

Qualification Pack



Multipurpose Draughtsperson (Design and Build)

Interior Design/ Furniture Design/ Product Design

QP Code: FFS/Q0206

Version: 1.0

NSQF Level: 3

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FFS/Q0206: Multipurpose Draughtsperson (Design and Build)

Brief Job Description

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.

Personal Attributes

This job requires an individual to possess strong attention to detail, excellent communication skills, and the ability to collaborate effectively with supervisors and team members. They must be detail-oriented and must be good at documentation and record-keeping. The individual should be skilled in working with software and work with coordination.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N0235: Assist in conducting the site recce for designing and drafting purpose](#)
2. [FFS/N0236: Assist in preparing the designs and drawings as per the specifications](#)
3. [FFS/N8205: Follow workplace health, safety, and environmental procedures](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Electives (mandatory to select at least one):

Elective 1: Interior Design

1. [FFS/N0237: Assist in site recce, designing, draughting and documentation of the Interior Design Project](#)

Elective 2: Furniture Design

1. [FFS/N0238: Assist in site recce, designing, draughting and documentation of the Furniture Design Project](#)

Elective 3: Product Design

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1. [FFS/N0239: Assist in designing, draughting and documentation of the Product Design Project](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
Country	India
NSQF Level	3
Credits	23
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3432.0100
Minimum Educational Qualification & Experience	<p>10th grade pass with NA of experience OR 8th grade pass with 1 year of (NTC/ NAC) after 8th with NA of experience OR 8th grade pass and pursuing continuous schooling (in case of 2-year prog) with NA of experience OR 9th grade pass (and pursuing continuous schooling in regular school) with NA of experience OR 9th grade pass with 1 Year of experience OR 8th grade pass with 2 Years of experience OR 5th grade pass with 5 Years of experience OR Previous relevant Qualification of NSQF Level (Foundation course on Design-Build-Install at Level-2) with 1-2 Years of experience</p>
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	14 Years
Last Reviewed On	NA



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Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
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NQR Version	1

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FFS/N0235: Assist in conducting the site recce for designing and drafting purpose

Description

This unit describes the performance outcomes required to assist in site survey and recce.

Scope

The scope covers the following :

- Assist in the site assessment
- Assist in measurement, marking and documentation

Elements and Performance Criteria

Assist in the site assessment

To be competent, the user/individual on the job must be able to:

- PC1.** interpret the work instructions and prepare accordingly
- PC2.** arrange pre-requisite materials and equipment required for the recce
- PC3.** assist in evaluating the site conditions, including terrain, accessibility, and existing structures
- PC4.** assist in identifying potential risks, hazards, and environmental considerations
- PC5.** assist in documenting and report findings accurately and comprehensively
- PC6.** assist in analysing the site layout and dimensions in relation to the project requirements

Assist in measurement, marking and documentation

To be competent, the user/individual on the job must be able to:

- PC7.** assist in marking as per the specified layouts and instructions
- PC8.** assist in documenting site details, measurements and observations
- PC9.** capture photographs or videos to support the site assessment
- PC10.** organise and maintain site recce records for future reference
- PC11.** ensure accuracy and clarity of documentation
- PC12.** Assist in preparing a comprehensive report summarizing the site assessment findings

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses

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- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** how to interpret work instructions accurately.
- KU9.** the importance of following the specified sequence of tasks.
- KU10.** the materials and equipment commonly used for conducting site surveys and recce.
- KU11.** how to interpret the recce file and checklist for site survey
- KU12.** the specific procedures and protocols involved in conducting site surveys and recce.
- KU13.** the factors and variables that influence site conditions, such as terrain, accessibility, and existing structures.
- KU14.** common techniques and tools used for site evaluation, including measurements and observations.
- KU15.** the basics of applicable regulations, codes, and standards related to site evaluation in the relevant industry.
- KU16.** safety protocols and guidelines relevant to site evaluation activities.
- KU17.** the basics of various environmental considerations and sustainable practices relevant to the industry or task.
- KU18.** common risks and hazards at the worksite in the relevant industry or context.
- KU19.** the various documentation requirements during physical site survey and recce
- KU20.** the purpose and importance of recce/ site survey documenting and reporting findings.
- KU21.** the concept of site layout and its importance in project planning.
- KU22.** the principles of spatial analysis and measurement techniques relevant to site layout and dimensions.
- KU23.** the relevance of Mechanical, Plumbing, and Electrical (MEP) points with reference to building design and construction

