



QUALIFICATION FILE

Multipurpose Draughtsperson (Design and Build)

- 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 Draughtsperson (Design and Build)																												
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-00818-2023-V1-FFSC	5. NCrF/NSQF Level: 3																											
6.	Award (Certificate/ Diploma/ Advance Diploma/ Any Other)	Certificate																												
7.	Brief Description of the Qualification	Multipurpose Draughtsperson is responsible for assisting in converting designs received by the supervisors into 2D/ 3D drawings. They also assist in performing site surveys and measurements and maintaining the documentation work. They work under the instructions of supervisors. This individual may choose a specialization from a range of options, such as interior design, furniture design, and product design.																												
8.	Eligibility Criteria for Entry for Student/ Trainee/ Learner/ Employee	<p>a. Entry Qualification & Relevant Experience:</p> <table border="1"> <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>1.5 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)	1.5 years of relevant experience
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9.	Credits Assigned to this Qualification, Subject to Assessment	23	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="465 507 2136 654"> <thead> <tr> <th data-bbox="465 507 880 571">Training Delivery Modes</th> <th data-bbox="880 507 1115 571">Theory (Hours)</th> <th data-bbox="1115 507 1350 571">Practical (Hours)</th> <th data-bbox="1350 507 1601 571">OJT Mandatory (Hours)</th> <th data-bbox="1601 507 1933 571">OJT Recommended (Hours)</th> <th data-bbox="1933 507 2136 571">Total (Hours)</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 571 880 619">Classroom (offline)</td> <td data-bbox="880 571 1115 619">55</td> <td data-bbox="1115 571 1350 619">263</td> <td data-bbox="1350 571 1601 619">270</td> <td data-bbox="1601 571 1933 619">0</td> <td data-bbox="1933 571 2136 619">588</td> </tr> <tr> <td data-bbox="465 619 880 654">Online</td> <td data-bbox="880 619 1115 654">56</td> <td data-bbox="1115 619 1350 654">46</td> <td data-bbox="1350 619 1601 654">0</td> <td data-bbox="1601 619 1933 654">0</td> <td data-bbox="1933 619 2136 654">102</td> </tr> </tbody> </table>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	55	263	270	0	588	Online	56	46	0	0	102
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	55	263	270	0	588																			
Online	56	46	0	0	102																			
13.	Aligned to NCO/ISCO Code/s	NCO-2015/3432.0100																						
14.	Progression path after attaining the qualification	<p>Professional Progression (Vertical): It has multiple options to choose from as a career progression. The career progression chart is attached as an supporting document to this qualification.</p> <p>Academic Progression (Vertical): Courses on Designing and Draughting at NSQF Level 4 (UG/Diploma/Ad. Diploma Courses)</p>																						
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	Offering specialized training programs and workshops specifically designed to enhance the technical skills required in the field can attract and empower women to pursue a career in interior design. These programs should provide comprehensive education on drafting techniques, software proficiency, spatial planning, and other essential skills. Additionally, creating mentorship opportunities where experienced women draughtspersons can guide and support aspiring female professionals can help bridge the gender gap in the industry. By emphasizing skill development and providing mentorship, women can be empowered to excel in the field of interior design as capable and confident draughtspersons.	
19.	Are Greening/ Environment Sustainability Aspects Covered	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Covered under the NOS: FFS/N8205 – Follow workplace health, safety, and environmental procedures 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 9 and 10 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 conducting the site recce for designing and drafting purpose	NOS Code: FFS/N0235 Version No. 1	Core	3	2	12	48	0	0	60	20	44	32	4	100	25
3.	Assist in preparing the designs and drawings as per the specifications	NOS Code: FFS/N0236 Version No. 1	Core	3	2	12	48	0	0	60	20	48	32	0	100	30
4	Follow health and safety practices	NOS Code: FFS/N8205 Version No. 3	Non- Core	3	1	12	18	0	0	30	32	38	22	8	100	10
5	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	10
Duration (in Hours) / Total Marks					8	75	165	0	0	240	92	160	86	12	350	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 site recce, designing, draughting and documentation of the Interior Design Project	NOS Code: FFS/N0237 Version No. 1	Core	3	5	12	48	90	0	150	22	54	20	4	100	25
2	Assist in site recce, designing, draughting and documentation of the Furniture Design Project	NOS Code: FFS/N0238 Version No. 1	Core	3	5	12	48	90	0	150	24	44	26	6	100	25
3	Assist in designing, draughting and documentation of the Product Design Project	NOS Code: FFS/N0239 Version No. 1	Core	3	5	12	48	90	0	150	24	50	22	4	100	25
Duration (in Hours) / Total Marks					15	36	144	270	0	450	70	148	68	14	300	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.	Trainer's Qualification and experience in the relevant sector (in years)	<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 (Civil, Mechanical), Architecture, Interior Design, Furniture Designing/Manufacturing or Any other Discipline with 2 years' relevant experience (Industry) ○ Preferred: <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 2: I.T.I</p> <ul style="list-style-type: none"> ○ Interior Designing/Architectural Drafting with 3 years' relevant experience (Industry) ○ 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 3: Diploma</p> <ul style="list-style-type: none"> ○ Interior Designing/Architectural Drafting with 3 years' relevant experience (Industry) ○ 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 4: Certificate-NSQF</p> <p>a. NSQF Level 3- Multipurpose Draughtsperson (Design and Build) (FFS/Q0202) 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- Draughtsperson (Interior Design) (FFS/Q0202) 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.
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 (Civil, Mechanical), Architecture, Interior Design, Furniture Designing/Manufacturing or Any other Discipline with 2 years' relevant experience (Industry) ○ Preferred: <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 2: I.T.I</p> <ul style="list-style-type: none"> ○ Interior Designing/Architectural Drafting with 3 years' relevant experience (Industry) ○ 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 3: Diploma</p> <ul style="list-style-type: none"> ○ Interior Designing/Architectural Drafting with 3 years' relevant experience (Industry) ○ Preferable: <ul style="list-style-type: none"> ● 1 year experience (Teaching)
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		<ul style="list-style-type: none"> Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills. <p>Scenario 4: Certificate-NSQF</p> <p>c. NSQF Level 3- Multipurpose Draughtsperson (Design and Build) (FFS/Q0202) 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- Draughtsperson (Interior Design) (FFS/Q0202) 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.
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. 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. 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.	<p>Number of Industry validation provided: 33 (Details in Annexure 3)</p>
5.	<p>Estimated nos. of persons to be trained and employed: Refer to Annexure 4</p>
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"> • Design Fundamentals • Design History and Trends • Building and Construction Basics • Ergonomics and Human-Centered Design • Sustainable Design • Furniture and Product Design Fundamentals • Material Science • Codes and Regulations • Computer-Aided Design (CAD) Software and tools • Industry Research and Professional Development 	<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 skills requirements:</p> <ul style="list-style-type: none"> • Operating CAD Software's • Manual Drafting Skills • Building Information Modeling (BIM). • Lighting Design skills • Technical Drawing Conventions skills • Construction and Manufacturing skills • 3D Modelling and Prototyping • Mood board and layout preparation skills • Site survey and recce skills • Measurement and marking proficiency 	<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

