



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



# Model Curriculum

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

**QP Code: FFS/Q0901**

**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

<b>Sector</b>	Interiors, Furniture and Fixtures
<b>Sub-Sector</b>	Furniture Design and Production
<b>Occupation</b>	Furniture Production (Workshop)
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7115.9900
<b>Minimum Educational Qualification and Experience</b>	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
<b>Minimum Level of Education for Training in School</b>	NA
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	14 Years
<b>Last Reviewed on</b>	31-08-2023
<b>Next Review Date</b>	31-08-2026
<b>NSQC Approval Date</b>	31-08-2023
<b>Q.P. Version</b>	1.0
<b>Model Curriculum Creation Date</b>	31-05-2023
<b>Model Curriculum Valid Up to Date</b>	31-08-2026

<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	420 (Min. of 1 Electives to be selected)
<b>Maximum Duration of the Course</b>	630 (Max. of 2 Electives to be selected)

# 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.
- Inspect and handle materials in-store or warehouse settings, ensuring accurate inventory management and movement.
- Demonstrate effective inventory management in store or warehouse settings, including tracking, organization, and audits.
- Maintain cleanliness and orderliness in store or warehouse areas, including proper waste disposal and upkeep.
- Demonstrate the ability to perform required woodworking operations, such as cutting, shaping, and joining wood materials.
- Demonstrate cleaning of the woodworking sites thoroughly, ensuring proper waste disposal and leaving areas clean and organized.
- Demonstrate machine operation for processes like cutting, drilling, or shaping materials safely and effectively
- Perform cleaning of machining sites thoroughly, remove debris, and properly maintain machines.
- Apply finishing techniques to furniture products, including sanding, staining, and coatings.
- Perform cleaning of finishing sites thoroughly, dispose of waste properly, and leave areas clean and presentable.
- Perform upholstery tasks on furniture products, including cutting, sewing, and proper attachment.
- Maintain cleanliness and organization in upholstery sites, including proper storage and regular cleaning.
- Prepare worksites effectively for packaging operations, ensuring accurate labelling and appropriate packaging.
- Demonstrate how to pack and dispatch furniture products effectively, ensuring accurate labelling and documentation.
- Maintain cleanliness and organization in packaging areas, including proper waste disposal and storage management.

- 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
<b>Bridge Module(s)</b>	<b>24:00</b>	<b>36:00</b>	<b>00:00</b>	<b>00:00</b>	<b>60:00</b>
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
<b>FFS/N0901: Assist in interpreting work docket, and recce of work area/work site NOS Version No. 1 NSQF Level- 3</b>	<b>12:00</b>	<b>48:00</b>	<b>00:00</b>	<b>00:00</b>	<b>60:00</b>
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
<b>FFS/N0902: Assist in compiling list of the required materials, tools, and equipment, and arranging it NOS Version No. 1 NSQF Level- 3</b>	<b>12:00</b>	<b>48:00</b>	<b>00:00</b>	<b>00:00</b>	<b>60:00</b>



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
<b>FFS/N0903: Assist in setting up the work area as per required operation and managing it NOS Version No. 1 NSQF Level- 3</b>	<b>12:00</b>	<b>18:00</b>	<b>00:00</b>	<b>00:00</b>	<b>30:00</b>
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
<b>FFS/N8201: Follow health, safety, and greening practices at the worksite NOS Version No. 3 NSQF Level- 3</b>	<b>12:00</b>	<b>18:00</b>	<b>00:00</b>	<b>00:00</b>	<b>30:00</b>
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
<b>DGT/VSQ/N0101: Employability Skills (30 Hour) NOS Version No. 1 NSQF Level- 2</b>	<b>15:00</b>	<b>15:00</b>	<b>00:00</b>	<b>00:00</b>	<b>30:00</b>
Module 14: Employability Skills	15:00	15:00	00:00	00:00	30:00
<b>Total Duration</b>	<b>87:00</b>	<b>183:00</b>	<b>00:00</b>	<b>00:00</b>	<b>270:00</b>



## Elective Modules

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

### Elective 1: Storekeeping and Warehousing

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0904: Assist in operation of store or warehouse</b> <b>NOS Version No. 1</b> <b>NSQF Level- 3</b>	<b>12:00</b>	<b>48:00</b>	<b>90:00</b>	<b>00:00</b>	<b>150:00</b>
Module 15: Material inspection and movement at store or warehouse	04:00	16:00	00:00	00:00	20:00
Module 16: Inventory Management of store or warehouse	06:00	24:00	00:00	00:00	30:00
Module 17: Clean and maintain the store or warehouse	02:00	08:00	00:00	00:00	10:00
Module 18: On the Job training for Storekeeping and warehousing	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>12:00</b>	<b>48:00</b>	<b>90:00</b>	<b>00:00</b>	<b>150:00</b>

### Elective 2: Wood Workshop

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0905: Assist in Wood working Operations</b> <b>NOS Version No. 1</b> <b>NSQF Level- 3</b>	<b>12:00</b>	<b>48:00</b>	<b>90:00</b>	<b>00:00</b>	<b>150:00</b>
Module 19: Worksite preparation for woodworking operation	04:00	16:00	00:00	00:00	20:00
Module 20: Perform woodworking operation	06:00	24:00	00:00	00:00	30:00
Module 21: Clean and maintain the woodworking shop	02:00	08:00	00:00	00:00	10:00

Module 22: On-the-job training for Woodworking	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>12:00</b>	<b>48:00</b>	<b>90:00</b>	<b>00:00</b>	<b>150:00</b>

### Elective 3: Machine Shop

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0906: Assist in machine shop operations &amp; general maintenance NOS Version No.1 NSQF Level- 3</b>	<b>12:00</b>	<b>78:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>
Module 23: Worksite preparation for Machine Operation	04:00	24:00	00:00	00:00	28:00
Module 24: Machine operation on the product	06:00	34:00	00:00	00:00	40:00
Module 25: Clean and maintain the machining shop	02:00	20:00	00:00	00:00	22:00
Module 26: On-the-job training for Machine Shop	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>12:00</b>	<b>78:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>

### Elective 4: Surface Finishing

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0907: Assist in furniture finishing operations NOS Version No. 1 NSQF Level- 3</b>	<b>12:00</b>	<b>48:00</b>	<b>90:00</b>	<b>00:00</b>	<b>150:00</b>
Module 27: Worksite preparation for finishing operation	04:00	16:00	00:00	00:00	20:00
Module 28: Furniture finishing on the product	06:00	24:00	00:00	00:00	30:00
Module 29: Clean and maintain the finishing shop	02:00	08:00	00:00	00:00	10:00

Module 30: On-the-job training for Furniture Finishing	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>12:00</b>	<b>48:00</b>	<b>90:00</b>	<b>00:00</b>	<b>150:00</b>

### Elective 5: Upholstery

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0908: Assist in Upholstery Operations NOS Version No. 1 NSQF Level- 3</b>	<b>12:00</b>	<b>48:00</b>	<b>90:00</b>	<b>00:00</b>	<b>150:00</b>
Module 31: Worksite preparation for upholstery operation	04:00	16:00	00:00	00:00	20:00
Module 32: Upholstery of the product	06:00	24:00	00:00	00:00	30:00
Module 33: Clean and maintain the upholstery shop	02:00	08:00	00:00	00:00	10:00
Module 34: On-the-job training for Upholstery	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>12:00</b>	<b>48:00</b>	<b>90:00</b>	<b>00:00</b>	<b>150:00</b>

### Elective 6: Packaging

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0909: Assist in Furniture Packaging Operations NOS Version No. 1 NSQF Level- 3</b>	<b>12:00</b>	<b>48:00</b>	<b>90:00</b>	<b>00:00</b>	<b>150:00</b>
Module 35: Worksite preparation for packaging operation	04:00	16:00	00:00	00:00	20:00
Module 36: Packaging and Dispatch of the products	06:00	24:00	00:00	00:00	30:00
Module 37: Clean and maintain the packaging shop	02:00	08:00	00:00	00:00	10:00

Module 38: On-the-job training for Furniture Packaging	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>12:00</b>	<b>48:00</b>	<b>90:00</b>	<b>00:00</b>	<b>150:00</b>

### Elective 7: Installation

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0910: Assist in Installation Operations for Furniture, Fixtures &amp; Fittings</b> <b>NOS Version No. 1</b> <b>NSQF Level- 3</b>	<b>12:00</b>	<b>78:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>
Module 39: Worksite preparation for installation operation	04:00	24:00	00:00	00:00	28:00
Module 40: Assembly and Installation of FF&E	06:00	34:00	00:00	00:00	40:00
Module 41: Clean and maintain the Installation shop	02:00	20:00	00:00	00:00	22:00
Module 42: On-the-job training for Furniture Installation	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>12:00</b>	<b>78:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>

# 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.

<b>Duration: 08:00</b>	<b>Duration: 00:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the scope and significance of the furniture industry.</li> <li>• Discuss the various segments of the furniture industry and how they function.</li> <li>• Explain various types and categories of products of furniture.</li> <li>• Describe the types of allied or enabling industries involved in furniture manufacturing.</li> <li>• Describe the relationship between interiors and the furniture industry.</li> <li>• Classify different types of interior projects.</li> <li>• Describe the occupational map of the furniture industry.</li> </ul>	
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
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.

<b>Duration: 04:00</b>	<b>Duration: 00:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the Furniture and Fittings occupation and related job roles.</li> <li>• Describe the attributes and basic skill sets required for a Multipurpose Assistant.</li> <li>• Explain the role, responsibilities, and key result areas of a Multipurpose Assistant.</li> <li>• Describe the career progression path for a Multipurpose Assistant job role.</li> <li>• Discuss the regulatory authorities, laws, and regulations related to an individual while working in the Furniture and Fittings Industry.</li> <li>• Explain the importance of job cards and timely reporting to supervisors in employee performance evaluation.</li> </ul>	
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
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
<ul style="list-style-type: none"> <li>• Describe the organizational structure and highlight the importance of the installation department.</li> <li>• Elaborate about various organizational processes, code of conduct, reporting matrix, and escalation hierarchy.</li> <li>• List all the documents required to carry out the job, such as the job card and checklist for oneself.</li> <li>• Explain the importance of working towards team objectives and goals.</li> <li>• Explain the importance of effective communication and interpersonal skills.</li> <li>• Identify the common reasons for interpersonal conflicts and ways of managing them effectively.</li> <li>• Explain the importance of maintaining good habits related to health and hygiene.</li> <li>• Explain the basic parts of a computer, smartphones, and their functioning.</li> <li>• Describe different types of social media platforms: YouTube, WhatsApp, Facebook, Twitter, etc.</li> <li>• Describe how to operate bank accounts and the terminologies associated with them.</li> <li>• State the significance of payment methods and gateways for financial transactions.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the use of appropriate behaviour and language while communicating with colleagues.</li> <li>• Demonstrate how to report problems that need escalation.</li> <li>• Demonstrate how to fill a sample job card for submission.</li> <li>• Demonstrate active listening skills while communicating.</li> <li>• Demonstrate how to sign up for an email account.</li> <li>• Demonstrate how to search for a video on the internet.</li> <li>• Demonstrate how to operate various social media platforms: YouTube, WhatsApp, Facebook, Twitter, etc.</li> <li>• Demonstrate the steps involved in a financial transaction using a suitable medium.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
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
<b>Theory – Key Learning Outcomes</b> <ul style="list-style-type: none"> <li>• Describe various types of raw materials and consumables used in manufacturing furniture.</li> <li>• Describe various categories of architectural hardware and fittings used in furniture manufacturing.</li> <li>• Discuss the usage of various architectural hardwares in making different types of furniture.</li> <li>• Explain the process of cleaning the various architectural hardwares.</li> <li>• Describe the various types of operations involved in furniture manufacturing.</li> <li>• List out the hand tools and power tools used for various operations such as joining, cutting, edge banding and drilling, etc.</li> <li>• Elaborate on the precautions to be taken while handling different electrical and mechanical products.</li> <li>• Describe the various measuring tools and their usage.</li> <li>• Describe the importance and critical elements of a workbench.</li> <li>• Describe the various raw materials used during surface finishing.</li> <li>• List the various tools, equipment, and materials used for cleaning and safeguarding of worksite.</li> <li>• Discuss the various methods used in cleaning different types of surfaces.</li> <li>• List the equipment and machines used for loading and unloading.</li> </ul>	<b>Practical – Key Learning Outcomes</b> <ul style="list-style-type: none"> <li>• Classify the different types of raw material as per the given checklist.</li> <li>• Select the architectural hardware as per the type of application.</li> <li>• Demonstrate the process of cleaning various architectural hardware before and after installation.</li> <li>• Segregate the hand tools and power tools as per the usage.</li> <li>• Demonstrate how to check the functionality of the power tools and other equipment.</li> <li>• Demonstrate how to measure the dimensions of products using the given set of measuring tools.</li> <li>• Demonstrate how to prepare the workbench.</li> <li>• Sort the raw materials for surface finishing as per the given checklist.</li> <li>• Demonstrate how to clean tools, equipment, and workbench.</li> <li>• Choose an appropriate method for removing the dust and debris before handover.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
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