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products



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- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in the site assessment</i>	10	30	14	3
PC1. interpret the work instructions and prepare accordingly	-	6	2	-
PC2. arrange pre-requisite materials and equipment required for the recce	2	8	-	1
PC3. assist in evaluating the site conditions, including terrain, accessibility, and existing structures	2	-	4	1
PC4. assist in identifying potential risks, hazards, and environmental considerations	2	8	-	1
PC5. assist in documenting and report findings accurately and comprehensively	2	-	4	-
PC6. assist in analysing the site layout and dimensions in relation to the project requirements	2	8	4	-
<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	-	4	-
PC9. capture photographs or videos to support the site assessment	-	8	-	-
PC10. organise and maintain site recce records for future reference	2	-	4	-
PC11. ensure accuracy and clarity of documentation	2	-	4	-
PC12. Assist in preparing a comprehensive report summarizing the site assessment findings	2	-	4	-
NOS Total	20	44	32	4

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0235
NOS Name	Assist in conducting the site recce for designing and drafting purpose
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQF Clearance Date	31/08/2023

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FFS/N0236: Assist in preparing the designs and drawings as per the specifications

Description

This unit describes the performance outcomes required to assist in preparing designs as per the specifications

Scope

The scope covers the following :

- Assist in drafting and designing as per instructions
- Assist in proper documentation and record-keeping
- Ensure self learning and professional development

Elements and Performance Criteria

Assist in drafting and designing as per instructions

To be competent, the user/individual on the job must be able to:

- PC1.** ensure effective interpretation of the design concepts and instructions
- PC2.** assist in drafting layouts and drawings as per site survey and recce reports.
- PC3.** assist in layout designing for mood boards and models development
- PC4.** ensure accuracy and completeness of drawings, including dimensions, annotations, symbols, supporting documents
- PC5.** timely completion of assigned drafting tasks and projects and reporting to concerned authority

Assist in proper documentation and record-keeping

To be competent, the user/individual on the job must be able to:

- PC6.** maintain organised and up-to-date project files and drawings, with record of design changes, revisions, and version control
- PC7.** ensure consistency of drawings and design documentation in line with organisational policies
- PC8.** accurately operate and maintain the drawing and documentation library
- PC9.** respond timely to queries and feedback from supervisors and assigned project stakeholders

Ensure self learning and professional development

To be competent, the user/individual on the job must be able to:

- PC10.** identify skills in draughting, design, and related technologies
- PC11.** stay updated with the latest software tools and techniques in the field of draughting and design
- PC12.** actively participate in the training programs, workshops, or professional development activities

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** specific design concepts and instructions relevant to the industry or context.
- KU9.** the terminology and jargon used in design concepts and instructions to facilitate effective interpretation.
- KU10.** different methods and techniques for interpreting design concepts and instructions effectively.
- KU11.** the specific drafting techniques, tools, and software used in the industry or context.
- KU12.** the principles of scale, proportion, and dimensioning in drafting layouts and drawings.
- KU13.** the symbols, notations, and conventions used in architectural or engineering drawings relevant to the project.
- KU14.** the concept of mood board and its importance in the project detailing work
- KU15.** the visual hierarchy, typography, color theory, and image selection in layout designing.
- KU16.** quality control and quality assurance processes to ensure the accuracy and completeness of drawings.
- KU17.** the importance of time management and work reporting for the assigned tasks
- KU18.** the importance of timely completion of drafting tasks and projects for meeting project deadlines and maintaining workflow efficiency.
- KU19.** the reporting procedures and communication protocols within the organization or project team.
- KU20.** the file management principles, including folder structures, naming conventions, and file formats.
- KU21.** the purpose and benefits of maintaining a record of design changes, revisions, and version control.
- KU22.** the organizational policies and standards related to drawings and design documentation.
- KU23.** the principles of design consistency, including visual elements, formatting, and layout.
- KU24.** the quality control procedures, including review processes, error checking, and verification.
- KU25.** the purpose and functions of a drawing and documentation library within the organization.
- KU26.** the library management principles, including classification systems, indexing, and cataloging techniques.
- KU27.** the usage of various digital document management systems and software used in the industry or context.

