

QUALIFICATION PACK – OCCUPATIONAL STANDARD FOR FURNITURE AND FITTINGS SECTOR

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualification Pack - Assistant Carpenter – Wooden Furniture

SECTOR:	FURNITURE AND FITTING
SUB SECTOR:	Wooden Furniture
OCCUPATION:	Carpentry
REFERENCE ID:	FFS/Q0101
ALIGNED TO:	NCO-2004/ 7124.90

Carpentry for furniture making is a skilled trade in which the primary work performed is cutting, shaping and installation of different components together to make the final product.

Brief Job Description: Assistant carpenter is required to assist the Carpenter in making different parts of the furniture and also assist in assembling different parts of the furniture.

Personal Attributes: Assistant carpenter should have basic knowledge furniture making. They are required to be flexible in terms of adapting their work to different types of works associated with furniture making. He/she should be physically fit along with having good hand-eye coordination.

Qualification Pack For Assistant Carpenter

Job Details	Qualifications Pack Code	FFS/Q0101		
	Job Role	Assistant Carpenter – Wooden Furniture		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Furniture and Fittings	Drafted on	23/06/15
	Sub-sector	Wooden Furniture	Last reviewed on	30/06/15
	Occupation	Carpentry	Next review date	30/06/17
	NSQC Clearance on			
	Job Role	Assistant Carpenter – Wooden Furniture		
Role Description	Assistant carpenter is required to assist the Carpenter in making different parts of the furniture and also assist in assembling different parts of the furniture.			
NSQF level	2			
Minimum Educational Qualifications	Preferably Class V			
Maximum Educational Qualifications	N/A			
Training (Suggested but not mandatory)	N/A			
Minimum Job Entry Age	18 Years			
Experience	Preferred			
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> FFS/N0101 Assist in furniture making activities FFS/N8501 Maintain the work area, tools and machines FFS/N8601 Maintain health, safety and security at workplace FFS/N8701 Carry out work effectively at the workplace <p>Optional: N.A.</p>			
Performance Criteria	As described in the relevant OS units			

Qualification Pack For Assistant Carpenter

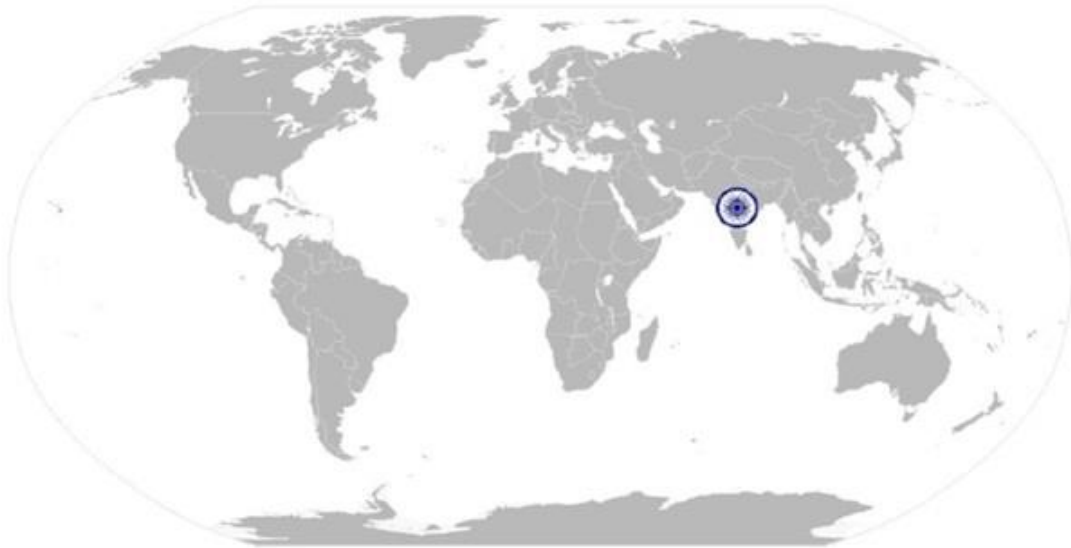
Definition

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfil achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding; he/she needs to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to find the required one.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of required performance.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform up to the required standard.

Qualification Pack For Assistant Carpenter

Acronyms	Keywords /Terms	Description
	OS	Occupational Standard(s)
	NOS	National Occupational Standard(s)
	QP	Qualifications Pack
	NSQF	National Skill Qualifications Framework
	TBD	To Be Determined

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to assist in different activities in furniture making.

FFS/N0101

Assist in furniture making activities

National Occupational Standard

Unit Code	FFS/N0101
Unit Title (Task)	Assist in furniture making activities
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to assist in different activities in furniture making.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Assistance in preparation • Assistance in furniture making • Assistance in finishing • Tools and equipment maintenance
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Assistance in preparation	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Unload the raw materials from the vehicle as applicable as per the instructions of the supervisor</p> <p>PC2. Place the materials in an appropriate manner as per the instructions of the supervisor</p> <p>PC3. Unpack the wood sheets and other materials at the work area as per instructions of the supervisor</p> <p>PC4. Assist the furniture maker in organizing the tools and equipment required as per the process</p> <p>PC5. Clean the work area before starting the process</p> <p>PC6. Check if the required tools and equipment are in proper working condition</p> <p>PC7. Check the safe functioning of the powered tools</p> <p>PC8. Place the floor guard/ other safety mat as applicable on the floor</p>
Assistance in furniture making	<p>PC9. Assist in taking measurement as per the instructions of the furniture maker</p> <p>PC10. Help in holding the wooden sheets in place as required by the furniture maker</p> <p>PC11. Bring the required tools for cutting wood sheets</p> <p>PC12. Switch on/off the power supply of the tool/ machine based on the requirement and as per instructions of the furniture maker</p> <p>PC13. Assist the furniture maker</p> <p>PC14. in cutting the wooden sheets into required shapes and sizes</p> <p>PC15. Carry the cut pieces to the area for assembly area as per the instructions of the supervisor</p> <p>PC16. Assist the furniture maker in assembling different components of the furniture</p>
Assistance in finishing	<p>PC17. Organize the materials, tools and equipment required for finishing process</p> <p>PC18. Assist the furniture maker in applying hard putty on the furniture</p> <p>PC19. Clean the area if there is any spillage during the finishing process</p>

