



QUALIFICATION FILE

Multipurpose Assistant- Furniture Production & Installation

- Short Term Training (STT) Long Term Training (LTT) Apprenticeship
 Upskilling Dual/Flexi Qualification For ToT For ToA
- General Multi-skill (MS) Cross Sectoral (CS) Future Skills OEM

NCrF/NSQF Level: 3

Submitted By:

Furniture and Fittings Sector Skill Council

Chief Executive Officer

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Section 1: Basic Details

1.	Qualification Name	Multipurpose Assistant- Furniture Production & Installation																												
2.	Sector/s	Interiors, Furniture and Fixtures																												
3.	Type of Qualification: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input checked="" type="checkbox"/> Has Electives <input type="checkbox"/> OEM	NQR Code & version of existing qualification: NA	Qualification Name of existing version: NA																											
4.	National Qualification Register (NQR) Code &Version	QG-03-WC-00819-2023-V1-FFSC	5. NCrF/NSQF Level: 3																											
6.	Award (Certificate/ Diploma/ Advance Diploma/ Any Other)	Certificate																												
7.	Brief Description of the Qualification	Multipurpose Assistant in Furniture Production & Installation is a beginner who assist in interpreting work dockets, conducting work site recce, compiling lists of required materials, tools, and equipment, and setting up the work area as per operational needs. This individual may choose a specialization from a range of options, such as store/warehouse operations, woodworking, machine shop operations, furniture finishing, upholstery, furniture packaging, or furniture installation operations. The role involves supporting the smooth execution of tasks and maintaining an organized work environment.																												
8.	Eligibility Criteria for Entry for Student/ Trainee/ Learner/ Employee	a. Entry Qualification & Relevant Experience: <table border="1" data-bbox="696 842 2136 1289"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification</th> <th>Required Experience</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Grade 10 pass</td> <td>NA</td> </tr> <tr> <td>2</td> <td>Grade 8 pass with 1 year of (NTC/ NAC) after 8th</td> <td>NA</td> </tr> <tr> <td>3</td> <td>Grade 8 pass and pursuing continuous schooling in regular school (in case of 2-year prog)</td> <td>NA</td> </tr> <tr> <td>4</td> <td>Grade 9 pass and pursuing continuous schooling in regular school</td> <td>NA</td> </tr> <tr> <td>5</td> <td>Grade 9 pass</td> <td>1 year of relevant experience</td> </tr> <tr> <td>6</td> <td>Grade 8 pass</td> <td>2 years of relevant experience</td> </tr> <tr> <td>7</td> <td>Grade 5 pass</td> <td>5 years of relevant experience</td> </tr> <tr> <td>8</td> <td>Previous relevant Qualification of NSQF Level 2 (Foundation course on Design-Build-Install)</td> <td>3 years of relevant experience</td> </tr> </tbody> </table> <p>b. Age: 14 years (minimum)</p>		S. No.	Academic/Skill Qualification	Required Experience	1	Grade 10 pass	NA	2	Grade 8 pass with 1 year of (NTC/ NAC) after 8th	NA	3	Grade 8 pass and pursuing continuous schooling in regular school (in case of 2-year prog)	NA	4	Grade 9 pass and pursuing continuous schooling in regular school	NA	5	Grade 9 pass	1 year of relevant experience	6	Grade 8 pass	2 years of relevant experience	7	Grade 5 pass	5 years of relevant experience	8	Previous relevant Qualification of NSQF Level 2 (Foundation course on Design-Build-Install)	3 years of relevant experience
S. No.	Academic/Skill Qualification	Required Experience																												
1	Grade 10 pass	NA																												
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4	Grade 9 pass and pursuing continuous schooling in regular school	NA																												
5	Grade 9 pass	1 year of relevant experience																												
6	Grade 8 pass	2 years of relevant experience																												
7	Grade 5 pass	5 years of relevant experience																												
8	Previous relevant Qualification of NSQF Level 2 (Foundation course on Design-Build-Install)	3 years of relevant experience																												

9.	Credits Assigned to this Qualification, Subject to Assessment	46	10. Common Cost Norm Category (I/II/III): II																					
11.	Any Licensing requirements for Undertaking Training on This Qualification	Not Applicable																						
12.	Training Duration by Modes of Training Delivery	<input type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended <table border="1" data-bbox="696 416 2128 587"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>83</td> <td>495</td> <td>630</td> <td>0</td> <td>1208</td> </tr> <tr> <td>Online</td> <td>84</td> <td>88</td> <td>0</td> <td>0</td> <td>172</td> </tr> </tbody> </table>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	83	495	630	0	1208	Online	84	88	0	0	172
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	83	495	630	0	1208																			
Online	84	88	0	0	172																			
13.	Aligned to NCO/ISCO Code/s	NCO-2015/7115.9900																						
14.	Progression path after attaining the qualification	Professional Progression (Vertical) L4 (Vertical)- Furniture Designing and Engineering/ Furniture Commercials/ Machine Operation/ Furniture Production (Machine Shop)/ Furniture Production (Workshop)/ Furniture Finishing/ Upholstery/ Furniture Material Handling/ Furniture Assembly/ Furniture Quality Control/ Furniture Packaging / Furniture Business Development and Distribution Academic Progression (Vertical): Courses on Wood Working at NSQF Level 4 (UG/Diploma/Ad. Diploma Courses)																						
15.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																						
16.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
17.	Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, specify applicable type of Disability: <ul style="list-style-type: none"> • Acid Attack Victims • Speech and Language Disability • Locomotor disability 																						
18.	How Participation of Women will be Encouraged	A short-term course of Multipurpose Assistant can be instrumental in increasing their participation of women in the informal furniture sector. By empowering women with valuable carpentry skills, the course helps build their confidence and independence in a traditionally male-dominated field. It challenges gender stereotypes, breaking down barriers that hinder women's involvement in trades. The course provides women with access to economic opportunities, as they gain marketable skills for employment or entrepreneurship in the furniture industry. The course enhances the sector's creativity, innovation,																						

		and competitiveness by promoting diversity and inclusivity. Overall, the course empowers women, promotes gender equality, and contributes to the growth and development of the informal furniture sector.	
19.	Are Greening/ Environment Sustainability Aspects Covered	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Covered under the NOS: FFS/N8201- Follow health, safety, and greening practices at the worksite Module Name: Greening practices at the worksite	
20.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No It can be implemented in Grades 11 and 12 as a specialized subject. Engineering colleges: This course can also be offered to colleges as a precursor to previous NSQF qualifications in the case of the existing framework where these courses are not pursued in schools currently.	
21.	Name and Contact Details of Submitting / Awarding Body SPOC	Name: Mr. Rahul Mehta Email: ceo@ffsc.in Contact No.: +91 124 4513900 Website: ffsc.in	
22.	Final Approval Date by NSQC: 31/08/2023	23. Validity Duration: 3 years	24. Next Review Date: 31/08/2026

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/ Module Name	NOS/ Module Code & Version	Core/ Non-Core	NCrF/ NSQF Level	Credit as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weig. (%)
1	Bridge Module	Version No. 1	Core	3	2	24	36	0	0	60	NA	NA	NA	NA	NA	NA
2	Assist in interpreting work docket, and receive of work area/work site	NOS Code: FFS/N0901 Version No. 1	Core	3	2	12	48	0	0	60	18	44	32	6	100	20
3	Assist in compiling list of the required materials, tools and equipment, and arranging it	NOS Code: FFS/N0902 Version No. 1	Core	3	2	12	48	0	0	60	13	52	30	5	100	20
4	Assist in the setting up the work area as per required operation and managing it	NOS Code: FFS/N0903 Version No. 1	Core	3	1	12	18	0	0	30	14	56	26	4	100	25
5	Follow health, safety, and greening practices at the worksite	NOS Code: FFS/N8201 Version No. 3	Non-Core	3	1	8	22	0	0	30	35	40	20	5	100	5
6	Employability NOS (30 hour)	NOS Code: DGT/VSQ/N0101 Version No. 1	Non-Core	3	1	15	15	0	0	30	20	30	0	0	50	5
Duration (in Hours) / Total Marks					9	83	187	0	0	270	100	222	108	20	450	75

