

Qualification Pack



Master Carpenter

QP Code: FFS/Q2204

Version: 2.0

NSQF Level: 5

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FFS/Q2204: Master Carpenter

Brief Job Description

The Master Carpenter plays the primary role of project supervision at the worksite. The person is responsible for assisting in client coordination and vendor management of the materials while ensuring quality management. The individual will also perform and guide team members in fabrication, assembly, installation, maintenance, repair, alteration, and finishing of various types of products using hand tools while conforming to plans and specifications.

Personal Attributes

The individual must have physical strength, good stamina, problem-solving and analytical skills, with a willingness to learn and perform. The person must be organized, diligent, methodical, safety-conscious, and a prompt decision-maker. The individual should be honest, trustworthy, reliable, flexible, and innovative.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N2220: Assist in product costing and resource planning for on-site activities of the various projects](#)
2. [FFS/N2221: Ensure proper work allocation and team management for the projects](#)
3. [FFS/N2222: Perform and review the fabrication, assembly, finishing, and installation activities for different projects](#)
4. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)
5. [FFS/N8203: Maintain health, safety, and greening practices at the worksite](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Furniture Business Development, Installation & After Sales
Occupation	Furniture Installation and After Sales
Country	India

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NSQF Level	5
Credits	24
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7115.0300
Minimum Educational Qualification & Experience	<p>Completed 2nd year of UG (UG Diploma) (3 Year/4year UG Program) with NA of experience OR Pursuing 2nd year of UG (3-year/ 4-years UG 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 UG 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 (Carpenter at Level-4.5) with 1-2 Years of experience OR Previous relevant Qualification of NSQF Level (Assistant Carpenter at Level-4) 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
Last Reviewed On	NA



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Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	2.0
Reference code on NQR	QG-05-WC-00830-2023-V2-FFSC
NQR Version	2

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FFS/N2220: Assist in product costing and resource planning for on-site activities of the various projects

Description

This unit describes the performance outcomes required to assist in product costing and planning of work activities with a supervisor.

Scope

The scope covers the following :

- Interpret the scope of work for assigned projects
- Assist in coordination with internal teams and external agencies
- Prepare product and project cost estimates
- Ensure arrangement of resources for conducting site survey, recce, and project execution

Elements and Performance Criteria

Interpret the scope of work for assigned projects

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

- PC1.** coordinate with internal teams to understand and define the project requirement
- PC2.** identify personnel, implements, and material resources as per project requirement
- PC3.** assist in creating a project implementation plan with proposed stages and timelines
- PC4.** assist in the documentation of the deliverables based on the scope of the project

Assist in coordination with internal teams and external agencies

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

- PC5.** assist in the identification of different stakeholders and their roles in project execution
- PC6.** assist in analyzing client needs and resolution of queries with appropriate remedial actions
- PC7.** coordinate with client POCs for any site instructions and inspection of works
- PC8.** maintain records of client interaction in accordance with organizational guidelines

Prepare product and project cost estimates

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

- PC9.** evaluate products details and production requirements based on the scope of work
- PC10.** identify various tools, equipment, materials, and finishes to be employed in manufacturing the product for cost estimates
- PC11.** prepare a realistic budget with appropriate allocations to the relevant cost centers involved in the manufacturing process
- PC12.** instruct and guide team to ensure they perform in line with estimated cost

Ensure arrangement of resources for conducting site survey, recce, and project execution

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

- PC13.** plan and organize the site survey and recce in accordance with the scope of work
- PC14.** supervise the measurement and marking activities during physical site survey and recce

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- PC15.** validate the measurement sheet based on project layout and requirements
- PC16.** plan the assembly and installation requirements based on worksite conditions
- PC17.** ensure compliance with organizations policies, procedures, guidelines, and client requirements during site survey and recce

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- 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 process of interpreting and analyzing project details based on client specifications
- KU9.** the different types of materials, fittings, and equipment used in the woodworking and their application requirements
- KU10.** how to define project schedule and timelines based on the scope of work
- KU11.** how to document project requirements and specifications based on the scope of work
- KU12.** how to analyze organizations stakeholders, including background information and the nature of their interest in the organization
- KU13.** the resolution process for queries/ complaints of stakeholders
- KU14.** the importance of effective communication and establishing good working relationships with clients and other agencies
- KU15.** the various documentation requirements at the organization and worksite related to client management
- KU16.** where to get and how to assess the available information to be able to prepare a realistic budget
- KU17.** how unforeseen developments can affect a budget and how to deal with them
- KU18.** how to break down each task/ activity in the production schedule into cost heads and process of material calculation
- KU19.** how to prepare and present budgets using standard formats or templates
- KU20.** how to compile each activity cost head into a consolidated budget, with summary sheets by type of cost, type of activity, stage of production, and any other key summaries that are required
- KU21.** the importance of providing guidance and training in financial literacy to the team members
- KU22.** the importance of ascertaining the work requirements before site survey