FFS/N0101

Assist in furniture making activities

	PC20. Clean the furniture in case of dust accumulation as per instructions of the supervisor
Tools and equipment Maintenance	PC21. Clean the work area on a regular basis and as per the requirement of the process PC22. Sharpen grinding wheel / stone used for making the furniture as per the instructions of the supervisor PC23. Oil and grease equipment to maintain them under supervision of the furniture maker
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Expectations and responsibilities of the job role KA2. The organization's rules, codes, guidelines and standards KA3. Various types of products of the products KA4. Organizational policies, manuals, rules and regulations KA5. Common hazards in the work area and workplace procedures for dealing with them KA6. Contact person in case of queries on procedure or products KA7. Method to handle tools and equipment safely and the health and safety implications of not doing so KA8. Proper disposal system for waste and by-product KA9. Escalation hierarchy
B. Technical Knowledge	The user/individual on the job needs to know and understand: PC24. Basic properties of timber, plastic, metal etc. (whichever material furniture the furniture maker makes) KB1. Measurement length, width & depth in MKS & FPS system KB2. Loading and unloading procedures KB3. Procedure of unpacking material KB4. Materials used for packaging KB5. Basics of furniture making KB6. Various components and material required for assembling furniture KB7. Various tools and equipment required for assembling of cut components KB8. Method of operating powered tools KB9. Performance standards of the standard products KB10. Cutting process and cutting angles of different tools in relation to hard and soft timbers KB11. Sharpening angles for tools used for different purposes KB12. Different tools and equipment- Sharpening saws, chisels, bench planes, shoulder planes, scrapers, and spoke shaves KB13. Safety procedures to follow while operating powered tools KB14. Importance of storing sharpened tools in a safe place KB15. Cleaning and maintenance procedures KB16. Method of application of hard putty KB17. Properties of hard putty KB18. Proper methods of waste and by product disposal
Skills (S)	

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Assist in furniture making activities

A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write in English/ local language as applicable
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA2. Read and speak in English or local language as applicable SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA4. Communicate effectively with team SA5. Communicate with customer if required SA6. Speak in English/ local language as applicable PC25. Use correct technical terms while interacting with furniture maker and supervisors SA7. Positively influence the team members into following procedures
	B. Professional Skills
Decision Making	
The user/ individual on the job needs to know and understand how to: SB1. Take appropriate decisions related to responsibilities	
Plan and Organize	
The user/ individual on the job needs to know and understand how to: SB2. Plan and organize cleaning and maintenance activities SB3. Work with furniture maker supervisors/ team mates to carry out work related tasks SB4. Plan work according to the required schedule	
Customer Centricity	
The user/ individual on the job needs to know and understand how to: PC26. Communicate with the furniture maker / supervisor in an appropriate manner as applicable	
Problem Solving	
The user/ individual on the job needs to know and understand how to: SB5. Identify and report malfunctions in machinery and tools SB6. Seek and obtain clarification from the superiors	
Analytical Thinking	
The user/ individual on the job needs to know and understand how to: SB7. Identify emergency situations SB8. Understand the importance of following the organizational rules and procedures	
Critical Thinking	
The user/ individual on the job needs to know and understand how to: SB9. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	

