

Qualification Pack



Draughtsperson (Interior Design)

Electives: Residential and Kitchen/ Hospitality/ Commercial/ Academic Institutions/ Retail Fitout and Exhibitions

QP Code: FFS/Q0202

Version: 3.0

NSQF Level: 4

Furniture and Fittings Skill Council || 407-408, DLF City Court, M G Road, Sikanderpur
Gurgaon - 122002 || email:shubham.agrawal@ffsc.in



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FFS/Q0202: Draughtsperson (Interior Design)

Brief Job Description

The draughtsperson (interior design) is responsible for drafting designs & concepts into 2D/ 3D drawings and specifications. They also perform site surveys and measurements and maintain the documentation work. They are required to assist in the development of mood boards and conduct team supervision.

Personal Attributes

The individual must be detail-oriented and efficient in interpreting given concepts into 2D drawings. The individual must have an understanding of different physical factors affecting the design. He must be capable of performing the activities of the measurement with accuracy. The individual must possess creativity and time management skills. The individual must be a team player skilled in multitasking a good listener with skills to comprehend and communicate.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N0203: Conduct site survey and recce for interior design drafting purpose](#)
2. [FFS/N0204: Preparation of the drawings for interior design project and team supervision](#)
3. [FFS/N8205: Follow workplace health, safety, and environmental procedures](#)
4. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Electives (mandatory to select at least one):

Elective 1: Residential and Kitchen

This unit describes the performance outcomes required to prepare design drafts and renders for Residential and Kitchen projects.

1. [FFS/N0205: Prepare the interior design drawings and renders for Residential and Kitchen projects](#)

Elective 2: Hospitality

This unit describes the performance outcomes required to prepare the design drafts and renders for Hospitality projects.

1. [FFS/N0206: Prepare the interior design drawings and renders for Hospitality projects](#)

Elective 3: Commercial



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This unit describes the performance outcomes required to prepare design drafts and renders for Commercial projects.

1. [FFS/N0207: Prepare the interior design drawings and renders for Commercial projects](#)

Elective 4: Academic Institutions

This unit describes the performance outcomes required to prepare the design drafts and renders for Academic Institutions projects.

1. [FFS/N0208: Prepare the interior design drawings and renders for Academic Institution projects](#)

Elective 5: Retail Fitout and Exhibitions

This unit describes the performance outcomes required to prepare design drafts and renders for Retail Fitout and Exhibitions projects.

1. [FFS/N0209: Prepare the interior design drawings and renders for Retail Fitout and Exhibitions projects](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
Country	India
NSQF Level	4
Credits	30
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3432.0100

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Minimum Educational Qualification & Experience	<p>12th grade Pass with NA of experience OR Completed 2nd year of the 3-year diploma after 10 with NA of experience OR Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma (Pursuing 2nd year) with NA of experience OR 10th grade pass (with 2 years of any combination of NTC/NAC/CITS or equivalent) with NA of experience OR 10th grade pass and pursuing continuous schooling (for 2 years program) with NA of experience OR 11th grade pass (and pursuing continuous schooling) with NA of experience OR 11th grade pass with 1 Year of experience OR 10th grade pass with 2 Years of experience OR Previous relevant Qualification of NSQF Level (Multipurpose Draughtsperson (Design and Build) at Level-3) with 1-2 Years of experience</p>
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	3.0
Reference code on NQR	QG-04-WC-00824-2023-V2-FFSC
NQR Version	2

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FFS/N0203: Conduct site survey and recce for interior design drafting purpose

Description

This unit describes the performance outcomes required to conduct a site survey and perform measurement activities.