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 broad learning outcomes of the job roles are:</p> <ul style="list-style-type: none"> • Assist in conducting the site recce for designing and drafting purpose • Assist in preparing the designs and drawings as per the specifications • Follow health and safety practices • Follow employability skills while working at the worksite • Assist in site recce, designing, draughting and documentation of the Interior Design Project • Assist in site recce, designing, draughting and documentation of the Furniture Design Project • Assist in designing, draughting and documentation of the Product Design Project 	<p>The core skills of Multipurpose draughtsperson emphasize the technical drawing proficiency needed to create accurate and detailed drafts using manual tools. Additionally, the knowledge of design principles, material properties, and space planning ensures the creation of aesthetically appealing and functional design drafts. The ability to assist in visualizing designs in 3D, understanding building codes and regulations, and effectively collaborate and communicate with stakeholders are crucial skills specified at this level. Problem-solving, creativity, project management, and industry awareness are also highlighted as essential competencies. By adhering to these descriptors, a multipurpose draughtsperson can meet the diverse demands of interior design, furniture design, and product design, making them a valuable asset in these fields.</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"> • Assist in conducting site assessment and recce for specific projects. • Assist in performing measurement and marking at worksite • Assist in performing designing and drafting work for specific projects • Assist in performing record-keeping for specific projects • Assist in performing day to day tasks as delegated by the supervisor while required minimal expertise and repetitive work. • Assisting in maintaining health, safety, cleanliness, and hygiene at 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>	<p>3</p>
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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	Drafting Table	Type: Adjustable drafting table, Material: Wood/Steel	20
2	Pencil Colors	Type: Colored pencils, Set: 24 colors	4
3	Water/Poster Colors	Type: Watercolor/Poster colors, Set: 12 colors	4
4	Pastel/Wax Colors	Type: Pastel/Wax colors, Set: 16 colors	4
5	Drawing Pencil	Type: Drawing pencil, Hardness: HB	20
6	Geometry Box	Type: Geometry box, Contents: Compass, Protractor, etc.	20
7	Measuring Ruler (30 cm)	Type: Measuring ruler, Length: 30 cm	20
8	Drafter Kit	Type: Drafter kit, Includes: T-square, Triangles, etc.	20
9	Software- 2D Designing	Type: 2D Designing Software, e.g., AutoCAD	20
10	Software- MS Office	Type: MS Office Software	20
11	Measurement Tape (5m)	Type: Measurement tape, Length: 5 meters	20
12	Laser Tape	Type: Laser measuring tape	4
13	Masking Tape	Type: Masking tape, Width: 1 inch	4
14	Notebook	Type: Spiral-bound notebook, Size: A4	20
15	Sketch Book	Type: Sketchbook, Paper: Acid-free, Size: A4	20
16	Folders (A4)	Type: Folders, Size: A4	4
17	Plain Papers (A4)	Type: Plain papers, Size: A4	1
18	Sheets (A1/A2)	Type: Drawing sheets, Size: A1/A2	100
19	Type of Wood	Examples: Oak, Maple, Pine	4
20	Types of Veneers	Examples: Walnut veneer, Oak veneer	4
21	Types of Laminates	Examples: High-pressure laminate, Low-pressure laminate	4
22	Types of Metal	Examples: Aluminum, Steel	4
23	Types of Ply	Examples: Marine Plywood, Birch Plywood	4
24	Types of Wood Derivatives	Examples: MDF (Medium Density Fiberboard), Block boards, Particle boards	4

