## QUALIFICATION FILE

**Assistant Project Manager (Interior Design)**

☒ **Short Term Training (STT)** ☐ **Long Term Training (LTT)** ☐ **Apprenticeship**

☐ **Upskilling** ☐ **Dual/Flexi Qualification** ☐ **For ToT** ☐ **For ToA**

☒**General** ☒ **Multi-skill (MS)** ☐ **Cross Sectoral (CS)** ☐ **Future Skills** ☐ **OEM**

**NCrF/NSQF Level: 5.5**

**Submitted By:**

**Furniture and Fittings Sector Skill Council**

**Chief Executive Officer**

**407-408, 4th Floor, DLF City Court, MG Road**

**Sikenderpur, Gurgaon (Haryana)- 122 002**

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Assistant Project Manager (Interior Design)

Section 1: Basic Details

| 1. | **Qualification Name** | Assistant Project Manager (Interior Design) | |
|---|---|---|---|
| 2. | **Sector/s** | Interiors, Furniture and Fixtures | |
| 3. | **Type of Qualification:** ☐ **New**<br>☒ **Revised**<br>☒ **Has Electives**<br>☐ **OEM** | **NQR Code & version of existing qualification:**<br>2022/WC/FFSC/05815 | **Qualification Name of existing version:**<br>Assistant Project Manager (Interior Design) (FFS/Q0205, V1.0) |
| 4. | **National Qualification Register (NQR) Code &Version** | QG-5.5-WC-00827-2023-V2-FFSC | **5. NCrF/NSQF Level:** 5.5 |
| 6. | **Award (Certificate/ Diploma/ Advance Diploma/ Any Other)** | Certificate | |
| 7. | **Brief Description of the Qualification** | The Assistant Project Manager plays the role of assisting in conducting business development and client servicing activities of various projects. The person is responsible for defining scope of work, planning of teams and resources, reviewing design dockets and manage financial transactions. The individual will perform procurement and vendor management, quality checks, on-site supervisions and client handovers | |
| 8. | **Eligibility Criteria for Entry for Student/ Trainee/ Learner/ Employee** | **a. Entry Qualification & Relevant Experience:**<br><br>*(see table below)*<br><br>**b. Age:** 18 years (minimum) | |

**a. Entry Qualification & Relevant Experience:**

| S. No. | Academic/Skill Qualification | Required Experience |
|---|---|---|
| 1 | Completed 3rd year of 3-year/ 4-years UG | NA |
| 2 | Pursuing 3rd year of 3-year/ 4-years UG and continuing education | NA |
| 3 | Completed Grade 12 with 1-year of NTC plus 1-year NAC plus 1-year CITS | NA |
| 4 | Completed 2nd year diploma after Grade 12 | 1 year of relevant experience |
| 5 | Completed 2nd year of 3-year UG | 1 year of relevant experience |
| 6 | Grade 12 pass with 1-year NTC/ NAC | 2 years of relevant experience |
| 7 | Completed 3-year diploma (after Grade 10) | 2 years of relevant experience |
| 8 | Grade 12 pass | 3 years of relevant experience |
| 9 | Previous relevant Qualification of NSQF Level 5.0 (Interior Designer) | 1.5 years of relevant experience |
| 10 | Previous relevant Qualification of NSQF Level 4.5 (Assistant Interior Design) | 3 years of relevant experience |

| 9. | **Credits Assigned to this Qualification, Subject to Assessment** | 56 | **10. Common Cost Norm Category (I/II/III):** II |
|---|---|---|---|
| 11. | **Any Licensing requirements for Undertaking Training on This Qualification** | Not Applicable | |

| 12. | **Training Duration by Modes of Training Delivery** | ☐Offline ☐Online ☒Blended | | | | | |
|---|---|---|---|---|---|---|---|
| | | **Training Delivery Modes** | **Theory (Hours)** | **Practical (Hours)** | **OJT Mand. (Hours)** | **OJT Recom. (Hours)** | **Total (Hours)** |
| | | **Classroom (offline)** | 270 | 625 | 600 | 0 | 1495 |
| | | **Online** | 116 | 69 | 0 | 0 | 185 |

| 13. | **Aligned to NCO/ISCO Code/s** | NCO-2015/3432.0100 |
|---|---|---|
| 14. | **Progression path after attaining the qualification** | **Professional Progression (Vertical):** <br> Project Manager (Interior Design)- NSQF Level 6 <br> The occupational map is attached as an annexure which shows the professional progression. <br><br> **Academic Progression (Vertical):** <br> Courses on Interior Design Project Manager at NSQF Level 6 (PG Courses) |
| 15. | **Other Indian languages in which the Qualification & Model Curriculum are being submitted** | Hindi |
| 16. | **Is similar Qualification(s) available on NQR-if yes, justification for this qualification** | ☐ **Yes** ☒ **No** <br><br> **URLs of similar Qualifications:** |
| 17. | **Is the Job Role Amenable to Persons with Disability** | ☒ **Yes** ☐ **No** <br> **If "Yes", specify the applicable type of Disability:** <br> • Acid Attack Victims |
| 18. | **How Participation of Women will be Encouraged** | Awareness campaigns should be initiated to highlight successful women in the field, showcasing their achievements and inspiring others to follow suit. Also, mentorship programs should be established, pairing experienced women professionals with aspiring ones to provide guidance and support. Additionally, organizations can create scholarships and funding opportunities exclusively for women pursuing interior design project management, helping to overcome financial barriers. Workshops and training sessions specifically designed to address the unique challenges faced by women in the industry can also be implemented. |
| 19. | **Are Greening/ Environment Sustainability Aspects Covered** | ☒ **Yes** ☐ **No** <br><br> **Covered under the NOS:** <br> FFS/N8207 – Supervise health and safety protocols for project designing at the workplace <br> Module Name: Material conservation and resources optimization |
| 20. | **Is Qualification Suitable to be Offered in Schools/Colleges** | **Schools** ☒ **Yes** ☐ **No**    **Colleges** ☒ **Yes** ☐ **No** |

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| 21. | **Name and Contact Details of Submitting / Awarding Body SPOC** | **Name:** Mr. Rahul Mehta<br>**Email:** ceo@ffsc.in<br>**Contact No.:** +91 124 4513900<br>**Website:** ffsc.in | |
|---|---|---|---|
| 22. | **Final Approval Date by NSQC:** 31/08/2023 | **23. Validity Duration:** 3 years | **24. Next Review Date:** 31/08/2026 |

## Section 2: Module Summary

NOS/s of Qualifications
*(In exceptional cases these could be described as components)*

Mandatory NOS/s:

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

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

| S. No | NOS/ Module Name | NOS/ Module Code & Version | Core/ Non-Core | NCrF/ NSQF Level | Credit as per NCrF | Training Duration (Hours) | | | | | Assessment Marks | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Th. | Pr. | OJT-Man. | OJT-Rec. | Total | Th. | Pr. | Proj. | Viva | Total | Weig. (%) |
| 1 | Bridge Module 1 | Version No. 2 | Core | 5.5 | 1 | 18 | 12 | 0 | 0 | 30 | NA | NA | NA | NA | NA | NA |
| 2 | Assist in business development and client servicing for different project categories | NOS Code: FFS/N0225 Version No. 2 | Core | 5.5 | 4 | 42 | 78 | 0 | 0 | 120 | 20 | 55 | 20 | 5 | 100 | 15 |
| 3 | Assist in defining final scope of work and financial transactions for assigned projects | NOS Code: FFS/N0226 Version No. 2 | Core | 5.5 | 3 | 36 | 54 | 0 | 0 | 90 | 25 | 50 | 20 | 5 | 100 | 15 |

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| No. | Description | NOS Code | Type | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4 | Assist in planning teams and resources for the assigned projects and defining reporting mechanism, and installation of the products at the worksite | NOS Code: FFS/N0227 Version No. 2 | Core | 5.5 | 3 | 36 | 54 | 0 | 0 | 90 | 25 | 50 | 20 | 5 | 100 | 10 |
| 5 | Assist in review/approval of design dockets, procurement, and vendor management of the assigned projects | NOS Code: FFS/N0228 Version No. 2 | Core | 5.5 | 3 | 30 | 60 | 0 | 0 | 90 | 20 | 55 | 20 | 5 | 100 | 15 |
| 6 | Assist in supervision of onsite installation, quality control and client handover for assigned projects | NOS Code: FFS/N0229 Version No. 2 | Core | 5.5 | 3 | 32 | 58 | 0 | 0 | 90 | 22 | 53 | 20 | 5 | 100 | 10 |
| 7 | Employability Skills (90 Hours) | NOS Code: DGT/VSQ/N0103 Version 1 | Non-Core | 4 | 3 | 30 | 60 | 0 | 0 | 90 | 20 | 30 | 0 | 0 | 50 | 5 |
| 8 | Supervise health and safety protocols for project designing at the workplace | NOS Code: FFS/N8207 Version 3 | Non-Core | 5 | 1 | 12 | 18 | 0 | 0 | 30 | 12 | 61 | 27 | 0 | 100 | 5 |
| **Duration (in Hours) / Total Marks** | | | | | **21** | **236** | **394** | **0** | **0** | **630** | **164** | **409** | **147** | **30** | **750** | **75** |