Scope

The scope covers the following :

- Prepare for site survey and recce
- Conduct the site measurement activities and prepare related documents

Elements and Performance Criteria

Prepare for site survey and recce

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

- PC1.** interpret the site layouts in order to perform the physical survey and recce
- PC2.** identify and prepare the list of all the necessary tools, materials and equipment required during site survey
- PC3.** analyse and document existing site conditions based on design specifications
- PC4.** capture & review the site photographs and videos as required

Conduct the site measurement activities and prepare related documents

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

- PC5.** perform measurement and marking activities during site survey
- PC6.** prepare and review the measurement sheet before handover
- PC7.** assist in preparing recce reports
- PC8.** maintain all the required documentation for site survey and recce

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

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- 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.** how to interpret site layout to examine the site survey and project requirements
- KU10.** the basic of performing recce operations and its significance in the project execution stage
- KU11.** the operational and maintenance guide for different types of tools and equipment required during site survey operations
- KU12.** the various construction factors affecting the layouts and design aspects
- KU13.** the various technical requirements of a recce report during site photography and videography activities
- KU14.** the relevant basic mathematics and geometry skills
- KU15.** how to perform measurement and marking activities during site survey
- KU16.** the process guide for preparing the measurement sheet
- KU17.** the techniques associated with the layouting based on design requirements
- KU18.** the relevance of maintaining documentation and detailing during site survey

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.** 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>Prepare for site survey and recce</i>	10	15	8	-
PC1. interpret the site layouts in order to perform the physical survey and recce	3	5	2	-
PC2. identify and prepare the list of all the necessary tools, materials and equipment required during site survey	2	-	1	-
PC3. analyse and document existing site conditions based on design specifications	3	5	3	-
PC4. capture & review the site photographs and videos as required	2	5	2	-
<i>Conduct the site measurement activities and prepare related documents</i>	10	40	17	-
PC5. perform measurement and marking activities during site survey	2	20	8	-
PC6. prepare and review the measurement sheet before handover	3	10	4	-
PC7. assist in preparing recce reports	3	5	3	-
PC8. maintain all the required documentation for site survey and recce	2	5	2	-
NOS Total	20	55	25	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0203
NOS Name	Conduct site survey and recce for interior design drafting purpose
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	2
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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FFS/N0204: Preparation of the drawings for interior design project and team supervision

Description

This unit describes the performance outcomes required to draft drawings as per concepts received and assist in creating mood boards and 3D.

Scope

The scope covers the following :

- Prepare and edit the drawings/ layouts as per the space plan
- Assist in developing mood boards and 3D models/ renders
- Assist in defining the scope of work and team supervision

Elements and Performance Criteria

Prepare and edit the drawings/ layouts as per the space plan

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

- PC1.** assist in interpreting MEP requirements based on the architectural drawings
- PC2.** prepare the interior design drafts based on project requirements
- PC3.** prepare the detailed interior design drawings based on supervisor instructions
- PC4.** edit/modify the drawings/layouts in line with the project requirement

Assist in developing mood boards and 3D models/ renders

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

- PC5.** assist in developing layouts required for mood boards
- PC6.** assist in preparation of mood board
- PC7.** assist in concept visualization based on work area themes and requirements
- PC8.** prepare 3D models/ renders as per the design specifications

Assist in defining scope of work and team supervision

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

- PC9.** assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements
- PC10.** maintain all the required documentation library
- PC11.** review the tasks assigned to the the teams and ensure due reporting
- PC12.** assist in timely filling and submission of required documents to supervisor

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

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- 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 installation factors of Mechanical, Electrical, and Plumbing (MEP) designing affecting the product detailing
- KU10.** how to interpret rough sketches for conversion into design drafts
- KU11.** the techniques associated with the preparation of layouts and site elevations
- KU12.** the standard sizes and specifications associated with different types of furniture
- KU13.** the various technical requirement during product fabrication and installation processes
- KU14.** the aesthetics and ergonomics of a product design
- KU15.** the different types of materials, tools and equipment for furniture designing and fabrication
- KU16.** the different types of hardware accessories and fixtures related to sanitary, lightings, etc.
- KU17.** how to arrange details and specification in a mood board
- KU18.** the basics of different types of finishing materials based on products requirements
- KU19.** the relevant basics of different concepts and design themes like bohemian, classic, traditional, standard, etc.
- KU20.** the basics of various design specifications like colour themes, ventilation, natural lighting , light effect, etc.
- KU21.** the basic operational guide for different 3D software's like Autodesk Revit & 3D Max, Vector works, Live home 3D, AutoCAD, Sketchup, etc.
- KU22.** the different type of furniture based on their area of application
- KU23.** the importance of maintaining drawing library and its documentation procedures
- KU24.** the importance of time management and work reporting for the assigned tasks