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- KU28.** the importance of timely responses to queries and feedback from supervisors and project stakeholders for effective communication and collaboration.
- KU29.** the communication protocols and channels used within the organization or project context.
- KU30.** the significance of active listening and comprehension skills to accurately understand and address queries and feedback.
- KU31.** different skills required in draughting, design, and related technologies and their significance in performing tasks effectively.
- KU32.** the industry trends for latest software tools and techniques in draughting and design.
- KU33.** the importance of ongoing training, workshops, and professional development activities in enhancing knowledge, skills, and professional growth

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in drafting and designing as per instructions</i>	10	12	20	-
PC1. ensure effective interpretation of the design concepts and instructions	2	-	4	-
PC2. assist in drafting layouts and drawings as per site survey and recce reports.	2	6	4	-
PC3. assist in layout designing for mood boards and models development	2	6	4	-
PC4. ensure accuracy and completeness of drawings, including dimensions, annotations, symbols, supporting documents	2	-	4	-
PC5. timely completion of assigned drafting tasks and projects and reporting to concerned authority	2	-	4	-
<i>Assist in proper documentation and record-keeping</i>	6	18	4	-
PC6. maintain organised and up-to-date project files and drawings, with record of design changes, revisions, and version control	-	6	-	-
PC7. ensure consistency of drawings and design documentation in line with organisational policies	2	-	4	-
PC8. accurately operate and maintain the drawing and documentation library	2	6	-	-
PC9. respond timely to queries and feedback from supervisors and assigned project stakeholders	2	6	-	-
<i>Ensure self learning and professional development</i>	4	18	8	-
PC10. identify skills in draughting, design, and related technologies	2	6	-	-
PC11. stay updated with the latest software tools and techniques in the field of draughting and design	2	6	4	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. actively participate in the training programs, workshops, or professional development activities	-	6	4	-
NOS Total	20	48	32	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0236
NOS Name	Assist in preparing the designs and drawings as per the specifications
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQF Clearance Date	31/08/2023

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FFS/N8205: Follow workplace health, safety, and environmental procedures

Description

This unit describes the performance outcomes required to assist in maintaining health, safety, cleanliness, and hygiene at the worksite.

Scope

The scope covers the following :

- Maintain cleanliness of the worksite
- Follow health and safety procedures
- Maintain personal hygiene
- Precautionary measures to avoid work hazards
- Ensure material conservation and optimization of resources

Elements and Performance Criteria

Maintain cleanliness of the worksite

To be competent, the user/individual on the job must be able to:

- PC1.** identify and report poor organizational practices with respect to hygiene, food handling, cleaning
- PC2.** ensure that the trash cans or waste collection points are cleared every day

Follow health and safety procedures

To be competent, the user/individual on the job must be able to:

- PC3.** comply with the health and safety legislation, regulations, and other relevant guidelines while working at all times
- 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

Maintain personal hygiene

To be competent, the user/individual on the job must be able to:

- PC5.** wear clean clothes as per the dress code of the worksite
- PC6.** wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.

