QUALIFICATION FILE

Interior Designer

☒ **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

Submitted By:

Furniture and Fittings Sector Skill Council

Chief Executive Officer

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<p align="center" style="color:blue">Section 1: Basic Details</p>

1.	**Qualification Name**	Interior Designer	
2.	**Sector/s**	Interiors, Furniture and Fixtures	
3.	**Type of Qualification:** ☐ New ☒ Revised ☐ Has Electives ☐ OEM	**NQR Code & version of existing qualification:** 2022/WC/FFSC/05814	**Qualification Name of existing version:** Interior Designer (FFS/Q0204, V1.0)
4.	**National Qualification Register (NQR) Code & Version**	QG-05-WC-00826-2023-V2-FFSC	**5. NCrF/NSQF Level:** 5
6.	**Award (Certificate/ Diploma/ Advance Diploma/ Any Other)**	Certificate	
7.	**Brief Description of the Qualification**	The Interior Designer plays the role of assisting in understanding client requirements of various projects and defining the scope of work. The person is responsible for developing design concepts and overseeing the drawings, mood boards and presentations. The individual will perform material selection, sketching and monitor the on-site installation and procurement.	

8.	**Eligibility Criteria for Entry for Student/ Trainee/ Learner/ Employee**	**a. Entry Qualification & Relevant Experience:**

S. No.	Academic/Skill Qualification	Required Experience
1	Completed 2nd year of 3-year/ 4-years UG	NA
2	Pursuing 2nd year of 3-year/ 4-years UG and continuing education	NA
3	Completed 2nd year of diploma (after Grade 12)	NA
4	Pursuing 2nd year of 2-year diploma after Grade 12	NA
5	Grade 12 pass with 2 years of any combination of NTC/NAC/CITS or equivalent	NA
6	Completed 3-year diploma after Grade 10	1 year of relevant experience
7	Grade 12 pass with 1-year of NTC/NAC	1 year of relevant experience
8	Completed 1st year of 3-year/ 4-years UG	1 year of relevant experience
9	Grade 12 pass	2 years of relevant experience
10	Grade 10 pass	4 years of relevant experience
11	Previous relevant Qualification of NSQF Level 4.5 (Assistant Interior Designer)	1.5 years of relevant experience
12	Previous relevant Qualification of NSQF Level 4.0 (Draughtsperson (Interior Design))	3 years of relevant experience

b. Age: 18 years (minimum)

9.	**Credits Assigned to this Qualification, Subject to Assessment**	28 **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)	165	328	240	0	733
Online	71	36	0	0	107

13.	**Aligned to NCO/ISCO Code/s**	NCO-2015/3432.0100
14.	**Progression path after attaining the qualification**	**Professional Progression (Vertical):** Assistant Project Manager (Interior Design) (NSQF Level 5.5) The occupational map is attached as an annexure which shows the professional progression. **Academic Progression (Vertical):** Courses on Interior Design at NSQF Level 5.5 (UG/PG/Ad. Diploma Courses)
15.	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	Hindi
16.	**Is similar Qualification(s) available on NQR-if yes, justification for this qualification**	☐ **Yes** ☒ **No** **URLs of similar Qualifications:**
17.	**Is the Job Role Amenable to Persons with Disability**	☒ **Yes** ☐ **No** **If "Yes", specify applicable type of Disability:** • Acid Attack Victims • Speech and Language Disability
18.	**How Participation of Women will be Encouraged**	Offering specialized training programs that cater specifically to women interested in the field. These programs can cover essential skills such as space planning, color coordination, furniture arrangement, and design principles. Additionally, providing mentorship opportunities where experienced interior designers can guide and support aspiring female can be highly beneficial. This mentorship can involve hands-on training, feedback sessions, and knowledge sharing to enhance their skill development. Furthermore, organizing workshops and practical sessions that focus on honing technical skills, such as CAD software proficiency, drafting techniques, and material selection, can equip women with the necessary expertise to excel in interior design roles. Lastly, promoting continuous learning through online courses, webinars, and industry conferences can ensure women stay updated with the latest trends, techniques, and innovations in the field of interior design, thus enhancing their skills and confidence.
19.	**Are Greening/ Environment Sustainability Aspects Covered**	☒ **Yes** ☐ **No** **Covered under the NOS:** FFS/N8207 – Supervise health and safety protocols for project designing at the workplace Module Name: Material conservation and resources optimization
20.	**Is Qualification Suitable to be Offered in Schools/Colleges**	**Schools** ☐ **Yes** ☒ **No** **Colleges** ☒ **Yes** ☐ **No**