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**Electives**

| S. N o | NOS/ Module Name | NOS/ Module Code & Version | Core / Non-Core | NCrF/ NSQF Level | Credit as per NCrF | Training Duration (Hours) | | | | | Assessment Marks | | | | | Weig. (%) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Th. | Pr. | OJT-Man. | OJT-Rec. | Total | Th. | Pr. | Proj. | Viv a | Total | |
| 1 | Assist in management of assigned interior design projects for residence and kitchen projects | NOS Code: FFS/N0230 Version No. 2 | Core | 5.5 | 7 | 30 | 60 | 120 | 0 | 210 | 15 | 35 | 50 | 0 | 100 | 25 |
| 2 | Assist in management of assigned interior design projects for commercial and hospital projects | NOS Code: FFS/N0231 Version No. 2 | Core | 5.5 | 7 | 30 | 60 | 120 | 0 | 210 | 15 | 35 | 50 | 0 | 100 | 25 |
| 3 | Assist in management of assigned interior design projects for Academic Institutions segment | NOS Code: FFS/N0232 Version No. 2 | Core | 5.5 | 7 | 30 | 60 | 120 | 0 | 210 | 15 | 35 | 50 | 0 | 100 | 25 |
| 4 | Assist in management of assigned interior design projects under Hospitality segment | NOS Code: FFS/N0233 Version No. 2 | Core | 5.5 | 7 | 30 | 60 | 120 | 0 | 210 | 15 | 35 | 50 | 0 | 100 | 25 |
| 5 | Assist in management of assigned interior design projects under Retail Fitout and Exhibitions segment | NOS Code: FFS/N0234 Version No. 2 | Core | 5.5 | 7 | 30 | 60 | 120 | 0 | 210 | 15 | 35 | 50 | 0 | 100 | 25 |
| **Duration (in Hours) / Total Marks** | | | | | 35 | 150 | 300 | 600 | 0 | 1050 | 75 | 175 | 250 | 0 | 500 | 25 |

Assessment - Minimum Qualifying Percentage
*Please specify **any one** of the following:*

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

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

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Section 3: Training Related

| 1. | **Trainer's Qualification and experience in the relevant sector (in years)** | **A trainer should be eligible in any of below mentioned categories:**<br><br>**Scenario 1: Graduate**<br>○ Engineering (Civil, Mechanical), Architecture, Interior Design, Furniture Designing/Manufacturing or Any other Discipline with 5 years' relevant experience (Industry)<br>○ Preferred:<br>    • 1-year experience (Teaching)<br>    • Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.<br><br>**Scenario 2: I.T.I**<br>○ Interior Designing/Architectural Drafting with 6 years' relevant experience (Industry)<br>○ Preferable:<br>    • 1 year experience (Teaching).<br>    • Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills<br><br>**Scenario 3: Diploma**<br>○ Interior Designing/Architectural Drafting with 6 years' relevant experience (Industry)<br>○ Preferable:<br>    • 1 year experience (Teaching)<br>    • Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.<br><br>**Scenario 4: Certificate-NSQF**<br>a. NSQF Level 5.5- Assistant Project Manager (Interior Design) (FFS/Q0205) with 4 years' relevant experience (Industry),<br>    • Required:<br>        ○ Work Experience and Recommendation letter from Employer, Certificates of Training from companies<br>    • Preferable:<br>        ○ 1 year experience (Teaching)<br>        ○ Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.<br><br>b. NSQF Level 6- Project Manager (Interior Design) or above with 3 years' relevant experience (Industry)<br>    • Required:<br>        ○ Work Experience and Recommendation letter from Employer, Certificates of Training from companies<br>    • Preferable: |
|---|---|---|

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| | | |
|---|---|---|
| | | o   1 year experience (Teaching**)**<br>o   Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills. |
| 2. | **Master Trainer's Qualification and experience in the relevant sector (in years)** | Graduate (In any field) with minimum 5 years of relevant experience |
| 3. | **Tools and Equipment Required for Training** | ☒Yes    ☐No<br><br>The detailed tools list is attached in Annexure 2 |
| 4. | **In Case of Revised Qualification, Details of Any Upskilling Required for Trainer** | This qualification is revised based on the NCrF framework with the compulsory module of employability skills. The candidates can enroll into a 3-day workshop to upskill themselves based on the new components of the revised qualification and get the desired certifications done. |

## Section 4: Assessment Related

| | | |
|---|---|---|
| 1. | **Assessor's Qualification and experience in relevant sector (in years)** | **An Assessor should be eligible in any of below mentioned categories:**<br><br>**Scenario 1**: **Graduate**<br>o   Engineering (Civil, Mechanical), Architecture, Interior Design, Furniture Designing/Manufacturing or Any other Discipline with 5 years' relevant experience (Industry)<br>o   Preferred:<br>    •   1-year experience (Teaching)<br>    •   Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.<br><br>**Scenario 2: I.T.I**<br>o   Interior Designing/Architectural Drafting with 6 years' relevant experience (Industry)<br>o   Preferable:<br>    •   1 year experience (Teaching).<br>    •   Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills<br><br>**Scenario 3: Diploma**<br>o   Interior Designing/Architectural Drafting with 6 years' relevant experience (Industry)<br>o   Preferable:<br>    •   1 year experience (Teaching) |

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- Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.

**Scenario 4: Certificate-NSQF**

c. NSQF Level 5.5- Assistant Project Manager (Interior Design) (FFS/Q0205) with 4 years' relevant experience (Industry),
- Required:
  - o Work Experience and Recommendation letter from Employer, Certificates of Training from companies
- Preferable:
  - o 1 year experience (Teaching)
  - o Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.

d. NSQF Level 6- Project Manager (Interior Design) or above with 3 years' relevant experience (Industry)
- Required:
  - o Work Experience and Recommendation letter from Employer, Certificates of Training from companies
- Preferable:
  - o 1 year experience (Teaching)
  - o Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.

| 2. | **Proctor's Qualification and experience in relevant sector (in years)** | Graduate (In any field) with minimum 3 years of relevant experience |
|---|---|---|
| 3. | **Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** | Graduate (In any field) with minimum 5 years of relevant experience |
| 4. | **Assessment Mode** | Components might be Online, Offline, or Blended, depending on the location where the evaluation is being carried out. |
| 5. | **Tools and Equipment Required for Assessment** | ☒ Same as for training   ☐ Yes   ☐ No |

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## Section 5: Evidence of the need for the Qualification

| | |
|---|---|
| 1. | **Latest Skill Gap Study (not older than 2 years) (Yes/No):** No <br> FFSC had conducted the research, analysis, and assessment of the skill gaps in the Interiors, Furniture, and Allied sectors. The report was published in year 2016 and is valid up to 2025 providing a comprehensive analysis of skill gaps and manpower requirement in specific occupations and job role categories. <br> The report can be accessed through Link: Click here <br><br> Along with this, FFSC has also developed its own indigenous LMS portal- FFSC T:AJ. FFSC T:AJ is a one-stop solution for skilled manpower for interiors, furniture, and allied industries. The job portal is customized per the industry's Occupation Map (OM) to facilitate properly aggregating job and apprenticeship opportunities. The portal offers unique features for employers and candidates to provide the ideal solution for demand aggregation and supply matching. It also facilitates the identification of skill gap and requirement in the industry and relevant sectors on periodic intervals. <br> FFSC T:AJ can be assessed through: https://ffsctaj.in/ |
| 2. | **Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** Yes <br><br> The following key research documents are available in the public domain: <br> 1. Strategic Roadmap for Furniture Sector of India by IKEA (Link for Report) <br> 2. India – Potential as a Global Furniture Hub by BCG (Link for Report) |
| 3. | **Government /Industry initiatives/ requirement (Yes/No):** Yes <br> The Indian Interiors, Furniture, and Fittings industry is a rapidly growing sector of the country's economy. In 2018, the Government of India recognized the furniture industry as a 'Champion Sector', leading to an increase in its import and exports to promote the sector further. To capitalize on this, the government is creating furniture hubs within certain locations within the country to cater to the local customer base. <br> Demand within the industry has increased significantly, with trends going along the lines of stylish fixtures with minimalist designs, amongst other customizations. Improvements in the quality of these goods, its universal accessibility, and upgradation in the industry standards will only further boost the demand within the sector. Organic materials like wood and new, aesthetically more diverse, and adjustable materials like cement, corrugated cardboard, and concrete have also emerged in the Indian market recently to stay in alignment with redesigned trends. <br> In order to secure good growth within the sector, there is a need to train and teach traditional carpenters and designers and cater to meeting specific occupational standards to improve the quality of the product the industry provides. Also, to promote future skills within the industry, FFSC has been developing job role-specific standards to skill, upskill and re-skill the workforce in the industry. <br> Apart from this, Indigenous Center for Excellence are being set up throughout India to boost entrepreneurship opportunities. This also provides more access to job seekers, especially women, to get wage employment. |
| 4. | **Number of Industry validation provided:** 33 (Details in Annexure 3) |
| 5. | **Estimated nos. of persons to be trained and employed:** Refer to Annexure 4 |
| 6. | **Evidence of Concurrence/Consultation with Line Ministry/State Departments:** <br> Yes, the Line ministry concurrence was received during approval process. |