Precautionary measures to avoid work hazards

To be competent, the user/individual on the job must be able to:

- PC7.** follow the displayed safety signs at the worksite
- PC8.** undertake the safety measures and checks while handling any electrically powered tools & equipment, etc
- PC9.** ensure the usage of harmful chemicals inside work area as per the specified guidelines only
- PC10.** ensure safe handling and disposal of waste

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Ensure material conservation and optimization of resources

To be competent, the user/individual on the job must be able to:

- PC11.** implement the suggested ways to conserve and re-use water
- PC12.** ensure to keep the electrical appliances in OFF position when not in use
- PC13.** carry out routine cleaning of tools, machines, and equipment as per instruction

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the process of raising grievance and its redressal mechanism
- KU10.** usage of different colours of dustbins based on the type of waste
- KU11.** the organization's legislative requirements and emergency procedures
- KU12.** the process and role in responding to an emergency situation in line with organizational procedures
- KU13.** importance of work ethics, dress code, and personal hygiene
- KU14.** various types of safety signs and what they mean
- KU15.** various types of safety signs and what they mean
- KU16.** the operational and relevant guidelines for usage and handling of tools and equipment and their serviceability procedures
- KU17.** the process of segregation of waste based on reusable and non-recyclable materials
- KU18.** common practices associated with conserving water and electricity
- KU19.** various housekeeping process and equipment used for cleaning worksite, tools and products

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.

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- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<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	-
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	-	2
PC7. follow the displayed safety signs at the worksite	3	3	-	1
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	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. ensure safe handling and disposal of waste	3	3	-	-
<i>Ensure material conservation and optimization of resources</i>	7	8	6	-
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

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8205
NOS Name	Follow workplace health, safety, and environmental procedures
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQF Clearance Date	31/08/2023

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DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

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

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

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

To be competent, the user/individual on the job must be able to:

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services



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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	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.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</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	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023



Qualification Pack

FFS/N0237: Assist in site recce, designing, draughting and documentation of the Interior Design Project

Description

This unit describes the performance outcomes required to assist in performing site recce, designing, draughting, and documentation of the Interior Design Project

Scope

The scope covers the following :

- Assist in conducting the site assessment and recce for the Interior design project
- Assist in drafting and designing as per the specifications of the interior design project
- Assist in the preparation and record-keeping of the relevant documents

Elements and Performance Criteria

Assist in conducting the site assessment and recce for the Interior design project

To be competent, the user/individual on the job must be able to:

- PC1.** Interpret interior design project briefs and specifications
- PC2.** assist in conducting the site assessment and recce for Interior design project
- PC3.** collaborate with the concerned team members to clarify doubts about project objectives, scope of work

Assist in drafting and designing as per the specifications of the interior design project

To be competent, the user/individual on the job must be able to:

- PC4.** assist in drafting layouts and drawings as per site survey and recce reports
- PC5.** assist in creating detailed technical drawings i.e. 2D floors plans, elevations, perspectives, and interior drafts/drawings as per supervisor's instructions
- PC6.** assist in design research by preparing basic visual references, such as images and samples
- PC7.** modify, revise, edit, change drawings and drafts as per the instructions from supervisors
- PC8.** ensure accuracy and completeness of the drawings like assembly details, construction details etc.
- PC9.** assist in ensuring compliance with building codes and regulations in interior design

Assist in the preparation and record-keeping of the relevant documents

To be competent, the user/individual on the job must be able to:

- PC10.** maintain organised and up-to-date project files and drawings, with record of design changes, revisions, and version control
- PC11.** prepare materials list, finishes list, accessories list, furniture list, hardware lists, etc. as per drawings specifications
- PC12.** assist in preparing and maintaining drawing files and material library for interior design projects
- PC13.** ensure adherence to organizational policies and procedures for design documentation management