Electives:

S. No	NOS/Module Name	NOS/Module Code & Version	Core/Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%)
1	Assist in operation of store or warehouse	NOS Code: FFS/N0904 Version No. 1	Core	3	5	12	48	90	0	150	16	48	30	6	100	25
2	Assist in woodworking operations	NOS Code: FFS/N0905 Version No. 1	Core	3	5	12	48	90	0	150	13	54	27	6	100	25
3	Assist in machine shop operations & general maintenance	NOS Code: FFS/N0906 Version No. 1	Core	3	6	12	78	90	0	180	24	46	24	6	100	25
4	Assist in furniture finishing operations	NOS Code: FFS/N0907 Version No. 1	Core	3	5	12	48	90	0	150	20	48	26	6	100	25
5	Assist in upholstery operations	NOS Code: FFS/N0908 Version No. 1	Core	3	5	12	48	90	0	150	24	46	24	6	100	25
6	Assist in furniture packaging operations	NOS Code: FFS/N0909 Version No. 1	Core	3	5	12	48	90	0	150	22	50	22	6	100	25
7	Assist in installation operations for furniture, fixtures & fittings	NOS Code: FFS/N0910 Version No. 1	Core	3	6	12	78	90	0	180	26	42	26	6	100	25
Duration (in Hours) / Total Marks					37	84	396	630	0	1110	145	334	179	42	700	25

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 70% (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	<p>Trainer's Qualification and experience in the relevant sector (in years)</p>	<p>A trainer should be eligible in any of below mentioned categories:</p> <p>Scenario 1: Graduate</p> <ul style="list-style-type: none"> ○ Engineering, Architecture, Interior Design, Furniture Manufacturing, Wood Work, Product Design or Any other Discipline with 2 years' experience (Industry) ○ Preferred: <ul style="list-style-type: none"> ● 1-year experience (Teaching) ● Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills <p>Scenario 2: I.T.I</p> <ul style="list-style-type: none"> ○ Carpentry, Furniture Manufacturing with 3 years' experience (Industry) ○ Preferred: <ul style="list-style-type: none"> ● 1-year experience (Teaching) ● Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills <p>Scenario 3: Diploma</p> <ul style="list-style-type: none"> ○ Carpentry, Furniture Manufacturing with 3 years' experience (Industry) ○ Preferred: <ul style="list-style-type: none"> ● 1-year experience (Teaching) ● Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills <p>Scenario 4: Certificate-NSQF</p> <p>a. NSQF Level 3- Multipurpose Assistant (FFS/Q0901) with 4 years' relevant experience (Industry),</p> <ul style="list-style-type: none"> ● Required: <ul style="list-style-type: none"> ○ Work Experience and Recommendation letter from Employer, Certificates of Training from companies ● Preferable: <ul style="list-style-type: none"> ○ 1 year experience (Teaching) ○ Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills. <p>b. NSQF Level 4 (Based on elective opted) or above with 3 years' relevant experience (Industry)</p> <ul style="list-style-type: none"> ● Required: <ul style="list-style-type: none"> ○ Work Experience and Recommendation letter from Employer, Certificates of Training from companies ● Preferable:
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		<ul style="list-style-type: none"> ○ 1 year experience (Teaching) ○ Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills <p>Scenario 5: Grade 8 Pass</p> <ul style="list-style-type: none"> ○ Grade 8 Pass with 3 years' experience (Industry) ○ Preferred: <ul style="list-style-type: none"> ● 1-year experience (Teaching) ● Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills <p>Scenario 6: CITS</p> <ul style="list-style-type: none"> ○ CITS (Relevant CITS Course) with 3 years' experience (Industry) ○ Preferred: <ul style="list-style-type: none"> ● 1-year experience (Teaching) ● Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills
2.	Master Trainer's Qualification and experience in the relevant sector (in years)	Graduate (In any field) with minimum 5 years of relevant experience
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The detailed tools list is attached in Annexure 2
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	This qualification is revised based on the NCrF framework with the compulsory module of employability skills. The candidates can enroll into a 3-day workshop to upskill themselves based on the new components of the revised qualification and get the desired certifications done.

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years)	<p>An Assessor should be eligible in any of below mentioned categories:</p> <p>Scenario 1: Graduate</p> <ul style="list-style-type: none"> ○ Engineering, Architecture, Interior Design, Furniture Manufacturing, Wood Work, Product Design or Any other Discipline with 2 years' experience (Industry) ○ Preferred: <ul style="list-style-type: none"> ● 1-year experience (Teaching) ● Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills
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	<p>Scenario 2: I.T.I</p> <ul style="list-style-type: none"> ○ Carpentry, Furniture Manufacturing with 3 years' experience (Industry) ○ Preferred: <ul style="list-style-type: none"> • 1-year experience (Teaching) • Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills <p>Scenario 3: Diploma</p> <ul style="list-style-type: none"> ○ Carpentry, Furniture Manufacturing with 3 years' experience (Industry) ○ Preferred: <ul style="list-style-type: none"> • 1-year experience (Teaching) • Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills <p>Scenario 4: Certificate-NSQF</p> <p>c. NSQF Level 3- Multipurpose Assistant (FFS/Q0901) with 4 years' relevant experience (Industry),</p> <ul style="list-style-type: none"> • Required: <ul style="list-style-type: none"> ○ Work Experience and Recommendation letter from Employer, Certificates of Training from companies • Preferable: <ul style="list-style-type: none"> ○ 1 year experience (Teaching) ○ Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills. <p>d. NSQF Level 4 (Based on elective opted) or above with 3 years' relevant experience (Industry)</p> <ul style="list-style-type: none"> • Required: <ul style="list-style-type: none"> ○ Work Experience and Recommendation letter from Employer, Certificates of Training from companies • Preferable: <ul style="list-style-type: none"> ○ 1 year experience (Teaching) ○ Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills <p>Scenario 5: Grade 8 Pass</p> <ul style="list-style-type: none"> ○ Grade 8 Pass with 3 years' experience (Industry) ○ Preferred: <ul style="list-style-type: none"> • 1-year experience (Teaching) • Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills <p>Scenario 6: CITS</p> <ul style="list-style-type: none"> ○ CITS (Relevant CITS Course) with 3 years' experience (Industry) ○ Preferred:
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		<ul style="list-style-type: none"> • 1-year experience (Teaching) • Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills
2.	Proctor's Qualification and experience in relevant sector (in years)	Graduate (In any field) with minimum 3 years of relevant experience
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)	Graduate (In any field) with minimum 5 years of relevant experience
4.	Assessment Mode	Components might be Online, Offline, or Blended, depending on the location where the evaluation is being carried out.
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 5: Evidence of the need for the Qualification