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.** 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>Prepare and edit the drawings/ layouts as per the space plan</i>	6	25	8	-
PC1. assist in interpreting MEP requirements based on the architectural drawings	2	5	1	-
PC2. prepare the interior design drafts based on project requirements	1	5	2	-
PC3. prepare the detailed interior design drawings based on supervisor instructions	2	10	4	-
PC4. edit/modify the drawings/layouts in line with the project requirement	1	5	1	-
<i>Assist in developing mood boards and 3D models/ renders</i>	7	24	8	-
PC5. assist in developing layouts required for mood boards	3	5	2	-
PC6. assist in preparation of mood board	2	5	1	-
PC7. assist in concept visualization based on work area themes and requirements	2	4	1	-
PC8. prepare 3D models/ renders as per the design specifications	-	10	4	-
<i>Assist in defining scope of work and team supervision</i>	7	11	4	-
PC9. assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements	2	3	1	-
PC10. maintain all the required documentation library	1	3	1	-
PC11. review the tasks assigned to the the teams and ensure due reporting	2	3	1	-
PC12. assist in timely filling and submission of required documents to supervisor	2	2	1	-
NOS Total	20	60	20	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0204
NOS Name	Preparation of the drawings for interior design project and team supervision
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	4
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC 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
NSQC Clearance Date	31/08/2023

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DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings



Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

FFS/N0205: Prepare the interior design drawings and renders for Residential and Kitchen projects

Description

This unit describes the performance outcomes required to prepare design drafts and renders for Residential and Kitchen projects.

Scope

The scope covers the following :

- Conduct site survey and recce for different types of Residential & Kitchen projects
- Prepare and review the 2D drawings and 3D models/renders for Residential & Kitchen projects
- Assist in preparation of Mood Boards & documentation for Residential & Kitchen projects

Elements and Performance Criteria

Conduct site survey and recce for different types of Residential & Kitchen projects

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

- PC1.** interpret the type of Residential/Kitchen project in order to perform the physical survey and recce
- PC2.** identify and prepare the list of all the necessary tools, materials and equipment required during site survey
- PC3.** analyse and document existing site conditions based on the project specifications
- PC4.** conduct the site measurement activities and prepare related documents as per the type of Residential/Kitchen project

Prepare and review the 2D drawings and 3D models/renders for Residential & Kitchen projects

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

- PC5.** assist in interpreting MEP requirements based on the architectural drawings
- PC6.** prepare the detailed interior design drawings based on the supervisor instructions
- PC7.** prepare and modify 3D models/renders as per the design specifications

Assist in preparation of Mood Boards & documentation for Residential & Kitchen projects

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

- PC8.** assist in developing layouts required for mood boards of Residential/Kitchen project
- PC9.** assist in preparation of the mood boards
- PC10.** assist in concept visualization based on the project theme and requirements
- PC11.** assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements
- PC12.** maintain all the required documentation library

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- 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.** different types of Residential and Kitchen layouts
- KU10.** how to interpret the various Residential and Kitchen layouts to examine the site survey and project requirements
- KU11.** the basic of performing survey/recce operations in line with the type of Residential and Kitchen projects and its significance in the overall project execution
- KU12.** the operational and maintenance guide for different types of tools and equipment required during site survey operations
- KU13.** the various construction factors affecting the layouts and design aspects of Residential and Kitchen project
- KU14.** the various technical requirements of site photography and videography activities for Residential/Kitchen projects
- KU15.** how to perform measurement and marking activities during site survey and prepare for Residential/Kitchen projects
- KU16.** the techniques associated with the layouting of Residential/Kitchen projects
- KU17.** various aspects of MEP affecting the design and functionality of products
- KU18.** how to interpret rough sketches for conversion into design drafts of residential and kitchen spaces
- KU19.** various factors of practicality, technicality, functionality, and legality associated with residential and kitchen projects
- KU20.** sunlight effect, space effect, and other factors affecting the visual concept of residential and kitchen projects
- KU21.** how to arrange details and specification in a mood board
- KU22.** color schemes and concepts as per residence
- KU23.** the relevant basics of different concepts and design themes like bohemian, classic, traditional, standard, etc.in residential and kitchen projects
- KU24.** the different type of furniture based on their area of application in a residence and kitchen
- KU25.** the relevance of maintaining documentation, detailing and record keeping