<b>Duration: 04:00</b>	<b>Duration: 16:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the purpose and contents of a job card, including the scope of work, objectives, and resource requirements.</li> <li>• Describe the process of interpreting the scope of work to identify the specific tasks, deliverables, and objectives.</li> <li>• Discuss the importance of timeliness in filling out and submitting job cards to ensure accurate tracking and effective resource allocation.</li> <li>• List the components typically included in a work docket, such as drawings, specifications, material lists, and additional instructions or guidelines.</li> <li>• Discuss the importance of having all necessary components of a work docket for effective planning and execution of woodworking tasks.</li> <li>• Explain the significance of technical drawings, plans, elevations, and exploded views in design and construction.</li> <li>• Differentiate between commonly used symbols, notations, and conventions in technical drawings</li> <li>• Describe the relationship between different views (e.g., top, front, side) in technical drawings and their combined representation.</li> <li>• Explain the significance of part lists, cuttings list, material lists, and tools and equipment lists in planning and executing furniture manufacturing processes.</li> <li>• Describe the commonly used terminology, abbreviations, and symbols in part lists, cuttings list, material lists, and tools and equipment lists.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the procedure for reviewing a job card and extracting the relevant information regarding the scope of work and resource requirements.</li> <li>• Demonstrate the procedure for accurately filling out job cards, including recording relevant details and ensuring completion in a timely manner.</li> <li>• Organize the work docket with all the necessary information and identify any anomalies or missing elements.</li> <li>• Identify and interpret key elements in technical drawings including plans, elevations, and exploded views</li> <li>• Demonstrate the ability to translate and visualize the 2D representations of objects or structures in technical drawings into a comprehensive understanding of the design.</li> <li>• 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.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
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
<ul style="list-style-type: none"> <li>• Explain the process of preparing a detailed recce list of materials, tools, or equipment for conducting recce</li> <li>• List the material, tools, or equipment needed for conducting recce, considering the specific tasks and objectives of the reconnaissance.</li> <li>• Explain the significance of maintaining a clean work area for marking and measurement based on workplace standards</li> <li>• Explain the significance of conducting a physical site survey and understand its role in furniture designing and manufacturing processes</li> <li>• List the material, tools, or equipment needed for conducting site survey</li> <li>• Describe the potential challenges or obstacles that may arise during a physical site survey and discuss strategies to address or mitigate them.</li> <li>• Explain the significance of marking the worksite accurately as per the layout and plan to ensure proper execution of furniture installation activities.</li> <li>• 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.</li> <li>• Explain the significance of timely compilation and accurate documentation of measurements for effective communication and record-keeping.</li> <li>• Describe the potential errors, discrepancies, or challenges that may occur during the compilation and documentation process and strategies to avoid or address them.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Employ suitable tools to clean and organize the work area, removing any debris, dirt, or obstructions that may interfere with marking and measurement tasks.</li> <li>• Perform a physical site survey, following the recce checklist and actively collecting data, measurements, observations, and relevant data.</li> <li>• Examine the worksite to identify and report any safety hazards obstructing the site survey process</li> <li>• Perform marking at the worksite based on the provided layout and plan, employing appropriate tools and techniques</li> <li>• Demonstrate the ability to compile and organize the measurements systematically in the measurement sheet and timely handover to the supervisor.</li> </ul>

### 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

<b>Duration: 04:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain various operations and departmental roles involved in the production process.</li> <li>• List various types of raw materials, tools, and equipment and their importance in the production process.</li> <li>• Explain the significance of a material movement plan in ensuring efficient and timely movement of materials, optimizing workflow, and coordinating various departments.</li> <li>• Explain the roles and responsibilities of different departments involved in the material movement</li> <li>• Explain the significance of timely compilation and accurate documentation of materials, tools, and equipment lists for effective task execution and resource management.</li> <li>• Explain the significance of material selection in ensuring the suitability, quality, and efficiency of tasks and projects.</li> <li>• Discuss potential challenges or considerations related to material selection and movement</li> <li>• Explain the significance of following proper handover procedures to ensure seamless coordination and task execution</li> <li>• Safety precautions and procedures related to material selection and movement in a woodworking environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret and list down the number of operations and departments involved in a given production process</li> <li>• Perform tasks related to acquiring and organizing the necessary raw materials, tools, and equipment from various departments.</li> <li>• Demonstrate the ability to prepare a material movement plan, identifying material movement sequence and department involvement.</li> <li>• Demonstrate the ability to compile and organize lists of materials, tools and equipment accurately and efficiently</li> <li>• Employ suitable techniques to perform material selection, considering factors such as specifications, compatibility, and availability</li> <li>• Demonstrate proper techniques for handling, storing, and transporting materials in a woodworking environment, ensuring safety and efficiency.</li> <li>• Apply knowledge of material list content and material movement plan to perform the handover process to the concerned department safely</li> <li>• Apply strategies and techniques to ensure adherence to defined timelines, including effective time management practices, prioritization, and coordination, to achieve project goals</li> </ul>

- 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

<b>Duration: 04:00</b>	<b>Duration: 18.00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the importance of using appropriate measurement techniques, tools, and units of measurement to ensure precise and accurate measurement of materials.</li> <li>• Discuss the importance of proper marking methods and techniques for clear communication and identification of materials in construction or fabrication tasks.</li> <li>• Explain the significance of different types of architectural hardware and fittings commonly used in furniture projects.</li> <li>• Explain the significance of different types of materials commonly used for finishing purposes in furniture projects.</li> <li>• Explain the significance of different types of materials commonly used for upholstery purposes in furniture or interior design projects.</li> <li>• Explain the significance of different types of tools, equipment, and spares commonly used in the woodworking</li> <li>• Explain the significance of different types of semi-finished and finished goods commonly produced or used in the relevant field or industry.</li> <li>• Explain the methods and techniques associated with quality checking of commonly used materials in woodworking or relevant industry</li> </ul>	<ul style="list-style-type: none"> <li>• Apply suitable measurement techniques, tools, and units of measurement to accurately measure materials such as wood, panels, etc., for furniture fabrication processes.</li> <li>• Employ appropriate marking methods and techniques to mark materials such as wood, panels, etc., ensuring effective communication and easy identification during furniture fabrication activities.</li> <li>• Demonstrate the ability to identify and check different architectural hardware and fittings based on their types and specific requirements</li> <li>• Demonstrate the ability to identify and check different materials for finishing based on their types, characteristics, and suitability</li> <li>• Demonstrate the ability to identify and check different materials for upholstery based on their types, characteristics, and suitability</li> <li>• 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</li> <li>• 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</li> </ul>



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

<b>Duration: 04:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the role of material loading and unloading instruction sheets in ensuring safe and efficient operations.</li> <li>• Explain the key constraints specified in the instruction sheets, such as load specifications, handling precautions, and equipment requirements.</li> <li>• Explain the factors to consider when selecting handling equipment for specific materials.</li> <li>• Explain the usage of handling equipment for different material types, weights, and sizes.</li> <li>• Explain the proper operation and control techniques for the handling equipment during material shifting.</li> <li>• Explain safety precautions and procedures to be followed while operating handling equipment for material shifting.</li> <li>• State the process of record of record keeping and handing it over to the concerned department</li> <li>• Describe the proper procedures for filing and organizing commonly used documents in woodworking and related industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply knowledge of common terminology and symbols to correctly understand and follow the instructions outlined in the material loading and unloading sheet.</li> <li>• Select and arrange the appropriate handling equipment based on the characteristics of the materials to be loaded and unloaded</li> <li>• Safely operate the handling equipment to shift materials from the loading/unloading bay to the designated area.</li> <li>• Maintain accurate records by organizing and compiling documents in a timely manner and communicating the same to the concerned department</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
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

<b>Duration: 08:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the significance of work area preparation in achieving operational efficiency and safety.</li> <li>• Explain purpose and significance of receiving and inspecting incoming goods as per specifications.</li> <li>• Explain the significance of proper unpacking and arrangement of materials, furniture parts, tools, and equipment for efficient workflow</li> <li>• Differentiate containers commonly used for storing and carrying rivets, bolts, drift pins, and similar items.</li> <li>• Explain the various methods for handling and transporting materials, tools, and equipment using appropriate technique</li> <li>• Describe the importance of segregation and storage of materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to prepare the work area by setting up the necessary tools, equipment, and materials as per the supervisor's instructions.</li> <li>• Demonstrate ability to receive and inspect goods according to quality &amp; quantity specifications.</li> <li>• Perform unpacking materials, arranging furniture parts, and organizing tools and equipment as per the given instructions</li> <li>• Select the appropriate container based on the type and size of the items to ensure secure storage and easy accessibility.</li> <li>• Demonstrate the effective use of material handling equipment for handling and storage of materials.</li> <li>• Demonstrate the usage of various stacking and benchmarking techniques for efficient material storage.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
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