1.	<p>Latest Skill Gap Study (not older than 2 years) (Yes/No): No</p> <p>FFSC had conducted the research, analysis, and assessment of the skill gaps in the Interiors, Furniture, and Allied sectors. The report was published in year 2016 and is valid up to 2025 providing a comprehensive analysis of skill gaps and manpower requirement in specific occupations and job role categories.</p> <p>The report can be accessed through Link: Click here</p> <p>Along with this, FFSC has also developed its own indigenous LMS portal- FFSC T:AJ. FFSC T:AJ is a one-stop solution for skilled manpower for interiors, furniture, and allied industries. The job portal is customized per the industry's Occupation Map (OM) to facilitate properly aggregating job and apprenticeship opportunities. The portal offers unique features for employers and candidates to provide the ideal solution for demand aggregation and supply matching. It also facilitates the identification of skill gap and requirement in the industry and relevant sectors on periodic intervals.</p> <p>FFSC T:AJ can be assessed through: https://ffsctaj.in/</p>
2.	<p>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes</p> <p>The following key research documents are available in the public domain:</p> <ol style="list-style-type: none"> 1. Strategic Roadmap for Furniture Sector of India by IKEA (Link for Report) 2. India – Potential as a Global Furniture Hub by BCG (Link for Report)

3.	<p>Government /Industry initiatives/ requirement (Yes/No): Yes</p> <p>The Indian Interiors, Furniture, and Fittings industry is a rapidly growing sector of the country's economy. In 2018, the Government of India recognized the furniture industry as a 'Champion Sector', leading to an increase in its import and exports to promote the sector further. To capitalize on this, the government is creating furniture hubs within certain locations within the country to cater to the local customer base.</p> <p>Demand within the industry has increased significantly, with trends going along the lines of stylish fixtures with minimalist designs, amongst other customizations. Improvements in the quality of these goods, its universal accessibility, and upgradation in the industry standards will only further boost the demand within the sector. Organic materials like wood and new, aesthetically more diverse, and adjustable materials like cement, corrugated cardboard, and concrete have also emerged in the Indian market recently to stay in alignment with redesigned trends.</p> <p>In order to secure good growth within the sector, there is a need to train and teach traditional carpenters and designers and cater to meeting specific occupational standards to improve the quality of the product the industry provides. Also, to promote future skills within the industry, FFSC has been developing job role-specific standards to skill, upskill and re-skill the workforce in the industry.</p> <p>Apart from this, Indigenous Center for Excellence are being set up throughout India to boost entrepreneurship opportunities. This also provides more access to job seekers, especially women, to get wage employment.</p>
4.	Number of Industry validation provided: 33 (Details in Annexure 3)
5.	Estimated nos. of persons to be trained and employed: Refer to Annexure 4
6.	<p>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</p> <p>The Line ministry concurrence is requested from the respective ministry and the response of the same is awaited.</p>

Section 6: Annexure & Supporting Documents Check List

1.	Annexure: NCrF/NSQF level justification based on NCrF level/NSQF descriptors	Refer to Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification	Refer to Annexure 2
3.	Annexure: Industry Validations Summary	Refer to Annexure 3
4.	Annexure: Training and Employment Details	Refer to Annexure 4
5.	Annexure: Blended Learning	Refer to Annexure 5
6.	Annexure: Detailed Assessment Criteria	Refer to Annexure 6
7.	Annexure: Assessment Strategy	Refer to Annexure 7
8.	Annexure: Multiple Entry-Exit Details	<i>Not Applicable</i>
9.	Annexure: Acronym and Glossary	Refer to Annexure 8
10.	Supporting Document: Model Curriculum	Attached as a separate document in the Qualification Approval Docket
11.	Supporting Document: Career Progression	Attached as a separate document in the Qualification Approval Docket
12.	Supporting Document: Occupational Map	Attached as a separate document in the Qualification Approval Docket
13.	Supporting Document: Assessment SOP	Attached as a separate document in the Qualification Approval Docket

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	<p>Following are the few professional knowledge areas the job role should focus on:</p> <ul style="list-style-type: none"> • Knowledge of different furniture materials, manufacturing processes, assembly techniques, and industry-specific terminology. • Understanding safety equipment usage, risk assessment, hazard identification, and emergency response • Familiar with different types of furniture materials, such as wood, metal, upholstery fabrics, and finishing products. • Quality assurance knowledge • Industry trends and advancements • Furniture production and installation processes • Site recce and the tools required for the same. • Basics of worksite management for specific processes 	<p>According to the key requirements, the person knows the usage of the tools and apply the knowledge in a limited context. The person can understand the context of work and quality in a limited way</p> <p>The job requirements match with the NSQF level 3 descriptor. Hence the level is pegged at 3.</p>	3
Professional and Technical Skills/ Expertise	<p>Following are the few professional knowledge requirements:</p> <ul style="list-style-type: none"> • Proficiency in using a wide range of hand tools and power tools commonly used in furniture production and installation • Measurement and layout skills • Skills in furniture assembly and joinery techniques • Skills in sanding, staining, varnishing, painting, and applying protective coatings to enhance the appearance and durability of furniture pieces. • Skills in working with upholstery fabrics, foam, springs, and other materials • Skills in inventory management and storekeeping for a store or a warehouse • Skills in 	<p>As mentioned in the key requirements, the person regularly carries out the different tasks with little understanding and more practice.</p> <p>The job requirements match with the NSQF level 3 descriptor. Hence the level is pegged at 3.</p>	3

	<ul style="list-style-type: none"> Skills related to performing basic woodworking operation involving assembly and installation work at the worksite Health and safety practices at the worksite Waste material handling skills 		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<p>Following are the few professional skills required for the job role:</p> <ul style="list-style-type: none"> Attention to Detail Time Management Client Relationship Management Teamwork and Collaboration Creativity and Innovation Adaptability and Flexibility Problem-solving and Critical Thinking 	<p>The person demonstrates his/ her professional skills, which are routine and repetitive in a narrow range of applications.</p> <p>The job requirements match with the NSQF level 3 descriptor. Therefore, the level is pegged at 3.</p>	3
Broad Learning Outcomes/Core Skill	<p>The job role demands that the person should be able to understand and possess the skills such as:</p> <ul style="list-style-type: none"> Assist in interpreting work dockets, and recce of work area/work site Assist in compiling list of the required materials, tools and equipment, and arranging it Assist in the setting up the work area as per required operation and managing it Follow health and safety practices Follow employability skills while working at the worksite Assist in operation of store or warehouse Assist in woodworking operations Assist in machine shop operations & general maintenance Assist in furniture finishing operations Assist in upholstery operations Assist in furniture packaging operations Assist in installation operations for furniture, fixtures & fittings 	<p>This role involves encountering various challenges and obstacles during work dockets interpretation, work site recce, and furniture production/installation tasks. The ability to assist in analyzing problems, identify root causes, and develop practical solutions is crucial for maintaining a smooth workflow and overcoming unforeseen difficulties. Problem-solving skills enable the individual to think critically, make informed decisions, and adapt to changing circumstances in the furniture production and installation domain. By utilizing problem-solving skills, they can effectively troubleshoot issues, minimize delays, and ensure the successful execution of tasks while maintaining productivity and quality standards.</p> <p>The job requirements match with the NSQF level 3 descriptor. Therefore, the level is kept as 3</p>	3
Responsibility	<p>The person performs his job by following health and safety norms. Following are the few key responsibilities:</p> <ul style="list-style-type: none"> Analyze and interpret the work docket Assist in conducting the recce of the worksite 	<p>The person works under instruction and close supervision. The person has some responsibility for his/ her work.</p> <p>The job requirements match with the NSQF level 3 descriptor. Hence the level is kept at 3.</p>	3

	<ul style="list-style-type: none">• Interpret and organize process pre-requisites for worksite management• Perform the basic material inspection and selection• Assist in material loading, unloading, and movement• Assist in maintenance of the work area• Assist the supervisor in operations related to storekeeping, woodworking, machine operation, furniture finishing, upholstery, packaging, dispatch along with assembly and Installation of FF&E.• Assisting in maintaining health, safety, cleanliness, and hygiene at the worksite		
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Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 20 candidates