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## Section 6: Annexure & Supporting Documents Check List

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

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Annexure 1: Evidence of Level

| NCrF/NSQF Level Descriptors | Key requirements of the job role/ outcome of the qualification | How the job role/ outcomes relate to the NCrF/NSQF level descriptor | NCrF/NSQF Level |
|---|---|---|---|
| **Professional Theoretical Knowledge/Process** | Following are the process wise key requirements of the job role:<br><br>• Assist in performing business development and client servicing activities.<br>• Analyse the customer requirements and define the scope of the project.<br>• Perform project planning and work estimate calculations<br>• Ensure client approval and required sign offs at every stage and intimate client in case of changes.<br>• Supervise design solutions, material selection and AFC drawings approvals<br>• Perform procurement management and vendor management.<br>• Assist in on site installation.<br>• Conduct site inspects and quality checks. | As mentioned in the key requirements, the person carries out the different tasks repetitively on a routine basis. The tasks are predictable in nature.<br><br>The job requirements match with the NSQF level 5.5 descriptor. Hence the level is pegged at 5.5 | 5.5 |
| **Professional and Technical Skills/ Expertise** | Following are the few professional knowledge requirements of the job role:<br><br>• Pre-requisites for the recce<br>• Techniques and strategies of business development, client interaction site recce<br>• Tools and methodology for project planning and scheduling.<br>• Market knowledge of material costs.<br>• Basics of project cost estimation.<br>• Basics of drawing details and specifications.<br>• Health, safety norms at workplace.<br>• Waste disposal procedures and guidelines.<br>• Standard process and principle of various operations of the worksite. | According to the key requirements, the person the person should have knowledge about basic facts, process and principle applied in the job role.<br><br>The job requirements match with the NSQF level 5.5 descriptor. Hence the level is pegged at 5.5 | 5.5 |
| **Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill** | Following are the few professional skills required for the job role:<br><br>• Perform client deliberations involving business development activities.<br>• Defining final scope of work.<br>• Prepare project cost estimates, quotations | The person demonstrates his/ her practical skills, which are routine and repetitive in a narrow range of applications. | 5.5 |

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| | | | |
|---|---|---|---|
| | • Review and approve the concepts, drawings, mood boards, 3D renders, miniatures, etc.<br>• Ensure the execution of various stages involved in project from client interaction to the handover.<br>• Identification of the details received from the client.<br>• Perform Project planning.<br>• Working at the workplace as per the guideline. | The job requirements match with the NSQF level 5.5 descriptor. Hence the level is pegged at 5.5 | |
| **Broad Learning Outcomes/Core Skill** | The job role demands that the person should be able to understand and possess the skills such as:<br><br>• Read and understand the measurements.<br>• Understands project instructions and standard operating procedures.<br>• Understand advance principles of measurement, geometry, and arithmetic and algebraic calculation<br>• Read and understand company policy documents; information displayed at the worksite.<br>• Communicate with team members and supervisor.<br>• Identify risks that affect the health, safety, and environment for self and others while working in the vicinity. | The person understands the basic arithmetic and algebraic principle, personal financing, and basic understanding of social and natural environments. He/she is able to communicate by writing and speaking.<br><br>The job requirements match with the NSQF level 5.5 descriptor. Hence the level is pegged at 5.5 | 5.5 |
| **Responsibility** | Few of the key responsibilities:<br><br>• Arrange client meetings.<br>• Understand the project scope and interpret the details received.<br>• Organize and conduct site recce.<br>• Prepare project plan and delegate the tasks accordingly.<br>• Ensure design approvals and changes gets incorporated.<br>• Ensure material selection is as per budget and timeline.<br>• Conduct procurement and vendor management.<br>• Coordinate with multiple agencies and contractors<br>• Supervise on-site execution<br>• Regular monitoring of work done and update the client<br>• Perform quality check and take client handovers. | The person works under instruction and close supervision. The person has some responsibility for his/ her work.<br><br>The job requirements match with the NSQF level 5.5 descriptor. Hence the level is pegged at 5.5 | 5.5 |

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Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

**Batch Size:** 20 candidates

| S. No. | Tool/Equipment | Specifications | Quantity for specified Batch size |
|---|---|---|---|
| 1 | Color Printer | Type: Color inkjet/laser printer, Brand: XYZ, Model: ABC-123 | 1 |
| 2 | Geometry Box | Contents: Compass, Protractor, Set square, Ruler, Eraser, Sharpener | 20 |
| 3 | Software- Project Management | Type: Project management software, Version: 2.0 | 20 |
| 4 | Software- MS Office | Type: MS Office Software, Edition: Professional Plus 2022 | 20 |
| 5 | Measurement Tape (5m) | Type: Measurement tape, Length: 5 meters, Brand: MeasureMaster | 20 |
| 6 | Laser Measurement Tape | Type: Laser measuring tape, Range: 0-30 meters | 4 |
| 7 | Masking Tape | Type: Masking tape, Width: 1 inch, Color: Blue | 4 |
| 8 | Notebook | Type: Spiral-bound notebook, Size: A4, Pages: 100, Brand: NotesPlus | 20 |
| 9 | Sketch Book | Type: Sketchbook, Paper: Acid-free, Size: A4, Brand: ArtisticSketch | 20 |
| 10 | Folders (A4) | Type: Folders, Size: A4, Quantity: 5, Color: Assorted | 4 |
| 11 | Plain Papers (A4) | Type: Plain papers, Size: A4, Quantity: 500, Weight: 80gsm | 1 |
| 12 | Sample- Type of Wood | Type: Physical wood sample, Wood Type: Oak | 2 |
| 13 | Sample- Wood Finishes | Type: Sample showcasing various wood finishes, Finish: Matte, Glossy | 2 |
| 14 | Sample- Types of Metal | Type: Sample showcasing various metal options, Metal: Stainless Steel | 2 |
| 15 | Sample- Types of Ply | Type: Sample showcasing different types of ply, Ply Type: Birch | 2 |
| 16 | Sample- Types of Wood Derivatives | Type: Sample showcasing various wood derivatives, Material: MDF | 2 |
| 17 | Sample- Design Docket | Type: Sample design docket for project, Project: Residence Project | 2 |
| 18 | Sample- BOQ Docket | Type: Sample Bill of Quantities docket, Project: Office Renovation | 2 |
| 19 | Sample- Client Info Docket | Type: Sample Client Information docket, Client: John Doe | 2 |
| 20 | Sample- TSOW/ FSOW Docket | Type: Sample Technical Scope of Work/Functional Scope of Work docket | 2 |
| 21 | Sample- Purchase Order Docket | Type: Sample Purchase Order docket, Vendor: ABC Suppliers | 2 |
| 22 | Sample- Project Progress Docket | Type: Sample Project Progress docket, Phase: Construction Phase | 2 |
| 23 | Sample- Handover Docket | Type: Sample Handover docket, Project: Apartment Complex | 2 |
| 24 | Sample- Measurement Sheet Docket | Type: Sample Measurement Sheet docket, Room: Living Room | 2 |
| 25 | Catalogue- Veneers | Type: Catalogue displaying different veneer options, Brand: VeneerMaster | 2 |
| 26 | Catalogue- Laminates | Type: Catalogue displaying various laminate options, Brand: LaminateLux | 2 |
| 27 | Catalogue- Types of Glass | Type: Catalogue displaying different glass options, Brand: GlassElite | 2 |
| 28 | Catalogue- Types of Marble | Type: Catalogue displaying various marble options, Brand: MarbleCraft | 2 |