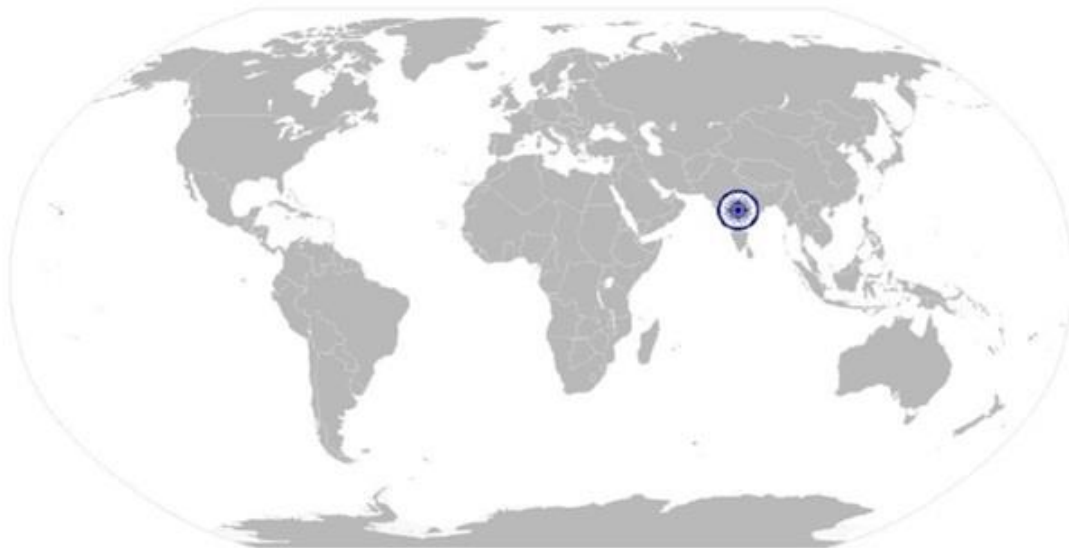
FFS/N0101

Assist in furniture making activities

NOS Version Control

NOS Code	FFS/N0101		
Credits(NSQF)	TBD	Version number	1.0
Sector	Furniture and Fittings	Drafted on	23/06/15
Industry Sub-sector	Wooden Furniture	Last reviewed on	30/06/15
Occupation	Carpentry	Next review date	30/06/17

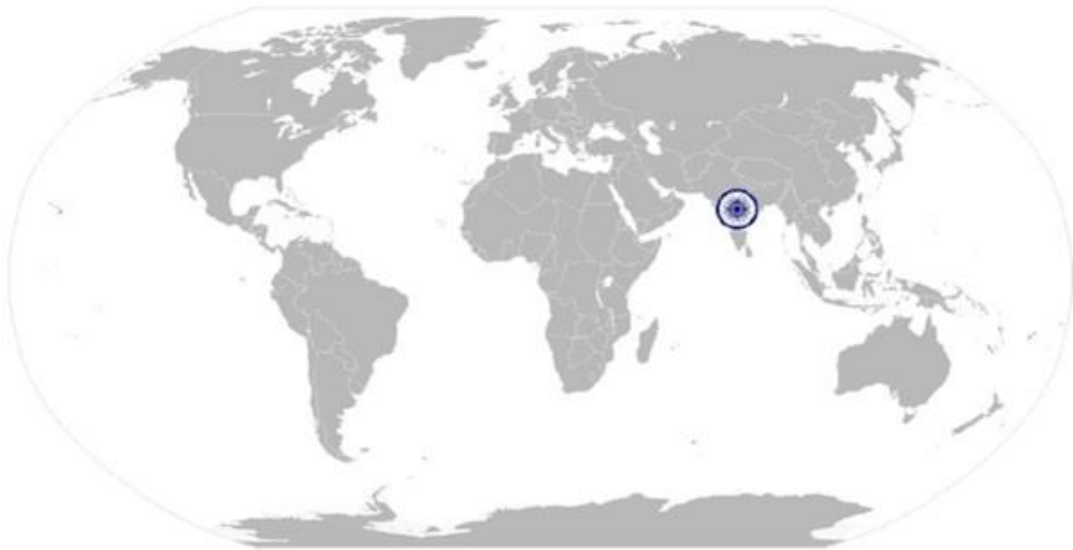
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FFS/N8501

Maintain the work area, tools and machines

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms.

FFS/N8501 Maintain the work area, tools and machines

National Occupational Standard

Unit Code	FFS/N8501
Unit Title (Task)	Maintain the work area, tools and machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintenance of the work area, tools and machines
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintenance of the work area, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct handling procedures</p> <p>PC3. Use materials optimally to minimize waste</p> <p>PC4. Prepare and organize work</p> <p>PC5. Maintain a clean and hazard free working area</p> <p>PC6. Deal with work interruptions</p> <p>PC7. Move around the workplace with care</p> <p>PC8. Maintain tools equipment and consumables</p> <p>PC9. Carry out maintenance and/or cleaning outside responsibility</p> <p>PC10. Report unsafe equipment and other dangerous occurrences</p> <p>PC11. Ensure that the correct machine guards are in place</p> <p>PC12. Work in a comfortable position with the correct posture</p> <p>PC13. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC14. Dispose of waste safely in the designated location</p> <p>PC15. Store cleaning equipment safely after use</p> <p>PC16. Complete and store accurate records and documentation</p> <p>PC17. Give inputs and assist in completing documentation</p> <p>PC18. Report the need for maintenance and/or cleaning outside your area of responsibility</p> <p>PC19. Ensure safe and correct handling of materials, equipment and tools</p> <p>PC20. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Expectations and responsibilities of the job role</p> <p>KA2. The organization's rules, codes, guidelines and standards</p> <p>KA3. Organizations rules and regulations pertaining to work standards</p> <p>KA4. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA5. Contact person in case of queries on procedure or products</p> <p>KA6. Method to handle tools and equipment safely and the health and safety implications of not doing so</p> <p>KA7. Proper disposal system for waste and by-product</p> <p>KA8. Escalation hierarchy in the organization</p>