<b>Duration: 04:00</b>	<b>Duration: 06:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the significance of effective management of materials, tools, equipment, and products in woodworking, including pre &amp; post-use systems, raw material bay, and finished goods bay</li> <li>• Discuss the relevance of following an operation as per the instructions of the supervisor</li> <li>• Discuss the usage of various measuring instruments and equipment for assessing the dimensions of semi-finished and finished products.</li> <li>• Explain the principles of maintenance and strategies to ensure the optimal condition and longevity of semi-finished parts and finished goods.</li> <li>• Explain the importance of maintaining a clean work area in terms of safety, productivity, and quality.</li> <li>• Describe the appropriate cleaning methods, techniques, and products for different types of surfaces and materials.</li> <li>• List various work safety hazards associated with the uncleanness of the worksite</li> <li>• Explain the steps involved in collecting, storing and removing of combustible waste products using appropriate tools and equipment</li> <li>• List the safety considerations associated with disposal of combustible waste at the worksite</li> <li>• Explain the importance of accurate record keeping for materials, tools, and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate proper organization, storage, and retrieval of materials, tools &amp; equipment, and other semi-finished/finished products in woodworking, including usage of designated bays</li> <li>• Employ effective operation techniques to get the desired outcome following the safety precautions associated with executing the task</li> <li>• Apply measurement techniques to accurately assess the dimensions and specifications of semi-finished parts and finished goods.</li> <li>• Perform maintenance tasks to ensure the optimal condition and longevity of semi-finished parts and finished goods.</li> <li>• Demonstrate the ability to clean the worksite using appropriate materials, tools and equipment</li> <li>• Analyze the worksite to identify safety hazards related to site cleanliness</li> <li>• Perform the duties involved in disposing of the combustible waste products and adhere to the guidelines for handling such products</li> <li>• Demonstrate the steps involved in job work documentation at the end of each work shift</li> </ul>

### 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.

<b>Duration: 08:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List the types of cleaning consumables and equipment.</li> <li>• Describe the various types of waste bins as per usage.</li> <li>• Explain how to label appropriate Personal Protective Equipment (PPE) needed for a job role and application.</li> <li>• Describe the evacuation process in case of fire.</li> <li>• Explain the importance of work ethics, dress code, and personal hygiene.</li> <li>• Explain the operational guidelines for the usage of tools and equipment.</li> <li>• Describe the storage and handling procedure for hazardous substances.</li> <li>• Describe the importance of safe lifting practices and correct body postures.</li> </ul>	<ul style="list-style-type: none"> <li>• Document all possible health, safety, and security breaches at the worksite.</li> <li>• Demonstrate the housekeeping process using appropriate equipment.</li> <li>• Demonstrate the use of personal protective equipment such as goggles, gloves, earplugs, shoes, etc.</li> <li>• Demonstrate how to use a first aid kit.</li> <li>• Demonstrate the correct way of sanitizing and washing hands.</li> <li>• Demonstrate how to maintain a dress code and a well-groomed personality at the worksite.</li> <li>• Demonstrate the correct postures while working and handling hazardous materials at the workplace.</li> <li>• Identify and interpret the given pictorial representations of safety signs and hand signals.</li> <li>• Employ different ways to check if equipment/machines are functioning as per requirements and report malfunctioning.</li> <li>• Demarcate the waste based on recyclable and non-recyclable material.</li> <li>• Demonstrate the correct techniques while moving various types of products.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
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
<ul style="list-style-type: none"> <li>• Explain the ways for efficient utilization and conservation of material.</li> <li>• Explain the various ways of saving energy.</li> <li>• Explain the benefits of periodic cleaning of tools and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate ways for efficient utilization of material and water.</li> <li>• Employ different ways to check if tools and equipment are functioning correctly and report anomalies, if any.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
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.

<b>Duration: 15:00</b>	<b>Duration: 15:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the importance of Employability Skills in meeting the job requirements.</li> <li>• Explain constitutional values, civic rights, duties, citizenship, responsibility towards society, etc. that must be followed to become a responsible citizen.</li> <li>• Discuss 21<sup>st</sup>-century skills.</li> <li>• Discuss the significance of reporting sexual harassment issues in time.</li> <li>• Discuss the significance of using financial products and services safely and securely.</li> <li>• Explain the importance of managing expenses, income, and savings.</li> <li>• Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws.</li> <li>• Discuss the significance of safely and securely using the internet for browsing and accessing social media platforms.</li> <li>• Discuss the need to identify potential business opportunities, sources for arranging money, and possibly legal and financial challenges.</li> <li>• Explain the significance of identifying customer needs and addressing them.</li> <li>• Discuss the significance of maintaining hygiene and dressing appropriately.</li> <li>• Discuss the significance of dressing up neatly and maintaining hygiene for an interview.</li> <li>• Discuss how to search and register for apprenticeship opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to practice different environmentally sustainable practices.</li> <li>• Display a positive attitude, self-motivation, problem-solving, time management skills, and a continuous learning mindset in different situations.</li> <li>• Use appropriate basic English sentences/phrases while speaking.</li> <li>• Demonstrate how to communicate in a well-mannered way with others.</li> <li>• Demonstrate working with others in a team.</li> <li>• Show how to conduct oneself appropriately with all genders and PwD.</li> <li>• Show how to operate digital devices and safely and securely use the associated applications and features.</li> <li>• Differentiate between types of customers.</li> <li>• Create a biodata.</li> <li>• Use various sources to search and apply for jobs.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Sample Biodata, Payment Gateway devices.	

## Module 15: Material inspection and movement at store or warehouse

Mapped to FFS/N0904, v 1.0

### Terminal Outcomes:

- Assist in receiving and inspecting incoming goods based on required quality and quantity specifications.
- Assist in loading, unloading, and packaging of goods.
- Coordinate the dispatch of goods to the relevant departments internally, ensuring proper packaging and labelling.
- Discuss dispatching rejected goods to vendors with appropriate packaging and labelling requirements.

<b>Duration: 04:00</b>	<b>Duration: 16:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the procedure and guidelines for receiving goods, checking quantity and quality of incoming goods</li> <li>• Discuss the distribution and storage process of different products at store or warehouse</li> <li>• Explain the proper loading, unloading, and packaging techniques for woodworking goods.</li> <li>• Describe the importance of coordinating the dispatch of goods to concerned departments internally in woodworking storekeeping.</li> <li>• Explain the specific process of recording dispatched goods, their flow within the organization</li> <li>• Illustrate the packaging standards, labelling and documentation requirements for dispatch of the rejected goods to the vendor</li> </ul>	<ul style="list-style-type: none"> <li>• Analyse and inspect the incoming goods related to quality and quantity standards against the purchase order or specifications</li> <li>• Prepare the goods for storage or distribution processes, including proper packaging, labelling, and documentation in storekeeping</li> <li>• Employ appropriate tools and techniques to perform loading, unloading and packaging operation in-store or warehouse safety</li> <li>• Apply knowledge of internal departmental coordination processes to assist in coordinating the dispatch of goods to concerned departments, ensuring proper packaging and labelling/tagging of the goods</li> <li>• Demonstrate how to handle rejected goods and dispatch them to vendors following the appropriate packaging and labelling requirement</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Measurement and Marking Tools, Weighing Scale, Barcode Scanner, Pallets/Skids, Strapping Tools, Scissors/Box Cutters, Trolleys/Carts, Stocktaking Sheets/Forms, Counting Scales, Inventory Management Software, Spreadsheet Software, File Folders/Binders	

## Module 16: Inventory Management of store or warehouse

Mapped to FFS/N0904, v 1.0

### Terminal Outcomes:

- Assist in monitoring inventory levels and maintaining proper storage and accountability for all items.
- Conduct regular stock checks, reconciling inventory records, and identifying any discrepancies or potential shortages.
- Maintain accurate records of all inventory transactions, including receipts, storage, and dispatch.

<b>Duration: 06:00</b>	<b>Duration: 24:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the process of monitoring the stock inventory ensuring efficient storage of goods</li> <li>• Explain the importance of conducting regular stock checks and reconciling inventory records in a storehouse to ensure accurate stock levels to identify any discrepancies or potential shortages.</li> <li>• Describe the importance of maintaining accurate records of all inventory transactions, including receipts, storage, and dispatch in woodworking storekeeping.</li> <li>• Explain the importance of accurately and timely processing of orders in woodworking storekeeping and the key procedures involved in the process.</li> <li>• Describe the role of inventory management systems and software in order processing and tracking, and the key features and functionalities of such systems in woodworking storekeeping.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to monitor inventory levels by doing stock inspections, keeping correct records, and storing all things in a storehouse according to inventory management standards.</li> <li>• Prepare stock check tools list, verify stock locations, and conduct physical stock counts in a storehouse</li> <li>• Demonstrate the ability to maintain accurate records of all inventory transactions, including proper recording of receipts, storage activities, and dispatch operations,</li> <li>• Utilize inventory management systems and software's in processing of orders, including entering and updating order information, tracking order status, and generating relevant reports</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Weighing Scale, Barcode Scanner, Pallets/Skids, Strapping Tools, Scissors/Box Cutters, Trolleys/Carts, Stocktaking Sheets/Forms, Counting Scales, Inventory Management Software, Spreadsheet Software, File Folders/Binders	

## Module 17: Clean and maintain the store or warehouse

Mapped to FFS/N0904, v 1.0

### Terminal Outcomes:

- Assist in maintaining cleanliness, organization, and safety in all storage areas.
- Demonstrate the ability to clean, maintain, and store hand and/or power tools and equipment in accordance with workplace procedures.
- Dispose of unwanted materials according to waste disposal procedures and maintain the necessary documents.
- Demonstrate effective recordkeeping based on of inputs and feedback from the supervisor

<b>Duration: 02:00</b>	<b>Duration: 08:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the importance of maintaining clean, organized, hazard-free storage areas in a furniture store/warehouse</li> <li>• Explain the importance of regular maintenance for equipment and machinery in a furniture store/warehouse</li> <li>• Discuss the guidelines and regulations regarding waste disposal in the furniture store/warehouse, highlighting the environmental and safety considerations.</li> <li>• Explain the impact of environmental and safety regulations associated with waste disposal procedures in the furniture store/warehouse.</li> <li>• Discuss the process of incorporating inputs and feedback from the supervisor for record-keeping and quality assurance purposes.</li> <li>• State the importance of effective note taking for inputs received from the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate ability to maintain, clean, organize a hazard-free storage areas in a furniture store/warehouse</li> <li>• Employ suitable maintenance procedures for equipment and machinery in a furniture store/warehouse to ensure good working order</li> <li>• Perform disposal of unwanted materials in accordance with waste disposal procedures and environmental compliance guidelines.</li> <li>• Employ suitable methods for effectively recording and incorporating inputs and feedback from supervisors</li> <li>• Demonstrate the ability to maintain accurate and up-to-date documents/notes as required in a storehouse</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Cleaning tools and equipment, waste disposal containers, safety regulation charts, notebook with pen/marker.	