Generic Skills (GS)

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



Qualification Pack

- 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.** 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.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct site survey and recce for different types of Residential & Kitchen projects</i>	5	11	9	-
PC1. interpret the type of Residential/Kitchen project in order to perform the physical survey and recce	2	5	3	-
PC2. identify and prepare the list of all the necessary tools, materials and equipment required during site survey	1	1	1	-
PC3. analyse and document existing site conditions based on the project specifications	1	2	2	-
PC4. conduct the site measurement activities and prepare related documents as per the type of Residential/Kitchen project	1	3	3	-
<i>Prepare and review the 2D drawings and 3D models/renders for Residential & Kitchen projects</i>	4	20	15	-
PC5. assist in interpreting MEP requirements based on the architectural drawings	4	5	4	-
PC6. prepare the detailed interior design drawings based on the supervisor instructions	-	5	4	-
PC7. prepare and modify 3D models/renders as per the design specifications	-	10	7	-
<i>Assist in preparation of Mood Boards & documentation for Residential & Kitchen projects</i>	6	19	11	-
PC8. assist in developing layouts required for mood boards of Residential/Kitchen project	1	5	4	-
PC9. assist in preparation of the mood boards	1	2	1	-
PC10. assist in concept visualization based on the project theme and requirements	1	2	1	-
PC11. assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements	2	5	3	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. maintain all the required documentation library	1	5	2	-
NOS Total	15	50	35	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0205
NOS Name	Prepare the interior design drawings and renders for Residential and Kitchen projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	4
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

FFS/N0206: Prepare the interior design drawings and renders for Hospitality projects

Description

This unit describes the performance outcomes required to prepare the design drafts and renders for Hospitality projects.

Scope

The scope covers the following :

- Conduct site survey and recce for different types of Hospitality projects
- Prepare and review the 2D drawings and 3D models/renders for Hospitality projects
- Assist in preparation of mood boards & documentation for Hospitality projects

Elements and Performance Criteria

Conduct site survey and recce for different types of Hospitality projects

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

- PC1.** interpret the type of Project in order to perform the physical survey and recce
- PC2.** identify and prepare the list of all the necessary tools, materials and equipment required during site survey
- PC3.** analyse and document existing site conditions based on the project specifications
- PC4.** conduct the site measurement activities and prepare related documents as per the type of Hospitality project

Prepare and review the 2D drawings and 3D models/renders for Hospitality projects

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

- PC5.** assist in interpreting MEP requirements based on the architectural drawings
- PC6.** prepare the detailed interior design drawings based on supervisor instructions
- PC7.** prepare and modify 3D models/ renders as per the design specifications

Assist in preparation of Mood Boards & documentation for Hospitality projects

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

- PC8.** assist in developing layouts required for mood boards of Hospitality project
- PC9.** assist in preparation of the mood boards
- PC10.** assist in concept visualization based on the project theme and requirements
- PC11.** assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements
- PC12.** maintain all the required documentation library

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- 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.** different types of Hospitality layouts- Hotels, Motels, Restaurants & Cafe, Guest Houses, Dharamshala, etc
- KU10.** how to interpret the various Hospitality layouts to examine the site survey and project requirements (know the scope of work)
- KU11.** the basics of performing survey/recce operations in line with the type of Hospitality projects and its significance in the overall project execution
- KU12.** the operational and maintenance guide for different types of tools and equipment required during site survey operations
- KU13.** the various technical requirements of site photography and videography activities for Hospitality projects
- KU14.** how to perform measurement and marking activities during site survey and prepare for Hospitality projects
- KU15.** the techniques associated with the layouting of Hospitality projects
- KU16.** various aspects of MEP affect the design and functionality of products
- KU17.** how to interpret rough sketches for conversion into design drafts of Hospitality spaces
- KU18.** various factors of practicality, technicality, functionality, and legality associated with Hospitality projects
- KU19.** amount of products and details to be repeated in the overall project (LHS/RHS details)
- KU20.** light effect, space effect, and other factors affecting the visual concept of Hospitality projects
- KU21.** how to arrange details and specification in a mood board
- KU22.** color schemes and concepts as per the Hospitality project
- KU23.** the relevant basics of different concepts and design themes like bohemian, classic, traditional, standard, etc. in Hospitality projects
- KU24.** the different types of furniture based on their area of application in a Hospitality project
- KU25.** the relevance of maintaining documentation, detailing and record-keeping

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.