FFS/N8501

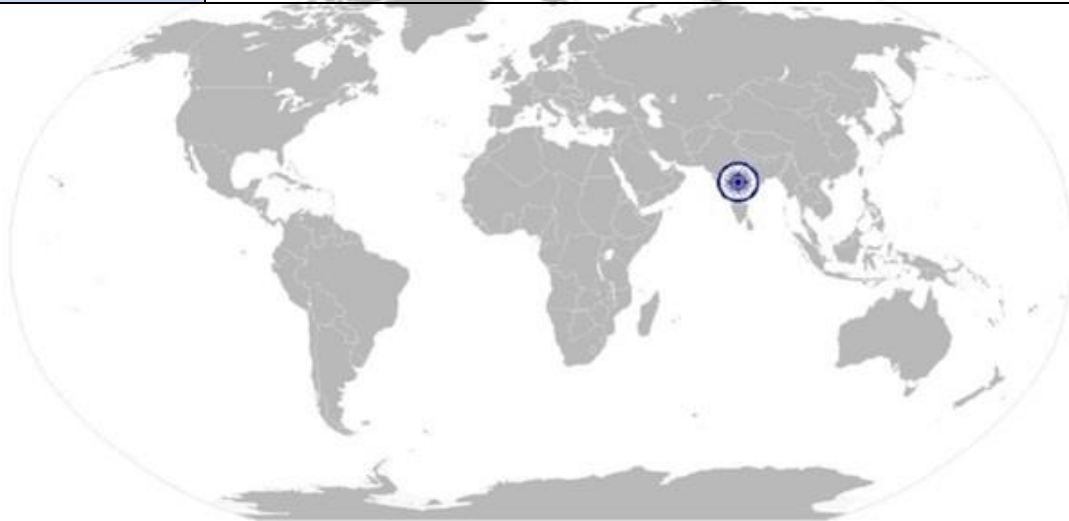
Maintain the work area, tools and machines

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of good time keeping and attendance</p> <p>KB5. The importance of minimized production costs</p> <p>KB6. The importance of taking action when problems are identified</p> <p>KB7. Different ways of minimizing waste</p> <p>KB8. Effects of contamination on products i.e. dirt, water and from other work happening on the site</p> <p>KB9. Common faults with equipment and the method to rectify them</p> <p>KB10. Maintenance procedures of tools, equipment and consumables as per manufacturer's instructions</p> <p>KB11. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB12. Different types of cleaning equipment and substances and their use</p> <p>KB13. Safe working practices for cleaning and the method of carrying them out</p> <p>KB14. The production process and the specific work activities that relate to the whole process</p>
<p>Skills (S)</p>	
<p>A. Core Skills / Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/local language as applicable</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read Basic English/ local language as applicable</p> <p>SA3. Read and understand assembly guidelines, health and safety instructions, memos, reports, job cards etc.</p> <p>Oral Communication (Listening and Speaking Skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Communicate effectively with team</p> <p>SA5. Speak in English/ local language as applicable</p> <p>SA6. Use correct technical terms while interacting with furniture makers</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>SB2. Assess for any damage/faulty component in the equipment/machines and take action accordingly</p> <p>SB3. Evaluate the decision and conduct basic trouble shooting</p> <p>Plan and Organize</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Plan and manage work routine based on company procedure</p> <p>SB5. Work with supervisors/ team mates to carry out work related tasks</p> <p>SB6. Plan for cleaning and lubricating the concerned machinery daily</p>

FFS/N8501

Maintain the work area, tools and machines

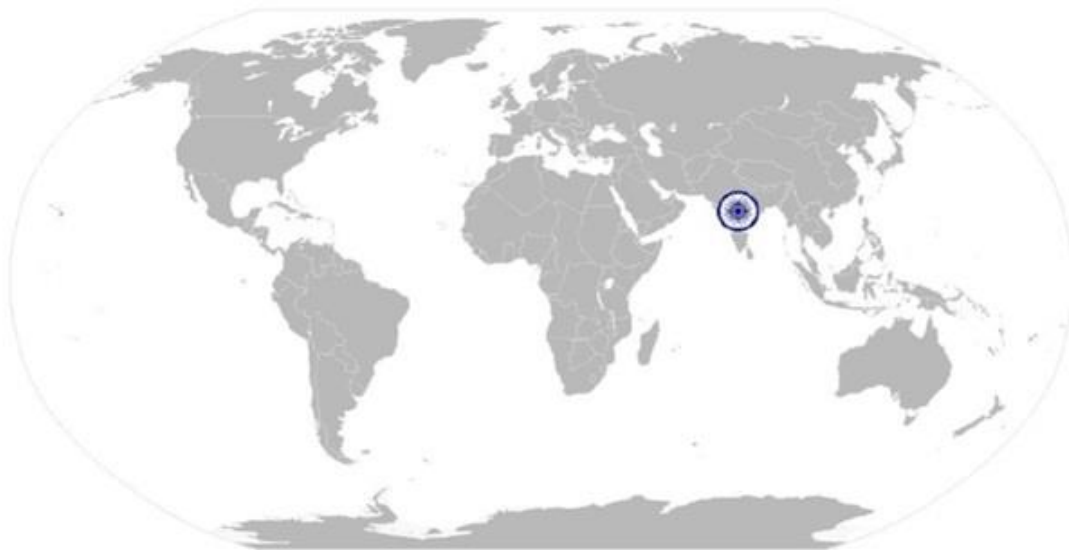
	SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB8. Ensure and follow organizational procedures pertaining to health and safety are followed
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB9. Solve operational role related issues
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB10. Diagnose common problems in the machine based on visual inspection
	Critical Thinking
The user/ individual on the job needs to know and understand how to: SB11. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	