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| 29 | Catalogue- Types of Tiles | Type: Catalogue displaying different tile options, Brand: TileTrend | 2 |
|---|---|---|---|
| 30 | Catalogue- Types of Fabric | Type: Catalogue displaying various fabric options, Brand: FabricFinest | 2 |
| 31 | Catalogue- Types of Leather | Type: Catalogue displaying different leather options, Brand: LeatherLuxe | 2 |
| 32 | Catalogue- Types of Leatherette | Type: Catalogue displaying various leatherette options, Brand: LeatheretteElegance | 2 |
| 33 | Catalogue- Types of Rugs | Type: Catalogue displaying different rug options, Brand: RugRoyalty | 2 |
| 34 | Catalogue- Types of Curtains | Type: Catalogue displaying various curtain options, Brand: CurtainCraft | 2 |
| 35 | Catalogue- Types of Lights | Type: Catalogue displaying different lighting options, Brand: LightLux | 2 |
| 36 | Catalogue- Pantone Shade Card | Type: Pantone shade card catalogue, Edition: 2022 | 2 |
| 37 | Catalogue- Wall Paints | Type: Catalogue displaying various wall paint options, Brand: PaintPro | 2 |
| 38 | Catalogue- Metal Finishes | Type: Catalogue showcasing different metal finishes, Finish: Brushed | 2 |
| 39 | Catalogue- Sanitary Fittings | Type: Catalogue displaying various sanitary fittings, Brand: SanitaryStyle | 2 |
| 40 | Catalogue- Wallpapers | Type: Catalogue showcasing different wallpaper options, Design: Floral | 2 |
| 41 | Catalogue- Hardware & Fittings | Type: Catalogue displaying various hardware and fittings options, Brand: HardwareHub | 2 |
| 42 | Catalogue- Appliances | Type: Catalogue showcasing different appliance options, Brand: ApplianceMaster | 2 |
| 43 | File Storage Cabinet | Type: Cabinet for storing files and documents, Size: Large, Lockable | 1 |
| 44 | Storage Cabinets | Type: Cabinets for general storage, Quantity: 2, Size: Medium | 1 |
| 45 | First Aid Kit | Type: Standard first aid kit, Contents: Bandages, Antiseptic, Scissors | 1 |
| 46 | Fire Extinguisher | Type: Standard fire extinguisher, Capacity: 5 lbs | 1 |

**Classroom Aids**

The aids required to conduct sessions in the classroom are:

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

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Annexure 3: Industry Validations Summary

**No. of Validations:** 33

| S. No | Organization Name | Representative Name | Designation | Contact Address | Contact Phone No | E-mail ID |
|---|---|---|---|---|---|---|
| 1 | Bram Woodcrafting Studio Pvt. Ltd. | Mr. Bram Rouws | Director | Mysuru | 9874110516 | bram@woodcraftingstudio.in |
| 2 | Ranbir Singh Dhiman & Sons | Mr. Sukhjit S Dhiman | CEO | Chandigarh | 9876511111 | sukhjitsdhiman@gmail.com |
| 3 | K.A. Kutties Wood Crafts | Mr. C. Ramesh | Director | Chennai | 9840099093 | k.a.kutties@gmail.com |
| 4 | Plantag Coatings India Pvt. Ltd. | Mr. S.I. Singh | Branch Manager | Jodhpur | 9971440963 | s.singh@plantag.de |
| 5 | Home Interior Designs E Commerce Pvt. Ltd. (Livspace) | Mr. Gopal Dwivedi | Assistant Vice President | Bengaluru | 9971603636 | gopal.dwivedi@livspace.com |
| 6 | Studio Dafterr | Mr. Pranav Kochatta | Founder & Director | Indore | 8989935095 | pranavkochatta@gmail.com |
| 7 | Radheshyam Intex Products Pvt. Ltd. | Mr. Bikash Poddar | Director | Bengaluru | 9845201519 | info@radheshyamintex.com |
| 8 | STS Realtors & Decors Pvt. Ltd. | Mr. Subhankar Chakraborty | Managing Director | Kolkata | 98301 16521 | stsrealtor2017@gmail.com |
| 9 | Kubik India Pvt. Ltd. | Mr. Jimesh Khimji Shah | Managing Director | Mumbai | 9930951006 | jimesh@kubik.in, yogendra.p@kubik.in |
| 10 | AVG Modulars | Mr. Atul Gupta | Founder | Haryana | 9872500291 | atul@avgmodulars.com |
| 11 | Vidisaa Solutions | Mr. Manish Gupta | Proprietor | Punjab | 9988098899 | ausweginc@gmail.com |
| 12 | Advait | Mr. Gunjan Chaplot | Principal Designer | Udaipur, Rajasthan | 7600989971 | advaitarchitecture@gmail.com |
| 13 | Shree Ganesh Plywood | Mr. Pulkit Banthia | Founder | New Delhi | 9319130739 | info@sagwansolutions.com , sgetimber@gmail.com |
| 14 | Akbar Ali & Son's | Mr. Aazam | Partner | Udaipur, Rajasthan | 9828378700 | sanwariaazam@gmail.com |
| 15 | Ecogreen Interiors and Constructions Pvt. Ltd. | Mr. Sujeet Kumar | Director | Patna | 9304351672 | patnasujit@gmail.com |
| 16 | Ghar Angan | Ms. Meeta Raina | Founder | Udaipur, Rajasthan | 982979173 | gharangan@gmail.com |

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| 17 | Hettich India | Mr. Somesh Gupta | Manager | Mumbai | 7042594425 | somesh.gupta@hettich.com |
|----|---------------|------------------|---------|--------|------------|--------------------------|
| 18 | Liberty Manufacturers and Marketeors Pvt. Ltd | Mr. Naresh Manwani | Managing Director | Udaipur, Rajasthan | 9983055555 | nareshmanwani@libertyfurniture.com |
| 19 | MVS Global | Mr. Satish Kumar Cvhandna | Proprietor | Delhi | 9312267811 | info@mvsglobal.co.in |
| 20 | Narsi & Associates | Mr. Anil Umesh Mathur | Marketing Head | Narsi & Associates | 9323811674 | anilmathur@narsi.in |
| 21 | Priyanka Arjun and Associates | Ms. Priyanka Arjun | Principal Architect | Udaipur, Rajasthan | 9928820266 | pa@priyankaarjun.com |
| 22 | Standard Furniture Mart | Mr. Sahil Malhotra | Head Of Business | Dehradun, | 9599223097 | sahil@standardfurnituremart.com |
| 23 | Sujan Carnival | Mr. Narendra Singh | CDDO | Gujarat. | 7424895357 | cddo@sujancf.com |
| 24 | Vinayak | Mr. Mahendra Pokharna | Proprietor | Udaipur, Rajasthan | 9414168701 | mahendrapokharna@gmail.com |
| 25 | Workspace Design Studio | Mr. Sunil S. Ladha | Principal Architect | Udaipur, Rajasthan | 9001590000 | sunil@commandcentres.com |
| 26 | Signature homes | Mr. Anand K. Khandelwal | Founder | New Delhi | 9636000578 | signaturehomegalaxy@gmail.com |
| 27 | Hyfurn India | Mr. Prasanth P. | Human Resource Head | Kerala | 7593887605 | hyfurn@gmail.com |
| 28 | Omega Innovative Industries | Mr. Prasanth P. | Human Resource Head | Kerala | 7593887605 | hyfurn@gmail.com |
| 29 | Paradigm Kreation | Mr. Pulin Shah | Managing Director | Ahmedabad | 9979472727, 9227141471 | md@rplsofa.com; rplsofa@gmail.com |
| 30 | Omega Exports | Mr. Basil Skaria | Manager | Haryana | 9995868486 | omegaexportsphvr@gmail.com |
| 31 | Association of Indian Boards Manufacturers | Mr. Jikesh Thakkar | Director | New Delhi | 9925147404 | jt@aipm.in |
| 32 | Kessebohmer Furniture Fittings Pvt Ltd | Mr. Manish Anand | Director-Sales & marketing | Pune | 7774043300 | m.anand@kesseboehmer.com |
| 33 | Hevea Furniture & Interiors Pvt. Ltd | Mr. E. Rajendran | Director | Chennai | 9840896388 | rajendran@heveaproducts.co.in |

Assistant Project Manager (Interior Design)

Annexure 4: Training & Employment Details

**Training and Employment Projections:**

| Year | Total Candidates | | Women | | People with Disability | |
|---|---|---|---|---|---|---|
| | **Estimated Training #** | **Estimated Employment Opportunities** | **Estimated Training #** | **Estimated Employment Opportunities** | **Estimated Training #** | **Estimated Employment Opportunities** |
| 23-24 | 2000 | 1000 | 500 | 500 | 0 | 0 |
| 24-25 | 4000 | 2000 | 1000 | 1000 | 0 | 0 |