21.	**Name and Contact Details of Submitting / Awarding Body SPOC**	**Name:** Mr. Rahul Mehta **Email:** ceo@ffsc.in **Contact No.:** +91 124 4513900 **Website:** ffsc.in		
22.	**Final Approval Date by NSQC:** 31/08/2023	**9. Validity Duration:** 3 years		**10. 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. N o	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	1	18	12	0	0	30	NA	NA	NA	NA	NA	NA
2	Assist in client servicing and defining scope of work for different projects	NOS Code: FFS/N0220 Version No. 2	Core	5	3	36	54	0	0	90	25	50	20	5	100	15
3	Project management & supervision in line with the finalized/approved scope of work for respective projects	NOS Code: FFS/N0221 Version No. 2	Core	5	3	36	54	0	0	90	24	51	20	5	100	15
4	Ensure development of Interior design concepts/plans for multiple projects	NOS Code: FFS/N0222 Version No. 2	Core	5	4	38	82	0	0	120	18	57	20	5	100	25
5	Assist in finalizing of Project design dockets, selection of material and execution of various projects	NOS Code: FFS/N0223 Version No. 2	Core	5	3	30	60	0	0	90	15	60	20	5	100	20

6	Assist in procurement management and site installation of multiple projects	NOS Code: FF/N0224 Version No. 2	Core	5	3	36	54	0	0	90	20	55	20	5	100	15
7	Employability Skills (60 Hours)	NOS Code: DGT/VSQ/N0102 Version No. 1	Non-Core	4	2	30	30	0	0	60	20	30	0	0	50	5
8	Supervise health and safety protocols for project designing at the workplace	NOS Code: FFS/N8207 Version No. 3	Non-Core	5	1	12	18	0	0	30	12	61	27	0	100	5
9	On-the job training	QP Code: FFS/Q0204 Version No. 2	Core	5	8	0	0	240	0	240	NA	NA	NA	NA	NA	NA
Duration (in Hours) / Total Marks					28	236	364	240	0	840	134	364	127	25	650	100

Assessment - Minimum Qualifying Percentage

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

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

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

Section 3: Training Related

| 1. | **Trainer's Qualification and experience in the relevant sector (in years)** | **A trainer should be eligible in any of below mentioned categories:**

Scenario 1: **Graduate**
o Engineering (Civil, Mechanical), Architecture, Interior Design, Furniture Designing/Manufacturing or Any other Discipline with 7 years' relevant experience (Industry)
o Preferred:
  • 1 year experience (Teaching)
  • Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.

Scenario 2: I.T.I
o Interior Designing/Architectural Drafting with 8 years' experience (Industry) |

		o Preferable
		   • 1 year experience (Teaching)
		   • Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills
		
		Scenario 3: Diploma
		o Interior Designing/Architectural Drafting with 8 years' experience (Industry)
		o Preferable
		   • 1 year experience (Teaching)
		   • Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills
		
		Scenario 4: Certificate-NSQF
		a. NSQF Level 5- Interior Designer (FFS/Q0204) with 4 years' experience (Industry),
		   o Required
		      • Work Experience and Recommendation letter from Employer, Certificates of Training from companies.
		   o Preferable
		      • 1 year experience (Teaching)
		      • Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
		
		b. NSQF Level 5.5- Assistant Project Manager (Interior Design) (FFS/Q0205) or above with 3 years' experience (Industry)
		   o Required
		      • Work Experience and Recommendation letter from Employer, Certificates of Training from companies.
		   o Preferable
		      • 1 year experience (Teaching)
		      • Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.