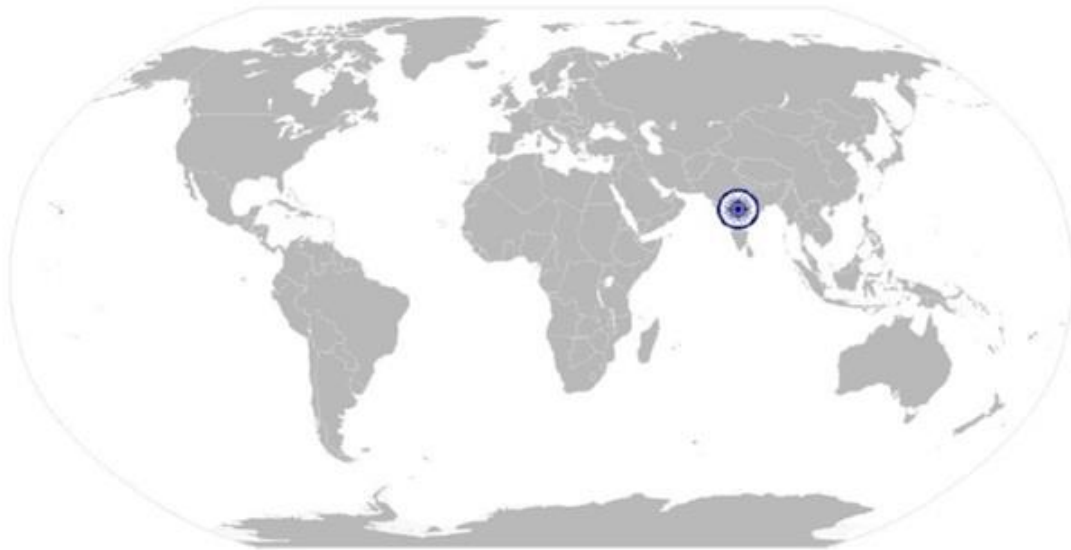
FFS/N8501 Maintain the work area, tools and machines
NOS Version Control

NOS Code		FFS/N8501	
Credits(NSQF)	TBD	Version number	1.0
Sector	Furniture and Fittings	Drafted on	23/06/15
Industry Sub-sector	Wooden Furniture	Last reviewed on	30/06/15
Occupation	Carpentry	Next review date	30/06/17

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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

FFS/N8601 Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	FFS/N8601
Unit Title (Task)	Maintain health, safety and security at workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Compliance with health, safety and security requirements at work location
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance with health, safety and security requirements at work location	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Follow health and safety related instructions applicable to the work location at all times PC2. Carry out own activities in line with approved guidelines and procedures PC3. Ensure the worksite is free from health and safety hazards PC4. Follow manufacturers' and other relevant instructions relating to safe use of equipment and materials PC5. Safely handle and move waste and debris PC6. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC7. Monitor the workplace and work processes for potential risks and threats PC8. Identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel PC9. Undertake first aid related to fracture, cuts, bleeding, burn and electrocution, if asked to do so PC10. Take appropriate action in case of a fire emergency PC11. Use safety equipment and personal protection equipment such as gloves , goggles ,mask and shoes correctly PC12. Follow agreed work location procedures in the event of an emergency and of any injury
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Health and safety related practices applicable at the workplace KA2. Potential hazards, risks and threats based on nature of operations KA3. Organizational procedures for safe handling of equipment and machine operations KA4. Potential accidents and emergencies and how to respond to these situations KA5. Reporting protocol and documentation required KA6. Actions to take in the event of accident, emergency or fire
B. Technical Knowledge	The user/individual on the job needs to know and understand:

FFS/N8601

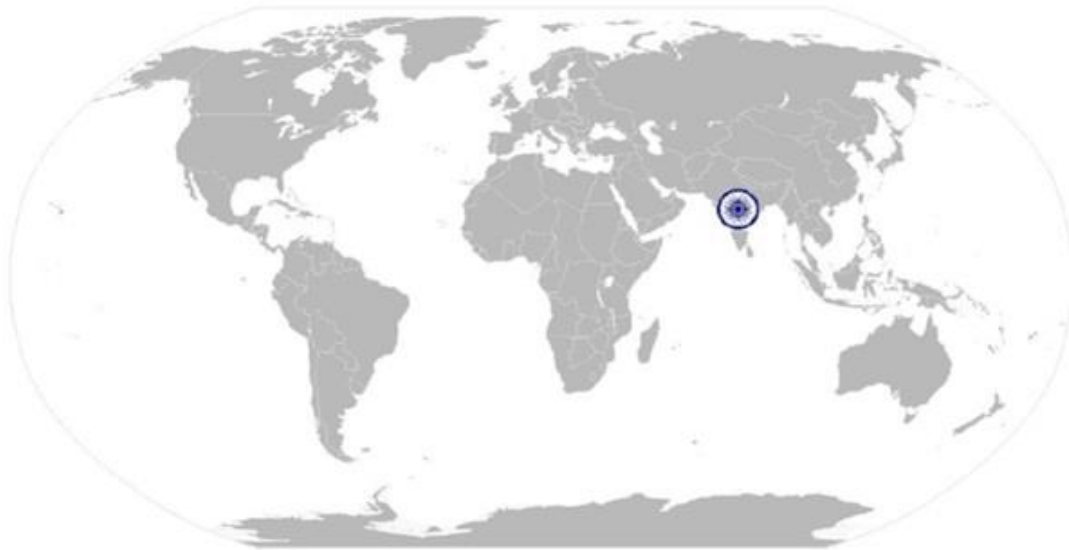
Maintain health, safety and security at workplace