## Module 18: On-the-Job training for Storekeeping and Warehousing

Mapped to FFS/N0904, v 1.0

<b>Mandatory Duration:</b> 90:00	<b>Recommended Duration:</b> 00:00
<b>Module Name:</b> On-the-Job Training	
<b>Location:</b> On-Site	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>• Demonstrate the ability to accurately receive and inspect incoming goods</li> <li>• Apply proper techniques to verify the quality and quantity of goods upon receipt.</li> <li>• Identify and document any discrepancies or damages, and take appropriate action.</li> <li>• Exhibit proficiency in preparing goods for storage or distribution:</li> <li>• Apply suitable methods to ensure goods are ready for storage or distribution according to workplace requirements.</li> <li>• Demonstrate skills in loading, unloading, and packaging goods:</li> <li>• Display efficiently load and unload goods from different types of transportation vehicles.</li> <li>• Employ proper packaging techniques to protect goods during transportation.</li> <li>• Coordinate the dispatch of goods internally to relevant departments:</li> <li>• Perform packaging, labelling, and tagging of goods appropriately for easy identification and tracking.</li> <li>• Participate in the process of identifying and segregating rejected goods.</li> <li>• Monitor inventory levels and ensure proper storage and accountability:</li> <li>• Perform inventory management tasks, such as tracking stock levels and organizing storage areas.</li> <li>• Demonstrate accuracy in maintaining inventory records and taking responsibility for the proper storage of goods.</li> <li>• Conduct stock checks and reconcile inventory records</li> <li>• Identify discrepancies or potential shortages and communicate findings to supervisors.</li> <li>• Maintain accurate records of inventory transactions</li> <li>• Process orders accurately and in a timely manner</li> <li>• Perform cleaning and organizing of storage areas to maintain a hazard-free environment.</li> <li>• Employ proper storage techniques to prevent accidents and damage to goods.</li> <li>• Perform maintenance tasks on equipment and machinery</li> <li>• Report malfunctions or issues promptly to supervisors for timely resolution.</li> <li>• Dispose of unwanted materials following waste disposal procedures</li> <li>• Adhere to waste disposal protocols and regulations to ensure environmental and safety compliance.</li> <li>• Actively listen to and apply supervisor's feedback regarding documentation requirements.</li> <li>• Practice maintaining accurate and up-to-date documents, incorporating inputs effectively.</li> </ul>	

## Module 19: Worksite preparation for woodworking operation

Mapped to FFS/N0905, 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 selecting and organizing the necessary materials, tools, equipment, and architectural hardware for the fabrication/installation operation.
- Perform unpacking of materials and furniture parts effectively according to given instructions at the workplace.
- Discuss the safety precautions related to woodworking process to prevent safety hazards at the worksite.

<b>Duration: 04:00</b>	<b>Duration: 16:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the process of interpreting task requirements from work dockets/job cards and supervisor's instructions</li> <li>• Discuss the importance of resource planning for efficient and effective woodworking operations.</li> <li>• Differentiate between various types of materials, tools, equipment, and architectural hardware commonly used in woodworking and their respective characteristics and purposes.</li> <li>• Explain the proper handling techniques and safety procedures for unpacking materials and furniture parts in woodworking projects.</li> <li>• Explain the different types of woodworking fabrication/installation operations, their specific requirements, and the factors to consider when setting up the work area for each operation.</li> <li>• Explain the different types of woodworking wall and floor safety/protection materials, their purposes, and the appropriate installation methods for each material.</li> <li>• Explain the electrical safety principles and practices that should be followed when using power tools</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret work dockets/job cards appropriately and allocate resources to ensure smooth machine operations in the furniture woodworking shop</li> <li>• Identify and select appropriate materials, tools, equipment, and architectural hardware considering their suitability, availability, and compliance with safety standards</li> <li>• Demonstrate the correct techniques and safety measures while unpacking materials and furniture parts, including using appropriate tools and equipment</li> <li>• Demonstrate the application of safety procedures and regulations while setting up the work area for woodworking fabrication/installation operations</li> <li>• Select and Install wall and floor safety/protection materials correctly and securely</li> <li>• Perform safety and proper functioning check of power sockets for power tool usage including any damage or faults, proper grounding and connection, and availability of safety features</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Workbench, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools.	



## Module 20: Perform woodworking operation

Mapped to FFS/N0905, v 1.0

### Terminal Outcomes:

- Prepare accurate joints and intersections using appropriate hand and power tools, following workplace procedures.
- Perform edge banding on parts to achieve finished edges according to requirements.
- Perform furniture assembly and installation using specified hardware and fittings
- Assist in preparing and applying materials using appropriate tools, materials, and equipment
- Assist in furniture repairs and restoration, including stripping old finishes, repairing damage, sanding, and refinishing.

Duration: 06:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Discuss the part names of commonly used furniture in the woodworking and how to interpret them</li> <li>• Describe the various types of joints and intersections used in woodworking, their characteristics, and their appropriate applications.</li> <li>• Explain the purpose, application, and limitations of edge banding techniques and materials used in woodworking.</li> <li>• Describe the functions and safe operating procedures of different types of edge banding machines and equipment used in woodworking.</li> <li>• Explain the significance of placing furniture parts and hardware appropriately during the assembly process</li> <li>• Explain the use of various furniture assembly techniques, hand and power tools, clamps, adhesives, and fasteners for proper joint construction and secure attachment in woodworking.</li> <li>• Differentiate between different types of hardware fittings used in woodworking, their components, and their functions within the furniture or woodworking project.</li> <li>• Explain the mechanisms and adjustments associated with different types of hardware fittings used in woodworking, such as hinges, drawer slides, knobs, handles, and other fastening systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret technical drawings, plans, or diagrams related to woodworking operations to determine the specific product components, dimensions, and assembly requirements.</li> <li>• Demonstrate the procedure to prepare accurate joints and intersections in woodworking using appropriate hand and power tools according to workplace procedures.</li> <li>• Safely operate and adjust edge banding machines and equipment to perform edge banding on the edges of parts in woodworking</li> <li>• Select and align the right furniture pieces and hardware for the woodworking assembly.</li> <li>• Employ appropriate furniture assembly techniques and usage of specified hardware and fittings to perform furniture assembly and installation in woodworking</li> <li>• Employ appropriate troubleshooting techniques and make necessary adjustments to hardware fittings in woodworking to ensure their proper functioning, alignment, and integration with the furniture or woodworking project</li> <li>• Prepare the product surface using appropriate orbital sanding machines and abrasive papers based on the desired surface finish and intended sanding application.</li> <li>• Apply appropriate techniques to prepare materials such as stains, finishes, polishes,</li> </ul>



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| <ul style="list-style-type: none"> <li>• Explain the significance of preparing the product surface before sanding in achieving desired finish and texture</li> <li>• Describe the orbital sanding machine, including its components, controls, and safety guidelines for its operation</li> <li>• Discuss the significance of choosing the right grit size of abrasive materials and the proper sanding technique</li> <li>• Describe the purpose and characteristics of stains, finishes, polishes, waxes, and fillers used in woodworking, including their composition, properties, and application methods.</li> <li>• Describe the process of furniture repair and restoration, including the steps involved in stripping old finishes, repairing damage, sanding, and refinishing.</li> </ul> | <p>waxes, and fillers for application on parts/furniture, ensuring proper mixing, consistency, and compatibility</p> <ul style="list-style-type: none"> <li>• Employ appropriate techniques to assist in the repairs and restoration of furniture, including stripping old finishes, repairing damage, sanding, and refinishing</li> </ul> |
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#### 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 21: Clean and maintain the woodworking shop

Mapped to FFS/N0905, v 1.0

### Terminal Outcomes:

- Assist in packaging, storing, tagging, and transferring job work to the next phase following workplace procedures.
- Demonstrate the ability to clean, maintain, and store hand and/or power tools and equipment in accordance with workplace procedures.
- Dispose of unwanted materials according to waste disposal procedures and maintain the necessary documents.
- Perform machine maintenance, routine checks, and repair operations to ensure optimal functionality.

<b>Duration:</b> 02:00	<b>Duration:</b> 08:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the procedures for cleaning the work area, as well as cleaning, maintaining, and storing hand and/or power tools and equipment</li> <li>• State the significance of safety and organization in the furniture woodworking shop</li> <li>• Discuss the guidelines and regulations regarding waste disposal in the furniture woodworking shop, highlighting the environmental and safety considerations.</li> <li>• Explain the impact of environmental and safety regulations associated with waste disposal procedures in the furniture woodworking shop.</li> <li>• Describe the packaging, storage, and tagging procedures used in the furniture woodworking shop</li> <li>• Discuss the importance of following workplace procedures for efficient workflow and ensuring the protection of finished work.</li> <li>• Discuss the process of incorporating inputs and feedback from the supervisor for record-keeping and quality assurance purposes.</li> <li>• State the importance of effective note taking for inputs received from the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable tools and equipment for cleaning and maintaining the furniture woodworking shop</li> <li>• Display appropriate techniques for storing hand and/or power tools and equipment in accordance with workplace procedures</li> <li>• Perform disposal of unwanted materials in accordance with waste disposal procedures and environmental compliance guidelines.</li> <li>• Demonstrate the ability to package, storing, tag, and transfer job work to the next phase, following workplace procedures</li> <li>• Employ suitable methods for effectively recording and incorporating inputs and feedback from supervisors</li> <li>• Demonstrate the ability to maintain accurate and up-to-date documents/notes as required in a furniture woodworking shop.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Cleaning tools and equipment, waste disposal containers, safety regulation charts, notebook with pen/marker.	

## Module 22: On-the-job training for Woodworking

Mapped to FFS/N0905, v 1.0

<b>Mandatory Duration: 90:00</b>	<b>Recommended Duration: 00:00</b>
<b>Module Name: On-the-Job Training</b>	
<b>Location: On-Site</b>	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>• Analyze work dockets/job cards and supervisor's instructions to determine the necessary resources.</li> <li>• Selecting and organizing the required materials, tools, equipment, architectural hardware, etc., including personal protective equipment</li> <li>• Perform unpacking of the materials/furniture parts delivered at the workplace as per the given instructions</li> <li>• Demonstrate handling and storing unpacked items appropriately to prevent damage or loss.</li> <li>• Install wall and floor safety/protection materials to prevent damage to the floor/walls/individuals</li> <li>• Identify and apply suitable wall and floor protection materials to safeguard against potential damage during the fabrication/installation processes.</li> <li>• Conduct safety checks on power sockets to ensure proper functioning and compliance with electrical standards.</li> <li>• Analyze design dockets, product samples, or specifications to interpret and identify the required product components.</li> <li>• Prepare accurate joints and intersections using appropriate hand and power tools according to workplace procedures</li> <li>• Perform edge banding on the edges of the parts to prepare the finished edges as per requirements</li> <li>• Perform the furniture assembly and installation using specified hardware and fittings</li> <li>• Collaborate with others to ensure accurate and efficient assembly and installation.</li> <li>• Verify the functionality of hardware fittings and make necessary adjustments to ensure proper functioning.</li> <li>• Operate an orbital sanding machine and select appropriate abrasive papers for smoothing/sanding product surfaces.</li> <li>• Prepare and mix stains, finishes, polishes, waxes, and fillers according to specified requirements.</li> <li>• Apply the prepared materials appropriately to enhance the appearance and durability of parts/furniture.</li> <li>• Perform repairs and restoration of furniture by stripping old finishes, repairing damage, sanding, and refinishing, etc.</li> <li>• Clean and maintain hand and/or power tools and equipment following workplace procedures to ensure their longevity and performance.</li> <li>• Identify waste materials and follow appropriate waste disposal procedures and protocols.</li> <li>• Dispose of unwanted materials in an environmentally responsible and compliant manner.</li> <li>• Collaborate with others to ensure proper documentation and communication of the job work.</li> <li>• Take note of inputs/feedback from the supervisor to incorporate and maintain the requisite documents:</li> <li>• Incorporate provided inputs effectively into the required documents and maintain accurate records.</li> </ul>	

## Module 23: Worksite Preparation for Machine Operation

Mapped to FFS/N0906, 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 for the machine operation
- Assist in arranging the necessary pre-requisites required for the machine operation.
- Assist in stacking and maintaining templates, panels, off cuts, and other materials at the machine workshop

<b>Duration:</b> 04:00	<b>Duration:</b> 24:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the process of interpreting task requirements from work dockets/job cards and supervisor's instructions,</li> <li>• Discuss the importance of resource planning for efficient and effective machine operations.</li> <li>• Describe the process of arranging the prerequisites for machine operations, including proper handling and using panels, edge bands, templates, hardware fittings, PPE, etc.</li> <li>• Discuss the procedures for stacking and maintaining templates, panels, off cuts, and other materials during machine operation.</li> <li>• State the significance of offcut management during machine operation</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret work dockets/job cards appropriately and allocate resources to ensure smooth machine operations in furniture machine shop</li> <li>• Demonstrate the ability to properly arrange different prerequisites for the furniture machine shop to guarantee smooth and safe operation.</li> <li>• Demonstrate the efficient organisation and storage of templates, panels, off cuts, and miscellaneous materials in the machine workshop.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Panels, Templates, Stacking Racks, Blades, Adhesives, Cutters, Material Handling Equipment, Power Tools, Hand Tools, Clamps	

## Module 24: Machine operation on the product

Mapped to FFS/N0906, v 1.0

### Terminal Outcomes:

- Demonstrate the process to set up machine tools, such as blades, bits, edge bands, adhesives, cutters, etc., with precision, proper configuration, and in accordance with safety guidelines
- Perform basic pre-operative checks as per the instruction manual
- Explain and discuss the different product components required for machine operations
- Assist in material handling during machine operation, ensuring smooth and efficient workflow.
- Perform other machine operations as instructed by the supervisor within the production process.
- Assist in furniture assembly using specified architectural hardware, fittings, and the appropriate tools and equipment.