2.	**Master Trainer's Qualification and experience in the relevant sector (in years)**	Graduate (In any field) with minimum 5 years of relevant experience
3.	**Tools and Equipment Required for Training**	☒Yes ☐No The detailed tools list is attached in Annexure 2
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	This qualification is revised based on the NCrF framework with the compulsory module of employability skills. The candidates can enroll into a 3-day workshop to upskill themselves based on the new components of the revised qualification and get the desired certifications done.

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)**	**An Assessor should be eligible in any of below mentioned categories:**
		
		Scenario 1: **Graduate**
		○ Engineering (Civil, Mechanical), Architecture, Interior Design, Furniture Designing/Manufacturing or Any other Discipline with 7 years' relevant experience (Industry)
		○ Preferred:
		   • 1 year experience (Teaching)
		   • Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
		
		Scenario 2: I.T.I
		○ Interior Designing/Architectural Drafting with 8 years' experience (Industry)
		○ Preferable
		   • 1 year experience (Teaching)
		   • Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills
		
		Scenario 3: Diploma
		○ Interior Designing/Architectural Drafting with 8 years' experience (Industry)
		○ Preferable
		   • 1 year experience (Teaching)
		   • 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- Interior Designer (FFS/Q0204) with 4 years' experience (Industry),
		○ Required
		   • Work Experience and Recommendation letter from Employer, Certificates of Training from companies.
		○ Preferable
		   • 1 year experience (Teaching)
		   • Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
		
		d. NSQF Level 5.5- Assistant Project Manager (Interior Design) (FFS/Q0205) or above with 3 years' experience (Industry)
		○ Required
		   • Work Experience and Recommendation letter from Employer, Certificates of Training from companies.
		○ Preferable
		   • 1 year experience (Teaching)

		• Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
2.	**Proctor's Qualification and experience in relevant sector (in years)**	Graduate (In any field) with minimum 3 years of relevant experience
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)**	Graduate (In any field) with minimum 5 years of relevant experience
4.	**Assessment Mode**	Components might be Online, Offline, or Blended, depending on the location where the evaluation is being carried out.
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No

Section 5: Evidence of the need for the Qualification

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):** No	
	FFSC had conducted the research, analysis, and assessment of the skill gaps in the Interiors, Furniture, and Allied sectors. The report was published in year 2016 and is valid up to 2025 providing a comprehensive analysis of skill gaps and manpower requirement in specific occupations and job role categories.	
	The report can be accessed through Link: Click here	
	Along with this, FFSC has also developed its own indigenous LMS portal- FFSC T:AJ. FFSC T:AJ is a one-stop solution for skilled manpower for interiors, furniture, and allied industries. The job portal is customized per the industry's Occupation Map (OM) to facilitate properly aggregating job and apprenticeship opportunities. The portal offers unique features for employers and candidates to provide the ideal solution for demand aggregation and supply matching. It also facilitates the identification of skill gap and requirement in the industry and relevant sectors on periodic intervals.	
	FFSC T:AJ can be assessed through: https://ffsctaj.in/	
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** Yes	
	The following key research documents are available in the public domain:	
	1. Strategic Roadmap for Furniture Sector of India by IKEA (Link for Report) 2. India – Potential as a Global Furniture Hub by BCG (Link for Report)	
3.	**Government /Industry initiatives/ requirement (Yes/No):** Yes	
	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.	
	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.	

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	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.
	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.
	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:** Yes, the Line ministry concurrence was received during approval process.