	<p>KB1. Potential hazards and risks which may be present at furniture and fittings related workplace</p> <p>KB2. Identification, handling and storage of materials, tools and equipment</p> <p>KB3. Importance of keeping the work area risk and hazard free</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Potential risks due to own actions and methods to minimize these</p> <p>KB6. Safe working practices in a furniture and fittings related workplace</p> <p>KB7. Procedures for dealing with injured persons</p> <p>KB8. The different types of personal protective equipment and when they should be used</p>
Skills (S)	
A. Core Skills / Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document and fill forms as applicable for health and safety compliance</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read all organizational and equipment related health and safety manuals and documents</p> <p>SA3. Read and comprehend safety related documents at the client location</p> <p>Oral Communication (Listening and Speaking Skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Make an appropriate timely decision in responding to emergencies/accidents</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Work with supervisors/ team mates to carry out work related tasks</p> <p>SB2. Plan work according to the required schedule</p> <p>Plan and Organize</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Ensure and follow organizational procedures pertaining to health and safety are followed</p> <p>Customer Centricity</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Ensure and follow work location procedures pertaining to health and safety are followed</p> <p>Problem Solving</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Take appropriate actions during emergencies, accidents or fire at the work location</p> <p>Analytical Thinking</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Identify cause and effect relations in their area of work</p> <p>Critical Thinking</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Apply balanced judgment to different situations</p>

FFS/N8601 Maintain health, safety and security at workplace
NOS Version Control

NOS Code	FFS/N8601		
Credits(NSQF)	TBD	Version number	1.0
Sector	Furniture and Fittings	Drafted on	23/06/15
Industry Sub-sector	Wooden Furniture	Last reviewed on	30/06/15
Occupation	Carpentry	Next review date	30/06/17

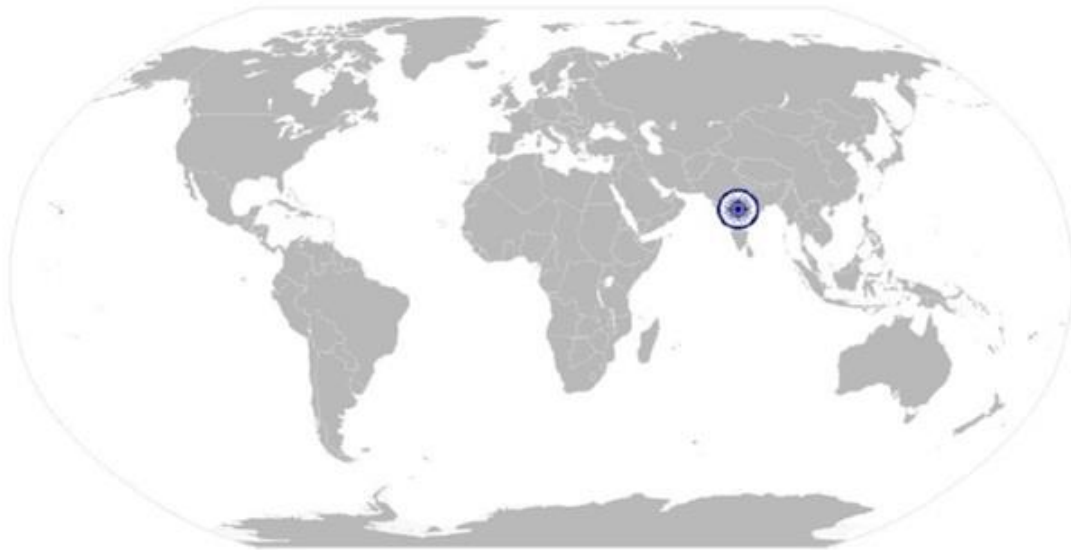
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FFS/N8701

Carry out work effectively at the workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for an individual to carry out work effectively by interacting with the stakeholder and compliance to organizational rules and regulations.

FFS/N8701 Carry out work effectively at the workplace
National Occupational Standard

Unit Code	FFS/N8701
Unit Title (Task)	Carry out work effectively at the workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for an individual to carry out work effectively by interacting with the stakeholder and compliance to organizational rules and regulations.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Work effectively • Stakeholder Interaction • Compliance to organizational rules and regulations
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Work Effectively	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Ensure all the required resources before beginning work</p> <p>PC2. Whenever necessary work with others to achieve set work objectives</p> <p>PC3. Keep work area in a tidy and organized state</p> <p>PC4. Complete allocated tasks within the desired time frame and quality standards</p>
Stakeholder Interaction	<p>PC5. Display courteous behavior at all times</p> <p>PC6. Respond politely to customer queries</p> <p>PC7. Seek assistance as and when required from appropriate authority at the workplace in an appropriate manner</p> <p>PC8. Ask questions and seek clarifications on work tasks whenever required]</p> <p>PC9. Follow dress code as applicable at the work location</p>
Compliance to organizational rules and regulations	<p>PC10. Carry out work functions in accordance with the norms of the organization and work place</p> <p>PC11. Follow organizational policies and procedures</p> <p>PC12. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel</p> <p>PC13. Identify and report any possible deviations to appropriate authority</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Hierarchy in the organization</p> <p>KA2. The organizational policies and procedures</p> <p>KA3. The importance of team work</p> <p>KA4. The importance of effective communication and establishing good working relationships with stakeholders</p> <p>KA5. Responsibilities and objectives of the role</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The principals of furniture and fittings manufacturing and installation</p> <p>KB2. Procedures need to be followed to obtain required resources to complete work objective</p> <p>KB3. Importance of having correct understanding of work task and objective</p> <p>KB4. When and why it may be necessary to work with others to achieve set work objectives</p>