Qualification Pack

- 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.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct site survey and recce for different types of Hospitality projects</i>	5	11	9	-
PC1. interpret the type of Project in order to perform the physical survey and recce	2	5	3	-
PC2. identify and prepare the list of all the necessary tools, materials and equipment required during site survey	1	1	1	-
PC3. analyse and document existing site conditions based on the project specifications	1	2	2	-
PC4. conduct the site measurement activities and prepare related documents as per the type of Hospitality project	1	3	3	-
<i>Prepare and review the 2D drawings and 3D models/renders for Hospitality projects</i>	4	20	15	-
PC5. assist in interpreting MEP requirements based on the architectural drawings	4	5	4	-
PC6. prepare the detailed interior design drawings based on supervisor instructions	-	5	4	-
PC7. prepare and modify 3D models/ renders as per the design specifications	-	10	7	-
<i>Assist in preparation of Mood Boards & documentation for Hospitality projects</i>	6	19	11	-
PC8. assist in developing layouts required for mood boards of Hospitality project	1	5	4	-
PC9. assist in preparation of the mood boards	1	2	1	-
PC10. assist in concept visualization based on the project theme and requirements	1	2	1	-
PC11. assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements	2	5	3	-
PC12. maintain all the required documentation library	1	5	2	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	15	50	35	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0206
NOS Name	Prepare the interior design drawings and renders for Hospitality projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	4
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQF Clearance Date	31/08/2023

Qualification Pack

FFS/N0207: Prepare the interior design drawings and renders for Commercial projects

Description

This unit describes the performance outcomes required to prepare design drafts and renders for Commercial projects.

Scope

The scope covers the following :

- Conduct site survey and recce for different types of Commercial projects
- Prepare and review the 2D drawings and 3D models/renders for Commercial projects
- Assist in preparation of Mood Boards & documentation for Commercial projects

Elements and Performance Criteria

Conduct site survey and recce for different types of Commercial projects

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

- PC1.** interpret the type of project in order to perform the physical survey and recce
- PC2.** identify and prepare the list of all the necessary tools, materials and equipment required during site survey
- PC3.** analyse and document existing site conditions based on the project specifications
- PC4.** conduct the site measurement activities and prepare related documents as per the type of commercial project

Prepare and review the 2D drawings and 3D models/renders for Commercial projects

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

- PC5.** assist in interpreting MEP requirements based on the architectural drawings
- PC6.** prepare the detailed interior design drawings based on supervisor instructions
- PC7.** prepare and modify 3D models/ renders as per the design specifications

Assist in preparation of mood boards & documentation for Commercial projects

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

- PC8.** assist in developing layouts required for mood boards of Commercial project
- PC9.** assist in preparation of the mood boards
- PC10.** assist in concept visualization based on the project theme and requirements
- PC11.** assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements
- PC12.** maintain all the required documentation library

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- 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.** different types of commercial layouts
- KU10.** how to interpret the various Commercial layouts to examine the site survey and project requirements (know the scope of work)
- KU11.** the basic of performing survey/recce operations in line with the type of Commercial projects and its significance in the overall project execution
- KU12.** the operational and maintenance guide for different types of tools and equipment required during site survey operations
- KU13.** the various technical requirements of site photography and videography activities for commercial projects
- KU14.** how to perform the measurement and marking activities during the site survey and prepare for commercial projects
- KU15.** the techniques associated with the layouting of commercial projects
- KU16.** various aspects of MEP affect the design and functionality of products
- KU17.** how to interpret rough sketches for conversion into design drafts of commercial spaces
- KU18.** various factors of practicality, technicality, functionality, and legality associated with Commercial projects
- KU19.** seating and storage spaces required along with automation points
- KU20.** the light effect, space effect, and other factors affecting the visual concept of Commercial projects
- KU21.** how to arrange details and specifications in a mood board
- KU22.** color schemes and concepts as per commercial
- KU23.** the relevant basics of different concepts and design themes like bohemian, classic, traditional, standard, etc.in commercial projects
- KU24.** the different types of furniture based on their area of application in a commercial project
- KU25.** the relevance of maintaining documentation, detailing and record-keeping

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.