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 few processes wise key requirements of the job role: • Assist in client servicing and defining scope of work for different projects • Project management & supervision in line with the finalized/approved scope of work for respective projects • Ensure development of Interior design concepts/plans for multiple projects • Assist in finalizing of Project design dockets, selection of material and execution of various projects • Assist in procurement management and site installation of multiple projects	As mentioned in the key requirements, the person carries out the different tasks repetitively on a routine basis. The tasks are predictable in nature. The job requirements match with the NSQF level 5 descriptor. Hence the level is pegged at 5.	5
Professional and Technical Skills/ Expertise	Following are the few professional knowledge requirements of the job role: • Fundamental knowledge of layout, blueprint, FF&F, MEP, etc. • About the role of design aesthetics involving colour pallets, product ergonomics, finish details, etc. • Different types of furniture designs, styles, themes, etc. • The standards sizes and specifications for different types of furniture's • The basics of procurement process involving block estimates (based on square feet), quotations, etc. • About advanced tools and hardware, terminology, pictorial representation, symbols etc. used in the interior designing. • The process of preparing and interpreting 2D/ 3D drawings, terminology, pictorial representation, symbols etc. related to architectural drawings and specifications. • The process of preparing mood boards, presentations, client approvals and signoff documentation, etc. • Health, safety norms at workplace	According to the key requirements, the person the person should have knowledge about basic facts, process and principle applied in the job role. The job requirements match with the NSQF level 5 descriptor. Hence the level is pegged at 5.	5

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	• Waste disposal procedures and guidelines • Standard process and principle of various operations of the worksite • Employability and Communication skills • Gender inclusive practices at the worksite			
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Following are the few professional skills required for the job role: • Ability to plan and prioritize the work based on the instructions received. • Identify and assess client requirements • Perform designing and rendering using appropriate design software's. • Perform site survey to determine scope of work. • Conduct market research based on required material specifications • Perform vendor exploration and material selection • Estimate and costing of different types of material • Perform design modifications based on client requirement and material specifications. • Supervise preparation of design specifications like mood boards, 3D renders, etc. • Ensure the execution of various stages involved in project execution, from client interaction to the project handover. • Working at the workplace as per the guideline. • Regulate worksite health and safety protocols.	The person demonstrates his/ her practical skills, which are routine and repetitive in a narrow range of applications. The job requirements match with the NSQF level 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: • Communicate with team members and supervisor • Understand the user and technical specifications of designing software's • Ability to operate designing software's like AutoCAD, 3DS MAX, REVIT, etc. to perform designing and drafting job work. • Usage of MS Office tools • Fundamental knowledge of IT and internet browsing techniques	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. The job requirements match with the NSQF level 5 descriptor. Hence the level is pegged at 5.		5