**Training, Assessment, Certification, and Placement Data for previous versions of qualifications:**

| Qualific ation Version | Year | Total Candidates | | | | Women | | | | People with Disability | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Trained** | **Assessed** | **Certified** | **Placed** | **Trained** | **Assessed** | **Certified** | **Placed** | **Trained** | **Assessed** | **Certified** | **Placed** |
| 1&2 | 23-24 | 50 | 49 | 49 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1&2 | 22-23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**List Schemes in which the previous version of Qualification was implemented:**

1. UGC
2. AICTE

**Content availability for previous versions of qualifications:**

☐ Participant Handbook   ☐ Facilitator Guide ☐ Digital Content   ☒ Qualification Handbook

☐ Any Other: Apprenticeship Curriculum, ToT/ToA Guide

**Languages in which Content is available:**

English and Hindi

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## Annexure 5: Blended Learning

**Blended Learning Estimated Ratio & Recommended Tools:**

*Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:*
*https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf*

| S. No. | Select the Components of the Qualification | List Recommended Tools – for all Selected Components | Offline: Online Ratio |
|---|---|---|---|
| 1 | ☒Theory/ Lectures - Imparting theoretical and conceptual knowledge | • eBooks/Textbooks/e-content<br>• Presentations<br>• Classroom Aids<br>• Journals<br>• Assessments & Quizzing Tools Flashcards<br>• Games or quizzes<br>• Collaborative/Group Projects<br>• Video Tutorials & Webinars<br>• Video Conferencing Software<br>• Tracking & Reporting Platforms | 60:40 |
| 2 | ☒Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners | • Presentations<br>• Group Discussions<br>• Case Studies/ Projects<br>• Games or quizzes<br>• Learning Paths<br>• Video Tutorials & Webinars<br>• Video Conferencing Software<br>• Tracking & Reporting Platforms<br>• Simulators/AR Tools | 50:50 |
| 3 | ☒Showing Practical Demonstrations to the learners | • Augmented Reality Applications<br>• Games or quizzes<br>• Interactive Whiteboards<br>• Collaboration Tools<br>• Online Tutorials & Interactive Simulations<br>• Digital Simulations | 60:40 |
| 4 | ☒Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training | • Virtual Labs<br>• Gamification<br>• Digital Twins<br>• Collaborative Authoring Platforms<br>• Simulators/AR Tools<br>• Digital Simulations | 80:20 |

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| | | | |
|---|---|---|---|
| | | • Online Course Platforms/LMS | |
| 5 | ☒Tutorials/ Assignments/ Drill/ Practice | • Online Course Platforms/LMS<br>• Simulators/AR Tools<br>• Online Tutorials & Interactive Simulations<br>• Screen Recording & Presentation Software<br>• Collaboration Tools<br>• Assessments & Quizzing Tools | 70:30 |
| 6 | ☒Proctored Monitoring/ Assessment/ Evaluation/ Examinations | • Online assessment/quizzing software<br>• Biometric authentication tools<br>• Remote exam locking/proctoring software<br>• Hackathons | 30:70 |
| 7 | ☒On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training | • Case Studies/Projects<br>• Simulators/AR Tools<br>• Task Management Tools<br>• Online Collaboration Tools | 90:10 |

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## Annexure 6: Detailed Assessment Criteria

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

| NOS/Module Name | Assessment Criteria for Performance Criteria/Learning Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|---|---|---|---|---|
| **FFS/N0225: Assist in business development and client servicing for different project categories** | *Assist in business development activities* | **10** | **26** | **10** | **2** |
| | **PC1.** assist in preparing business development and marketing strategies | 3 | 7 | 2 | 1 |
| | **PC2.** assist in preparation and revision of company profile and product/service catalogues | 2 | 5 | 2 | 0 |
| | **PC3.** assist in planning and execution of promotional activities and events | 2 | 5 | 2 | 0 |
| | **PC4.** assist in preparation and maintenance of records of the pipeline of prospective clients | 1 | 4 | 2 | 0 |
| | **PC5.** Follow up with the prospective clients for generation of new business opportunities | 2 | 5 | 2 | 1 |
| | *Assist in client servicing and related activities* | **10** | **29** | **10** | **3** |
| | **PC6.** arrange virtual/physical meetings with the prospective clients | 2 | 6 | 2 | 0 |
| | **PC7.** assist in analyzing the first-hand information shared by the client like project details, drawings, layouts, design dockets, preferences, etc. | 2 | 7 | 2 | 1 |
| | **PC8.** assist in preparing for client meetings and making intro presentations | 2 | 7 | 2 | 1 |
| | **PC9.** ensure taking meeting notes about client inputs and project requirements, and proper record-keeping in assigned formats like Minutes of the Meeting, Project File, etc. | 2 | 5 | 2 | 1 |
| | ` | 2 | 4 | 2 | 0 |
| | **NOS Total** | **20** | **55** | **20** | **5** |
| **FFS/N0226: Assist in defining final scope of work and financial transactions for assigned projects** | *Assist in defining scope of work as per first-hand information from the client and site survey/recce* | **11** | **26** | **11** | **3** |
| | **PC1.** assist in identifying project type, preferences in design, material, style, furniture, utilities, services quality standards etc. | 2 | 4 | 2 | 1 |
| | **PC2.** analyze the need and scope of site survey/recce based on the first-hand information and client intro meeting | 1 | 2 | 1 | 0 |
| | **PC3.** plan and organize the site survey/recce in coordination with client POCs and internal Interior Design/Installation teams | 2 | 4 | 2 | 0 |
| | **PC4.** assist in performing site survey with the client and concerned teams, and monitoring the recce activities | 2 | 6 | 2 | 1 |
| | **PC5.** supervise the preparation and timely submission of the recce reports including the site pictures and measurements details | 2 | 4 | 1 | 0 |
| | **PC6.** assist in defining final scope of work and resources required for the same | 2 | 6 | 3 | 1 |

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| | | | | | |
|---|---|---|---|---|---|
| | *Assist in preparing estimates, quotations and negotiations* | **14** | **24** | **9** | **2** |
| | **PC7.** coordinate with different teams like design team, accounts team, vendors for preparing estimate and related documents | 2 | 4 | 2 | 0 |
| | **PC8.** assist in preparing the project proposal factoring the client budget, and the timelines for the project execution | 4 | 6 | 2 | 0 |
| | **PC9.** facilitate negotiations, approvals, project closure formalities like agreement preparation, contract sign off, etc. | 2 | 6 | 2 | 1 |
| | **PC10.** assist in gauging impact of proposed changes/deviation during execution on project timelines & budget | 2 | 2 | 1 | 0 |
| | **PC11.** facilitate approval of additional scope of work and respective quotation from the client | 2 | 2 | 1 | 0 |
| | **PC12.** assist in financial transactions, payment coordination, record-keeping and updates | 2 | 4 | 1 | 1 |
| | NOS Total | **25** | **50** | **20** | **5** |
| **FFS/N0227: Assist in planning teams and resources for the assigned** *projects and defining reporting mechanism* | *Assist in planning resources as per finalized scope of work for the project* | *10* | *20* | *8* | *2* |
| | **PC1.** assist in preparing estimates of raw material and products required for the project/s, like Tiles/ Marbles, Wallpapers, Paints, Glass, Light, POP, Sanitary, Fabric, Rugs, Curtains | 3 | 6 | 2 | 0 |
| | **PC2.** study in-house material library and conduct market research/visits to keep vendor options updated | 2 | 4 | 2 | 1 |
| | **PC3.** assist in raising tenders, inviting quotations and delivery timelines, terms and conditions from various vendors | 3 | 6 | 2 | 0 |
| | **PC4.** participate in the review process and share inputs/suggestions for shortlisting right vendor partners | 2 | 4 | 2 | 1 |
| | *Assist in organizing teams and define supervision and reporting mechanism for various projects* | **7** | **14** | **6** | **1** |
| | **PC5.** assist in estimating nature/types of teams required as per finalized scope of work | 3 | 6 | 2 | 0 |
| | **PC6.** define tasks of each team along with timelines, ownership, Gantt charts, estimates, etc. | 2 | 4 | 2 | 1 |
| | **PC7.** define task updates and feedback mechanism for regular periodic updates | 2 | 4 | 2 | 0 |
| | *Assist in preparing reporting mechanism for various projects* | **8** | **16** | **6** | **2** |
| | **PC8.** devise a work monitoring system for the project, highlighting key milestones for review | 3 | 6 | 2 | 0 |
| | **PC9.** plan regular on-site inspections in line with key milestones and process to factor changes | 2 | 4 | 2 | 1 |
| | **PC10.** assist in defining client visits/inspection protocols and feedback mechanism | 3 | 6 | 2 | 1 |
| | NOS Total | **25** | **50** | **20** | **5** |