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	advaitarchitecture@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	Archistocc Designs Pvt. Ltd.	Mr. Chander Tarachand Devraj	Director	Ahmedabad	9033011559	chander@archistocc.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	karanvirvasudeva@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 & Constlants	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	2500	1000	1000	0	0
24-25	10000	5000	3000	3000	0	0
25-26	10000	5000	3000	3000	0	0

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/N0235: Assist in conducting the site recce for designing and drafting purpose	<i>Assist in the site assessment</i>	10	30	14	3
	PC1. interpret the work instructions and prepare accordingly	0	6	2	0
	PC2. arrange pre-requisite materials and equipment required for the recce	2	8	0	1
	PC3. assist in evaluating the site conditions, including terrain, accessibility, and existing structures	2	0	4	1
	PC4. Assist in identifying potential risks, hazards, and environmental considerations	2	8	0	1
	PC5. Assist in documenting and report findings accurately and comprehensively	2	0	4	0
	PC6. Assist in analysing the site layout and dimensions in relation to the project requirements	2	8	4	0
	<i>Assist in measurement, marking and documentation</i>	10	14	18	1
	PC7. Assist in marking as per the specified layouts and instructions	2	6	2	1
	PC8. Assist in documenting site details, measurements and observations	2	0	4	0
	PC9. Capture photographs or videos to support the site assessment	0	8	0	0
	PC10. organise and maintain site recce records for future reference	2	0	4	0
PC11. ensure accuracy and clarity of documentation	2	0	4	0	