FFS/N8701

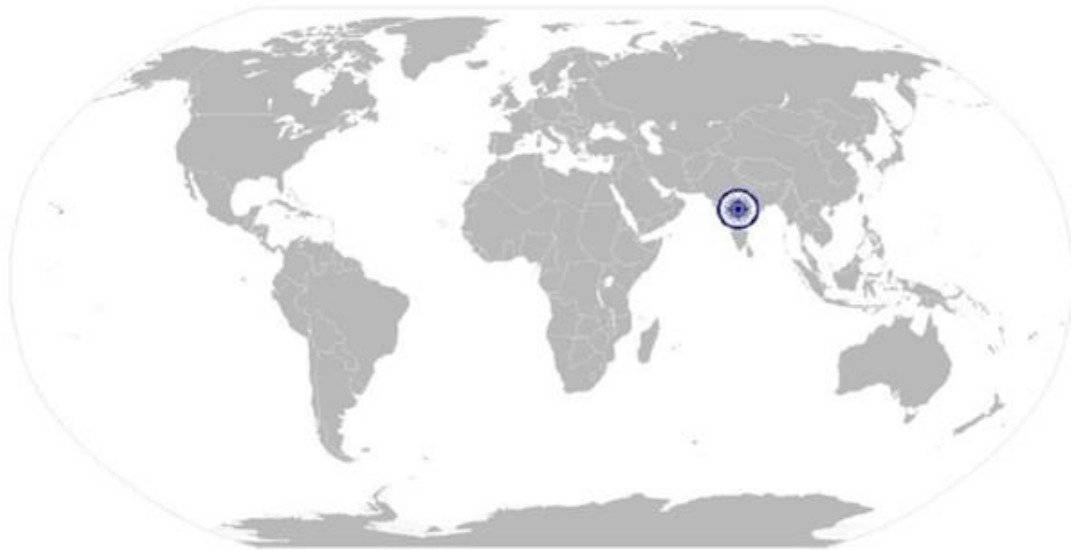
Carry out work effectively at the workplace

	<p>KB5. Importance of keeping the work area tidy and clean</p> <p>KB6. Applicable quality standards for assigned work task and objective</p> <p>KB7. Different methods of communication and its appropriate usage</p> <p>KB8. Benefits of cordial relationships with colleagues and clients</p> <p>KB9. Effective working relationships with all stakeholders: internal and external</p> <p>KB10. Procedures in the organization to deal with conflict and poor working relationships</p> <p>KB11. Reporting procedure in case of deviations</p> <p>KB12. Organizational policies and procedures</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Fill in forms accurately based on the requirement and as applicable
	SA2. Write in English/local language as applicable
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
	SA3. Read and interpret workplace documentation
	SA4. Read and interpret organizational policies and procedures
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA5. Use gestures or simple words to communicate as applicable
	SA6. Pay attention while instructions are being given
	SA7. Ask questions to minimize misunderstandings
	SA8. Positively influence the team members into following procedures
	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
The user/ individual on the job needs to know and understand how to:	
SB2. Plan and organize work activities with the team members	
SB3. Plan and manage work routine based on company procedure	
Customer Centricity	
The user/ individual on the job needs to know and understand how to:	
SB4. Build relationship with internal and external team members	
SB5. Work in accordance with organizational and work location norms	
Problem Solving	
The user/ individual on the job needs to know and understand how to:	
SB6. Evaluate and seek and obtain clarification from the superiors	
SB7. Be proactive in solving issues with the fellow members in the team	
Analytical Thinking	
The user/ individual on the job needs to know and understand how to:	
SB8. Analyze the situation and take appropriate actions while dealing with team members	
Critical Thinking	
The user/ individual on the job needs to know and understand how to:	

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Carry out work effectively at the workplace

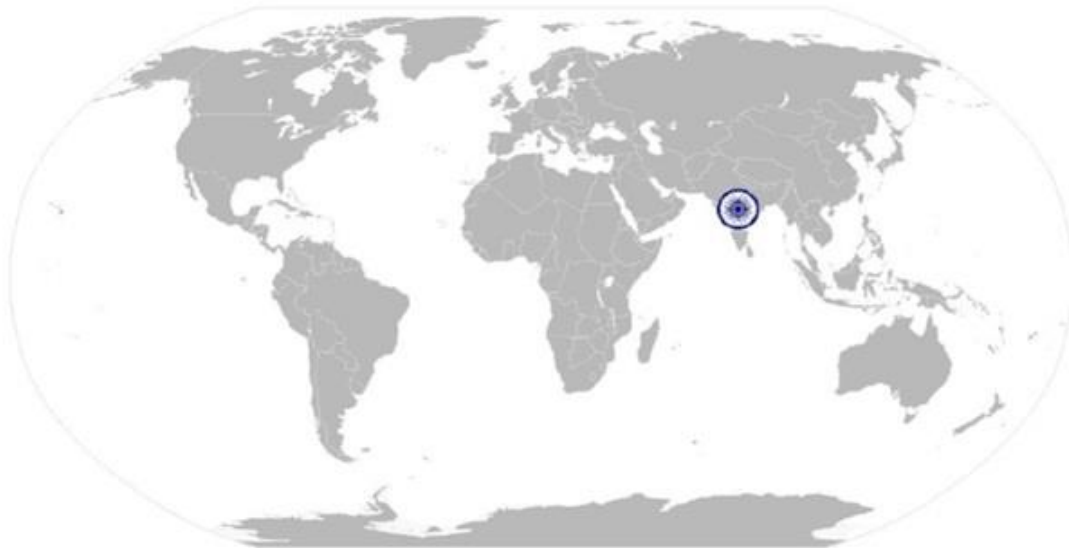
	SB9. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
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FFS/N8701 Carry out work effectively at the workplace
NOS Version Control