	• Read and understand the measurements, understands instructions and standard operating procedures. • Basic of material calculation and process optimization. • Perform advance calculations in measurement, geometry, arithmetic, and algebraic operations. • Read and understand company policy documents; information displayed at the worksite • Apply domain knowledge/ information and assess day to day tasks through experience and observation • Use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities • Working constructively and collaboratively with others.		
Responsibility	Few of the key responsibilities: • Conducting site survey/recce with clients • Defining scope of work • Assist in project planning and estimation • Prepare project plan • Perform allocation of resources for various projects • Supervision, monitoring and timely update of various projects • Conduct of training programs for performance management • Ensure preparation of the mood boards, 3D renders, miniatures, drawings/layouts • Guide interior design team in the designing process • Supervise the material selection and client approvals • Monitor on-site coordination, installation and client handover • Work constructively and collaboratively with other interior designers and Draughtsperson.	The person works under instruction and close supervision. The person has some responsibility for his/ her work. The job requirements match with the NSQF level 5 descriptor. Hence the level is pegged at 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: Inkjet/Laser color printer	1
2	Pencil Colors	Type: Colored pencils, Set: 24 colors	4
3	Paint Brushes	Type: Paint brushes, Set: Various sizes and bristle types	4
4	Water/Poster Colors	Type: Watercolor/Poster colors, Set: 12 colors	4
5	Pastel/Wax Colors	Type: Pastel/Wax colors, Set: 16 colors	4
6	Markers	Type: Assorted color markers	10
7	Drawing Pencil	Type: Drawing pencil, Hardness: HB	20
8	Geometry Box	Type: Geometry box, Contents: Compass, Protractor, etc.	20
9	Software- 2D Designing	Type: 2D Designing Software, e.g., AutoCAD	20
10	Software- 3D Designing	Type: 3D Designing Software, e.g., SketchUp	20
11	Software- MS Office	Type: MS Office Software	20
12	Measurement Tape (5m)	Type: Measurement tape, Length: 5 meters	20
13	Laser Measurement Tape	Type: Laser measuring tape	4
14	Masking Tape	Type: Masking tape, Width: 1 inch	4
15	Notebook	Type: Spiral-bound notebook, Size: A4	20
16	Sketch Book	Type: Sketchbook, Paper: Acid-free, Size: A4	20
17	Folders (A4)	Type: Folders, Size: A4	4
18	Plain Papers (A4)	Type: Plain papers, Size: A4	1
19	Sample- Type of Wood	Type: Physical wood sample	2
20	Sample- Wood Finishes	Type: Sample showcasing various wood finishes	2
21	Sample- Types of Metal	Type: Sample showcasing various metal options	2
22	Sample- Types of Ply	Type: Sample showcasing different types of ply	2
23	Sample- Types of Wood Derivatives	Type: Sample showcasing various wood derivatives	2
24	Sample- BOQ Docket	Type: Sample Bill of Quantities docket	2
25	Sample- Client Info Docket	Type: Sample Client Information docket	2

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26	Sample- Teamwork Update Docket	Type: Sample Teamwork Update docket	2
27	Sample- Approval Sheet	Type: Sample Approval Sheet docket	2
28	Sample- Design Checklist Docket	Type: Sample Design Checklist docket	2
29	Catalogue- Veneers	Type: Catalogue displaying different veneer options	2
30	Catalogue- Laminates	Type: Catalogue displaying various laminate options	2
31	Catalogue- Types of Glass	Type: Catalogue displaying different glass options	2
32	Catalogue- Types of Marble	Type: Catalogue displaying various marble options	2
33	Catalogue- Types of Tiles	Type: Catalogue displaying different tile options	2
34	Catalogue- Types of Fabric	Type: Catalogue displaying various fabric options	2
35	Catalogue- Types of Leather	Type: Catalogue displaying different leather options	2
36	Catalogue- Types of Leatherette	Type: Catalogue displaying various leatherette options	2
37	Catalogue- Types of Rugs	Type: Catalogue displaying different rug options	2
38	Catalogue- Types of Curtains	Type: Catalogue displaying various curtain options	2
39	Catalogue- Types of Lights	Type: Catalogue displaying different lighting options	2
40	Catalogue- Pantone Shade Card	Type: Pantone shade card catalogue	2
41	Catalogue- Wall Paints	Type: Catalogue displaying various wall paint options	2
42	Catalogue- Metal Finishes	Type: Catalogue showcasing different metal finishes	2
43	Catalogue- Sanitary Fittings	Type: Catalogue displaying various sanitary fittings	2
44	Catalogue- Wallpapers	Type: Catalogue showcasing different wallpaper options	2
45	Catalogue- Hardware & Fittings	Type: Catalogue displaying various hardware and fittings options	2
46	Catalogue- Appliances	Type: Catalogue showcasing different appliance options	2
47	Thermocol Sheets	Type: Thermocol sheets for modeling	4
48	Guillotine	Type: Paper cutting machine	4
49	Straws/Matchbox	Type: Straws and matchbox for modeling	4
50	Color Papers	Type: Colored papers for crafting	4
51	Fabric Pieces	Type: Various fabric pieces for design projects	4
52	Adhesive	Type: Adhesive for sticking papers and materials	4
53	Cello Tapes	Type: Cellophane tapes for various uses	4
54	Threads	Type: Threads for sewing and crafting	4
55	Needles	Type: Sewing needles for various materials	4
56	Scissors	Type: Scissors for cutting various materials	4
57	Paper Cutter	Type: Paper cutter for precise cutting	4
58	Mount Board	Type: Mount board for mounting projects	4