Duration: 06:00	Duration: 34:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Describe the process of setting up machine tools with precision, proper configuration, and adherence to safety and manufacturer's guidelines</li> <li>• State the importance of accuracy and safety in while using tools in furniture machine shop</li> <li>• Explain the essential pre-operative checks to be performed according to the instruction manual.</li> <li>• Discuss the significance of pre-operative checks in identifying and addressing any potential issues or risks before commencing furniture machine operation.</li> <li>• Differentiate the various product components and tools required for different machine operations</li> <li>• Discuss the importance of selecting the appropriate product components for specific machine operations to ensure accuracy, quality, and safety.</li> <li>• Describe the best practices for material handling during machine operations, emphasizing safety, ergonomics, and efficiency in furniture panel work.</li> <li>• Explain the processes involved in different machines based on required machining operation in the furniture workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate proficiency in the setup and maintenance of machine tools utilized in furniture machine shops safely, such as blades, bits, edge bands, adhesives, cutters, and other related equipment.</li> <li>• Perform pre-operative checks, following the instruction manual guidelines, to ensure machine readiness, safety compliance, and optimal performance in machine shop.</li> <li>• Select and gather the correct product components and tools needed for a particular machine operation, ensuring accuracy and adherence to specifications</li> <li>• Apply part identification techniques to identify and match product components required for specific machine operations based on product drawings, samples, and job requirements.</li> <li>• Demonstrate safe handling of materials during machine operations</li> <li>• Apply proper lifting techniques, positioning, and securing methods to move materials in the workshop</li> <li>• Carry out different machine operations safely as instructed by the supervisor in operations like cutting, drilling, pasting, routing, etc.</li> <li>• Demonstrate the ability to assemble furniture by utilising designated</li> </ul>

<ul style="list-style-type: none"> <li>• Discuss the potential risks and safety measures associated with different machine in furniture workshop</li> <li>• Describe the steps involved in furniture assembly using specified architectural hardware and fittings, tools, and equipment.</li> <li>• Highlight the importance of precision and attention to detail during furniture assembly operation             <ul style="list-style-type: none"> <li>• Discuss the parameters contributing to the quality checking of a product during machining operations</li> <li>• Explain the steps involved in highlighting discrepancies and making necessary adjustments based quality checking</li> </ul> </li> </ul>	<p>architectural hardware and fittings, while employing suitable tools and equipment.</p> <ul style="list-style-type: none"> <li>• Perform quality checks on furniture product/part based on established organization standards to identify defects and discrepancies.</li> </ul>
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#### Classroom Aids

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

#### Tools, Equipment, and Other Requirements

Panels, Templates, Stacking Racks, Blades, Adhesives, Cutters, Material Handling Equipment, Power Tools, Hand Tools, Clamps

## Module 25: Clean and maintain the machining shop

Mapped to FFS/N0906, v 1.0

### Terminal Outcomes:

- Assist in packaging, storing, tagging, and transferring job work to the next phase following workplace procedures.
- Demonstrate the ability to clean, maintain, and store hand and/or power tools and equipment in accordance with workplace procedures.
- Dispose of unwanted materials according to waste disposal procedures and maintain the necessary documents.
- Perform machine maintenance, routine checks, and repair operations to ensure optimal functionality.

<b>Duration: 02:00</b>	<b>Duration: 20:00</b>
<p><b>Theory – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Describe the packaging, storage, and tagging procedures used in the furniture machine shop</li> <li>• Discuss the importance of following workplace procedures for efficient workflow and ensuring the protection of finished work.</li> <li>• Describe the procedures for cleaning the work area, as well as cleaning, maintaining, and storing hand and/or power tools and equipment</li> <li>• State the significance of safety and organization in the furniture machine shop.</li> <li>• Discuss the guidelines and regulations regarding waste disposal in the furniture panel work machine shop, highlighting the environmental and safety considerations.</li> <li>• Explain the impact of environmental and safety regulations associated with waste disposal procedures in the furniture machine shop.</li> <li>• List the pre-requisites associated with performing regular maintenance of the machines</li> <li>• Discuss the role of preventive maintenance and the benefits of early detection and resolution of issues.</li> <li>• Discuss the process of incorporating inputs and feedback from the supervisor for record-keeping and quality assurance purposes.</li> <li>• State the importance of effective note taking for inputs received from the supervisor</li> </ul>	<p><b>Practical – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to package, storing, tag, and transfer job work to the next phase, following workplace procedures</li> <li>• Employ suitable tools and equipment for cleaning and maintaining the furniture machine shop.</li> <li>• Display appropriate techniques for storing hand and/or power tools and equipment in accordance with workplace procedures</li> <li>• Perform disposal of unwanted materials in accordance with waste disposal procedures and environmental compliance guidelines.</li> <li>• Analyze the operation of furniture machines to identify basic fault and maintenance requirements</li> <li>• Perform routine checks, minor repairs, and maintenance tasks contributing to the proper functioning and longevity of equipment in the furniture machine shop</li> <li>• Employ suitable methods for effectively recording and incorporating inputs and feedback from supervisors</li> <li>• Demonstrate the ability to maintain accurate and up-to-date documents/notes as required in a furniture machine shop.</li> </ul>

### 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 26: On-the-job training for Machine Shop

Mapped to FFS/N0906, v 1.0

<b>Mandatory Duration:</b> 90:00	<b>Recommended Duration:</b> 00:00
<b>Module Name:</b> On-the-Job Training	
<b>Location:</b> On-Site	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>• Analyze work dockets/job cards and supervisor's instructions to determine the necessary resources for machine operations.</li> <li>• Identify and gather the necessary pre-requisites, such as panels, edge bands, templates, hardware fittings, etc., based on task requirements.</li> <li>• Practice proper stacking techniques to ensure efficient use of space and easy accessibility to templates, panels, off-cuts, and other materials.</li> <li>• Maintain organized storage of materials to minimize damage and optimize workflow.</li> <li>• Participate in the setup of machine tools, including blades, bits, edge bands, adhesives, cutters, etc., following manufacturer instructions and safety guidelines.</li> <li>• Conduct basic pre-operative checks on machines before initiating operations.</li> <li>• Verify the condition and functionality of critical components to ensure safe and optimal machine performance.</li> <li>• Analyze product components and specifications to accurately identify the materials and tools needed for machine operations.</li> <li>• Develop proficiency in handling and positioning materials during machine operations, ensuring proper alignment and accuracy.</li> <li>• Collaborate with others to safely and efficiently transport materials to and from the machine workstation.</li> <li>• Perform various machine operations beyond specific tasks, demonstrating flexibility and adaptability.</li> <li>• Perform assigned tasks effectively and contribute to overall machine operation efficiency.</li> <li>• Participate in furniture assembly using designated architectural hardware and fittings, tools, and equipment.</li> <li>• Collaborate with others to ensure accurate and efficient furniture assembly based on given instructions.</li> <li>• Engage in quality check operations to assess the accuracy and integrity of machine-produced components.</li> <li>• Make necessary adjustments to maintain quality standards and meet specified requirements.</li> <li>• Follow workplace procedures to package, store, and tag job work for smooth transition to the next phase.</li> <li>• Collaborate with others to ensure proper documentation and communication of the job work.</li> <li>• Maintain a clean and organized work area by promptly cleaning up debris and waste materials.</li> <li>• Clean and maintain hand and/or power tools and equipment following workplace procedures.</li> <li>• Identify waste materials generated during machine operations and follow appropriate waste disposal procedures and protocols.</li> <li>• Dispose of unwanted materials in an environmentally responsible and compliant manner.</li> <li>• Participate in machine maintenance activities, including routine checks and repairs, under the guidance of supervisors.</li> <li>• Actively listen to supervisor's inputs and feedback regarding document requirements.</li> <li>• Incorporate provided inputs effectively into the required documents and maintain accurate records.</li> </ul>	

## Module 27: Worksite Preparation for finishing operation

Mapped to FFS/N0907, 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 related to finish, color, design, etc.
- Assist in selecting the necessary materials, tools, and equipment required for the surface finishing operation.
- Discuss the pre-requisites in preparing for the furniture finishing process
- Interpret the specific finish process requirements based on the finishing matrix or product samples provided.
- Employ techniques to smoothly and evenly fill identified areas such as cracks, holes, or joints as part of the surface finishing process.