	PC12. Assist in preparing a comprehensive report summarizing the site assessment findings	2	0	4	0
	NOS Total	20	44	32	4
FFS/N0236: Assist in preparing the designs and drawings as per the specifications	<i>Assist in drafting and designing as per instructions</i>	10	12	20	0
	PC1. ensure effective interpretation of the design concepts and instructions	2	0	4	0
	PC2. ensure effective interpretation of the design concepts and instructions	2	6	4	0
	PC3. assist in layout designing for mood boards and models development	2	6	4	0
	PC4. ensure accuracy and completeness of drawings, including dimensions, annotations, symbols, supporting documents	2	0	4	0
	PC5. timely completion of assigned drafting tasks and projects and reporting to concerned authority	2	0	4	0
	<i>Assist in proper documentation and record-keeping</i>	6	18	4	0
	PC6. maintain organised and up-to-date project files and drawings, with record of design changes, revisions, and version control	0	6	0	0
	PC7. ensure consistency of drawings and design documentation in line with organisational policies	2	0	4	0
	PC8. accurately operate and maintain the drawing and documentation library	2	6	0	0
	PC9. respond timely to queries and feedback from supervisors and assigned project stakeholders	2	6	0	0
	<i>Ensure self learning and professional development</i>	4	18	8	0
PC10. identify skills in draughting, design, and related technologies	2	6	0	0	

	PC11. stay updated with the latest software tools and techniques in the field of draughting and design	2	6	4	0
	PC12. actively participate in the training programs, workshops, or professional development activities	0	6	4	0
	NOS Total	20	48	32	0
FFS/N8205: Follow workplace health, safety, and environmental procedures	<i>Maintain cleanliness of the worksite</i>	4	4	3	4
	PC1. identify and report poor organizational practices with respect to hygiene, food handling, cleaning	2	2	-	2
	PC2. ensure that the trash cans or waste collection points are cleared every day	2	2	3	2
	<i>Follow health and safety procedures</i>	5	6	8	2
	PC3. comply with the health and safety legislation, regulations, and other relevant guidelines while working at all times	3	3	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.	2	3	4	1
	<i>Maintain personal hygiene</i>	4	4	5	0
	PC5. wear clean clothes as per the dress code of the worksite	2	2	3	-
	PC6. wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	2	2	2	
	<i>Precautionary measures to avoid work hazards</i>	12	16	0	2
PC7. Follow the displayed safety signs at the worksite	3	3	-	1	

	PC7. follow the displayed safety signs at the worksite				
	PC8. undertake the safety measures and checks while handling any electrically powered tools & equipment, etc	3	7	-	1
	PC9. ensure the usage of harmful chemicals inside work area as per the specified guidelines only	3	3	-	-
	PC10. ensure safe handling and disposal of waste	3	3	-	-
	Ensure material conservation and optimization of resources	7	8	6	0
	PC11. implement the suggested ways to conserve and re-use water	1	3	1	-
	PC12. ensure to keep the electrical appliances in OFF position when not in use	3	2	2	-
	PC13. carry out routine cleaning of tools, machines, and equipment as per instruction	3	3	3	-
	NOS Total	32	38	22	8
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	-	-	-	-
Essential Digital Skills and laws	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	-	-	-	-
Entrepreneurship	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/N0237: Assist in site recce, designing, draughting and documentation of the Interior Design Project	<i>Assist in conducting the site assessment and recce for the Interior design project</i>	6	12	4	0
	PC1. Interpret interior design project briefs and specifications	2	0	2	0
	PC2. assist in conducting the site assessment and recce for Interior design project	2	6	2	0
	PC3. collaborate with the concerned team members to clarify doubts about project objectives, scope of work	2	6	0	0
	<i>Assist in drafting and designing as per the specifications of the interior design project</i>	10	30	10	3
	PC4. assist in drafting layouts and drawings as per site survey and recce reports	2	6	2	1

	PC5. assist in creating detailed technical drawings i.e. 2D floors plans, elevations, perspectives, and interior drafts/drawings as per supervisor's instructions	2	6	2	1
	PC6. assist in design research by preparing basic visual references, such as images and samples	2	6	0	0
	PC7. modify, revise, edit, change drawings and drafts as per the instructions from supervisors	0	6	2	0
	PC8. ensure accuracy and completeness of the drawings like assembly details, construction details etc	2	6	2	0
	PC9. assist in ensuring compliance with building codes and regulations in interior design	2	0	2	1
	Assist in the preparation and record-keeping of the relevant documents	6	12	6	1
	PC10. maintain organised and up-to-date project files and drawings, with record of design changes, revisions, and version control	2	0	2	0
	PC11. prepare materials list, finishes list, accessories list, furniture list, hardware lists, etc. as per drawings specifications	2	6	0	1
	PC12. assist in preparing and maintaining drawing files and material library for interior design projects	0	6	2	0
	PC13. ensure adherence to organizational policies and procedures for design documentation management	2	0	2	0
	NOS Total	22	54	20	4
FFS/N0238: Assist in site recce, designing, draughting and documentation of the Furniture Design Project	Interpret scope of work as per the furniture design briefs and specifications	6	8	4	0
	PC1. interpret the design briefs and sketches for the furniture design project to understand the scope of work	2	0	2	0