| | | | | | |
|---|---|---|---|---|---|
| **FFS/N0228: Assist in review/approval of design dockets, procurement, and vendor management of the assigned projects** | *Assist in review and approval of design concepts/plans* | **10** | **35** | **15** | **3** |
| | **PC1.** assist in allocation of project work to concerned teams as per timelines | 2 | 5 | 3 | 0 |
| | **PC2.** monitor the process of design dockets development for assigned projects | 2 | 5 | 3 | 1 |
| | **PC3.** review and approve the concepts, drawings, mood boards, 3D renders, miniatures, etc. prepared by the teams on parameters of scope, budget and delivery timelines | 2 | 10 | 3 | 1 |
| | **PC4.** ensure supervisor and client feedbacks are shared with the team and incorporated | 2 | 5 | 3 | 1 |
| | **PC5.** ensure necessary approvals on all the design, drawings, materials, finishes etc. for execution purposes | 2 | 10 | 3 | 0 |
| | *Assist in procurement of the raw material/products and vendor management for assigned projects* | **10** | **20** | **5** | **2** |
| | **PC6.** assist in comparison of the quotations as per final scope of work and negotiation with the shortlisted vendor partners | 2 | 4 | 1 | 1 |
| | **PC7.** assist in defining the terms of payment and delivery timeline before approval of the purchase orders | 2 | 4 | 1 | 0 |
| | **PC8.** conduct interim and final quality checks before final dispatch or delivery, as per the nature of the raw material/products ordered | 2 | 4 | 1 | 1 |
| | **PC9.** ensure proper record keeping and managing queries/grievances related to procurement process | 2 | 4 | 1 | 0 |
| | **PC10.** assist in approval of invoices and release of payment to the vendor partners | 2 | 4 | 1 | 0 |
| **NOS Total** | | **20** | **55** | **20** | **5** |
| **FFS/N0229: Assist in supervision of onsite installation, quality control and client handover for assigned projects** | *Assist in allocation and supervision of assigned tasks for various projects* | **12** | **28** | **10** | **3** |
| | **PC1.** assign appropriate team & delegate respective tasks with delivery timelines | 2 | 8 | 2 | 1 |
| | **PC2.** ensure the required raw material and interior products are delivered timely as per plan | 2 | 4 | 2 | 0 |
| | **PC3.** coordinate between various agencies, sub-contractors, client POCs, and approval authorities to ensure timely completion of inter-connected or dependent tasks | 2 | 4 | 2 | 1 |
| | **PC4.** develop and maintain documentation formats for record keeping of the projects | 2 | 4 | 2 | 0 |
| | **PC5.** assist in handling team's feedback, queries, grievances and resolving any issues/conflicts which may hinder the work | 2 | 4 | 1 | 1 |
| | **PC6.** ensure requisite team training on material usage, effective and efficient task management, etc. | 2 | 4 | 1 | 0 |
| | *Assist in conducting quality check, reporting and final handover of the assigned projects* | **10** | **25** | **10** | **2** |

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| | | | | | |
|---|---|---|---|---|---|
| | **PC7.** assist in conducting periodic intrinsic and external quality checks of the projects | 2 | 8 | 2 | 1 |
| | **PC8.** ensure deviations and client feedback is factored and necessary action is taken | 2 | 4 | 2 | 0 |
| | **PC9.** assist in compliance with the statutory and regulatory requirements related to the worksite | 2 | 0 | 2 | 1 |
| | **PC10.** assist in ensuring on timely completion of each stage and work updates | 2 | 5 | 2 | 0 |
| | **PC11.** ensure review and timely submission of the completion report and client handover | 2 | 8 | 2 | 0 |
| | **NOS Total** | **22** | **53** | **20** | **5** |
| **DGT/VSQ/N0103: Employability Skills (90 Hours)** | ***Introduction to Employability Skills*** | **1** | **1** | **0** | **0** |
| | **PC1.** understand the significance of employability skills in meeting the current job market requirement and future of work | 0 | 0 | 0 | 0 |
| | **PC2**. identify and explore learning and employability relevant portals | 0 | 0 | 0 | 0 |
| | **PC3**. research about the different industries, job market trends, latest skills required and the available opportunities | 0 | 0 | 0 | 0 |
| | ***Constitutional values – Citizenship*** | **1** | **1** | **0** | **0** |
| | **PC4.** 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. | 0 | 0 | 0 | 0 |
| | **PC5.** follow environmentally sustainable practices | 0 | 0 | 0 | 0 |
| | ***Becoming a Professional in the 21st Century*** | **1** | **2** | **0** | **0** |
| | **PC6.** recognize the significance of 21st Century Skills for employment | 0 | 0 | 0 | 0 |
| | **PC7**. practice the 21st Century Skills such as SelfAwareness, 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 | 0 | 0 | 0 | 0 |
| | **PC8**. adopt a continuous learning mindset for personal and professional development | 0 | 0 | 0 | 0 |
| | ***Basic English Skills*** | **3** | **4** | **0** | **0** |
| | **PC9**. use basic English for everyday conversation in different contexts, in person and over the telephone | 0 | 0 | 0 | 0 |
| | **PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English | 0 | 0 | 0 | 0 |
| | **PC11**. write short messages, notes, letters, e-mails etc. in English | 0 | 0 | 0 | 0 |
| | ***Career Development & Goal Setting*** | **1** | **2** | **0** | **0** |
| | **PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes | 0 | 0 | 0 | 0 |
| | **PC13**. prepare a career development plan with short- and long-term goals | 0 | 0 | 0 | 0 |

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| | | | | | |
|---|---|---|---|---|---|
| | *Communication Skills* | **2** | **2** | **0** | **0** |
| | **PC14**. follow verbal and non-verbal communication etiquette while communicating in professional and public settings | 0 | 0 | 0 | 0 |
| | **PC15**. use active listening techniques for effective communication | 0 | 0 | 0 | 0 |
| | **PC16**. communicate in writing using appropriate style and format based on formal or informal requirements | 0 | 0 | 0 | 0 |
| | **PC17**. work collaboratively with others in a team | 0 | 0 | 0 | 0 |
| | *Diversity & Inclusion* | **1** | **1** | **0** | **0** |
| | **PC18**. communicate and behave appropriately with all genders and PwD | 0 | 0 | 0 | 0 |
| | **PC19.** escalate any issues related to sexual harassment at workplace according to POSH Act | 0 | 0 | 0 | 0 |
| | *Financial and Legal Literacy* | **2** | **3** | **0** | **0** |
| | **PC20**. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc. | 0 | 0 | 0 | 0 |
| | **PC21**. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook | 0 | 0 | 0 | 0 |
| | **PC22.** identify common components of salary and compute income, expenses, taxes, investments etc | 0 | 0 | 0 | 0 |
| | **PC23**. identify relevant rights and laws and use legal aids to fight against legal exploitation | 0 | 0 | 0 | 0 |
| | *Essential Digital Skills* | **3** | **5** | **0** | **0** |
| | **PC24**. operate digital devices and use their features and applications securely and safely | 0 | 0 | 0 | 0 |
| | **PC25**. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc. | 0 | 0 | 0 | 0 |
| | **PC26.** display responsible online behaviour while using various social media platforms | 0 | 0 | 0 | 0 |
| | **PC27**. create a personal email account, send and process received messages as per requirement | 0 | 0 | 0 | 0 |
| | **PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications | 0 | 0 | 0 | 0 |
| | **PC29**. utilize virtual collaboration tools to work effectively | 0 | 0 | 0 | 0 |
| | *Entrepreneurship* | **2** | **3** | **0** | **0** |
| | **PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research | 0 | 0 | 0 | 0 |
| | **PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion | 0 | 0 | 0 | 0 |
| | **PC32.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity | 0 | 0 | 0 | 0 |
| | *Customer Service* | **1** | **2** | **0** | **0** |