Duration: 04:00	Duration: 16:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain the process of interpreting task requirements considering finish, colour, design, etc. from work dockets/job cards and supervisor's instructions</li> <li>• Discuss the importance of resource planning for efficient and effective product finishing operation.</li> <li>• Discuss the considerations and criteria for selecting the necessary materials, tools, and equipment for furniture finishing operations.</li> <li>• Describe the importance of performing a quality check of furniture item/frame before furniture finishing, based on the understanding of quality standards and requirements.</li> <li>• List the basic quality parameters used in quality checking and ways to identify them using different techniques.</li> <li>• Explain the purpose of a finishing matrix in furniture finishing operations and how to interpret them.</li> <li>• Discuss the characteristics of various finish processes used in furniture finishing operation.</li> <li>• Describe common types of wear and tear found in furniture products and their impact on finishing work requirements</li> <li>• Discuss the types of fillers used in furniture surface finishing, highlighting their properties and suitability for filling cracks, holes, or joints.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret work dockets/job cards appropriately and allocate resources considering required finish, color, design, etc. to ensure smooth furniture finishing operation</li> <li>• Select the required materials, tools, and equipment accurately for furniture finishing operations</li> <li>• Demonstrate the ability to perform a comprehensive quality check of furniture item/frame for finishing operations.</li> <li>• Apply appropriate quality inspection methods and techniques during the quality check process and address any anomalies, if present</li> <li>• Demonstrate the ability to interpret the finish process requirement by analyzing the finishing matrix for understanding of the specific finish process.</li> <li>• Identify and address any inconsistencies or deviations between the finish process requirement and the finishing matrix or product samples.</li> <li>• Perform thorough inspections of furniture products to identify wear and tear and report any anomalies, if present.</li> <li>• Apply the correct techniques to fill identified areas, such as cracks, holes, or joints, smoothly and evenly</li> <li>• Perform quality checking of the filled areas for smoothness and evenness and making necessary adjustments.</li> </ul>

### Classroom Aids

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

### Tools, Equipment, and Other Requirements

Brushes, Spray Guns, Fillers, Coatings, Solvents, Lubricants/Oils

## Module 28: Furniture finishing on the product

Mapped to FFS/N0907, v 1.0

### Terminal Outcomes:

- Identify and select the appropriate sanding paper grades based on job work requirements, ensuring effective surface preparation.
- Perform smoothing/sanding of product surfaces using suitable sanding paper, hand tools, power tools, or equipment

<b>Duration: 06:00</b>	<b>Duration: 24:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Differentiate between various sanding paper grades, explaining their respective abrasiveness levels and applications in furniture surface finishing.</li> <li>• Discuss the various sanding techniques used in furniture surface finishing, explaining their purposes and applications.</li> <li>• Discuss the techniques involved in applying coatings using brushes and spray guns</li> <li>• List the factors for achieving consistent coverage and minimizing flaws or imperfections.</li> <li>• Explain the procedures and techniques involved in conducting quality checks of products/parts, highlighting the key aspects to assess for quality in furniture finishing.</li> <li>• List all the common defects and imperfections that may arise during furniture surface finishing</li> </ul>	<ul style="list-style-type: none"> <li>• Select and utilize the identified sanding paper grade based on job work requirements to achieve optimal sanding results</li> <li>• Demonstrate the correct techniques for smoothing/sanding the product surface using appropriate sanding paper, hand tools, power tools, or equipment.</li> <li>• Demonstrate the ability for application of industry-standard coatings using spray guns or brushes</li> <li>• Perform cleaning of the brushes and spray guns after usage, ensuring their proper maintenance and storage.</li> <li>• Perform quality checks on furniture product/part based on established organization standards to identify defects and discrepancies.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Brushes, Spray Guns, Fillers, Coatings, Solvents, Lubricants/Oils	

## Module 29: Clean and maintain the finishing shop

Mapped to FFS/N0907, v 1.0

### Terminal Outcomes:

- Assist in packaging, storing, tagging, and transferring job work to the next phase following workplace procedures.
- Demonstrate the ability to clean, maintain, and store hand and/or power tools and equipment in accordance with workplace procedures.
- Dispose of unwanted materials according to waste disposal procedures and maintain the necessary documents.

<b>Duration: 02:00</b>	<b>Duration: 08:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the packaging, storage, and tagging procedures used in the furniture finishing shop</li> <li>• Discuss the importance of following workplace procedures for efficient workflow and ensuring the protection of finished work.</li> <li>• Describe the procedures for cleaning the work area, as well as cleaning, maintaining, and storing hand and/or power tools and equipment</li> <li>• State the significance of safety and organization in the furniture finishing shop</li> <li>• Discuss the guidelines and regulations regarding waste disposal in the furniture finishing shop, highlighting the environmental and safety considerations.</li> <li>• Explain the impact of environmental and safety regulations associated with waste disposal procedures in the furniture finishing shop.</li> <li>• Discuss the process of incorporating inputs and feedback from the supervisor for record-keeping and quality assurance purposes.</li> <li>• State the importance of effective note taking for inputs received from the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to package, storing, tag, and transfer job work to the next phase, following workplace procedures</li> <li>• Employ suitable tools and equipment for cleaning and maintaining the furniture finishing shop</li> <li>• Display appropriate techniques for storing hand and/or power tools and equipment in accordance with workplace procedures</li> <li>• Perform disposal of unwanted materials in accordance with waste disposal procedures and environmental compliance guidelines.</li> <li>• Employ suitable methods for effectively recording and incorporating inputs and feedback from supervisors</li> <li>• Demonstrate the ability to maintain accurate and up-to-date documents/notes as required in a furniture finishing shop.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Cleaning tools and equipment, waste disposal containers, safety regulation charts, notebook with pen/marker.	

## Module 30: On-the-job training for Furniture Finishing

Mapped to FFS/N0907, v 1.0

<b>Mandatory Duration: 90:00</b>	<b>Recommended Duration: 00:00</b>
<b>Module Name: On-the-Job Training</b>	
<b>Location: On-Site</b>	
Terminal Outcomes	
<ul style="list-style-type: none"> <li>Analyze work dockets/job cards and supervisor's instructions to determine the necessary resources for surface finishing operations.</li> <li>Identify and select appropriate materials, tools, and equipment based on task requirements and finish specifications.</li> <li>Participate in quality checks of furniture items/frames to ensure they meet the specified quality and quantity standards.</li> <li>Analyze finishing matrices or product samples to interpret the required finish process for furniture items/frames.</li> <li>Conduct thorough inspections of furniture products to identify any wear and tear that needs to be addressed during the surface finishing process.</li> <li>Document and communicate any identified issues to the appropriate personnel for necessary repairs or adjustments.</li> <li>Apply appropriate filling techniques to repair cracks, holes, or joints on furniture items/frames, ensuring a smooth and even surface.</li> <li>Practice proper application techniques to achieve seamless integration of fillers with the surrounding areas.</li> <li>Evaluate job work requirements and determine the appropriate sanding paper grades for surface preparation and smoothing.</li> <li>Select the right sanding paper grits to achieve the desired smoothness and surface texture.</li> <li>Demonstrate proficiency in performing surface smoothing and sanding using the selected sanding paper, hand tools, power tools, or equipment.</li> <li>Apply consistent pressure and utilize proper techniques to achieve a smooth and even surface finish.</li> <li>Develop skills in applying industry-standard coatings using brushes and spray guns to achieve desired finish effects.</li> <li>Participate in quality checks of finished products/parts to ensure they meet the specified quality standards.</li> <li>Identify any defects, inconsistencies, or imperfections that require correction.</li> <li>Demonstrate the ability to package, store, and tag job work for smooth transition to the next phase.</li> <li>Collaborate with others to ensure proper documentation and communication of the job work.</li> <li>Maintain a clean and organized work area by promptly cleaning up debris and waste materials.</li> <li>Clean and maintain hand and/or power tools and equipment following workplace procedures</li> <li>Identify waste materials generated during surface finishing operations and follow appropriate waste disposal procedures and protocols.</li> <li>Dispose of unwanted materials in an environmentally responsible and compliant manner.</li> <li>Actively listen to supervisor's inputs and feedback regarding document requirements.</li> <li>Incorporate provided inputs effectively into the required documents and maintain accurate records.</li> </ul>	

## Module 31: Worksite Preparation for upholstery operation

Mapped to FFS/N0908, 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 selecting and inspecting shears, cutting devices, knives, or blades for precision, proper settings, operation, and safety measures.
- Perform a quality check of raw frames, product parts, furniture items, etc., ensuring adherence to guidelines and maintaining quality standards.

<b>Duration: 04:00</b>	<b>Duration: 16:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the process of interpreting task requirements from work dockets/job cards and supervisor's instructions</li> <li>• Discuss the importance of resource planning for efficient and effective product upholstery operation.</li> <li>• Differentiate between various shears, cutting devices, knives, or blades used in furniture upholstery</li> <li>• Discuss the factors that influence the precision, set, and operation of shears, cutting devices, knives, or blades in furniture upholstery.</li> <li>• Explain the quality guidelines and standards applicable to furniture upholstery, including visual inspection criteria and other quality check parameters.</li> <li>• List all the common defects and imperfections that may be found in raw frames/product parts, explaining their causes.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret work dockets/job cards appropriately and allocate resources to ensure smooth furniture upholstery operation</li> <li>• Select and inspect shears, cutting devices, knives, or blades for furniture upholstery, ensuring precision, set, operation, and safety.</li> <li>• Perform quality checks on raw frames, product parts, furniture items, etc., ensuring adherence to guidelines for furniture upholstery.</li> <li>• Identify and report any anomalies or defect affecting furniture upholstery to the appropriate authority</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Shears/Cutting Devices, Upholstery Inspection Tools, Webbing Tools, Foam Cutting Tools, Upholstery Adhesives, Upholstery Needles, Upholstery Threads, Staple Gun, Upholstery Accessories	



## Module 32: Upholstery of the product

Mapped to FFS/N0908, v 1.0

### Terminal Outcomes:

- Demonstrate the ability to interpret the individual parts of upholstered frames, accurately identifying upholstered areas based on product drawings/samples.
- Measure the upholstered frames in accordance with drawing/sample specifications and product requirements
- Assist in webbing, foam cutting, and fabric/leather fitting using appropriate hand or power tools
- Perform measurement, marking, stacking, and proper storage of raw materials after upholstery operations.

Duration: 06:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Discuss the process of interpreting individual parts of upholstered frames to determine upholstered areas based on product drawings/samples in furniture upholstery.</li> <li>• Discuss upholstery techniques and materials used for various parts of upholstered frames and how the choice of upholstered areas affects them.</li> <li>• List the techniques and tools used for measuring upholstered frames and ensuring conformity with drawing/sample specifications, product specifications, etc., in furniture upholstery.</li> <li>• List various hand and power tools commonly used for webbing in upholstery, including their functions and safety considerations.</li> <li>• Discuss various webbing materials used in upholstery and their specific applications and functions.</li> <li>• Explain the steps involved in webbing using the appropriate hand or power tools in furniture upholstery.</li> <li>• List various hand and power tools commonly used for foam cutting in upholstery, including their functions and safety considerations.</li> <li>• Discuss various foam materials commonly used in upholstery and their specific applications and functions.</li> <li>• Describe the techniques and tools used for foam cutting in furniture upholstery.</li> <li>• List various hand and power tools commonly used for fabric/leather fitting in upholstery,</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret product drawings and samples to appropriately identify and determine upholstered areas for various components of upholstered frames.</li> <li>• Apply upholstery techniques and select appropriate materials based on the determined upholstered areas of individual frame parts</li> <li>• Employ suitable tools and techniques to accurately measure upholstered frames in accordance with specifications and requirements.</li> <li>• Identify and select appropriate webbing materials and tools for webbing processes based on job work requirement</li> <li>• Perform webbing using various techniques and tools for furniture upholstery.</li> <li>• Identify and select appropriate foaming materials and tools for webbing processes based on job work requirement</li> <li>• Perform foam cutting using various techniques and tools for furniture upholstery.</li> <li>• Identify and select appropriate fabric/leather materials and tools for fabric/leather fitting processes based on job work requirement</li> <li>• Perform fabric/leather fitting using various techniques and tools for furniture upholstery.</li> <li>• Demonstrate the ability of attention to detail while identifying defects and marks on</li> </ul>



<p>including their functions and safety considerations.</p> <ul style="list-style-type: none"> <li>• Discuss various fabric/leather materials commonly used in upholstery and their specific applications and functions.</li> <li>• Describe the techniques and tools used for fabric/leather fitting in furniture upholstery.</li> <li>• List common defects and marks that can occur on the surface of finished upholstered parts/furniture, including their causes</li> <li>• Discuss the criteria and procedures for inspecting upholstered parts/furniture</li> <li>• Explain how to measure, mark, stack, and store raw materials after upholstery using material type, weight, size, and environmental conditions.</li> </ul>	<p>the surface of finished upholstered parts/furniture</p> <ul style="list-style-type: none"> <li>• Employ appropriate stacking and storing methods for raw materials, considering factors such as material measurements, characteristics and space optimization</li> <li>• Demonstrate proper record keeping in a storage database for efficient workflow in furniture upholstery.</li> </ul>
<p><b>Classroom Aids</b></p>	
<p>White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).</p>	
<p><b>Tools, Equipment, and Other Requirements</b></p>	
<p>Shears/Cutting Devices, Upholstery Inspection Tools, Webbing Tools, Foam Cutting Tools, Upholstery Adhesives, Upholstery Needles, Upholstery Threads, Staple Gun, Upholstery Accessories, Measurement and marking tools</p>	

## Module 33: Clean and maintain the upholstery shop

Mapped to FFS/N0908, v 1.0

### Terminal Outcomes:

- Assist in packaging, storing, tagging, and transferring job work to the next phase following workplace procedures.
- Demonstrate the ability to clean, maintain, and store hand and/or power tools and equipment in accordance with workplace procedures.
- Perform thorough cleaning of the finished product before handover, dispose of unwanted materials, and maintain necessary documentation.