PC2. collaborate with the concerned team members to clarify doubts about furniture materials, finishes, and manufacturing techniques, agencies involved & their roles	2	4	0	0
PC3. assist in conducting site assessment and recce of the space to determine optimal furniture placement and sizing for the purpose of design.	2	4	2	0
<i>Assist in drafting and designing as per the specifications of the furniture design project</i>	12	28	16	5
PC4. assist in developing, modifying, revising, editing, changing furniture drawings and drafts as per the instructions from supervisors	0	4	2	0
PC5. create accurate and detailed furniture design drawings, such as 2D perspectives, exploded views, part list, material lists, etc. using computer aided design (CAD) software and other relevant drafting tools	2	4	2	1
PC6. assist in preparing basic visual references, such as images and samples, to support design research	0	4	2	0
PC7. create hand-drawn sketches to visualize furniture design concepts and detail	2	4	2	1
PC8. incorporate specified materials, finishes, and other accessories into furniture drawings.	2	4	2	1
PC9. assist in incorporating dimensioning, tolerance, and assembly techniques (joinery, hardware, and finishing) in furniture drawings	2	4	2	1
PC10. apply principles of ergonomics and functionality in furniture design development based on supervisor instructions	2	4	2	1

	PC11. review the furniture design draughts against defined design criteria and principles.	2	0	2	0
	Assist in the preparation and record-keeping of the relevant documents	6	8	6	1
	PC12. maintain organised and up-to-date project files and drawings, with record of design changes, revisions, and version control	2	0	2	0
	PC13. prepare and maintain materials list, finishes list, accessories list, furniture list, hardware lists, etc. as per drawings specifications	2	4	0	1
	PC14. assist in preparing and maintaining drawing files and material library for furniture design projects	0	4	2	0
	PC15. ensure adherence to organizational policies and procedures for design documentation management	2	0	2	0
	NOS Total	24	44	26	6
FFS/N0239: Assist in designing, draughting and documentation of the Product Design Project	Interpret scope of work as per the product design briefs and specifications	6	8	4	0
	PC1. interpret the design briefs and sketches for the product design project to understand the scope of work	2	0	2	0
	PC2. collaborate with the concerned team members to clarify doubts about materials, finishes, and manufacturing techniques, agencies involved & their roles	2	4	0	0
	PC3. assist in conducting site assessment and recce as per the instructions	2	4	2	0
	Assist in drafting and designing as per the specifications of the product design project	12	32	12	3

PC4. assist in developing, modifying, revising, editing, changing drawings and drafts as per the instructions from supervisors	0	4	2	0
PC5. create accurate and detailed product design drawings, such as 2D perspectives, exploded views, part list, material lists, etc. using computer aided design (CAD) software and other relevant drafting tools	2	6	2	1
PC6. assist in preparing basic visual references, such as images and samples, to support design research	2	4	0	0
PC7. create hand-drawn sketches to visualize furniture design concepts and details	2	6	2	1
PC8. incorporate specified materials, finishes, and other accessories into drawings.	2	6	2	1
PC9. assist in incorporating dimensioning, tolerance, and assembly techniques (joinery, hardware, and finishing) in drawings	2	6	2	0
PC10. review the product design draughts against defined design criteria and principles.	2	0	2	0
Assist in the preparation and record-keeping of the relevant documents	6	10	6	1
PC11. maintain organised and up-to-date project files and drawings, with record of design changes, revisions, and version control	2	0	2	0
PC12. prepare and maintain materials list, finishes list, hardware lists, etc. as per drawings specifications	2	6	0	1
PC13. assist in preparing and maintaining drawing files and material library for product design projects	0	4	2	0
PC14. ensure adherence to organizational policies and procedures for design documentation management	2	0	2	0
NOS Total	24	50	22	4
Grand Total	162	308	154	26

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	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 organisation
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.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities