

Qualification Pack



Interior Designer

QP Code: FFS/Q0204

Version: 2.0

NSQF Level: 5

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FFS/Q0204: Interior Designer

Brief Job Description

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.

Personal Attributes

The individual must be able to understand the client requirement and client taste. The individual must have strong ability to research and design concepts as per client choices. He must be capable of selecting the materials as per client choice and budget. The individual must work with teams to execute the approved designs. The individual must provide design solutions and possess good communication skills to work with client and the team.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

- [FFS/N0220: Assist in client servicing and defining scope of work for different projects](#)
- [FFS/N0221: Project management & supervision in line with the finalized/approved scope of work for respective projects](#)
- [FFS/N0222: Ensure development of Interior design concepts/plans for multiple projects](#)
- [FFS/N0223: Assist in finalizing of Project design docket, selection of material and execution of various projects](#)
- [FFS/N0224: Assist in procurement management and site installation of multiple projects](#)
- [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)
- [FFS/N8207: Supervise health and safety protocols for project designing at the workplace](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing

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Country	India
NSQF Level	5
Credits	28
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3432.0100
Minimum Educational Qualification & Experience	<p>Completed 2nd year of UG (UG Diploma) (3-year/ 4-years program) with NA of experience OR Pursuing 2nd year of UG (3-year/ 4-years program and continuing education) with NA of experience OR Completed 2nd year diploma after 12th with NA of experience OR Pursuing 2nd year of 2-year diploma after 12th with NA of experience OR 12th grade pass with 2 year NTC/ CITS/NAC (any combination or equivalent) with NA of experience OR Completed 3 year diploma after 10th with 1 Year of experience OR 12th grade pass with 1 year NTC/ NAC with 1 Year of experience OR Completed 1st year of UG (UG Certificate) (3-year/ 4-years program) with 1 Year of experience OR 12th grade Pass with 2 Years of experience OR 10th grade pass with 4 Years of experience OR Previous relevant Qualification of NSQF Level (Assistant Interior Designer at Level-4.5) with 1-2 Years of experience OR Previous relevant Qualification of NSQF Level (Draughtsperson (Interior Design) at Level-3) with 3 Years of experience</p>
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years



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Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	2.0
Reference code on NQR	QG-05-WC-00826-2023-V2-FFSC
NQR Version	2

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FFS/N0220: Assist in client servicing and defining scope of work for different projects

Description

This unit describes the performance outcomes required to assist in performing client interactions and determine scope of work for multiple projects

Scope

The scope covers the following :

- Identify the nature/type of project in line with client requirements
- Conduct site survey/recce to determine tentative scope of work
- Define the scope of work and assist in project planning and estimation

Elements and Performance Criteria

Identify the nature/type of project in line with client requirements

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

- PC1.** analyze the project details based on client interaction and first-hand information like layouts & drawings, design references, FF&Es, etc.
- PC2.** analyze the worksite layouts for interpreting site conditions, products type requirements, design requirements, etc. and determine the stage of the project
- PC3.** determine the nature/type of project, need for conducting the site survey/recce, etc.

Conduct site survey/recce to determine tentative scope of work

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

- PC4.** assign a concerned team for site survey/recce and instruct them about site layouts and project requirements
- PC5.** perform site survey with the client and concerned teams in coordination with external agencies based on the project's scope of work
- PC6.** supervise the preparation and timely submission of the recce reports, including the site pictures and measurements details
- PC7.** analyze the site survey/recce reports in line with the client's first-hand information, initial brief, and determine the tentative scope of work

Define the scope of work and assist in project planning and estimation

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

- PC8.** prepare the project plan, block estimates (based on square feet), quotations, timelines in line with the indicative scope of work
- PC9.** participate in internal and client interaction to ascertain the final scope of work for projects
- 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.

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the importance of analyzing client profession, past projects/issues faced, future requirements, the purpose of designing, style of designing elements for project deliberations
- KU10.** the process of gathering client background and information to assess client profile
- KU11.** how to analyze and interpret worksite layouts and blueprints
- KU12.** the various stages involved in project designing and execution
- KU13.** different types of project theme/style, targeted audience, utilities offered by the company
- KU14.** abilities and knowledge of an individual in the group, workload
- KU15.** the fundamentals of client-vendor alliance and analyzing worksite neighborhood for the scope of project execution
- KU16.** the role of maintaining effective communication with client POCs and external agencies
- KU17.** the various documentation requisites involved in site survey/recce activity
- KU18.** how to interpret and analyze the recce report and various factors involved in recce report development
- KU19.** the relevant basics of rate estimation, market rates, vendor prices, etc.
- KU20.** how to prepare a project plan based on project timeline and schedules
- KU21.** the role of a project plan, block estimates (based on square feet), quotations, timelines in the scope of work
- KU22.** the importance of transparent communication in sharing relevant information with concerned persons
- KU23.** the process of analyzing and interpreting project details for defining a Final Scope of Work (FSOW)
- KU24.** the various documentation formalities associated with the record-keeping of the project execution work

Generic Skills (GS)

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

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



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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify the nature/type of project in line with client requirements</i>	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 requirements, design requirements, etc. and determine the stage of the project	3	5	2	-
PC3. determine the nature/type of project, need for conducting the site survey/recce, etc.	3	5	2	1
<i>Conduct site survey/recce to determine tentative scope of work</i>	9	20	8	1
PC4. assign a concerned team for site survey/recce and instruct them about site layouts and project requirements	2	5	2	-
PC5. perform site survey with the client and concerned teams in coordination with external agencies based on the project's scope of work	2	5	2	-
PC6. supervise the preparation and timely submission of the recce reports, including the site pictures and measurements details	2	5	2	-
PC7. analyze the site survey/recce reports in line with the client's first-hand information, initial brief, and determine the tentative scope of work	3	5	2	1
<i>Define the scope of work and assist in project planning and estimation</i>	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	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0220
NOS Name	Assist in client servicing and defining scope of work for different projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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FFS/N0221: Project management & supervision in line with the finalized/approved scope of work for respective projects

Description

This unit describes the performance outcomes required to perform project management and supervision activities

Scope

The scope covers the following :

- Prepare project plan & allocate resources for various projects
- Ensure proper supervision, monitoring and timely update of various projects
- Ensure proper handling of team grievances/queries and conduct of training programs

Elements and Performance Criteria

Prepare project plan & allocate resources for various projects

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

- PC1.** prepare project plan, define delivery timelines, team requirements, etc. in line with finalized scope of work
- PC2.** ensure proper demarcation of team and resources for an effective execution as per the project timelines of the respective project
- PC3.** prepare and allocate team budgets for the project execution purposes
- PC4.** assist supervisor in devising an effective work monitoring plan for the project

Ensure proper supervision, monitoring and timely update of various projects

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

- PC5.** define the work timelines and schedules for the design team based on task delegation
- PC6.** organize regular work review meetings with the team to get feedback and updates
- PC7.** assist in performing client inspections and ensure suggested changes get implemented
- PC8.** identify and intimate senior authorities in case of cost changes during project execution and take requisite approvals, if required
- PC9.** prepare and maintain approvals and handover documents of multiple projects

Ensure proper handling of team grievances/queries and conduct of training programs

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

- PC10.** ensure proper documentation of the departmental works for record-keeping
- PC11.** ensure that queries, concerns, and requests of the colleagues are addressed efficiently and accurately in line with organization policies
- PC12.** conduct team building and training activities to ensure the quality and efficiency

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the fundamental of advanced project planning tools and software's
- KU10.** how to estimate the time required for completion of different stages in a project
- KU11.** the basic principles governing which tasks get delegated to the appropriate person and their importance
- KU12.** the process of budget planning and the usage of tools and techniques for estimating the cost
- KU13.** how to prepare a work monitoring plan and various elements involved in it
- KU14.** the various drivers which affect the planning of work timeline and schedules
- KU15.** the process guide to design work timelines and schedules based on team and tasks delegation
- KU16.** the significance of feedback mechanism and work inputs on the efficiency of the process
- KU17.** the relevance of parameters like products quality, approved specifications, work status, work add-on, etc. in worksite visits with clients
- KU18.** the steps involved in identification and approval of cost deviation during project execution
- KU19.** the steps involved in the preparation of project closure and handover report
- KU20.** the various documentation requirements at the organization and worksite related to work execution
- KU21.** how to ensure the accountability, responsiveness, and user-friendliness of the organization based on grievance redressal mechanism
- KU22.** the process of grievance redressal mechanism in resolving queries, concerns, or requests
- KU23.** the role of team building and training activities in performance management of employees
- KU24.** the importance of selecting appropriate means of training delivery mode and training delivery plan