NOS Code		FFS/N8701	
Credits(NSQF)	TBD	Version number	1.0
Sector	Furniture and Fittings	Drafted on	23/06/15
Industry Sub-sector	Wooden Furniture	Last reviewed on	30/06/15
Occupation	Carpentry	Next review date	30/06/17

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Carpenter – Wooden Furniture

Qualification Pack Code FFS/Q0101

Sector Skill Council Furniture and Fittings

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
FFS/N0101 Assist in furniture making activities	PC1. Unload the raw materials from the vehicle as applicable as per the instructions of the supervisor	50	2	0	2
	PC2. Place the materials in an appropriate manner as per the instructions of the supervisor		2	0	2
	PC3. Unpack the wood sheets and other materials at the work area as per instructions of the supervisor		3	0	3
	PC4. Assist the carpenter in organizing the tools and equipment required as per the process		1	0	1
	PC5. Clean the work area before starting the process		1	0	1
	PC6. Check if the required tools and equipment are in proper working condition		2	1	1
	PC7. Check the safe functioning of the powered tools		2	0	2
	PC8. Place the floor guard/ other safety mat as applicable on the floor		2	1	1
	PC9. Assist in taking measurement as per the instructions of the carpenter		3	1	2
	PC10. Help in holding the wooden sheets in place as required by the carpenter		2	0	2

	PC11. Bring the required tools for cutting wood sheets		3	1	2
	PC12. Switch on/off the power supply of the tool/ machine based on the requirement and as per instructions of the carpenter		3	1	2
	PC13. Assist the carpenter in cutting the wooden sheets into required shapes and sizes		4	1	3
	PC14. Carry the cut pieces to the area for assembly area as per the instructions of the supervisor		3	1	2
	PC15. Assist the carpenter in assembling different components of the furniture		3	1	2
	PC16. Organize the materials, tools and equipment required for finishing process		3	1	2
	PC17. Assist the carpenter in applying hard putty on the furniture		4	1	3
	PC18. Clean the area if there is any spillage during the finishing process		1	0	1
	PC19. Clean the furniture in case of dust accumulation as per instructions of the supervisor		1	0	1
	PC20. Clean the work area on a regular basis and as per the requirement of the process		1	1	0
	PC21. Sharpen grinding wheel / stone used for making the furniture as per the instructions of the supervisor		3	0	3
	PC22. Oil and grease equipment to maintain them under supervision of the carpenter		1	1	0
		Total	50	12	38
FFS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	23	2	0	2
	PC2. Use correct handling procedures		1	0	1
	PC3. Use materials optimally to minimize waste		2	0	2
	PC4. Prepare and organize work		1	1	0
	PC5. Maintain a clean and hazard free working area		1	1	0
	PC6. Deal with work interruptions		1	1	0
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools equipment and consumables		1	0	1
	PC9. Carry out maintenance and/or cleaning outside responsibility		1	1	0
	PC10. Report unsafe equipment and other dangerous occurrences		1	1	0
	PC11. Ensure that the correct machine guards are in place		1	0	1
	PC12. Work in a comfortable position with the correct posture		1	0	1

	PC13. Use cleaning equipment and methods appropriate for the work to be carried out		2	1	1
	PC14. Dispose of waste safely in the designated location		1	1	0
	PC15. Store cleaning equipment safely after use		1	0	1
	PC16. Complete and store accurate records and documentation		1	0	1
	PC17. Give inputs and assist in completing documentation		1	0	1
	PC18. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
	PC19. Ensure safe and correct handling of materials, equipment and tools		1	0	1
	PC20. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
		Total	23	7	16
FFS/N8601 Maintain health, safety and security at workplace	PC1. Follow health and safety related instructions applicable to the work location at all times	13	1	1	0
	PC2. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC3. Ensure the worksite is free from health and safety hazards		1	0	1
	PC4. Follow manufacturers' and other relevant instructions relating to safe use of equipment and materials		1	1	0
	PC5. Safely handle and move waste and debris		2	1	1
	PC6. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	1	0
	PC7. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC8. Identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel		1	1	0
	PC9. Undertake first aid related to fracture, cuts, bleeding, burn and electrocution, if asked to do so		1	1	0
	PC10. Take appropriate action in case of a fire emergency		1	0	1
	PC11. Use safety equipment and personal protection equipment such as gloves , goggles ,mask and shoes correctly		1	0	1
	PC12. Follow agreed work location procedures in the event of an emergency and of any injury		1	0	1
		Total	13	6	7

FFS/N8701 Carry out work effectively at the workplace	PC1. Ensure all the required resources before beginning work	14	1	0	1
	PC2. Whenever necessary work with others to achieve set work objectives		1	1	0
	PC3. Keep work area in a tidy and organized state		1	0	1
	PC4. Complete allocated tasks within the desired time frame and quality Standards		1	1	0
	PC5. Display courteous behavior at all times		1	1	0
	PC6. Respond politely to customer queries		1	0	1
	PC7. Seek assistance as and when required from appropriate authority at the workplace in an appropriate manner		1	0	1
	PC8. Ask questions and seek clarifications on work tasks whenever required		1	0	1
	PC9. Follow dress code as applicable at the work location		1	1	0
	PC10. Carry out work functions in accordance with the norms of the organization and work place		1	0	1
	PC11. Follow organizational policies and procedures		2	1	1
	PC12. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		1	0	1
	PC13. Identify and report any possible deviations to appropriate authority		1	0	1
		Total	14	5	9