Qualification Pack

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the importance of accurately interpreting and analyzing project specifications for successful project execution.
- KU9.** different types of interior design project briefs and specifications, such as residential, commercial, or institutional.
- KU10.** the importance of conducting a site assessment and recce in the context of an interior design project, including its impact on project planning, design decisions, and overall project success.
- KU11.** the role and responsibilities of different team members involved in the interior design project.
- KU12.** the importance of resolving doubts and clarifying project objectives and scope of work for successful project execution.
- KU13.** the role and importance of drafting layouts and drawings in interior design, including their significance in communicating design concepts, spatial arrangements, and technical specifications.
- KU14.** different types of technical drawings used in interior designing, including 2D floor plans, elevations, perspectives, and interior drafts/drawings.
- KU15.** the software tools and applications commonly used in interior designing for creating technical drawings, such as AutoCAD, SketchUp, or other similar software.
- KU16.** the purpose and importance of design research in interior designing.
- KU17.** various sources and methods for conducting design research, including online platforms, libraries, material catalogs, and industry publications.
- KU18.** the purpose and importance of modifying, revising, editing, and changing drawings and drafts in the context of interior designing.
- KU19.** the basics of design principles, techniques, and industry standards for creating and modifying drawings and drafts in interior design.
- KU20.** the importance of accuracy and completeness in drawings for interior designing, including assembly details, construction details, etc.
- KU21.** the importance of building codes and regulations in interior design and their impact on the safety, functionality, and aesthetics of the space.

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- KU22.** the applicable building codes and regulations related to interior design, including those related to structural, electrical, plumbing, fire safety, accessibility, and environmental considerations.
- KU23.** the importance of maintaining organized and up-to-date project files and drawings in interior design projects and the impact on project management, coordination, and future reference.
- KU24.** the relationship between drawing specifications and the corresponding lists of materials, finishes, accessories, furniture, and hardware.
- KU25.** different materials, finishes, accessories, furniture, and hardware commonly used in interior design projects.
- KU26.** the importance of accurate and organized drawing files and material library in interior design projects, including their role in project execution, coordination, and communication.
- KU27.** different types of drawing files and formats used in interior design projects, such as floor plans, elevations, sections, details, and 3D renderings.
- KU28.** the organization's policies and procedures for design documentation management, including document control, version control, and archiving protocols.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in conducting the site assessment and recce for the Interior design project</i>	6	12	4	-
PC1. Interpret interior design project briefs and specifications	2	-	2	-
PC2. assist in conducting the site assessment and recce for Interior design project	2	6	2	-
PC3. collaborate with the concerned team members to clarify doubts about project objectives, scope of work	2	6	-	-
<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	-	-
PC7. modify, revise, edit, change drawings and drafts as per the instructions from supervisors	-	6	2	-
PC8. ensure accuracy and completeness of the drawings like assembly details, construction details etc.	2	6	2	-
PC9. assist in ensuring compliance with building codes and regulations in interior design	2	-	2	1
<i>Assist in the preparation and record-keeping of the relevant documents</i>	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	-	2	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. prepare materials list, finishes list, accessories list, furniture list, hardware lists, etc. as per drawings specifications	2	6	-	1
PC12. assist in preparing and maintaining drawing files and material library for interior design projects	-	6	2	-
PC13. ensure adherence to organizational policies and procedures for design documentation management	2	-	2	-
NOS Total	22	54	20	4

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0237
NOS Name	Assist in site recce, designing, draughting and documentation of the Interior Design Project
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	3
Credits	5
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

FFS/N0238: Assist in site recce, designing, draughting and documentation of the Furniture Design Project

Description

This unit describes the performance outcomes required to assist in performing site recce, designing, draughting, and documentation of the furniture design project

Scope

The scope covers the following :

- Interpret scope of work as per the furniture design briefs and specifications
- Assist in drafting and designing as per the specifications of the furniture design project
- Assist in the preparation and record-keeping of the relevant documents

Elements and Performance Criteria

Interpret scope of work as per the furniture design briefs and specifications

To be competent, the user/individual on the job must be able to:

- PC1.** interpret the design briefs and sketches for the furniture design project to understand the scope of work
- PC2.** collaborate with the concerned team members to clarify doubts about furniture materials, finishes, and manufacturing techniques, agencies involved & their roles
- PC3.** assist in conducting site assessment and recce of the space to determine optimal furniture placement and sizing for the purpose of design.