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization



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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare project plan & allocate resources for various projects</i>	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	-
PC3. prepare and allocate team budgets for the project execution purposes	2	6	2	-
PC4. assist supervisor in devising an effective work monitoring plan for the project	2	4	2	1
<i>Ensure proper supervision, monitoring and timely update of various projects</i>	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	-
PC7. assist in performing client inspections and ensure suggested changes get implemented	2	2	2	-
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
<i>Ensure proper handling of team grievances/queries and conduct of training programs</i>	6	12	4	-
PC10. ensure proper documentation of the departmental works for record-keeping	2	4	2	-
PC11. ensure that queries, concerns, and requests of the colleagues are addressed efficiently and accurately in line with organization policies	2	4	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. conduct team building and training activities to ensure the quality and efficiency	2	4	2	-
NOS Total	24	51	20	5

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0221
NOS Name	Project management & supervision in line with the finalized/approved scope of work for respective projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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FFS/N0222: Ensure development of Interior design concepts/plans for multiple projects

Description

This unit describes the performance outcomes required to validate the design concepts and plans for various projects

Scope

The scope covers the following :

- Perform research on latest trends, developments, and legal guidelines
- Develop design concepts/plans in coordination with concerned teams
- Ensure preparation of the mood boards, 3D renders, miniatures, drawings/layouts

Elements and Performance Criteria

Perform research on latest trends, developments, and legal guidelines

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

- PC1.** ensure that the requisite designing work is carried out in line with current government policies and taxations
- PC2.** perform thorough study on the market, latest trends and upcoming trends/ developments in terms of design solutions
- PC3.** perform research on different material and vendors for Tiles/ Marbles, Wallpapers, Paints, Glass, Light, Plaster of Paris (POP), Sanitary, Fabric, Rugs, Curtains etc

Develop design concepts/plans in coordination with concerned teams

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

- PC4.** visualize design concepts in line with client brief and finalized scope of work
- PC5.** perform design discussions with the concerned teams about the space management, project timelines, budget and design alternatives, etc.
- PC6.** organize regular work review meetings with the team to get feedback and updates on project designing

Ensure preparation of the mood boards, 3D renders, miniatures, drawings/layouts

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

- PC7.** perform client discussion on drafts of mood boards, 3D renders, miniatures and implement suggested changes based on feedback
- 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
- PC9.** review the preparation of miniatures/models, 3D renders and provide requisite feedback/changes

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the importance of being updated with new policies and keeping a record of the existing ones for the designing process
- KU10.** how to identify and perform market research based on key indicators of client requirements
- KU11.** the parameters involved in shortlisting and approval of vendor partners
- KU12.** the documentation requisites associated with vendor selection and management
- KU13.** the fundamentals of idea development, design patterns, aesthetics, Vastu shastra, light effects, heat effects, space understanding, building structures, client needs, and style preference in the design visualization process
- KU14.** the significance of space management, project timelines, budget and design alternatives, etc. in finalizing project designs
- KU15.** the significance of feedback mechanism and work inputs on the efficiency of the process
- KU16.** the fundamentals of matching concept, 3D renders and models, visualizing feasibility, colour palette and their effects, etc. for development of mood boards, 3D renders, miniatures
- KU17.** the importance of project execution parameters in the review and approval process of the concepts, drawings, mood boards, 3D renders, miniatures, etc.
- KU18.** the process guide for preparing miniatures/models and 3D render using appropriate tools and software's

Generic Skills (GS)

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

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



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- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform research on latest trends, developments, and legal guidelines</i>	6	12	6	-
PC1. ensure that the requisite designing work is carried out in line with current government policies and taxations	2	4	2	-
PC2. perform thorough study on the market, latest trends and upcoming trends/ developments in terms of design solutions	2	4	2	-
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	-
<i>Develop design concepts/plans in coordination with concerned teams</i>	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	-
<i>Ensure preparation of the mood boards, 3D renders, miniatures, drawings/layouts</i>	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