S. No.	Tool/Equipment	Specifications	Quantity for specified Batch size
1	Working Bench- Foldable	Material: Wood/Metal, Size: Standard foldable dimensions, Weight Capacity: Suitable for various tasks, Surface: Smooth and durable	4
2	Bench Vice	Type: Fixed Bench Vice, Jaw Opening: Adjustable	20
3	Ear Plug	Material: Foam/Rubber, Noise Reduction Rating: ANSI certified	20
4	Hand Gloves	Material: Leather/Rubber, Size: Various sizes available	20
5	Nose Mask	Type: N95 Respirator, Fit: Adjustable nose clip	20
6	Safety Shoes	Material: Steel toe, durable, Compliance: Meets safety standards	20
7	Goggles	Type: Safety goggles, Lens: Impact-resistant	20
8	Dustbin	Material: Durable plastic/metal, Capacity: Appropriate for waste generated	5
9	Fire Extinguisher	Type: ABC Dry Chemical, Size: As per safety regulations	1
10	First Aid Kit	Contents: Bandages, antiseptic, etc., Compliance: Meets workplace safety standards	1
11	Mitre Saw/ Circular Saw	Type: Electric, Blade Size: As per tool specifications	1
12	Jig Saw with blade	Type: Electric, Blade Type: Suitable for various materials	1
13	Electric Hand Plunge Router	Power: As per specifications, Collet Size: Compatible with router bits	1
14	Electric Impact Drill Machine	Power: As per specifications, Chuck Size: Compatible with drill bits	5
15	Carpentry Pencil	Type: Standard carpenter's pencil, Lead: Hard for durability	20
16	Notebook	Size: Standard notebook, Paper: Durable with grid lines	20
17	Steel Ruler 300	Material: Stainless steel, Length: 300 mm	20
18	Measurement Tape 5M	Length: 5 meters, Material: Durable, marked in metric units	20
19	Laser Measurement Tape	Range: As per specifications, Accuracy: High precision laser measurement	1
20	Spirit Level	Type: Bubble level, Length: As per specifications	5
21	Plumb bob	Material: Brass/Steel, Weight: Standard weight for accurate plumb	1
22	Dividers	Material: Steel, Size: Adjustable for various measurements	20
23	Marking Gauge	Material: Wood/Metal, Blade: Adjustable for precise marking	20
24	Sliding Bevel	Material: Wood/Metal, Angle: Adjustable	20
25	Mortise Gauge	Material: Wood/Metal, Size: Standard for mortise measurements	20
26	Engineers Square- 12"	Material: Steel, Size: 12 inches	20
27	Compass	Type: Drafting compass, Size: Adjustable for various circles	20

28	Carpentry Rafter Square	Material: Wood/Metal, Size: Standard for carpentry work	5
29	Bevel Chisel 1/4" with Handle	Size: 1/4", Material: High-quality steel	5
30	Bevel Chisel 1/2" with Handle	Size: 1/2", Material: High-quality steel	5
31	Bevel Chisel 3/4" with Handle	Size: 3/4", Material: High-quality steel	5
32	Bevel Chisel 1" with Handle	Size: 1", Material: High-quality steel	5
33	Bevel Chisel 1 1/4" with Handle	Size: 1 1/4", Material: High-quality steel	5
34	Mortise Chisel 1/4" with Handle	Size: 1/4", Material: High-quality steel	5
35	Mortise Chisel 1/2" with Handle	Size: 1/2", Material: High-quality steel	5
36	Japanese Saw	Type: Pull saw	5
37	Hand Saw	Type: Crosscut or rip	20
38	Coping Saw	Type: Coping saw	20
39	Compass Saw	Type: Compass saw	1
40	Coping Saw Blades Packet	Type: Replacement blades, Teeth Per Inch (TPI): As per application	1
41	Half Round File 10" with Handle	Length: 10 inches, Cut: Bastard cut	5
42	Jack Plane- 14"	Length: 14 inches, Blade Type: Adjustable	20
43	Wooden Mallet	Material: Wood/Rubber head, Weight: Suitable for carpentry work	5
44	Cross Head Hammer	Type: Cross peen hammer, Weight: As per specifications	1
45	Soft Hammer	Type: Rubber mallet, Weight: Suitable for delicate work	5
46	Pincer/ Nail Puller	Type: Combination pliers, Material: Steel	1
47	Allen Key Set	Sizes: Various sizes, Material: High-quality steel	1
48	Screw Driver with bit set	Types: Various screwdriver heads, Material: High-quality steel	5
49	Sanding Paper - 120 Grit-Plain	Grit: 120, Size: Standard sandpaper sheet	1
50	Sanding Paper - 400 Grit-Plain	Grit: 400, Size: Standard sandpaper sheet	1
51	Sanding Paper - 180 Grit-Plain	Grit: 180, Size: Standard sandpaper sheet	1

52	Sanding Paper - 220 Grit-Plain	Grit: 220, Size: Standard sandpaper sheet	1
53	Sharpening/Oil Stone	Type: Combination sharpening stone, Grit: Coarse and fine	1
54	Router Bit Set	Types: Various router bits, Shank Size: Compatible with router	1
55	T Bar Clamp	Type: T-bar clamp, Length: As per specifications	5
56	G Clamp	Type: G-clamp, Opening Capacity: As per specifications	10
57	Drill Bit Set	Types: Various drill bits	5
58	Triangular File 4" with Handle	Length: 4 inches, Cut: Various	2
59	Vacuum Cleaner	Type: Portable, Power: As per specifications	1
60	Cleaning Set (Broom, Dustpan, Wiper, etc.)	Components: Broom, Dustpan, Wiper, etc.	4
61	Weighing Scale	Type: Digital, Capacity: As per specifications	1
62	Barcode Scanner	Type: Handheld, Compatibility: Barcode types	2
63	Packaging Materials	Types: Boxes, Wraps, Cushioning, etc.	5
64	Pallets/Skids	Material: Wood/Plastic, Size: Standard sizes	2
65	Strapping Tools	Type: Manual/Powered, Compatibility: Strapping materials	2
66	Scissors/Box Cutters	Types: Scissors, Box Cutters	5
67	Trolleys/Carts	Type: Handcart, Capacity: As per specifications	5
68	Stocktaking Sheets/Forms	Type: Printable, Format: Excel/Sheets	20
69	Counting Scales	Type: Digital, Capacity: As per specifications	5
70	Inventory Management Software	Features: Tracking, Reporting, User-friendly	1
71	Spreadsheet Software	Type: Excel/Sheets, Features: Calculation, Charting	1
72	File Folders/Binders	Types: File Folders, Binders	20
73	Printer	Type: Laser/Inkjet, Features: Color/B&W printing	1
74	Brushes	Types: Paint Brush, Cleaning Brush	20
75	Spray Guns	Types: Paint Spray Gun, Air Compressor Gun	2
76	Fillers	Types: Wood Filler, Gap Filler	5
77	Coatings	Types: Varnish, Paint, Sealant	5
78	Solvents	Types: Paint Thinner, Cleaning Solvent	5
79	Waste Disposal Containers	Types: Bins, Trash Cans, Recycling Bins	5
80	Lubricants/Oils	Types: Lubricating Oil, Cutting Oil	5
81	Shears/Cutting Devices	Types: Shears, Cutting Tools	5