Qualification Pack

- 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 software such as Word, Excel, etc.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct site survey and recce for different types of Commercial projects</i>	5	11	9	-
PC1. interpret the type of project in order to perform the physical survey and recce	2	5	3	-
PC2. identify and prepare the list of all the necessary tools, materials and equipment required during site survey	1	1	1	-
PC3. analyse and document existing site conditions based on the project specifications	1	2	2	-
PC4. conduct the site measurement activities and prepare related documents as per the type of commercial project	1	3	3	-
<i>Prepare and review the 2D drawings and 3D models/renders for Commercial projects</i>	4	20	15	-
PC5. assist in interpreting MEP requirements based on the architectural drawings	4	5	4	-
PC6. prepare the detailed interior design drawings based on supervisor instructions	-	5	4	-
PC7. prepare and modify 3D models/ renders as per the design specifications	-	10	7	-
<i>Assist in preparation of mood boards & documentation for Commercial projects</i>	6	19	11	-
PC8. assist in developing layouts required for mood boards of Commercial project	1	5	4	-
PC9. assist in preparation of the mood boards	1	2	1	-
PC10. assist in concept visualization based on the project theme and requirements	1	2	1	-
PC11. assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements	2	5	3	-
PC12. maintain all the required documentation library	1	5	2	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	15	50	35	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0207
NOS Name	Prepare the interior design drawings and renders for Commercial projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	4
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

FFS/N0208: Prepare the interior design drawings and renders for Academic Institution projects

Description

This unit describes the performance outcomes required to prepare the design drafts and renders for Academic Institutions projects.

Scope

The scope covers the following :

- Conduct site survey and recce for different types of academic institutions projects
- Prepare and review the 2D drawings and 3D models/renders for academic institutions projects
- Assist in the preparation of mood boards & documentation for academic institutions projects

Elements and Performance Criteria

Conduct site survey and recce for different types of Academic Institutions projects

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

- PC1.** interpret the type of project in order to perform the physical survey and recce
- PC2.** identify and prepare the list of all the necessary tools, materials and equipment required during site survey
- PC3.** analyse and document existing site conditions based on the project specifications
- PC4.** conduct the site measurement activities and prepare related documents as per the type of Academic Institutions project

Prepare and review the 2D drawings and 3D models/renders for Academic Institutions projects

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

- PC5.** assist in interpreting MEP requirements based on the architectural drawings
- PC6.** prepare the detailed interior design drawings based on supervisor instructions
- PC7.** prepare and modify 3D models/ renders as per the design specifications

Assist in preparation of mood boards & documentation for Academic Institutions projects

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

- PC8.** assist in developing layouts required for mood boards of the Academic Institutions projects
- PC9.** assist in preparation of the mood boards
- PC10.** assist in concept visualization based on the project theme and requirements
- PC11.** assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements
- PC12.** maintain all the required documentation library

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- 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.** different types of academic institutions layouts
- KU10.** how to interpret the various academic institutions layouts to examine the site survey and project requirements (know the scope of work)
- KU11.** the basic of performing survey/recce operations in line with the type of academic institutions projects and its significance in the overall project execution
- KU12.** the operational and maintenance guide for different types of tools and equipment required during site survey operations
- KU13.** the various technical requirements of site photography and videography activities for academic institutions projects
- KU14.** how to perform the measurement and marking activities during the site survey and prepare for academic institutions projects
- KU15.** the techniques associated with the layouting of academic institutions projects
- KU16.** various aspects of MEP affecting design and functionality of products
- KU17.** how to interpret rough sketches for conversion into design drafts of academic institutions spaces
- KU18.** various factors of practicality, technicality, functionality, and legality associated with academic institutions projects
- KU19.** various seating and automation services required during drafting process
- KU20.** sunlight effect, space effect, and other factors affecting the visual concept of academic institutions projects
- KU21.** how to arrange details and specification in a mood board
- KU22.** color schemes and concepts as per academic institutions
- KU23.** the relevant basics of different concepts and design themes like bohemian, classic, traditional, standard, etc.in academic institutions projects
- KU24.** the different type of furniture based on their area of application in a academic institutions project
- KU25.** the relevance of maintaining documentation, detailing and record keeping