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. review the preparation of miniatures/models, 3D renders and provide requisite feedback/changes	2	10	3	1
NOS Total	18	57	20	5

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0222
NOS Name	Ensure development of Interior design concepts/plans for multiple projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	5
Credits	4
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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FFS/N0223: Assist in finalizing of Project design docket, selection of material and execution of various projects

Description

This unit describes the performance outcomes required to finalize design dockets and select finish material for different projects

Scope

The scope covers the following :

- Ensure requisite approvals and sign offs
- Check and approve project drawings and specifications
- Ensure proper material selection and approval of finishes

Elements and Performance Criteria

Ensure requisite approvals and sign offs

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

- PC1.** propose and finalize the design alternatives, renders, models, mood boards with the client
- PC2.** seek requisite approvals from client and supervisor on the Final Scope of Work (FSOW)

Check and approve project drawings and specifications

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

- PC3.** instruct the concerned teams to adhere specific construction parameters affecting project designing like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc.
- PC4.** perform checking of technical details in project designs based on specified instructions
- PC5.** validate the Approved for Construction (AFC) drawings and specifications including installation and functioning of the proposed products
- PC6.** ensure the prepared drawings are in line with the specified timeline, budget, and material

Ensure proper material selection and approval of finishes

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

- PC7.** perform final selection of the project materials including Tiles/ Marbles, Wallpapers, Paints, Glass, Light, POP, Sanitary, Curtains, etc.
- PC8.** select and approve surface finish, furniture fittings, fabrics, rugs, etc. based on approved project designs

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth

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- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the correlation between an Idea, 3D Model, Mood Boards, and Technical Drawings
- KU10.** the importance of taking requisite project approvals and record-keeping of the same
- KU11.** the effect of different MEP parameters on the design solutions
- KU12.** the various technicality related to the strength, look, and durability of a design
- KU13.** the correlation between product drawings, installation factors, and transportation factors while preparing Approved for Construction (AFC) drawings
- KU14.** the importance of AFC mark in the designs and drawings for the overall construction work and its activities.
- KU15.** the process guide to validate the final drawings and the factors contributing to their accuracy
- KU16.** the interconnection between material specifications, material cost, and ergonomics in the overall design
- KU17.** the properties of different materials and finishes like Tiles/Marble, Wallpaper, Paints, Glass, Light, Plaster of Paris (POP), Sanitary, Curtains, etc.
- KU18.** the relevant basics of different types of material finishes like artifacts, fabrics, rugs, surface finish, etc. and their role in the interior designing process

Generic Skills (GS)

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

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



Qualification Pack

- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure requisite approvals and sign offs</i>	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	-
<i>Check and approve project drawings and specifications</i>	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	-
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	2	5	2	-
<i>Ensure proper material selection and approval of finishes</i>	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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0223
NOS Name	Assist in finalizing of Project design dockets, selection of material and execution of various projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

FFS/N0224: Assist in procurement management and site installation of multiple projects

Description

This unit describes the performance outcomes required to assist in procuring materials and manage site installation

Scope

The scope covers the following :

- Supervise procurement process
- Assist in vendors exploration and materials selection
- Monitor onsite coordination, installation and client handover

Elements and Performance Criteria

Supervise procurement process

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

- PC1.** assist in evaluating the procurement plan in line with the budget and required quality
- PC2.** supervise the preparation of tender documents like Bill of Quantity (BOQ), material specification sheet, Furniture Fittings & Equipment (FF&E), etc.
- PC3.** ensure proper monitoring of the material calculation and optimization processes

Assist in vendors exploration and materials selection

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

- PC4.** conduct market research, visits, prototyping, etc. for selection of proper vendors
- PC5.** ensure the requisite approvals on the shop drawings received from multiple vendors
- PC6.** perform review/inspection of the procured materials

Monitor onsite coordination, installation and client handover

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

- PC7.** supervise the on-site project installation process
- PC8.** perform regular quality checks of the installation work at on-site and redressal of variations
- PC9.** assist in compliance with the statutory and regulatory requirements related to the worksite
- PC10.** ensure review and timely submission of the completion report and client handover