82	Upholstery Inspection Tools	Types: Inspection Gauges, Measuring Tools	5
83	Webbing Tools	Types: Webbing Stretcher, Webbing Cutter	5
84	Foam Cutting Tools	Types: Foam Cutter, Hot Wire Cutter	5
85	Upholstery Fabrics/Leather	Types: Fabrics, Leather	5
86	Upholstery Adhesives	Types: Adhesive Sprays, Glues	5
87	Upholstery Needles	Types: Curved Needles, Straight Needles	5
88	Upholstery Threads	Types: Upholstery Threads, Heavy-duty	5
89	Staple Gun	Type: Manual, Staple Size: Standard	5
90	Upholstery Accessories	Types: Tacks, Buttons, Trim	5
91	Lifting and Handling Tools	Types: Lifters, Dollies, Hoists	5
92	Protective Materials	Types: Drop Cloths, Plastic Sheeting	2
93	Signages	Types: Warning Signs, Instruction Signs	5
94	Strapping Tools	Types: Manual/Powered, Compatibility: Strapping materials	5
95	Packaging Labels and Tags	Types: Labels, Tags, Barcode Labels	5
96	Packaging Sealing Tools	Types: Tape Dispenser, Heat Sealer	1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White Board
2. Board Marker
3. Duster
4. Projector/ Smart TV
5. Laptop
6. Trainees Chairs/ Stools (For theory lectures)
7. Trainer's Podium
8. Trainer's Chair
9. Storage Cabinet (Wardrobe)

Annexure 3: Industry Validations Summary

No. of Validations: 33

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID
1	Advait	Gunjan Chaplot	Principle Designer	Rajasthan	7600989971	advaitaarchitecture@gmail.com
2	Alankar Modular Furniture	Mr. Mohamed Ashique Palekkodan	General Manager	Kerala	8129099333	-
3	Aryamman Interior Solution Pvt Ltd	Vipuul Mistry	Head - HR	Mumbai	9820439351	hr@aryamman.in
4	Magppie Living Pvt. Ltd.	Mr. Deepak Gupta	Director Operations	Sultanpur	9810098982	deepak@magppie.com
5	Edit Furniture	Mohammad shamsudheen	Production manager	Mumbai	9072803030	
6	PrimeDecor Furniture & Interiors LLP	Ms. Priyanka Pavithran	Designated Partner	Thrissur	8547534628	prima_pavi@yahoo.com priyankapavithran92@gmail.com
7	Belinda Sofas	Mr. Rajeendran. TR	Managing Director	Kerala	9747547462	rejipvm@gmail.com
8	Elegant Interior & Modular Kitchen	Ranjith K	Managing Director	Mumbai	9947208000	elegantinterior79@gmail.com
9	Omega Innovative Industries	Mr. Anil Kumar	Managing Partner	Kerala	7593887604	hyfurn@gmail.com
10	Archistoccc Designs Pvt. Ltd.	Mr. Chander Tarachand Devraj	Director	Ahmedabad	9033011559	chander@archistoccc.com
11	Kalatmak Spatial Systems Pvt. Ltd.	Mr. Abdul kareem K	Proprietor	BANGALORE	9747150000	kalpakafurniture@gmail.com
12	Shree Ram Wooden Industries	Mr. Vishwas Sonigara	Managing Director	Ahmedabad	9825084241	vishwas@vittaazio.com
13	Narsi & Associates	Mr. Jagdish Kularia	Director	Mumbai	8898855555	jagdishkularia@narsi.in
14	Narsi Interior Infrastructures Pvt. Ltd.	Mr. Narsi Kularia	Managing Director	Mumbai	9821052087	narsikularia@narsi.in

15	Greenply Industries Ltd.	Mr. Rajesh Mittal	Director	West Bengal	9999627822	rajeshmittal@greenply.com
16	Vinayak	Mr. Mahendra Pokharna	Proprietor	Rajasthan	9414168701	officialvinayakfurniture@gmail.com
17	Pidilite industries LTd	Arun upadhyay	Manager	Mumbai	7894424600	arun.upadhyay@pidlite.com
18	M.B. Industries	Mr. D P Srivastava	Manager	Haryana	9415076595	furnituremb.skill@gmail.com
19	Nirman India Constructions Pvt. Ltd.	Mr. Karnavir Vasudeva	Executive Director	Delhi	9990039993	karnavirvasudeva@nirmanindia.in
20	Mass Furniture Industries (Roostree)	Mr. Abdul Saleem TP	Managing Partner	Malappuram	9895055577	massfurnitureindustries@gmail.com
21	Shapez N Designs (The Plank)	Ms. Hemalatha G.	Proprietor	Tamil Nadu	9094044888	hema@theplank.in
22	Neki Corporation	Mr. Sohil Mistry	Designate Partner	Mumbai	9833255888	sohil@nekii.in
23	Siddhi Industries	Dr.Mamata SAngram Limaye	Proprietor	Maharashtra	9405202802	siddhiindustry11@gmail.com
24	Karma Design	Mr. Bhavin pipaliya	Proprietor	Maharashtra	9819316668	info@karmadesign.in
25	Finesse Interiors & Consltants	Mr. Mandeep Manchanda	Managing Owner	Delhi	9818385821	mandeep@finesseinteriors.in
26	ELBA Interiors	Mr. Prasanth Kurian	Director	Kerala	9847708649	elba@elbatraders.com
27	Woodtech consultant pvt Ltd	Mr. Gopi T	Managing Director	Bengaluru	9448278398	gopi@woodtech.in
28	The Cadia furn	Neethu Raphael	Manager	Mumbai	9072100010	thecadiafurn@gmail.com
29	Premier Enterprises	Eldhose	Manager	Mumbai	7559047148	premierpb@gmail.com
30	Zeller Marketing	Shivasharan	Manager		9074001749	infosleepmaster.in
31	Iconic Panels Pvt. Ltd.	Naveen Agarwal	Director	Jaipur	9799393181	naveenagarwal123@gmail.com
32	Fivestar enterprises	Anoop	Manager		9562348202	fivestarenterprisespbvu@gmail.com
33	HOMAG India Pvt. Ltd.	Suresh Kumar	Manager	Karnataka	9606941860	suresh.kumar@homag.com

Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
23-24	5000	3000	500	500		
24-25	15000	10000	500	500		
25-26	30000	20000	500	500		

Languages in which Content is available:

English and Hindi

Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	<input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	<ul style="list-style-type: none"> • eBooks/Textbooks/e-content • Presentations • Classroom Aids • Journals • Assessments & Quizzing Tools Flashcards • Games or quizzes • Collaborative/Group Projects • Video Tutorials & Webinars • Video Conferencing Software • Tracking & Reporting Platforms 	60:40
2	<input checked="" type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	<ul style="list-style-type: none"> • Presentations • Group Discussions • Case Studies/ Projects • Games or quizzes • Learning Paths • Video Tutorials & Webinars • Video Conferencing Software • Tracking & Reporting Platforms • Simulators/AR Tools 	50:50
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	<ul style="list-style-type: none"> • Augmented Reality Applications • Games or quizzes • Interactive Whiteboards • Collaboration Tools • Online Tutorials & Interactive Simulations • Digital Simulations 	60:40
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	<ul style="list-style-type: none"> • Virtual Labs • Gamification • Digital Twins • Collaborative Authoring Platforms • Simulators/AR Tools • Digital Simulations 	80:20

		<ul style="list-style-type: none"> • Online Course Platforms/LMS 	
5	<input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	<ul style="list-style-type: none"> • Online Course Platforms/LMS • Simulators/AR Tools • Online Tutorials & Interactive Simulations • Screen Recording & Presentation Software • Collaboration Tools • Assessments & Quizzing Tools 	70:30
6	<input checked="" type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	<ul style="list-style-type: none"> • Online assessment/quizzing software • Biometric authentication tools • Remote exam locking/proctoring software • Hackathons 	30:70
7	<input checked="" type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	<ul style="list-style-type: none"> • Case Studies/Projects • Simulators/AR Tools • Task Management Tools • Online Collaboration Tools 	90:10