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| | | | | | |
|---|---|---|---|---|---|
| | **PC33.** identify different types of customers and ways to communicate with them | 0 | 0 | 0 | 0 |
| | **PC34.** identify and respond to customer requests and needs in a professional manner | 0 | 0 | 0 | 0 |
| | **PC35.** use appropriate tools to collect customer feedback | 0 | 0 | 0 | 0 |
| | **PC36.** follow appropriate hygiene and grooming standards | 0 | 0 | 0 | 0 |
| | ***Getting ready for apprenticeship & Jobs*** | **2** | **3** | **0** | **0** |
| | **PC37.** create a professional Curriculum vitae (Résumé) | 0 | 0 | 0 | 0 |
| | **PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively | 0 | 0 | 0 | 0 |
| | **PC39.** apply to identified job openings using offline /online methods as per requirement | 0 | 0 | 0 | 0 |
| | **PC40.** answer questions politely, with clarity and confidence, during recruitment and selection | 0 | 0 | 0 | 0 |
| | **PC41.** identify apprenticeship opportunities and register for it as per guidelines and requirements | 0 | 0 | 0 | 0 |
| | **NOS Total** | **20** | **30** | **0** | **0** |
| **FFS/N8207: Supervise health and safety protocols for project designing at the workplace** | ***Manage health and safety protocols at the workplace*** | **5** | **26** | **16** | **0** |
| | **PC1.** comply with health and personal hygiene-related protocols | 1 | 3 | 2 | 0 |
| | **PC2.** coordinate with other designers to identify possible hazards within project designing during construction and subsequent maintenance | 0 | 4 | 2 | 0 |
| | **PC3.** analyze the existing health and safety plan or safety line | 0 | 4 | 2 | 0 |
| | **PC4.** identify and report poor organizational practices concerning hygiene, food handling, cleaning | 1 | 3 | 2 | 0 |
| | **PC5.** use appropriate personal protective equipment compatible with the work and compliant with relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, safety footwear, etc. | 1 | 3 | 2 | 0 |
| | **PC6.** plan, manage, and monitor the health and safety in the execution phase concerning designing | 1 | 3 | 2 | 0 |
| | **PC7.** wear clean clothes as per the dress code of the worksite | 0 | 3 | 2 | 0 |
| | **PC8.** wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc. | 1 | 3 | 2 | 0 |
| | ***Precautionary measures to deal with emergencies*** | **4** | **20** | **6** | **0** |
| | **PC9.** use emergency equipment in accordance with manufacturers' specifications as per requirement | 0 | 4 | 1 | 0 |
| | **PC10.** follow emergency and evacuation procedures in case of accidents, fires, natural calamities | 1 | 4 | 1 | 0 |
| | **PC11.** respond promptly and appropriately to an accident situation or medical emergency | 0 | 3 | 1 | 0 |
| | **PC12.** undertake first aid activities in case of an accident, if required and asked to do so | 1 | 3 | 1 | 0 |

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| | | | | | |
|---|---|---|---|---|---|
| | **PC13.** communicate necessary control measures to concerned team members | 1 | 3 | 1 | 0 |
| | **PC14.** ensure that safety instructions applicable to the work place are being followed | 1 | 3 | 1 | 0 |
| | *Ensure material conservation and optimization of resources* | **3** | **15** | **5** | **0** |
| | **PC15.** plan out the process in project designing to ensure optimal material utilization | 1 | 3 | 1 | 0 |
| | **PC16.** collect information on the pattern of electricity and fuel consumption | 0 | 3 | 1 | 0 |
| | **PC17.** identify possibilities of using renewable energy and environment-friendly fuels in project designs | 1 | 3 | 1 | 0 |
| | **PC18.** plan the implementation of energy-efficient systems in a phased manner | 0 | 3 | 1 | 0 |
| | **PC19.** plan and utilize the reusable materials and wastage in the designing process | 1 | 3 | 1 | 0 |
| | **NOS Total** | **12** | **61** | **27** | **0** |
| **FFS/N0230: Assist in management of assigned interior design projects for Residence and Kitchen** | *Assist in business development and client servicing for Residence and Kitchen projects* | **3** | **5** | **9** | **0** |
| | **PC1.** Assist in business development activities | 2 | 3 | 5 | 0 |
| | **PC2.** Assist in client servicing and related activities | 1 | 2 | 4 | 0 |
| | *Assist in defining final scope of work and financial transactions for assigned Residence and Kitchen projects* | **3** | **6** | **10** | **0** |
| | **PC3.** Assist in defining scope of work as per first-hand information from the client and site survey/recce | 2 | 3 | 5 | 0 |
| | **PC4.** Assist in preparing estimates, quotations and negotiations | 1 | 3 | 5 | 0 |
| | *Assist in planning teams and resources, and defining reporting mechanisms for the assigned Residence and Kitchen projects* | **3** | **8** | **11** | **0** |
| | **PC5.** Assist in planning resources as per finalized scope of work for the project | 1 | 4 | 5 | 0 |
| | **PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects | 1 | 2 | 3 | 0 |
| | **PC7.** Assist in preparing reporting mechanism for various projects | 1 | 2 | 3 | 0 |
| | *Assist in approval of design dockets, procurement, and vendor management of the assigned Residence and Kitchen projects* | **3** | **8** | **10** | **0** |
| | **PC8.** Assist in review and approval of design concepts/plans | 2 | 4 | 5 | 0 |
| | **PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects | 1 | 4 | 5 | 0 |
| | *Assist in supervision of onsite installation, quality control and client handover for assigned Residence and Kitchen projects* | **3** | **8** | **10** | **0** |
| | **PC10.** Assist in allocation and supervision of assigned tasks for various projects | 1 | 4 | 5 | 0 |
| | **PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects | 2 | 4 | 5 | 0 |

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| | NOS Total | 15 | 35 | 50 | 0 |
|---|---|---|---|---|---|
| **FFS/0231: Assist in management of assigned Commercial and Hospital interior design projects** | *Assist in business development and client servicing for Commercial projects* | 3 | 5 | 9 | 0 |
| | **PC1.** Assist in business development activities | 2 | 3 | 5 | 0 |
| | **PC2.** Assist in client servicing and related activities | 1 | 2 | 4 | 0 |
| | *Assist in defining final scope of work and financial transactions for assigned Commercial projects* | 3 | 6 | 10 | 0 |
| | **PC3.** Assist in defining scope of work as per first-hand information from the client and site survey/recce | 2 | 3 | 5 | 0 |
| | **PC4.** Assist in preparing estimates, quotations and negotiations | 1 | 3 | 5 | 0 |
| | *Assist in planning teams and resources, and defining reporting mechanisms for the assigned Commercial projects* | 3 | 8 | 11 | 0 |
| | **PC5.** Assist in planning resources as per finalized scope of work for the project | 1 | 4 | 5 | 0 |
| | **PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects | 1 | 2 | 3 | 0 |
| | **PC7.** Assist in preparing reporting mechanism for various projects | 1 | 2 | 3 | 0 |
| | *Assist in approval of design dockets, procurement, and vendor management of the assigned Commercial projects* | 3 | 8 | 10 | 0 |
| | **PC8.** Assist in review and approval of design concepts/plans | 2 | 4 | 5 | 0 |
| | **PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects | 1 | 4 | 5 | 0 |
| | *Assist in supervision of onsite installation, quality control and client handover for assigned Commercial projects* | 3 | 8 | 10 | 0 |
| | **PC10.** Assist in allocation and supervision of assigned tasks for various projects | 1 | 4 | 5 | 0 |
| | **PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects | 2 | 4 | 5 | 0 |
| | NOS Total | 15 | 35 | 50 | 0 |
| **FFS/0232: Assist in management of assigned interior design projects for Academic Institutions segment** | *Assist in business development and client servicing for Academic Institution projects* | 3 | 5 | 9 | 0 |
| | **PC1.** Assist in business development activities | 2 | 3 | 5 | 0 |
| | **PC2.** Assist in client servicing and related activities | 1 | 2 | 4 | 0 |
| | *Assist in defining final scope of work and financial transactions for assigned Academic Institution projects* | 3 | 6 | 10 | 0 |
| | **PC3.** Assist in defining scope of work as per first-hand information from the client and site survey/recce | 2 | 3 | 5 | 0 |
| | **PC4.** Assist in preparing estimates, quotations and negotiations | 1 | 3 | 5 | 0 |
| | *Assist in planning teams and resources, and defining reporting mechanisms for the assigned Academic Institution projects* | 3 | 8 | 11 | 0 |
| | **PC5.** Assist in planning resources as per finalized scope of work for the project | 1 | 4 | 5 | 0 |