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth

Qualification Pack

- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** how to prepare a procurement plan based on delivery timelines, budget, project planning, and various components involved in it
- KU10.** the factors and sub-factors that reflect the areas of importance while evaluating a procurement plan
- KU11.** the fundamentals of tender documents and their elements
- KU12.** the steps involved in preparing a tender document and how to calculate various elements involved in it
- KU13.** the fundamental of material calculation and optimization using appropriate software's tools and techniques
- KU14.** how to identify and assess suitable vendors based on market research
- KU15.** how to analyze the shop drawings based on assembly and installation process requirements
- KU16.** the importance of synergy between vendor's shop drawings and required material specifications
- KU17.** the process guide for conduction Quality Checking (QC) of procured materials
- KU18.** the usage and importance of quality tests based on different materials speciation's
- KU19.** the various techniques and methods associated with the installation process and the usage of relevant tools
- KU20.** the process of preparing a project closure and handover report and various elements involved in it

Generic Skills (GS)

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

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



Qualification Pack

- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise procurement process</i>	6	18	6	2
PC1. assist in evaluating the procurement plan in line with the budget and required quality	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	-
<i>Assist in vendors exploration and materials selection</i>	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	-
<i>Monitor onsite coordination, installation and client handover</i>	8	13	8	1
PC7. supervise the on-site project installation process	2	4	2	-
PC8. perform regular quality checks of the installation work at on-site and redressal of variations	2	4	2	-
PC9. assist in compliance with the statutory and regulatory requirements related to the worksite	2	1	2	-
PC10. ensure review and timely submission of the completion report and client handover	2	4	2	1
NOS Total	20	55	20	5

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0224
NOS Name	Assist in procurement management and site installation of multiple projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQF Clearance Date	31/08/2023

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

Qualification Pack

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

Career Development & Goal Setting

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

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

Communication Skills

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

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

Diversity & Inclusion

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

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

Financial and Legal Literacy

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

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

Essential Digital Skills

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

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

Entrepreneurship

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

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

Customer Service

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

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

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

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

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

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

KU11. how to compute income and expenditure

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

KU13. different legal rights and laws

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

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

KU16. how to identify business opportunities

KU17. types and needs of customers

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

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

Generic Skills (GS)

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

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

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



Qualification Pack

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

Qualification Pack

Assessment Criteria

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

Qualification Pack

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

Qualification Pack

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



Qualification Pack

National Occupational Standards (NOS) Parameters

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

Qualification Pack

FFS/N8207: Supervise health and safety protocols for project designing at the workplace

Description

This unit describes the performance outcomes required to supervise health and safety protocols to be taken care of while working at the workplace or site.

Scope

The scope covers the following :

- Manage health and safety protocols at the workplace
- Precautionary measures to deal with emergencies
- Ensure material conservation and optimization of resources

Elements and Performance Criteria

Manage health and safety protocols at the workplace

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

- PC1.** comply with health and personal hygiene-related protocols
- PC2.** coordinate with other designers to identify possible hazards within project designing during construction and subsequent maintenance
- PC3.** analyze the existing health and safety plan or safety line
- PC4.** identify and report poor organizational practices concerning hygiene, food handling, cleaning
- 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.
- PC6.** plan, manage and monitor the health and safety in the execution phase concerning designing
- PC7.** wear clean clothes as per the dress code of the worksite
- PC8.** wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.

Precautionary measures to deal with emergencies

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

- PC9.** use emergency equipment in accordance with manufacturers' specifications as per requirement
- PC10.** follow emergency and evacuation procedures in case of accidents, fires, natural calamities
- PC11.** respond promptly and appropriately to an accident situation or medical emergency
- PC12.** undertake first aid activities in case of an accident, if required and asked to do so
- PC13.** communicate necessary control measures to concerned team members
- PC14.** ensure that safety instructions applicable to the work place are being followed