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59	Metal Scale	Type: Metal scale for precise measurements	4
60	Cardboard	Type: Cardboard sheet for crafting projects	4
61	File Storage Cabinet	Type: Cabinet for storing files and documents	1
62	First Aid Kit	Type: Standard first aid kit	1
63	Fire Extinguisher	Type: Standard fire extinguisher	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

Annexure 4: Training & Employment Details

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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	3000	1500	1000	1000	0	0
24-25	7000	4500	2000	2000	0	0

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

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
1&2	23-24	42	41	0		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 • Presentations • Classroom Aids • Journals • Assessments & Quizzing Tools Flashcards • Games or quizzes • Collaborative/Group Projects • Video Tutorials & Webinars • Video Conferencing Software • Tracking & Reporting Platforms	60:40
2	☒Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	• Presentations • Group Discussions • Case Studies/ Projects • Games or quizzes • Learning Paths • Video Tutorials & Webinars • Video Conferencing Software • Tracking & Reporting Platforms • Simulators/AR Tools	50:50
3	☒Showing Practical Demonstrations to the learners	• Augmented Reality Applications • Games or quizzes • Interactive Whiteboards • Collaboration Tools • Online Tutorials & Interactive Simulations • Digital Simulations	60:40
4	☒Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	• Virtual Labs • Gamification • Digital Twins • Collaborative Authoring Platforms • Simulators/AR Tools	80:20

		• Digital Simulations • Online Course Platforms/LMS	
5	☒Tutorials/ Assignments/ Drill/ Practice	• Online Course Platforms/LMS • Simulators/AR Tools • Online Tutorials & Interactive Simulations • Screen Recording & Presentation Software • Collaboration Tools • Assessments & Quizzing Tools	70:30
6	☒Proctored Monitoring/ Assessment/ Evaluation/ Examinations	• Online assessment/quizzing software • Biometric authentication tools • Remote exam locking/proctoring software • Hackathons	30:70
7	☒On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	• Case Studies/Projects • Simulators/AR Tools • Task Management Tools • 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/N0220: Assist in client servicing and defining scope of work for different projects	***Identify the nature/type of project in line with client requirements***	**8**	**15**	**6**	**2**
	PC1. analyze the project details based on client interaction and first-hand information like layouts & drawings, design references, FF&Es, etc.	2	5	2	1
	PC2. analyze the worksite layouts for interpreting site conditions, products type requirement, design requirements, etc. and determine the stage of the project	3	5	2	0
	PC3. determine the nature/type of project, need for conducting the site survey/recce, etc.	3	5	2	1
	Conduct site survey/recce to determine tentative scope of work	**9**	**20**	**8**	**1**
	PC4. assign concerned team for site survey/recce and instruct them about site layouts and project requirements	2	5	2	0
	PC5. perform site survey with client and concerned teams in coordination with external agencies based on project's scope of work	2	5	2	0
	PC6. supervise the preparation and timely submission of the recce reports including the site pictures and measurements details	2	5	2	0
	PC7. analyze the site survey/recce reports in line with client's first-hand information, initial brief and determine the tentative scope of work	3	5	2	1
	Define scope of work and assist in project planning and estimation	**8**	**15**	**6**	**2**
	PC8. prepare the project plan, block estimates (based on square feet), quotations, timelines in line with the indicative scope of work	3	5	2	1
	PC9. participate in internal and client interaction to ascertain the final scope of work for projects	2	5	2	0
	PC10. ensure proper maintenance and update of the project records, like Project Files, Design Dockets, Minutes of the Meeting, Quotations, finale scope of work, etc.	3	5	2	1
	NOS Total	**25**	**50**	**20**	**5**
FFS/N0221: Project management & supervision in line with the finalized/approved scope of work for respective projects	***Prepare project plan & allocate resources for various projects***	**8**	**24**	**8**	**2**
	PC1. prepare project plan, define delivery timelines, team requirements, etc. in line with finalized scope of work	2	8	2	1
	PC2. ensure proper demarcation of team and resources for an effective execution as per the project timelines of the respective project	2	6	2	0
	PC3. prepare and allocate team budgets for the project execution purposes	2	6	2	0

	PC4. assist supervisor in devising an effective work monitoring plan for the project	2	4	2	1
	Ensure proper supervision, monitoring and timely update of various projects	**10**	**15**	**8**	**3**
	PC5. define the work timelines and schedules for the design team based on task delegation	2	5	2	1
	PC6. organize regular work review meetings with the team to get feedback and updates	2	2	2	0
	PC7. assist in performing client inspections and ensure suggested changes get implemented	2	2	2	0
	PC8. identify and intimate senior authorities in case of cost changes during project execution and take requisite approvals, if required	2	3	1	1
	PC9. prepare and maintain approvals and handover documents of multiple projects	2	3	1	1
	Ensure proper handling of team grievances/queries and conduct of training programs	**6**	**12**	**4**	**0**
	PC10. ensure proper documentation of the departmental works for record-keeping	2	4	2	0
	PC11. ensure that queries, concerns, and requests of the colleagues are addressed efficiently and accurately in line with organization policies	2	4	0	0
	PC12. conduct team building and training activities to ensure the quality and efficiency	2	4	2	0
	NOS Total	**24**	**51**	**20**	**5**
FFS/0222: Ensure development of Interior design concepts/plans for multiple projects	*Perform research on latest trends, developments, and legal guidelines*	**6**	**12**	**6**	**0**
	PC1. ensure that the requisite designing work is carried out in line with current government policies and taxations	2	4	2	0
	PC2. perform thorough study on the market, latest trends and upcoming trends/ developments in terms of design solutions	2	4	2	0
	PC3. perform research on different material and vendors for Tiles/ Marbles, Wallpapers, Paints, Glass, Light, Plaster of Paris (POP), Sanitary, Fabric, Rugs, Curtains etc	2	4	2	0
	Develop design concepts/plans in coordination with concerned teams	**6**	**20**	**6**	**2**
	PC4. visualize design concepts in line with client brief and finalized scope of work	2	10	3	1
	PC5. perform design discussions with the concerned teams about the space management, project timelines, budget and design alternatives, etc.	2	5	2	1
	PC6. organize regular work review meetings with the team to get feedback and updates on project designing	2	5	1	0