Generic Skills (GS)

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



Qualification Pack

- 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.** 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 software such as Word, Excel, etc.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct site survey and recce for different types of Academic Institutions projects</i>	5	11	9	-
PC1. interpret the type of project in order to perform the physical survey and recce	2	5	3	-
PC2. identify and prepare the list of all the necessary tools, materials and equipment required during site survey	1	1	1	-
PC3. analyse and document existing site conditions based on the project specifications	1	2	2	-
PC4. conduct the site measurement activities and prepare related documents as per the type of Academic Institutions project	1	3	3	-
<i>Prepare and review the 2D drawings and 3D models/renders for Academic Institutions projects</i>	4	20	15	-
PC5. assist in interpreting MEP requirements based on the architectural drawings	4	5	4	-
PC6. prepare the detailed interior design drawings based on supervisor instructions	-	5	4	-
PC7. prepare and modify 3D models/ renders as per the design specifications	-	10	7	-
<i>Assist in preparation of mood boards & documentation for Academic Institutions projects</i>	6	19	11	-
PC8. assist in developing layouts required for mood boards of the Academic Institutions projects	1	5	4	-
PC9. assist in preparation of the mood boards	1	2	1	-
PC10. assist in concept visualization based on the project theme and requirements	1	2	1	-
PC11. assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements	2	5	3	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. maintain all the required documentation library	1	5	2	-
NOS Total	15	50	35	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0208
NOS Name	Prepare the interior design drawings and renders for Academic Institution projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	4
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

FFS/N0209: Prepare the interior design drawings and renders for Retail Fitout and Exhibitions projects

Description

This unit describes the performance outcomes required to prepare design drafts and renders for Retail Fitout and Exhibitions projects.

Scope

The scope covers the following :

- Conduct site survey and recce for different types of Retail Fitout and Exhibitions projects
- Prepare and review the 2D drawings and 3D models/renders for Retail Fitout and Exhibitions projects
- Assist in the preparation of mood boards & documentation for Retail Fitout and Exhibitions projects

Elements and Performance Criteria

Conduct site survey and recce for different types of Retail Fitout and Exhibitions projects

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

- PC1.** interpret the type of Project in order to perform the physical survey and recce
- PC2.** identify and prepare the list of all the necessary tools, materials and equipment required during site survey
- PC3.** analyse and document existing site conditions based on the project specifications
- PC4.** conduct the site measurement activities and prepare related documents as per the type of retail fitout and exhibitions project

Prepare and review the 2D drawings and 3D models/renders for Retail Fitout and Exhibitions projects

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

- PC5.** assist in interpreting MEP requirements based on the architectural drawings
- PC6.** prepare the detailed interior design drawings based on supervisor instructions
- PC7.** prepare and modify 3D models/ renders as per the design specifications

Assist in preparation of mood boards & documentation for Retail Fitout and Exhibitions projects

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

- PC8.** assist in developing layouts required for mood boards of retail fitout and exhibitions project
- PC9.** assist in preparation of the mood boards
- PC10.** assist in concept visualization based on the project theme and requirements
- PC11.** assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements
- PC12.** maintain all the required documentation library

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- 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.** different types of retail fitout and exhibitions layouts
- KU10.** how to interpret the various retail fitout and exhibitions layouts to examine the site survey and project requirements (know the scope of work)
- KU11.** the basic of performing survey/recce operations in line with the type of retail fitout and exhibitions projects and its significance in the overall project execution
- KU12.** the operational and maintenance guide for different types of tools and equipment required during site survey operations
- KU13.** the various technical requirements of site photography and videography activities for retail fitout and exhibitions projects
- KU14.** how to perform measurement and marking activities during site survey and prepare for retail fitout and exhibitions projects
- KU15.** the techniques associated with the layouting of retail fitout and exhibitions projects
- KU16.** various aspects of MEP affecting design and functionality of products
- KU17.** how to interpret rough sketches for conversion into design drafts of Retail Fitout and Exhibitions spaces
- KU18.** various factors of practicality, technicality, functionality, and legality associated with retail fitout and exhibitions projects
- KU19.** sunlight effect, space effect, and other factors affecting the visual concept of retail fitout and exhibitions projects
- KU20.** how to arrange details and specification in a mood board
- KU21.** color schemes and concepts as per retail fitout and exhibitions
- KU22.** the relevant basics of different concepts and design themes like bohemian, classic, traditional, standard, etc.in retail fitout and exhibitions projects
- KU23.** the different types of furniture based on their area of application in a retail fitout and exhibitions project
- KU24.** the relevance of maintaining documentation, detailing and record keeping

Generic Skills (GS)

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



Qualification Pack

- 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.** 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 software such as Word, Excel, etc.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct site survey and recce for different types of Retail Fitout and Exhibitions projects</i>	5	11	9	-
PC1. interpret the type of Project in order to perform the physical survey and recce	2	5	3	-
PC2. identify and prepare the list of all the necessary tools, materials and equipment required during site survey	1	1	1	-
PC3. analyse and document existing site conditions based on the project specifications	1	2	2	-
PC4. conduct the site measurement activities and prepare related documents as per the type of retail fitout and exhibitions project	1	3	3	-
<i>Prepare and review the 2D drawings and 3D models/renders for Retail Fitout and Exhibitions projects</i>	4	20	15	-
PC5. assist in interpreting MEP requirements based on the architectural drawings	4	5	4	-
PC6. prepare the detailed interior design drawings based on supervisor instructions	-	5	4	-
PC7. prepare and modify 3D models/ renders as per the design specifications	-	10	7	-
<i>Assist in preparation of mood boards & documentation for Retail Fitout and Exhibitions projects</i>	6	19	11	-
PC8. assist in developing layouts required for mood boards of retail fitout and exhibitions project	1	5	4	-
PC9. assist in preparation of the mood boards	1	2	1	-
PC10. assist in concept visualization based on the project theme and requirements	1	2	1	-
PC11. assist in preparing Furniture, Fixtures and Equipment (FF&E) details based on project requirements	2	5	3	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. maintain all the required documentation library	1	5	2	-
NOS Total	15	50	35	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0209
NOS Name	Prepare the interior design drawings and renders for Retail Fitout and Exhibitions projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	4
Version	3.0
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.

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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/N0203. Conduct site survey and recce for interior design drafting purpose	20	55	25	0	100	20
FFS/N0204. Preparation of the drawings for interior design project and team supervision	20	60	20	0	100	30
FFS/N8205. Follow workplace health, safety, and environmental procedures	32	38	22	8	100	15
DGT/VSQ/N0102. Employability Skills (60 Hours)	20	30	-	-	50	10
Total	92	183	67	8	350	75

Elective: 1 Residential and Kitchen

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0205. Prepare the interior design drawings and renders for Residential and Kitchen projects	15	50	35	0	100	25
Total	15	50	35	-	100	25

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Elective: 2 Hospitality

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0206.Prepare the interior design drawings and renders for Hospitality projects	15	50	35	0	100	25
Total	15	50	35	-	100	25

Elective: 3 Commercial

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0207.Prepare the interior design drawings and renders for Commercial projects	15	50	35	0	100	25
Total	15	50	35	-	100	25

Elective: 4 Academic Institutions

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0208.Prepare the interior design drawings and renders for Academic Institution projects	15	50	35	0	100	25
Total	15	50	35	-	100	25

Elective: 5 Retail Fitout and Exhibitions



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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0209.Prepare the interior design drawings and renders for Retail Fitout and Exhibitions projects	15	50	35	0	100	25
Total	15	50	35	-	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
MEP	Mechanical Electrical Plumbing
FF&E	Furniture, Fixtures & Equipment
CAD	Computer-Aided Design
PwD	Person with Disability
POSH	Prevention Of Sexual Harassment
RHS	Right Hand Side
LHS	Left Hand Side
NA	Not Applicable
NTC	National Training Certificate
NAC	National Apprenticeship Certificate
CITS	Craft Instructor Training Scheme
SSC	Sector Skill Council

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.

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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.