Ensure material conservation and optimization of resources

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

Qualification Pack

- PC15.** plan out the process in project designing to ensure optimal material utilization
- PC16.** collect information on the pattern of electricity and fuel consumption
- PC17.** identify possibilities of using renewable energy and environment-friendly fuels in project designs
- PC18.** plan the implementation of energy-efficient systems in a phased manner
- PC19.** plan and utilize the reusable materials and wastage in the designing process

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the process guide of designing, planning, and implementing a health and safety plan
- KU10.** the various organizational practices associated with working at the worksite
- KU11.** importance of work ethics, dress code, and personal hygiene
- KU12.** the different cleaning methods for workplace sanitization
- KU13.** the operational and relevant guidelines for usage and handling of different emergency equipment
- KU14.** the organizations legislative requirements and emergency procedures
- KU15.** the process and role in responding to an emergency in line with organizational procedures
- KU16.** the basic first aid process and techniques in case of an emergency
- KU17.** the importance of control measures while working at the worksite and the techniques associated with them
- KU18.** various types of safety signs and what they mean
- KU19.** importance of material usage planning and utilization
- KU20.** the difference between renewable and non-renewable energy

Generic Skills (GS)

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



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- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage health and safety protocols at the workplace</i>	5	26	16	-
PC1. comply with health and personal hygiene-related protocols	1	3	2	-
PC2. coordinate with other designers to identify possible hazards within project designing during construction and subsequent maintenance	-	4	2	-
PC3. analyze the existing health and safety plan or safety line	-	4	2	-
PC4. identify and report poor organizational practices concerning hygiene, food handling, cleaning	1	3	2	-
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	-
PC6. plan, manage and monitor the health and safety in the execution phase concerning designing	1	3	2	-
PC7. wear clean clothes as per the dress code of the worksite	-	3	2	-
PC8. wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	1	3	2	-
<i>Precautionary measures to deal with emergencies</i>	4	20	6	-
PC9. use emergency equipment in accordance with manufacturers' specifications as per requirement	-	4	1	-
PC10. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	1	4	1	-
PC11. respond promptly and appropriately to an accident situation or medical emergency	-	3	1	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. undertake first aid activities in case of an accident, if required and asked to do so	1	3	1	-
PC13. communicate necessary control measures to concerned team members	1	3	1	-
PC14. ensure that safety instructions applicable to the work place are being followed	1	3	1	-
<i>Ensure material conservation and optimization of resources</i>	3	15	5	-
PC15. plan out the process in project designing to ensure optimal material utilization	1	3	1	-
PC16. collect information on the pattern of electricity and fuel consumption	-	3	1	-
PC17. identify possibilities of using renewable energy and environment-friendly fuels in project designs	1	3	1	-
PC18. plan the implementation of energy-efficient systems in a phased manner	-	3	1	-
PC19. plan and utilize the reusable materials and wastage in the designing process	1	3	1	-
NOS Total	12	61	27	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8207
NOS Name	Supervise health and safety protocols for project designing at the workplace
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	1
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Qualification Pack

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

Minimum Aggregate Passing % at QP Level : 70

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

Minimum Passing % at NOS Level: 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0220.Assist in client servicing and defining scope of work for different projects	25	50	20	5	100	15
FFS/N0221.Project management & supervision in line with the finalized/approved scope of work for respective projects	24	51	20	5	100	15
FFS/N0222.Ensure development of Interior design concepts/plans for multiple projects	18	57	20	5	100	25
FFS/N0223.Assist in finalizing of Project design docket, selection of material and execution of various projects	15	60	20	5	100	20
FFS/N0224.Assist in procurement management and site installation of multiple projects	20	55	20	5	100	15
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
FFS/N8207.Supervise health and safety protocols for project designing at the workplace	12	61	27	0	100	5



Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
Total	134	364	127	25	650	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NA	Not Applicable
NTC	National Training Certificate
NAC	National Apprenticeship Certificate
CITS	Craft Instructor Training Scheme
NCO	National Classification of Occupation
UG	Under Graduate
FF&E	Furniture, fixtures, and Equipment
POC	Point Of Contact
POP	Plaster Of Paris
AFC	Approved for Construction
PwD	Person with Disability
POSH	Prevention Of Sexual Harassment
MEP	Mechanical, Electrical and Plumbing

Qualification Pack

Glossary

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

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.