Assist in drafting and designing as per the specifications of the furniture design project

To be competent, the user/individual on the job must be able to:

- PC4.** assist in developing, modifying, revising, editing, changing furniture drawings and drafts as per the instructions from supervisors
- 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
- PC6.** assist in preparing basic visual references, such as images and samples, to support design research
- PC7.** create hand-drawn sketches to visualize furniture design concepts and details
- PC8.** incorporate specified materials, finishes, and other accessories into furniture drawings.
- PC9.** assist in incorporating dimensioning, tolerance, and assembly techniques (joinery, hardware, and finishing) in furniture drawings
- PC10.** apply principles of ergonomics and functionality in furniture design development based on supervisor instructions
- PC11.** review the furniture design draughts against defined design criteria and principles.

Assist in the preparation and record-keeping of the relevant documents

To be competent, the user/individual on the job must be able to:

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- PC12.** maintain organised and up-to-date project files and drawings, with record of design changes, revisions, and version control
- PC13.** prepare and maintain materials list, finishes list, accessories list, furniture list, hardware lists, etc. as per drawings specifications
- PC14.** assist in preparing and maintaining drawing files and material library for furniture design projects
- PC15.** ensure adherence to organizational policies and procedures for design documentation management

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the importance of accurately interpreting and analyzing project specifications for successful project execution.
- KU9.** different types of furniture design project briefs and specifications, such as residential, commercial, or institutional.
- KU10.** the role and responsibilities of different team members involved in the furniture design project.
- KU11.** the importance of resolving doubts and clarifying project objectives and scope of work for successful project execution.
- KU12.** the importance of conducting a site assessment and recce in the context of an furniture design project, including its impact on project planning, design decisions, and overall project success.
- KU13.** different types of spaces and their specific requirements in terms of furniture placement and sizing, such as residential, commercial, hospitality, and institutional spaces.
- KU14.** the role and importance of developing, modifying, revising, editing, and changing drawings and drafts in the furniture design process, including their contribution to visualizing design concepts
- KU15.** the basics of CAD software and other drafting tools commonly used in furniture design.
- KU16.** the principles and techniques of creating accurate and detailed furniture design drawings.
- KU17.** the usage and operation of relevant drafting tools used in furniture design
- KU18.** different types of furniture design drawings and their purposes

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- KU19.** the role and importance of visual references in furniture design research and concept development.
- KU20.** sketching techniques, such as line work, shading, hatching, and rendering, to convey different textures, materials, and lighting effects in sketches.
- KU21.** the importance of aesthetic considerations and design intent in furniture design, and their reflection in sketching.
- KU22.** sketching tools and materials, both traditional and digital, and their appropriate use in furniture design sketching.
- KU23.** different materials, finishes, and accessories used in furniture design.
- KU24.** the basics of dimensioning principles and techniques used in furniture design.
- KU25.** different assembly and finishing techniques used in furniture design, such as joinery, hardware, and finishing.
- KU26.** the principles and considerations of selecting appropriate joinery techniques for different materials and design requirements.
- KU27.** different types of hardware and their application in furniture design.
- KU28.** The principles of ergonomics and their application in furniture design.
- KU29.** the factors that influence ergonomics and functionality in furniture design, such as human factors, usability, and user-centred design.
- KU30.** the defined design criteria and principles for furniture design, including aspects such as functionality, ergonomics, aesthetics, material selection, and construction techniques.
- KU31.** the importance of maintaining organized and up-to-date project files and drawings in furniture design projects and the impact on project management, coordination, and future reference.
- KU32.** the relationship between drawing specifications and the corresponding lists of materials, finishes, accessories, furniture, and hardware.
- KU33.** different materials, finishes, accessories, furniture, and hardware commonly used in furniture design projects.
- KU34.** the importance of accurate and organized drawing files and material library in furniture design projects, including their role in project execution, coordination, and communication.
- KU35.** different types of drawing files and formats used in furniture design projects, such as floor plans, elevations, sections, details, and projections.
- KU36.** the organization's policies and procedures for design documentation management, including document control, version control, and archiving protocols.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)