Annexure 6: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FFS/N0901: Assist in interpreting work docket, and receive of work area/work site	Assist in interpreting the work docket	8	18	20	2
	PC1. interpret the scope of work as per the job card and plan resources	2	4	4	0
	PC2. ensure timely filling and daily submission of job cards to the supervisor.	2	4	4	0
	PC3. ensure that all components of work docket are available and report any anomalies	0	2	4	0
	PC4. assist in interpreting the technical drawings, plans & elevations, exploded views, etc.	2	4	4	1
	PC5. assist in interpreting the part lists, cuttings lists, material lists, tools and equipment's list	2	4	4	1
	Assist in conducting the recce of the work area	10	26	12	4
	PC6. assist in preparing the list of material, tools, or equipment required for conducting recce and ensure its availability	2	4	4	1
	PC7. ensure the cleanliness of the work area for marking and measurement purpose	2	4	0	1
	PC8. assist in conducting the physical site survey and follow the instructions as per the recce checklist	2	8	4	1
	PC9. assist in marking the worksite as per layout and plan	2	8	0	1
PC10. assist in timely compilation and handover of the measurement sheet to the supervisor	2	2	4	0	
	NOS Total	18	44	32	6
FFS/N0902: Assist in compiling list of the required materials, tools, and equipment, and arranging it	Assist in compiling the required lists of material, tools and equipment	3	8	6	2
	PC1. assist in interpreting the number of operations and department involved in the production process	1	0	2	1
	PC2. assist in preparing the lists of different raw material, tools and equipment required from various departments	1	4	2	1
	PC3. assist in preparing the material movement plan highlighting the various departments involved	1	2	0	0
	PC4. assist in the timely compilation and handover of the materials, tools and equipment lists to the supervisor	0	2	2	0
	Assist in coordination with the concerned departments	2	8	4	1
	PC5. assist in the material selection and movement briefing	1	4	2	1
	PC6. assist in handover of the material lists and material movement plans to the concerned department	1	2	0	0
	PC7. ensure adherence to defined timelines as per plan and report anomalies if any	0	2	2	0
	Assist in selection of materials as per list and quality checking	6	26	14	1
	PC8. assist in the identification, measurement and marking of material such as wood, panels, etc.	1	4	2	1
	PC9. assist in identification and checking of different architectural hardware & fittings	1	4	2	0
PC10. assist in identification and checking of material for finishing	1	4	2	0	
PC11. assist in identification and checking of material for upholstery	1	4	2	0	

	PC12. assist in identification and checking of tools & equipment, spares, etc.	1	4	2	0
	PC13. assist in identification and checking of semi finished & finished goods	1	4	2	0
	PC14. assist in ensuring quality of materials and report in case of any anomalies	0	2	2	0
	Assist in loading, movement and unloading operations	2	10	6	1
	PC15. interpret the material loading and unloading instruction sheet received from the supervisor.	0	2	2	0
	PC16. arrange the appropriate handling equipment for loading and unloading materials.	1	2	0	1
	PC17. use the handling equipment to shift the material from the loading/ unloading bay to the designated area.	1	4	2	0
	PC18. assist in the maintaining records, timely compilation and handover of the documents to concerned department & supervisor	0	2	2	0
	NOS Total	13	52	30	5
FFS/N0903: Assist in setting up the work area as per required operation and managing it	Assist in setting up the work area	6	20	8	2
	PC1. assist in preparing the work area for the defined operation as per supervisor's instruction	0	6	4	0
	PC2. assist in unpacking, arranging the materials, furniture parts, and tools & equipment etc.	2	4	4	0
	PC3. ensure the use of appropriate containers to store or carry rivets, bolts, drift pins, and similar items.	2	4	0	1
	PC4. ensure that all the materials and equipment are duly checked and stacked properly as per the required work area setup plan	2	6	0	1
	Assist in managing the work area	8	36	18	2
	PC5. assist in management of the material, tools & equipment and other semi-finished/finished products	2	6	2	0
	PC6. assist in given task or operation as per instructions of the supervisor	0	6	4	0
	PC7. assist in measurement and maintenance of semi-finished parts & finished goods	2	6	4	1
	PC8. ensure cleaning of the work area at required intervals and before the project handover.	2	6	4	1
	PC9. assist in collecting, storing, and removing combustible waste products at the end of each work shift.	2	6	0	0
PC10. assist in proper record keeping of materials, tools, and equipment for each workday	0	6	4	0	
	NOS Total	14	56	26	4
FFS/N8201: Follow health, safety, and greening practices at the worksite	Maintain cleanliness of the worksite	3	4	3	2
	PC1. ensure adequate stock of cleaning materials and consumables	1	2	-	1
	PC2. identify and report poor organizational practices with respect to hygiene, food handling, cleaning	1	-	-	1
	PC3. ensure that the trash cans or waste collection points are cleared every day	1	2	3	-
	Follow health and safety procedures	5	6	4	1
PC4. use appropriate personal protective equipment compatible with the work and compliant to relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, etc.	3	3	4	-	

	PC5. use emergency equipment in accordance with manufacturers' specifications as per requirement	2	3	-	1
	Maintain personal hygiene	4	4	5	0
	PC6. follow the dress code of the worksite	2	2	3	-
	PC7. wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	2	2	2	-
	Precautionary measures to avoid work hazards	12	19	0	2
	PC8. follow the displayed safety signs at the worksite	3	2	-	1
	PC9. undertake the safety measures and checks while handling any electrically powered tools & equipment, etc	3	7	-	1
	PC10. ensure the usage of harmful chemicals inside work area as per the specified guidelines only	1	3	-	-
	PC11. ensure safe handling and disposal of waste and debris	3	3	-	-
	PC12. undertake correct ways while lifting or movement of the heavy material from one place to another	2	4	-	-
	Ensure material conservation and optimization of resources	11	7	8	0
	PC13. ensure optimal material utilization in the specific processes	3	2	-	-
	PC14. implement the suggested ways to conserve and re-use water	3	2	2	-
	PC15. ensure to keep the electrical appliances in OFF position when not in use	2	-	3	-
	PC16. carry out routine cleaning of tools, machines, and equipment as per instruction	3	3	3	-
	NOS Total	35	40	20	5
DGT/VSQ/N0101: Employability Skills (30 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	1	3	-	-
	PC3. explain 21st Century Skills such as Self Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	Basic English Skills	2	3	-	-
	PC4. speak with others using some basic English phrases or sentences	-	-	-	-
	Communication Skills	1	1	-	-
	PC5. follow good manners while communicating with others	-	-	-	-
	PC6. work with others in a team	-	-	-	-
	Diversity & Inclusion	1	1	-	-
	PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC8. report any issues related to sexual harassment	-	-	-	-
Financial and Legal Literacy	3	4	-	-	
PC9. use various financial products and services safely and securely	-	-	-	-	
PC10. calculate income, expenses, savings etc.	-	-	-	-	

	PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
	<i>Essential Digital Skills and laws</i>	4	6	-	-
	PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
	PC13. use internet and social media platforms securely and safely	-	-	-	-
	<i>Entrepreneurship</i>	3	5	-	-
	PC14. identify and assess opportunities for potential business	-	-	-	-
	PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
	<i>Customer Service</i>	2	2	-	-
	PC16. identify different types of customers	-	-	-	-
	PC17. identify customer needs and address them appropriately	-	-	-	-
	PC18. follow appropriate hygiene and grooming standards	-	-	-	-
	<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
	PC19. create a basic biodata	-	-	-	-
	PC20. search for suitable jobs and apply	-	-	-	-
	PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
	NOS Total	20	30	0	0
FFS/N0904: Assist in operation of store or warehouse	<i>Assist in receipt, storage & dispatch of material as per established procedures and standards</i>	6	20	10	2
	PC1. assist in receiving and inspecting all incoming goods, as per quality & quantity specifications	2	4	4	1
	PC2. assist in preparing the goods for storage or distribution as per workplace procedures	0	4	4	0
	PC3. assist in loading, unloading, and packaging of the goods	2	4	0	0
	PC4. assist in coordinating the dispatch of good to concerned department internally, ensuring they are duly packaged and labelled/tagged	2	4	0	0
	PC5. assist in dispatch of the rejected goods to the vendor, ensuring they are duly packaged and labelled	0	4	2	1
	<i>Assist in managing the inventory and stock of store or warehouse</i>	4	16	12	1
	PC6. assist in monitoring the inventory levels and ensuring that all items are properly stored and accounted for	0	4	0	0
	PC7. assist in conducting regular stock checks, reconciling inventory records, identifying discrepancies or potential shortages	2	4	4	1
	PC8. assist in maintaining accurate records of all inventory transactions, including receipts, storage, and dispatch	2	4	4	0
	PC9. assist in ensuring that all orders are processed accurately and in timely manner	0	4	4	0
	<i>Assist in cleaning and maintenance of the store or warehouse area</i>	6	12	8	3
	PC10. assist in ensuring that all storage areas are kept clean, organised, and free from hazards	2	4	2	1
	PC11. assist in maintenance of all the equipment and machinery used in the store or warehouse are in good working order	2	4	4	1
PC12. dispose of unwanted materials based on waste disposal procedures.	2	2	0	1	
PC13. take note of inputs/feedback from the supervisor to incorporate and maintain the requisite documents	0	2	2	0	

	NOS Total	16	48	30	6
FFS/N0905: Assist in Wood working Operations	<i>Assist in preparing the work area for fabrication/installation</i>	4	16	6	1
	PC1. interpret task requirements from work docket/job card and supervisor's instructions to plan resources	0	2	1	0
	PC2. assist in selecting and organizing the required material, tools and equipment, architectural hardware, etc. including personal protective equipment	1	4	2	1
	PC3. assist in unpacking the materials/furniture parts delivered at the workplace as per the given instructions	1	2	0	0
	PC4. assist in setting up the work area appropriate to the required fabrication/installation operation	0	2	1	0
	PC5. install the wall and floor safety/protection material to prevent damage to the floor/walls/individuals	1	4	2	0
	PC6. ensure safety and proper functioning of the power socket for the usage of power tools before initiating work	1	2	0	0
	<i>Assist in woodworking, assembly & installation operations</i>	7	28	18	3
	PC7. interpret different product components required in the operation, as per design docket, product samples, etc.	1	2	2	0
	PC8. prepare accurate joints and intersections using appropriate hand and power tools according to workplace procedures	1	4	2	0
	PC9. perform edge banding on the edges of the parts to prepare the finished edges as per requirement	0	2	2	0
	PC10. assist in placing all the furniture parts and hardware appropriately based on requirements during the assembling of parts	1	0	2	0
	PC11. assist in performing furniture assembly and installation using specified hardware and fittings.	1	4	2	0
	PC12. ensure the proper functioning of the hardware fittings, and make necessary adjustments.	1	4	2	1
	PC13. perform smoothing/sanding of product surface using an orbital sanding machine and abrasive papers.	1	4	2	1
	PC14. assist in preparing materials such as stains, finishes, polishes, waxes and fillers for application on parts/furniture	1	4	2	1
	PC15. assist in repairs and restoration of furniture by stripping old finishes, repairing damage, sanding, and refinishing etc.	0	4	2	0
	<i>Assist in cleaning the work area and handover</i>	2	10	3	2
	PC16. ensure that the work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures	1	4	1	1
	PC17. dispose of unwanted materials based on waste disposal procedures.	1	2	0	1
PC18. assist in ensuring the job work gets packaged/stored/tagged and sent to the next phase per workplace procedures.	0	2	1	0	
PC19. take note of inputs/feedback from the supervisor to incorporate and maintain the requisite documents	0	2	1	0	
	NOS Total	13	54	27	6

FFS/N0906: Assist in machine shop operations & general maintenance	<i>Assist in preparing the work area for machine operation</i>	4	12	6	1
	PC1. interpret task requirements from work docket/job card, and supervisor's instructions to plan resources	0	4	2	0
	PC2. assist in arranging the pre-requisites (like panels, edge bands, templates, hardware fittings, etc.) required to perform the machine operation, including personal protective equipment	2	4	2	0
	PC3. assist in stacking and maintaining of templates, panels, off cuts and other materials at the machine workshop	2	4	2	1
	<i>Assist in machine setup and pre-operative checks</i>	10	12	6	2
	PC4. assist in setting up machine tools (like blades, bits, edge bands, adhesives, cutters, etc.) for precision, set, operation, and safety during machine operation	2	2	2	1
	PC5. assist in performing basic pre-operative checks as per instructions manual	2	4	2	1
	PC6. interpret different product components required for operations	2	4	0	0
	PC7. assist in material handling while performing machine operation	2	2	0	0
	<i>assist in other machine operations as per supervisor's instructions</i>	2	0	2	0
	<i>Assist in assembly and QC operations</i>	4	8	4	0
	PC8. assist in furniture assembly using specified architectural hardware and fittings, tools and equipment	2	4	2	0
	PC9. assist in performing quality check operations and making adjustments	2	4	2	0
	<i>Assist in cleaning the work area and handover</i>	6	14	8	3
	PC10. assist in ensuring the job work gets packaged/stored/tagged and sent to the next phase per workplace procedures.	0	2	2	0
	PC11. ensure that the work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures	2	4	2	1
	PC12. dispose of unwanted materials based on waste disposal procedures.	2	2	0	1
PC13. assist in performing machine maintenance, routine checks and repair operations	2	4	2	1	
PC14. take note of inputs/feedback from the supervisor to incorporate and maintain the requisite documents	0	2	2	0	
	NOS Total	24	46	24	6
FFS/N0907: Assist in furniture finishing operations	<i>Assist in preparing the work area for furniture finishing work</i>	4	12	6	2
	PC1. interpret task requirements from work docket/job card, and supervisor's instructions pertaining to finish, colour, design, etc. to plan resources	0	4	2	0
	PC2. assist in selecting required materials, tools, and equipment for surface finishing operation	2	4	2	1
	PC3. assist in performing a quality check of the furniture item/frame to meet the quality and quantity requirements for surface finishing operation.	2	4	2	1
	<i>Assist in performing pre-operation checks</i>	6	8	6	1
	PC4. interpret the finish process requirement based on the finishing matrix or product samples	2	0	2	0
	PC5. inspect for any wear and tear of furniture products for finishing work requirements.	2	4	2	1
PC6. use correct application techniques to fill the identified area (cracks, holes, or joints) smoothly and evenly.	2	4	2	0	