	Ensure preparation of the mood boards, 3D renders, miniatures, drawings/layouts	**6**	**25**	**8**	**3**
	PC7. perform client discussion on drafts of mood boards, 3D renders, miniatures and implement suggested changes based on feedback	2	5	2	1
	PC8. facilitate and guide team members in development of the mood boards, miniatures/models, 3D renders factoring in terms of color palette, finishes, materials, etc. and supervise the designing process	2	10	3	1
	PC9. review the preparation of miniatures/models, 3D renders and provide requisite feedback/changes	2	10	3	1
	NOS Total	**18**	**57**	**20**	**5**
FFS/N0223: Assist in finalizing of Project design dockets, selection of material and execution of various projects	*Ensure requisite approvals and sign offs*	**3**	**10**	**4**	**1**
	PC1. propose and finalize the design alternatives, renders, models, mood boards with the client	2	5	2	1
	PC2. seek requisite approvals from client and supervisor on the Final Scope of Work (FSOW)	1	5	2	0
	Check and approve project drawings and specifications	**8**	**30**	**10**	**2**
	PC3. instruct the concerned teams to adhere specific construction parameters affecting project designing like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc.	2	5	2	0
	PC4. perform checking of technical details in project designs based on specified instructions	2	10	3	1
	PC5. validate the Approved for Construction (AFC) drawings and specifications including installation and functioning of the proposed products	2	10	3	1
	PC6. ensure the prepared drawings are in line with the specified timeline, budget, and material specifications	2	5	2	0
	Ensure proper material selection and approval of finishes	**4**	**20**	**6**	**2**
	PC7. perform final selection of the project materials including Tiles/ Marbles, Wallpapers, Paints, Glass, Light, POP, Sanitary, Curtains, etc.	2	10	3	1
	PC8. select and approve surface finish, furniture fittings, fabrics, rugs, etc. based on approved project designs	2	10	3	1
	NOS Total	**15**	**60**	**20**	**5**
FFS/N0224: Assist in procurement management and site installation of multiple projects	*Supervise procurement process*	**6**	**18**	**6**	**2**
	PC1. assist in evaluating the procurement plan in line with the budget and required quality requirements	2	8	2	1
	PC2. supervise the preparation of tender documents like Bill of Quantity (BOQ), material specification sheet, Furniture Fittings & Equipment (FF&E), etc.	2	8	2	1
	PC3. ensure proper monitoring of the material calculation and optimization processes	2	2	2	0
	Assist in vendors exploration and materials selection	**6**	**24**	**6**	**2**

	PC4. conduct market research, visits, prototyping, etc. for selection of proper vendors	2	8	2	1
	PC5. ensure the requisite approvals on the shop drawings received from multiple vendors	2	8	2	1
	PC6. perform review/inspection of the procured materials	2	8	2	0
	Monitor onsite coordination, installation and client handover	**8**	**13**	**8**	**1**
	PC7. supervise the on-site project installation process	2	4	2	0
	PC8. perform regular quality checks of the installation work at on-site and redressal of variations	2	4	2	0
	PC9. assist in compliance with the statutory and regulatory requirements related to the worksite	2	1	2	0
	PC10. ensure review and timely submission of the completion report and client handover	2	4	2	1
	NOS Total	**20**	**55**	**20**	**5**
DGT/VSQ/N0102: Employability Skills (60 Hours)	**Introduction to Employability Skills**	**1**	**1**	**-**	**-**
	PC1. identify employability skills required for jobs in various industries	-	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-	-
	Constitutional values – Citizenship	**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	-	-	-	-
	Becoming a Professional in the 21st Century	**2**	**4**	**-**	**-**
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC6. practice the 21st Century Skills such as Self- Awareness, Behavior 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	**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	-	-	-	-
	Career Development & Goal Setting	**1**	**2**	**-**	**-**
	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	**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	-	-	-	-
Diversity & Inclusion	**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	-	-	-	-
Financial and Legal Literacy	**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	-	-	-	-
Essential Digital Skills	**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	-	-	-	-
Entrepreneurship	**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	-	-	-	-
Customer Service	**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	-	-	-	-
Getting ready for apprenticeship & Jobs	**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	-	-	-	-

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	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**	**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
	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**
	Grand Total	**134**	**364**	**127**	**25**

Annexure 7: Assessment Strategy

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

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

1. Internal (Preferred)

    a. Trainer Led Assessment

    b. Master Trainer/ Program Mentor Led Assessment

2. External

    a. Assessment Partners/ Freelance Assessors (Mandatory)

    b. Industry (Preferred)

1. Internal (Preferred)

A. Trainer Led Assessment:

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

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

B. Master Trainer/ Program Mentor Led Assessment:

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

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

2. External

A. Assessment Partners/ Freelance Assessors:

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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
FF&E	Furniture, Fixtures & Equipment
FSOW	Final Scope Of Work
TSOW	Tentative Scope Of Work
MOM	Minutes Of Meeting
RCP	Reflected Ceiling Plan
POP	Plaster of Paris
BOQ	Bill Of Quantity

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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

Interior Designer