<b>Duration:</b> 02:00	<b>Duration:</b> 08:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the packaging, storage, and tagging procedures used in the furniture upholstery shop</li> <li>• Discuss the importance of following workplace procedures for efficient workflow and ensuring the protection of finished work.</li> <li>• Describe the procedures for cleaning the work area, as well as cleaning, maintaining, and storing hand and/or power tools and equipment</li> <li>• State the significance of safety and organization in the furniture upholstery shop</li> <li>• Describe the techniques and methods for thoroughly cleaning the finished product, considering its specific requirements and materials used in furniture upholstery shop.</li> <li>• Discuss the guidelines and regulations regarding waste disposal in the furniture upholstery shop, highlighting the environmental and safety considerations.</li> <li>• Explain the impact of environmental and safety regulations associated with waste disposal procedures in the furniture upholstery shop.</li> <li>• Discuss the process of incorporating inputs and feedback from the supervisor for record-keeping and quality assurance purposes.</li> <li>• State the importance of effective note taking for inputs received from the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to package, storing, tag, and transfer job work to the next phase, following workplace procedures</li> <li>• Employ suitable tools and equipment for cleaning and maintaining the furniture upholstery shop</li> <li>• Display appropriate techniques for storing hand and/or power tools and equipment in accordance with workplace procedures</li> <li>• Perform a thorough cleaning of the finished product following appropriate techniques and methods in the furniture upholstery shop.</li> <li>• Perform disposal of unwanted materials in accordance with waste disposal procedures and environmental compliance guidelines.</li> <li>• Employ suitable methods for effectively recording and incorporating inputs and feedback from supervisors</li> <li>• Demonstrate the ability to maintain accurate and up-to-date documents/notes as required in a furniture upholstery shop.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Cleaning tools and equipment, waste disposal containers, safety regulation charts, notebook with pen/marker.	

## Module 34: On-the-job training for Upholstery

Mapped to FFS/N0908, v 1.0

<b>Mandatory Duration:</b> 90:00	<b>Recommended Duration:</b> 00:00
<b>Module Name:</b> On-the-Job Training	
<b>Location:</b> On-Site	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>Analyze work dockets/job cards and supervisor's instructions to determine the necessary resources for upholstery operations.</li> <li>Identify and select appropriate shears, cutting devices, knives, or blades based on task requirements and safety guidelines.</li> <li>Perform inspections to ensure the tools are in proper working condition and meet safety standards.</li> <li>Participate in quality checks of raw frames, product parts, or furniture items to ensure they meet specified guidelines and quality standards.</li> <li>Identify any defects or deviations that need to be addressed before upholstery operations.</li> <li>Analyze product drawings or samples to interpret the specific upholstered areas of individual frame parts.</li> <li>Demonstrate the ability to perform the upholstery operations accurately.</li> <li>Employ appropriate measuring tools to measure upholstered frames, ensuring conformity with drawing/sample specifications and product requirements.</li> <li>Record accurate measurements for precise upholstery fitting and alignment.</li> <li>Demonstrate the ability to perform foam cutting operations using appropriate hand or power tools and techniques.</li> <li>Perform fitting of fabric or leather onto upholstered frames using the appropriate hand or power tools and techniques.</li> <li>Conduct thorough inspections of finished upholstered parts or furniture to identify any defects or marks on the surface.</li> <li>Document and communicate any identified issues to the appropriate personnel for necessary repairs or adjustments.</li> <li>Execute measurement, marking, stacking, and storage activities for raw materials after upholstery operations.</li> <li>Maintain accurate records by documenting relevant details in the storage database.</li> <li>Employ suitable workplace procedures to package, store, and tag job work for smooth transition to the next phase.</li> <li>Collaborate with others to ensure proper documentation and communication of the job work.</li> <li>Maintain a clean and organized work area by promptly cleaning up debris and waste materials.</li> <li>Clean and maintain hand and/or power tools and equipment following workplace procedures</li> <li>Conduct a thorough cleaning process on the finished product to remove any dirt, dust, or debris.</li> <li>Identify waste materials generated during upholstery operations and follow appropriate waste disposal procedures and protocols.</li> <li>Dispose of unwanted materials in an environmentally responsible and compliant manner.</li> <li>Actively listen to supervisor's inputs and feedback regarding document requirements.</li> <li>Incorporate provided inputs effectively into the requisite documents and maintain accurate records.</li> </ul>	

## Module 35: Worksite Preparation for packaging operation

Mapped to FFS/N0909, 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
- Perform safe lifting and handling techniques while transferring product parts from different departments to the designated packaging bay
- Explain and follow the appropriate procedures for packaging, transporting, and installing products.

<b>Duration: 04:00</b>	<b>Duration: 16:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the process of interpreting task requirements from work dockets/job cards and supervisor's instructions</li> <li>• Discuss the importance of resource planning for efficient and effective product packaging operation.</li> <li>• Discuss the importance of safe lifting and handling practices to prevent injuries and damages.</li> <li>• List potential hazards and risks associated with manual handling in the workplace, including factors such as weight, size, shape, stability, and environmental conditions.</li> <li>• Describe the importance of performing a quality check and the steps involved in the process.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret work dockets/job cards appropriately and allocate resources to ensure smooth furniture packaging operation</li> <li>• Demonstrate safe lifting and handling techniques when moving product parts from different departments to the designated packaging bay</li> <li>• Employ appropriate procedures and guidelines for reporting any incidents, near misses, or safety concerns related to lifting and handling activities</li> <li>• Conduct visual inspections and functional tests on the finished furniture item/product packaging to ensure it meets the required standards and specifications.</li> <li>• Perform documentation and report any identified defects or quality issues accurately and promptly, adhering to workplace procedures</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Lifting and Handling Tools, Packaging Materials, Protective Materials, Signages, Strapping Tools, Packaging Labels and Tags, Packaging Sealing Tools	

## Module 36: Packaging and Dispatch of the products

Mapped to FFS/N0909, v 1.0

### Terminal Outcomes:

- Assist in performing quality checks on finished furniture items/products to meet workplace quality standards.
- Perform the dismantling/reassembly of furniture pieces based on packaging requirements.
- Assist in measuring and identifying product sizes, arranging product parts, and packaging/wrapping furniture items

Duration: 06:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Describe the importance of dismantling and reassembling furniture pieces to meet packaging requirements.</li> <li>• Identify common tools and equipment used in furniture dismantling and reassembly, such as screwdrivers, wrenches, hammers, or power tools.</li> <li>• Discuss the methods and techniques for measuring products/parts and identifying different sizes.</li> <li>• Differentiate between various packaging materials commonly used in the furniture industry and their specific requirements.</li> <li>• Differentiate various product parts based on their characteristics, such as size, shape, fragility, and assembly requirements, to determine the appropriate arrangement for packaging.</li> <li>• Describe the process and principles of arranging product parts based on a cutting list.</li> <li>• Explain the purpose and significance of proper packaging and wrapping in furniture handling and transportation, including the selection and use of appropriate tools and equipment.</li> <li>• Identify and differentiate common types of signages used in furniture packaging, including symbols, labels, and formats, and explain their purpose and meaning.</li> <li>• Explain the significance of proper sealing, labelling, and transportation procedures in furniture packaging.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform dismantling and reassembling of furniture pieces safely and effectively using appropriate tools and equipment based on packaging requirements.</li> <li>• Demonstrate the proper use of tools and equipment for dismantling/reassembly of furniture pieces, ensuring the effective removal and secure attachment of components according to packaging requirements.</li> <li>• Demonstrate the ability to compute packaging material requirements based on accurate measurements and product/parts sizes, considering factors such as cushioning, protection, and weight distribution.</li> <li>• Demonstrate how to organize product parts accurately based on the cutting list and furniture/product parts to facilitate efficient packaging.</li> <li>• Select and employ appropriate packaging materials for furniture/product parts to protect, cushion, and enhance appearance during shipping and storage.</li> <li>• Select and utilize the appropriate signages, symbols, labels, and formats for given packaging job work, ensuring compliance with industry standards and regulations,</li> <li>• Apply appropriate sealing and labelling techniques to furniture boxes, ensuring secure and intact packaging, preventing damage during handling and transportation</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Lifting and Handling Tools, Packaging Materials, Protective Materials, Signages, Strapping Tools, Packaging Labels and Tags, Packaging Sealing Tools	

## Module 37: Clean and maintain the packaging shop

Mapped to FFS/N0909, v 1.0

### Terminal Outcomes:

- Assist in packaging, storing, tagging, and transferring job work to the next phase
- Ensure cleanliness in the work area and proper cleaning, maintenance, and storage of hand and/or power tools and equipment
- Perform a thorough cleaning of the finished product before handover, dispose of unwanted materials, and maintain necessary documentation

<b>Duration:</b> 02:00	<b>Duration:</b> 08:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the packaging, storage, and tagging procedures used in the furniture packaging shop</li> <li>• Discuss the importance of following workplace procedures for efficient workflow and ensuring the protection of finished work.</li> <li>• Describe the procedures for cleaning the work area, as well as cleaning, maintaining, and storing hand and/or power tools and equipment</li> <li>• State the significance of safety and organization in the furniture packaging shop</li> <li>• Describe the techniques and methods for thoroughly cleaning the finished product, considering its specific requirements and materials used in furniture packaging shop.</li> <li>• Discuss the guidelines and regulations regarding waste disposal in the furniture packaging shop, highlighting the environmental and safety considerations.</li> <li>• Explain the impact of environmental and safety regulations associated with waste disposal procedures in the furniture packaging shop.</li> <li>• Discuss the process of incorporating inputs and feedback from the supervisor for record-keeping and quality assurance purposes.</li> <li>• State the importance of effective note taking for inputs received from the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to package, storing, tag, and transfer job work to the next phase, following workplace procedures</li> <li>• Employ suitable tools and equipment for cleaning and maintaining the furniture packaging shop</li> <li>• Display appropriate techniques for storing hand and/or power tools and equipment in accordance with workplace procedures</li> <li>• Perform a thorough cleaning of the finished product following appropriate techniques and methods in the furniture packaging shop.</li> <li>• Perform disposal of unwanted materials in accordance with waste disposal procedures and environmental compliance guidelines.</li> <li>• Employ suitable methods for effectively recording and incorporating inputs and feedback from supervisors</li> <li>• Demonstrate the ability to maintain accurate and up-to-date documents/notes as required in a furniture packaging shop.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Cleaning tools and equipment, waste disposal containers, safety regulation charts, notebook with pen/marker.	



