components. - Perform the installation of architectural hardware and fittings required for the furniture installation. - Aid in the installation of various types of doors and windows, including aluminum, UPVC, or other specified materials. - Employ proper installation procedures and techniques for a secure and functional result. - Perform the installation of various types of floorings as per instructions or specifications. - Perform the installation of fixtures such as handles, knobs, or decorative elements on the furniture. - Demonstrate the process of installing and fixing the assembled furniture parts at the designated location. - Aid in the testing of furniture and fittings after installation to ensure proper functionality and alignment. - Demonstrate the ability in making adjustments or corrections as needed to achieve the desired result.	

- Inspecting the installed furniture for any defects, such as gaps, scratches, or loose parts.
- Perform marking and documenting identified defects for further action or rectification.
- Support the maintenance of a clean work area throughout the furniture installation process.
- Collaborate in the cleaning, maintenance, and proper storage of hand and power tools and equipment
- Aid in the cleaning and covering of the finished furniture product, if necessary, before handover.
- Collaborate in identifying and disposing of unwanted materials generated during the furniture installation process.
- Actively listen and take note of inputs and feedback provided by the supervisor or client regarding the furniture installation process.
- Collaborate in incorporating the necessary information into the requisite documents and maintain accurate records.

Annexure

Trainer Requirements

Trainer Prerequisites – either one of the 7 options						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Engineering (Civil, Mechanical), Architecture, Interior Design, Furniture Manufacturing, Wood Work, Product Design or Any other discipline	2	Furniture manufacturing/ Furniture Design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills
ITI	Carpentry, Furniture Manufacturing	3	Furniture manufacturing/ Furniture Design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
Diploma	Carpentry, Furniture Manufacturing	3	Furniture manufacturing/ Furniture Design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
Certificate- NSQF	NSQF Level 3 Multipurpose Assistant (FFS/Q0901)	4	Furniture manufacturing/ Furniture Design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Required- Work Experience and Recommendation letter from Employer, Certificates of Training from companies. Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.

Certificate- NSQF	NSQF Level 4 (Based on elective opted) Or Above	3	Furniture manufacturing/ Furniture design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Required- Experience and Recommendation letter from Employer, Certificates of Training from companies. Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
Grade 8	Grade 8 Pass	3	Furniture manufacturing/ Furniture design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
CITS Certified	Relevant CITS Course	3	Furniture Manufacturing/ Carpentry	1	Preferable - Vocational or Academic Training	The Trainers can raise the 'Certificate Request' on SIP provided they are qualified in the relevant job roles followed by pre-screening from Master Trainer.

Trainer Certification

Domain Certification	Platform Certification
Certified for Job Role: Multipurpose Assistant- Furniture Production and Installation” mapped to QP: “FFS/Q0901-SI004, v1.0” Level 3. The minimum accepted score will be 80% aggregate.	Recommended that the Trainer is certified for the Job Role: “Trainer (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, v2.0”. The minimum accepted score will be 80% aggregate.

Assessor Requirements

Assessor Prerequisites - either one of the 6 options

Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Engineering (Civil, Mechanical), Architecture, Interior Design, Furniture Manufacturing, Wood Work, Product Design or Any other discipline	2	Furniture manufacturing/ Furniture Design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills
ITI	Carpentry, Furniture Manufacturing	3	Furniture manufacturing/ Furniture Design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
Diploma	Carpentry, Furniture Manufacturing	3	Furniture manufacturing/ Furniture Design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
Certificate- NSQF	NSQF Level 3 Multipurpose Assistant (FFS/Q0901)	4	Furniture manufacturing/ Furniture Design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Required- Work Experience and Recommendation letter from Employer, Certificates of Training from companies. Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.

Certificate- NSQF	NSQF Level 4 (Based on elective opted) Or Above	3	Furniture manufacturing/ Furniture design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Required- Work Experience and Recommendation letter from Employer, Certificates of Training from companies. Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
Grade 8	Grade 8 Pass	3	Furniture manufacturing/ Furniture design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.

Assessor Certification

Domain Certification	Platform Certification
Certified for Job Role: Multipurpose Assistant- Furniture Production and Installation” mapped to QP: “FFS/Q0901-SI004, v1.0” Level 3. The minimum accepted score will be 80% aggregate.	Recommended that the Assessor is certified for the Job Role: “Assessor (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, v2.0”. The minimum accepted score will be 80% aggregate.

Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the learner on the required competencies of the program.

At FFSC, we believe to gauge the performance of a candidate a holistic approach for assessment is essential. As such we have devised a multi-tier process to keep track of candidate overall progress at various stages. While a few techniques are imbibed as part of the training delivery program, others are explicit ways of testing. These are:

1. Internal (Preferred)
 - a. Trainer Led Assessment
 - b. Master Trainer/ Program Mentor Led Assessment
2. External
 - a. Assessment Partners/ Freelance Assessors (Mandatory)
 - b. Industry (Preferred)

1. Internal (Preferred)

a. Trainer Led Assessment:

As part of the Training Delivery Program, various tests and projects are designed at regular intervals to gauge the progress of the candidate during the training program. These are mix of Theory and practical, individual and group activities.

Trainers will be provided specific training under the ToT programs to conduct these assessments. A report of the same will be submitted to the assigned Master Trainer/ Program Mentor.

b. Master Trainer/ Program Mentor Led Assessment:

Every trainer/ batch should be connected with a Master Trainer/ Program Mentor, who will keep a check on the progress of the batch. Trainer can consult the Master Trainer/ Program Mentor with regards to training delivery or conducting periodic assessments.

Master Trainer/ Program Mentor may conduct their own session to assess the progress of the candidates, using the means as deemed suitable and feasible.

2. External

a. Assessment Partners/ Freelance Assessors:

An external assessment shall mandatorily be conducted by Assessment Partners via ToA certified Assessors or ToA certified Freelance Assessors. There are 3 key stages of any assessment activity – Pre-Assessment, During Assessment and Post Assessment. The defined system for conducting the assessment shall be followed at each stage.

FFSC Training and Assessment Team or any other assigned authority by FFSC, may conduct surprise or planned visits and checks from quality assurance and monitoring perspective.

The requirements and details of each stage are as highlighted below:

1. Pre-Assessment:

- a. Assessment Partner/ Assessor/ Freelance Assessor Validation
- b. Training Centre Check for Assessment Setup/ Infra
- c. Question Papers submission by Assessment Partner/ Freelance Assessor to FFSC
- d. FFSC to validate and approve the Question papers in line with NOS and PC.
- e. FFSC Affiliation and Project Assessment Approval
- f. Centre ready for Assessment intimation by Training Partner or by the assigned Neutral Assessment Centre

2. During Assessment (on the Assessment Day): The assessment can be conducted in offline, online or hybrid format depending on the feasibility and approvals from FFSC. Under either process the below guidelines are important to be compiled:

- a. Check the availability of the Lab Equipment for the particular Job Role as per the mode of conducting assessment.
- b. Candidate Validation: Confirm the Aadhar Card details of candidates
- c. Check the duration of the training
- d. Check the Assessment Start and End time to be as specified in documents
- e. Assessor/ Freelance Assessor must follow the assessment guidelines at all times.
- f. Intimation to FFSC Training and Assessment Monitoring Team for Assessment Quality Assurance checks.
- g. Ensure evidence of conducting assessment is gathered as per FFSC protocol:
 - i. Time-stamped and geotagged reporting of the assessor from assessment location
 - ii. Centre photographs with signboards and scheme-specific branding
 - iii. Biometric or manual attendance sheet (stamped by T.P.) of the trainees during the training period
 - iv. Time-stamped and geotagged assessment (Theory + Viva + Practical) photographs and videos
- h. Required documentation for submissions to the FFSC

3. Post Assessment:

- a. Timely submission of the assessment documentation and feedback to FFSC
- b. Hard copies of the documents are stored
- c. Soft copies of the documents and photographs of the Assessment are uploaded/accessed from Cloud Storage
- d. Soft copies of the documents and photographs of the Assessment stored in the Hard Drives
- e. Any other compliance requirement as defined by FFSC

b. Industry Partner:

FFSC may engage the Industry Partners and the Subject Matter Experts to conduct the Assessment of the candidates at various stages during the training program.

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts, and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on-site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on-site
Procedural Knowledge	Procedural knowledge addresses how to do something or how to perform a task. It is the ability to work or produce a tangible work output by applying cognitive, affective, or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	The terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
QC	Quality Checking
PwD	Person with Disability
ToT	Training of Trainers
ToA	Training of Assessors
FFSC	Furniture and Fittings Skill Council
TP	Training Partner
PC	Performance Criteria
NA	Not Applicable
MS	Microsoft
PPE	Personal Protective Equipment
2D	2-Dimensional
3D	3-Dimensional
SOP	Standard Operating Procedure
AR	Augmented Reality
VR	Virtual Reality
OJT	On-the-Job Training
FF&E	Furniture Fixtures & Equipment
POC	Point of Contact
POSH	Prevention Of Sexual Harassment
CPR	Cardiopulmonary Resuscitation