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- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpret scope of work as per the furniture design briefs and specifications</i>	6	8	4	-
PC1. interpret the design briefs and sketches for the furniture design project to understand the scope of work	2	-	2	-
PC2. collaborate with the concerned team members to clarify doubts about furniture materials, finishes, and manufacturing techniques, agencies involved & their roles	2	4	-	-
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	-
<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	-	4	2	-
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	-	4	2	-
PC7. create hand-drawn sketches to visualize furniture design concepts and details	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

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. review the furniture design draughts against defined design criteria and principles.	2	-	2	-
<i>Assist in the preparation and record-keeping of the relevant documents</i>	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	-	2	-
PC13. prepare and maintain materials list, finishes list, accessories list, furniture list, hardware lists, etc. as per drawings specifications	2	4	-	1
PC14. assist in preparing and maintaining drawing files and material library for furniture design projects	-	4	2	-
PC15. ensure adherence to organizational policies and procedures for design documentation management	2	-	2	-
NOS Total	24	44	26	6

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0238
NOS Name	Assist in site recce, designing, draughting and documentation of the Furniture Design Project
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	3
Credits	5
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

FFS/N0239: Assist in designing, draughting and documentation of the Product Design Project

Description

This unit describes the performance outcomes to assist in performing site recce, designing, draughting, and documentation of the product design project

Scope

The scope covers the following :

- Interpret scope of work as per the product design briefs and specifications
- Assist in drafting and designing as per the specifications of the product design project
- Assist in the preparation and record-keeping of the relevant documents

Elements and Performance Criteria

Interpret scope of work as per the product design briefs and specifications

To be competent, the user/individual on the job must be able to:

- PC1.** interpret the design briefs and sketches for the product design project to understand the scope of work
- PC2.** collaborate with the concerned team members to clarify doubts about materials, finishes, and manufacturing techniques, agencies involved & their roles
- PC3.** assist in conducting site assessment and recce as per the instructions

Assist in drafting and designing as per the specifications of the product design project

To be competent, the user/individual on the job must be able to:

- PC4.** assist in developing, modifying, revising, editing, changing drawings and drafts as per the instructions from supervisors
- 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
- PC6.** assist in preparing basic visual references, such as images and samples, to support design research
- PC7.** create hand-drawn sketches to visualize furniture design concepts and details
- PC8.** incorporate specified materials, finishes, and other accessories into drawings.
- PC9.** assist in incorporating dimensioning, tolerance, and assembly techniques (joinery, hardware, and finishing) in drawings
- PC10.** review the product design draughts against defined design criteria and principles.

Assist in the preparation and record-keeping of the relevant documents

To be competent, the user/individual on the job must be able to:

- PC11.** maintain organised and up-to-date project files and drawings, with record of design changes, revisions, and version control
- PC12.** prepare and maintain materials list, finishes list, hardware lists, etc. as per drawings specifications

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- PC13.** assist in preparing and maintaining drawing files and material library for product design projects
- PC14.** ensure adherence to organizational policies and procedures for design documentation management

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the importance of accurately interpreting and analyzing project specifications for successful project execution.
- KU9.** different types of product design project briefs and specifications
- KU10.** the role and responsibilities of different team members involved in the product design project.
- KU11.** the importance of resolving doubts and clarifying project objectives and scope of work for successful project execution.
- KU12.** the importance of conducting a site assessment and recce in the context of a product design project, including its impact on project planning, design decisions, and overall project success.
- KU13.** the role and importance of developing, modifying, revising, editing, and changing drawings and drafts in the product design process, including their contribution to visualizing design concepts
- KU14.** the basics of CAD software and other drafting tools commonly used in product design.
- KU15.** the principles and techniques of creating accurate and detailed product design drawings.
- KU16.** the usage and operation of relevant drafting tools used in product design
- KU17.** different types of product design drawings and their purposes
- KU18.** the role and importance of visual references in product design research and concept development.
- KU19.** sketching techniques, such as line work, shading, hatching, and rendering, to convey different textures, materials, and lighting effects in sketches.
- KU20.** the importance of aesthetic considerations and design intent in product design, and their reflection in sketching.