	<i>Assist in sanding & surface coating operation</i>	6	16	8	1
	PC7. identify and select appropriate sanding paper grades based on job work requirements.	2	4	2	1
	PC8. perform smoothing/sanding of product surface using appropriate sanding paper, or hand tools, power tools, or equipment	2	4	2	0
	PC9. apply industry-standard coatings using brushes, and spray guns	0	4	2	0
	PC10. assist in quality check of the products/parts	2	4	2	0
	<i>Assist in cleaning the work area and handover</i>	4	12	6	2
	PC11. assist in ensuring the job work gets packaged/stored/tagged and sent to the next phase per the workplace procedures.	0	2	2	0
	PC12. ensure that the work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures	2	4	2	1
	PC13. dispose of unwanted materials based on waste disposal procedures.	2	4	0	1
	PC14. take note of inputs/feedback from the supervisor to incorporate and maintain the requisite documents	0	2	2	0
	NOS Total	20	48	26	6
FFS/N0908: Assist in Upholstery Operations	<i>Assist in preparing the work area for upholstery work</i>	4	10	6	1
	PC1. interpret task requirements from work docket/job card, and supervisor's instructions pertaining to design, fabrics, foam, accessories, etc. to plan resources	0	4	2	0
	PC2. assist in selecting and inspecting shears, cutting devices, knives, or blades for precision, set, operation, and safety.	2	2	2	1
	PC3. assist in performing a quality check of the raw frames/product parts/furniture item etc. to meet guidelines	2	4	2	0
	<i>Assist in performing basic upholstery operations</i>	14	22	14	3
	PC4. interpret the individual parts of the upholstered frames to determine upholstered areas based on product drawings/ samples.	2	0	2	0
	PC5. measure the upholstered frames in conformity with drawing/sample specifications, product specifications, etc.	2	4	2	1
	PC6. assist in webbing using the appropriate hand or power tools, etc.	2	4	2	0
	PC7. assist in foam cutting using the appropriate hand or power tools, etc.	2	4	2	0
	PC8. assist in fabric/leather fitting using the appropriate hand or power tools, etc.	2	4	2	0
	PC9. inspect for any defects/marks on the surface of the finished upholstered parts/furniture	2	4	2	1
	PC10. perform the measurement, marking, stacking, and storing of raw materials after upholstery operations and fill in the details in the storage database.	2	2	2	1
	<i>Assist in cleaning the work area and handover</i>	6	14	4	2
	PC11. assist in ensuring the job work gets packaged/stored/tagged and sent to the next phase per workplace procedures.	0	4	0	0
	PC12. ensure that the work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures	2	4	2	1
PC13. perform cleaning of the finished product thoroughly before handover.	2	2	0	0	
PC14. dispose of unwanted materials based on waste disposal procedures.	2	2	0	1	
PC15. take note of inputs/feedback from the supervisor to incorporate and maintain the requisite documents	0	2	2	0	

	NOS Total	24	46	24	6
FFS/N0909: Assist in Furniture Packaging Operations	<i>Assist in preparing the work area for packaging</i>	6	12	6	1
	PC1. interpret task requirements from work docket/job card and supervisor's instructions pertaining to product packaging, transportation, and installation, to plan resources	2	4	2	0
	PC2. perform safe lifting and handling of product parts from different departments in designated packaging bay.	2	4	2	0
	PC3. assist in performing a quality check of the finished furniture item/product to meet the quality according to workplace procedures	2	4	2	1
	<i>Assist in packaging and quality check operations</i>	8	22	8	2
	PC4. assist in dismantling/reassembly of furniture pieces based on packaging requirements.	0	4	2	0
	PC5. assist in measuring products/parts, identifying different sizes, etc. to compute packaging material requirements.	2	4	2	1
	PC6. assist in arranging product parts based on the cutting list for packaging.	0	4	0	0
	PC7. assist in packaging and wrapping furniture items, using hand tools, power tools or machines, in accordance with workplace procedures	2	4	2	0
	PC8. assign proper signages, such as fragile/valuable items, safety/warning signs, handling & assembly instructions, etc.	2	4	0	1
	PC9. ensure that the boxes are sealed, labelled, and transported in accordance with workplace procedures.	2	2	2	0
	<i>Assist in cleaning the work area and handover</i>	8	16	8	3
	PC10. assist in ensuring the job work gets packaged/stored/tagged and sent to the next phase per workplace procedures.	2	4	2	0
	PC11. ensure that the work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures	2	4	2	1
	PC12. perform cleaning of the finished product thoroughly before handover. <i>dispose of unwanted materials based on waste disposal procedures.</i>	2 2	0 4	2 0	1 1
PC13. take note of inputs/feedback from the supervisor to incorporate and maintain the requisite documents	0	4	2	0	
	NOS Total	22	50	22	6
FFS/N0910: Assist in Installation Operations for Furniture, Fixtures & Fittings	<i>Assist in preparing the worksite for installation</i>	6	14	7	1
	PC1. interpret task requirements from work docket/job card and supervisor's instructions pertaining to product assembly & installation to plan resources	0	2	1	0
	PC2. assist in identifying the piece/s of furniture that needs to be installed, including the name, model number, and any other relevant information.	0	2	1	0
	PC3. assist in selecting and organizing the tools and materials required for the installation, including any special equipment or hardware that may be necessary, and personal protective equipment	2	2	1	1
	PC4. assist in loading, unloading, material movement, unpacking the materials/furniture parts/furniture/other products as per given instructions	0	2	1	0
	PC5. assist in setting up the work area appropriate to the installation requirement	2	2	1	0
	PC6. install the wall and floor safety/protection material to prevent damage to the floor/walls/individuals	0	2	2	0

PC7. ensure safety and proper functioning of the power socket for the usage of power tools before initiating work	2	2	0	0
Assist in assembly & installation of furniture, fixtures & fittings	14	20	16	3
PC8. align different product components & hardwares based on assembly sequence	0	2	0	0
PC9. assist in making cut-outs for electrical outlets, plumbing points, and other arrangements.	0	2	2	0
PC10. assist in assembling the various components of the furniture	2	2	2	0
PC11. assist in installation of the architectural hardwares & fittings	2	2	2	1
PC12. assist in installation of different types of Doors & Windows, aluminium, UPVC, etc.	2	2	2	0
PC13. assist in installation of different types of floorings, etc.	2	2	2	1
PC14. assist in installation of the fixtures	2	2	2	0
PC15. assist in installing and fixing the assembled parts/furniture at the designated place	2	2	2	0
PC16. assist in testing the furniture & fittings if it is installed properly and functioning properly, make necessary adjustments if required	0	2	2	0
PC17. inspect and mark defects, if any, such as gaps, scratches, loose parts, etc. on the installed furniture.	2	2	0	1
Assist in cleaning the work site and handover	6	8	3	2
PC18. ensure timely completion of the assigned task	0	2	1	0
PC19. ensure that the work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures	2	2	0	1
PC20. assist in cleaning and covering the finished product, if required, thoroughly before handover	2	0	1	0
PC21. dispose of unwanted materials based on waste disposal procedures.	2	2	0	1
PC22. take note of inputs/feedback from the supervisor/client to incorporate and maintain the requisite documents	0	2	1	0
NOS Total	26	42	26	6
Grand Total	245	556	287	62

Annexure 7: 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 in gauging a candidate's performance, a holistic approach for Assessment is essential. We have devised a multi-tier process to keep track of candidate's overall progress at various stages. While a few techniques are imbibed as part of the training delivery program, others are explicit testing methods. 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 regularly to gauge the candidate's progress during the training program. These are a mix of Theory & 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. The Trainer can consult the Master Trainer/ Program Mentor regarding training delivery or conducting periodic assessments.

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

2. External

A. Assessment Partners/ Freelance Assessors:

Assessment Partners shall mandatorily conduct an external assessment via ToA certified Assessors or ToA certified Freelance Assessors. There are three critical 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 & Assessment Team or any other assigned authority by FFSC may conduct surprise or planned visits and checks from a quality assurance and monitoring perspective.

The requirements and details of each stage are 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 essential to be compiled:

- a. Check the availability of the Lab Equipment for the particular Job Role as per the mode of conducting the 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 & Assessment Monitoring Team for Assessment Quality Assurance checks.
- g. Ensure evidence of conducting Assessment gathered as per FFSC protocol:

- i. Time-stamped & 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 & geotagged assessment (Theory + Viva + Practical) photographs & 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 & photographs of the Assessment are uploaded/accessed from Cloud Storage
- d. Soft copies of the documents & 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.

Annexure 8: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training
MEP	Mechanical Electrical Plumbing
CAD	Computer-Aided Design
PwD	Person with Disability
POSH	Prevention Of Sexual Harassment
OHS	Occupational Health and Safety

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.