## Module 38: On-the-job training for Furniture Packaging

Mapped to FFS/N0909, v 1.0

<b>Mandatory Duration:</b> 90:00	<b>Recommended Duration:</b> 00:00
<b>Module Name: On-the-Job Training</b>	
<b>Location: On-Site</b>	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>Analyze work dockets/job cards and supervisor's instructions to determine the resource requirements for product packaging, transportation, and installation.</li> <li>Apply safe lifting techniques and practices to handle product parts from various departments.</li> <li>Adhere to workplace safety guidelines and procedures to prevent injuries during lifting and handling operations.</li> <li>Contribute to quality checks of finished furniture items/products to ensure they meet the specified quality standards.</li> <li>Identify any defects or deviations that need to be addressed before packaging and transportation.</li> <li>Demonstrate the dismantling or reassembly of furniture pieces as per packaging requirements.</li> <li>Employ proper procedures and techniques to ensure the safe handling and preservation of furniture parts during the process.</li> <li>Participate in measuring products/parts and identifying their sizes to determine the packaging material requirements.</li> <li>Use appropriate measuring tools and techniques to ensure accurate measurements for effective packaging.</li> <li>Collaborate in organizing product parts according to the cutting list or packaging requirements.</li> <li>Aid in the packaging and wrapping process of furniture items using appropriate hand tools, power tools, or machines.</li> <li>Determine and assign appropriate signages, including indications for fragile or valuable items, safety/warning signs, and handling and assembly instructions.</li> <li>Verify that boxes are properly sealed to secure the packaged items.</li> <li>Apply accurate labeling on the boxes to indicate contents, destinations, and any other required information.</li> <li>Ensure adherence to workplace procedures and guidelines for the transportation of packaged items.</li> <li>Collaborate with others to ensure that job work is appropriately packaged, stored, tagged, and prepared for the next phase.</li> <li>Maintain a clean and organized work area by promptly cleaning up debris and waste materials.</li> <li>Clean and maintain hand and/or power tools and equipment following workplace procedures</li> <li>Conduct a thorough cleaning process on the finished product to remove any dirt, dust, or debris.</li> <li>Identify waste materials generated during the packaging process and follow appropriate waste disposal procedures and protocols.</li> <li>Dispose of unwanted materials in an environmentally responsible and compliant manner.</li> <li>Actively listen to supervisor's inputs and feedback regarding document requirements.</li> <li>Incorporate provided inputs effectively into the requisite documents and maintain accurate records.</li> </ul>	

## Module 39: 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
<ul style="list-style-type: none"> <li>• Explain the process of interpreting task requirements from work dockets/job cards and supervisor's instructions</li> <li>• Discuss the importance of resource planning for efficient and effective product assembly and installation.</li> <li>• Discuss various pieces of furniture that need to be installed, including their names, model numbers, and relevant information.</li> <li>• Differentiate the tools, equipment, and materials used in furniture installation, including any special equipment or hardware required for specific installation tasks.</li> <li>• Discuss the selection and organisation of furniture installation tools, supplies, special equipment, hardware, and PPE.</li> <li>• Explain the safety rules, strategies, and best practises for loading, unloading, material movement, and unpacking furniture to safeguard furniture, materials, and people.</li> <li>• List the steps involved in safe unpackaging of materials/furniture for furniture installation</li> <li>• List setup requirements for various furniture products, considering factors like space availability, product specifications, and safety guidelines to ensure proper installation.</li> <li>• State the significance of different wall and floor safety/protection materials based on furniture installation requirements</li> <li>• Explain the purpose and significance of installing wall and floor safety/protection material to prevent damage to the floor,</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret work dockets/job cards appropriately and allocate resources to ensure smooth product assembly and installation operations</li> <li>• Identify and document the specific piece/s of furniture requiring installation, including the name, model number, and any other relevant information</li> <li>• Select and organize the appropriate tools, materials, special equipment, hardware, and personal protective equipment for furniture installation based on the given requirements.</li> <li>• Demonstrate safe and efficient loading, unloading, and movement of materials, furniture parts, and other products according to the instructions for furniture installation.</li> <li>• Perform unpacking of furniture items, materials, and related products following the provided instructions and precautions to avoid damage.</li> <li>• Demonstrate setting up the work area appropriately, considering the installation requirements, to ensure a conducive and organized environment for furniture installation.</li> <li>• Employ correct installation techniques for wall and floor safety/protection materials, considering adhesion, alignment, and stability factors.</li> <li>• Perform safety checks on the power socket to ensure its proper functioning before using power tools for furniture installation.</li> </ul>



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 40: 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
<ul style="list-style-type: none"> <li>• Explain the necessity of following an assembly process in furniture installation and aligning components and hardware for good performance.</li> <li>• Explain the process of making cut-outs for electrical outlets, plumbing points, and other arrangements.</li> <li>• List the usage of different tools and equipment based on specific size and shape of the cut-outs</li> <li>• Discuss the steps involved in assembling various components of furniture using appropriate tools and equipment</li> <li>• Explain the significance of proper installation of architectural hardware and fittings.</li> <li>• Describe the steps and requirements for installing different types of doors and windows.</li> <li>• Explain the considerations and techniques for installing different types of flooring.</li> <li>• Describe the importance of proper fixture installation on furniture.</li> <li>• Explain the steps involved in installing and fixing assembled parts/furniture at designated places considering factors such as stability, safety, aesthetics, and functionality.</li> <li>• Describe the importance of testing furniture and fittings for proper installation and functionality.</li> <li>• List various types of testing tools and their usage on furniture constraints</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret product assembly instructions, diagrams, or technical drawings to understand the correct assembly sequence and relevant components and hardware.</li> <li>• Assist in making accurate cut-outs for electrical outlets, plumbing points, and other required arrangements using appropriate woodworking hand and power tools</li> <li>• Demonstrate usage of appropriate tools, equipment, and techniques to assemble the furniture components.</li> <li>• Employ correct installation techniques and tools for installation architectural hardware and fittings on furniture.</li> <li>• Demonstrate the accurate installation of different types of doors, windows, and frames such as wooden, aluminium and UPVC.</li> <li>• Demonstrate how to install flooring appropriately based on various types of flooring materials.</li> <li>• Employ suitable techniques and tools for accurately installation fixtures on furniture according to specifications.</li> <li>• Employ appropriate tools, equipment, and techniques to install and fix furniture parts securely and effectively.</li> <li>• Employ appropriate testing tools, equipment, or instruments to assess the functionality, stability, and structural integrity of furniture and fittings.</li> <li>• Inspect installed furniture, identify and mark any defects, such as gaps, scratches, or loose parts, for rectification.</li> </ul>

- 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 41: 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.

<b>Duration: 02:00</b>	<b>Duration: 20:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the factors and strategies for ensuring timely task completion.</li> <li>• Describe the procedures for cleaning the work area, as well as cleaning, maintaining, and storing hand and/or power tools and equipment</li> <li>• State the significance of safety and organization in the furniture installation shop</li> <li>• Describe the techniques and methods for thoroughly cleaning the finished product, considering its specific requirements and materials used in furniture installation shop</li> <li>• Discuss the guidelines and regulations regarding waste disposal in the furniture installation shop, highlighting the environmental and safety considerations.</li> <li>• Explain the impact of environmental and safety regulations associated with waste disposal procedures in the furniture installation shop.</li> <li>• Discuss the process of incorporating inputs and feedback from the supervisor for record-keeping and quality assurance purposes.</li> <li>• State the importance of effective note taking for inputs received from the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable strategies for effective management of time and resources to ensure timely completion of assigned tasks.</li> <li>• Employ suitable tools and equipment for cleaning and maintaining the furniture installation shop</li> <li>• Display appropriate techniques for storing hand and/or power tools and equipment in accordance with workplace procedures</li> <li>• Perform a thorough cleaning of the finished product following appropriate techniques and methods in the furniture installation shop</li> <li>• Perform disposal of unwanted materials in accordance with waste disposal procedures and environmental compliance guidelines.</li> <li>• Employ suitable methods for effectively recording and incorporating inputs and feedback from supervisors</li> <li>• Demonstrate the ability to maintain accurate and up-to-date documents/notes as required in a furniture installation shop.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
<b>Tools, Equipment, and Other Requirements</b>	
Cleaning tools and equipment, waste disposal containers, safety regulation charts, notebook with pen/marker.	

## Module 42: On-the-job training for Furniture Installation

Mapped to FFS/N0910, v 1.0

<b>Mandatory Duration: 90:00</b>	<b>Recommended Duration: 00:00</b>
<b>Module Name: On-the-Job Training</b>	
<b>Location: On-Site</b>	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>Analyze work dockets/job cards and supervisor's instructions to determine the resource requirements for product assembly and installation.</li> <li>Collaborate in identifying the specific furniture piece(s) to be installed, including relevant details such as name, model number, or specifications.</li> <li>Support the selection and organization of appropriate tools, materials, and equipment required for the furniture installation.</li> <li>Collaborate in identifying any special equipment or hardware needed and ensure the availability of personal protective equipment for a safe working environment.</li> <li>Aid in the loading, unloading, and movement of materials, furniture parts, furniture, or other products according to provided instructions.</li> <li>Collaborate in the unpacking process to ensure the availability of required components for installation.</li> <li>Contribute to the setup of the work area, ensuring it is appropriate for the furniture installation requirements.</li> <li>Arrange the necessary tools, equipment, and materials in a systematic and organized manner to facilitate efficient installation.</li> <li>Collaborate in installing safety and protection materials on walls and floors to prevent damage during the furniture installation process.</li> <li>Verify the safety and proper functioning of power sockets before using power tools during the furniture installation process.</li> <li>Align and position the different product components and hardware based on the specified assembly sequence.</li> <li>Support the process of making cut-outs for electrical outlets, plumbing points, or other required arrangements as per instructions.</li> <li>Collaborate in ensuring precise and properly located cut-outs to accommodate necessary connections.</li> <li>Demonstrate the ability to assemble different components of the furniture according to provided instructions or diagrams.</li> <li>Aid in following proper assembly techniques to ensure secure and accurate joining of components.</li> <li>Perform the installation of architectural hardware and fittings required for the furniture installation.</li> <li>Aid in the installation of various types of doors and windows, including aluminum, UPVC, or other specified materials.</li> <li>Employ proper installation procedures and techniques for a secure and functional result.</li> <li>Perform the installation of various types of floorings as per instructions or specifications.</li> <li>Perform the installation of fixtures such as handles, knobs, or decorative elements on the furniture.</li> <li>Demonstrate the process of installing and fixing the assembled furniture parts at the designated location.</li> <li>Aid in the testing of furniture and fittings after installation to ensure proper functionality and alignment.</li> <li>Demonstrate the ability in making adjustments or corrections as needed to achieve the desired result.</li> </ul>	

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



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

## 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
<b>Declarative Knowledge</b>	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.
<b>Key Learning Outcome</b>	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).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on-site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on-site
<b>Procedural Knowledge</b>	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.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
<b>Terminal Outcome</b>	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