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- KU21.** sketching tools and materials, both traditional and digital, and their appropriate use in product design sketching.
- KU22.** different materials, finishes, and accessories used in product design.
- KU23.** the basics of dimensioning principles and techniques used in product design.
- KU24.** different assembly and finishing techniques used in product design, such as joinery, hardware, and finishing.
- KU25.** the principles and considerations of selecting appropriate joinery techniques for different materials and design requirements.
- KU26.** different types of hardware and their application in product design.
- KU27.** the basics of design criteria and principles relevant to product design.
- KU28.** the importance of adhering to design criteria and principles for ensuring quality and functionality in product design.
- KU29.** the importance of maintaining organized and up-to-date project files and drawings in product design projects and the impact on project management, coordination, and future reference.
- KU30.** the relationship between drawing specifications and the corresponding lists of materials, finishes, accessories, furniture, and hardware.
- KU31.** different materials, finishes, accessories, furniture, and hardware commonly used in product design projects.
- KU32.** the importance of accurate and organized drawing files and material library in product design projects, including their role in project execution, coordination, and communication.
- KU33.** different types of drawing files and formats used in product design projects, such as floor plans, elevations, sections, details, and projections.
- KU34.** the organization's policies and procedures for design documentation management, including document control, version control, and archiving protocols.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame



Qualification Pack

GS10. build and maintain positive and effective relationships with clients

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpret scope of work as per the product design briefs and specifications</i>	6	8	4	-
PC1. interpret the design briefs and sketches for the product design project to understand the scope of work	2	-	2	-
PC2. collaborate with the concerned team members to clarify doubts about materials, finishes, and manufacturing techniques, agencies involved & their roles	2	4	-	-
PC3. assist in conducting site assessment and recce as per the instructions	2	4	2	-
<i>Assist in drafting and designing as per the specifications of the product design project</i>	12	32	12	3
PC4. assist in developing, modifying, revising, editing, changing drawings and drafts as per the instructions from supervisors	-	4	2	-
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	-	-
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	-
PC10. review the product design draughts against defined design criteria and principles.	2	-	2	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in the preparation and record-keeping of the relevant documents</i>	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	-	2	-
PC12. prepare and maintain materials list, finishes list, hardware lists, etc. as per drawings specifications	2	6	-	1
PC13. assist in preparing and maintaining drawing files and material library for product design projects	-	4	2	-
PC14. ensure adherence to organizational policies and procedures for design documentation management	2	-	2	-
NOS Total	24	50	22	4

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0239
NOS Name	Assist in designing, draughting and documentation of the Product Design Project
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	3
Credits	5
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on a knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum aggregate passing percentage of 70% for the QP and a minimum of 70% for each NOS.

Qualification Pack

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0235.Assist in conducting the site recce for designing and drafting purpose	20	44	32	4	100	25
FFS/N0236.Assist in preparing the designs and drawings as per the specifications	20	48	32	0	100	30
FFS/N8205.Follow workplace health, safety, and environmental procedures	32	38	22	8	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	92	160	86	12	350	75

Elective: 1 Interior Design

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0237.Assist in site recce, designing, draughting and documentation of the Interior Design Project	22	54	20	4	100	25
Total	22	54	20	4	100	25

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Elective: 2 Furniture Design

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0238.Assist in site recce, designing, draughting and documentation of the Furniture Design Project	24	44	26	6	100	25
Total	24	44	26	6	100	25

Elective: 3 Product Design

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0239.Assist in designing, draughting and documentation of the Product Design Project	24	50	22	4	100	25
Total	24	50	22	4	100	25

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NTC	National Training Certificate
NAC	National Apprenticeship Certificate
NA	Not Applicable
PwD	Person with Disability
NCO	National Classification of Occupation
CAD	Computer Aided Drawing

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
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.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
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.
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.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.