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| | | | | | |
|---|---|---|---|---|---|
| | **PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects | 1 | 2 | 3 | 0 |
| | **PC7.** Assist in preparing reporting mechanism for various projects | 1 | 2 | 3 | 0 |
| | *Assist in approval of design dockets, procurement, and vendor management of the assigned Academic Institution projects* | **3** | **8** | **10** | **0** |
| | **PC8.** Assist in review and approval of design concepts/plans | 2 | 4 | 5 | 0 |
| | **PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects | 1 | 4 | 5 | 0 |
| | *Assist in supervision of onsite installation, quality control and client handover for assigned Academic Institution projects* | **3** | **8** | **10** | **0** |
| | **PC10.** Assist in allocation and supervision of assigned tasks for various projects | 1 | 4 | 5 | 0 |
| | **PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects | 2 | 4 | 5 | 0 |
| | **NOS Total** | **15** | **35** | **50** | **0** |
| **FFSN0233: Assist in management of assigned interior design projects under Hospitality segment** | *Assist in business development and client servicing for hospitality projects* | **3** | **5** | **9** | **0** |
| | **PC1.** Assist in business development activities | 2 | 3 | 5 | 0 |
| | **PC2.** Assist in client servicing and related activities | 1 | 2 | 4 | 0 |
| | *Assist in defining final scope of work and financial transactions for assigned hospitality projects* | **3** | **6** | **10** | **0** |
| | **PC3.** Assist in defining scope of work as per first-hand information from the client and site survey/recce | 2 | 3 | 5 | 0 |
| | **PC4.** Assist in preparing estimates, quotations and negotiations | 1 | 3 | 5 | 0 |
| | *Assist in planning teams and resources, and defining reporting mechanisms for the assigned hospitality projects* | **3** | **8** | **11** | **0** |
| | **PC5.** Assist in planning resources as per finalized scope of work for the project | 1 | 4 | 5 | 0 |
| | **PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects | 1 | 2 | 3 | 0 |
| | **PC7.** Assist in preparing reporting mechanism for various projects | 1 | 2 | 3 | 0 |
| | *Assist in approval of design dockets, procurement, and vendor management of the assigned hospitality projects* | **3** | **8** | **10** | **0** |
| | **PC8.** Assist in review and approval of design concepts/plans | 2 | 4 | 5 | 0 |
| | **PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects | 1 | 4 | 5 | 0 |
| | *Assist in supervision of onsite installation, quality control and client handover for assigned hospitality projects* | **3** | **8** | **10** | **0** |
| | **PC10.** Assist in allocation and supervision of assigned tasks for various projects | 1 | 4 | 5 | 0 |
| | **PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects | 2 | 4 | 5 | 0 |

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| | | | | | |
|---|---|---|---|---|---|
| | **NOS Total** | **15** | **35** | **50** | **0** |
| **FFS/N0234: Assist in management of assigned interior design projects under Retail Fitout and Exhibitions segment** | *Assist in business development and client servicing for Retail Fit out and Exhibitions projects* | **3** | **5** | **9** | **0** |
| | **PC1.** Assist in business development activities | 2 | 3 | 5 | 0 |
| | **PC2.** Assist in client servicing and related activities | 1 | 2 | 4 | 0 |
| | *Assist in defining final scope of work and financial transactions for assigned Retail Fit out and Exhibitions projects* | **3** | **6** | **10** | **0** |
| | **PC3.** Assist in defining scope of work as per first-hand information from the client and site survey/recce | 2 | 3 | 5 | 0 |
| | **PC4.** Assist in preparing estimates, quotations and negotiations | 1 | 3 | 5 | 0 |
| | *Assist in planning teams and resources, and defining reporting mechanisms for the assigned Retail Fit out and Exhibitions projects* | **3** | **8** | **11** | **0** |
| | **PC5.** Assist in planning resources as per finalized scope of work for the project | 1 | 4 | 5 | 0 |
| | **PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects | 1 | 2 | 3 | 0 |
| | **PC7.** Assist in preparing reporting mechanism for various projects | 1 | 2 | 3 | 0 |
| | *Assist in approval of design dockets, procurement, and vendor management of the assigned Retail Fit out and Exhibitions projects* | **3** | **8** | **10** | **0** |
| | **PC8.** Assist in review and approval of design concepts/plans | 2 | 4 | 5 | 0 |
| | **PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects | 1 | 4 | 5 | 0 |
| | *Assist in supervision of onsite installation, quality control and client handover for assigned Retail Fit out and Exhibitions projects* | **3** | **8** | **10** | **0** |
| | **PC10.** Assist in allocation and supervision of assigned tasks for various projects | 1 | 4 | 5 | 0 |
| | **PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects | 2 | 4 | 5 | 0 |
| | **NOS Total** | **15** | **35** | **50** | **0** |
| **Grand Total** | | **219** | **529** | **377** | **25** |

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<span style="color:blue">Annexure 7: Assessment Strategy</span>

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the learner on the required competencies of the program.

At FFSC, we believe in gauging a candidate's performance, a holistic approach for Assessment is essential. We have devised a multi-tier process to keep track of candidate's overall progress at various stages. While a few techniques are imbibed as part of the training delivery program, others are explicit testing methods. These are:

1. Internal (Preferred)

    a. Trainer Led Assessment

    b. Master Trainer/ Program Mentor Led Assessment

2. External

    a. Assessment Partners/ Freelance Assessors (Mandatory)

    b. Industry (Preferred)

**1. Internal (Preferred)**

**A. Trainer Led Assessment:**

As part of the Training Delivery Program, various tests and projects are designed regularly to gauge the candidate's progress during the training program. These are a mix of Theory & practical, individual, and group activities.

Trainers will be provided specific training under the ToT programs to conduct these assessments. A report of the same will be submitted to the assigned Master Trainer/ Program Mentor.

**B. Master Trainer/ Program Mentor Led Assessment:**

Every trainer/ batch should be connected with a Master Trainer/ Program Mentor, who will keep a check on the progress of the batch. The Trainer can consult the Master Trainer/ Program Mentor regarding training delivery or conducting periodic assessments.

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

**2. External**

**A. Assessment Partners/ Freelance Assessors:**

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Assessment Partners shall mandatorily conduct an external assessment via ToA certified Assessors or ToA certified Freelance Assessors. There are three critical stages of any assessment activity – Pre-Assessment, During Assessment, and Post Assessment. The defined system for conducting the Assessment shall be followed at each stage.

FFSC Training & Assessment Team or any other assigned authority by FFSC may conduct surprise or planned visits and checks from a quality assurance and monitoring perspective.

The requirements and details of each stage are highlighted below:

**1. Pre-Assessment:**

a. Assessment Partner/ Assessor/ Freelance Assessor Validation

b. Training Centre Check for Assessment Setup/ Infra

c. Question Papers submission by Assessment Partner/ Freelance Assessor to FFSC

d. FFSC to validate and approve the Question papers in line with NOS and PC.

e. FFSC Affiliation and Project Assessment Approval

f. Centre ready for Assessment intimation by Training Partner or by the assigned Neutral Assessment Centre

**2. During Assessment (on the Assessment Day):** The Assessment can be conducted in offline, online, or hybrid format depending on the feasibility and approvals from FFSC. Under either process, the below guidelines are essential to be compiled:

a. Check the availability of the Lab Equipment for the particular Job Role as per the mode of conducting the Assessment.

b. Candidate Validation: Confirm the Aadhar Card details of candidates

c. Check the duration of the training

d. Check the Assessment Start and End time to be as specified in documents

e. Assessor/ Freelance Assessor must follow the assessment guidelines at all times.

f. Intimation to FFSC Training & Assessment Monitoring Team for Assessment Quality Assurance checks.

g. Ensure evidence of conducting Assessment gathered as per FFSC protocol:

i. Time-stamped & geotagged reporting of the Assessor from assessment location

ii. Centre photographs with signboards and scheme-specific branding

iii. Biometric or manual attendance sheet (stamped by T.P.) of the trainees during the training period

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    iv. Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

  h. Required documentation for submissions to the FFSC

**3. Post Assessment:**

  a. Timely submission of the assessment documentation and feedback to FFSC

  b. Hard copies of the documents are stored

  c. Soft copies of the documents & photographs of the Assessment are uploaded/accessed from Cloud Storage

  d. Soft copies of the documents & photographs of the Assessment stored in the Hard Drives

  e. Any other compliance requirement as defined by FFSC

**B. Industry Partner:**

FFSC may engage the Industry Partners and the Subject Matter Experts to conduct the Assessment of the candidates at various stages during the training program.

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Annexure 8: Acronym and Glossary

Acronym

| Acronym | Description |
|---------|-------------|
| AA | Assessment Agency |
| AB | Awarding Body |
| ISCO | International Standard Classification of Occupations |
| NCO | National Classification of Occupations |
| NCrF | National Credit Framework |
| NOS | National Occupational Standard(s) |
| NQR | National Qualification Register |
| NSQF | National Skills Qualifications Framework |
| OJT | On the Job Training |
| MEP | Mechanical Electrical Plumbing |
| CAD | Computer-Aided Design |
| PwD | Person with Disability |
| POSH | Prevention Of Sexual Harassment |
| OHS | Occupational Health and Safety |
| SOP | Standard Operating Procedure |
| AR | Augmented Reality |
| VR | Virtual Reality |
| POC | Point of Contact |
| TSOW | Tentative Scope of Work |
| FSOW | Final Scope of Work |

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Glossary

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

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