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- KU23.** the various pre-requisites involved in the measurement and marking activities during the survey
- KU24.** the advanced mathematics and geometry skills
- KU25.** the operational guide of advanced measurement tapes and tools used during site survey and recce
- KU26.** the process of validating the final measurement sheet based on project specifications
- KU27.** how to assess the pros and cons of a location, space availability, environment conditions, etc. affecting the furniture production
- KU28.** how to estimate project schedules and timelines based on worksite condition and project completion
- KU29.** the organizational code of conduct to be followed during the site-visit and in-client dealing

Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpret the scope of work for assigned projects</i>	5	10	5	-
PC1. coordinate with internal teams to understand and define the project requirement	1	2	-	-
PC2. identify personnel, implements, and material resources as per project requirement	1	3	1	-
PC3. assist in creating a project implementation plan with proposed stages and timelines	1	3	3	-
PC4. assist in the documentation of the deliverables based on the scope of the project	2	2	1	-
<i>Assist in coordination with internal teams and external agencies</i>	6	8	-	-
PC5. assist in the identification of different stakeholders and their roles in project execution	1	2	-	-
PC6. assist in analyzing client needs and resolution of queries with appropriate remedial actions	2	2	-	-
PC7. coordinate with client POCs for any site instructions and inspection of works	1	-	-	-
PC8. maintain records of client interaction in accordance with organizational guidelines	2	4	-	-
<i>Prepare product and project cost estimates</i>	6	14	10	-
PC9. evaluate products details and production requirements based on the scope of work	2	4	3	-
PC10. identify various tools, equipment, materials, and finishes to be employed in manufacturing the product for cost estimates	1	4	3	-
PC11. prepare a realistic budget with appropriate allocations to the relevant cost centers involved in the manufacturing process	2	4	3	-
PC12. instruct and guide team to ensure they perform in line with estimated cost	1	2	1	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure arrangement of resources for conducting site survey, recce, and project execution</i>	7	19	10	-
PC13. plan and organize the site survey and recce in accordance with the scope of work	1	4	2	-
PC14. supervise the measurement and marking activities during physical site survey and recce	1	4	2	-
PC15. validate the measurement sheet based on project layout and requirements	1	4	2	-
PC16. plan the assembly and installation requirements based on worksite conditions	2	3	2	-
PC17. ensure compliance with organizations policies, procedures, guidelines, and client requirements during site survey and recce	2	4	2	-
NOS Total	24	51	25	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N2220
NOS Name	Assist in product costing and resource planning for on-site activities of the various projects
Sector	Furniture & Fittings
Sub-Sector	Furniture Business Development, Installation & After Sales
Occupation	Furniture Installation
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/N2221: Ensure proper work allocation and team management for the projects

Description

This unit describes the performance outcomes required to supervise project execution and quality management of the products at the worksite.

Scope

The scope covers the following :

- Allocate and monitor activities assigned to various teams for different projects
- Assist in vendor management and ensuring timely availability of resources on-site
- Address grievances, if any, and ensure due redressal in line with organizational guidelines

Elements and Performance Criteria

Allocate and monitor activities assigned to various teams for different projects

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

- PC1.** assist supervisor in devising an effective work monitoring plan for the project
- PC2.** ensure proper demarcation of team and resources for an effective execution
- PC3.** monitor the internal process and procedures for smooth working and coordination
- PC4.** organize regular work review meetings with the team to get feedback and updates
- PC5.** provide regular project updates to senior management

Assist in vendor management and ensuring timely availability of resources on-site

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

- PC6.** assist in evaluating the procurement plan in line with the budget and required quality
- PC7.** assist in reviewing the process of inviting, comparison and selecting quotations
- PC8.** assist in preparing and maintaining records related to quotations invited, bids received, and invoices
- PC9.** assist in compliance of the statutory and regulatory requirements by the vendors related to the work area
- PC10.** ensure proper planning and execution of loading/ unloading/ handling/ storage operations at the worksite
- PC11.** ensure availability of various resources at the worksite required during project execution

Address grievances, if any, and ensure due redressal in line with organizational guidelines

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

- PC12.** assist supervisor in devising an effective grievance redressal mechanism
- PC13.** ensure that queries, concerns, and requests of the colleagues are addressed efficiently and accurately in accordance with organization policies
- PC14.** assist in designing a performance management system to address the grievances
- PC15.** conduct appropriate training of the team to ensure the quality and efficiency

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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.** how to develop a monitoring and evaluation plan and its significance in effective project monitoring
- KU9.** the various drivers which affect the effective resource allocation and management
- KU10.** how to identify the critical parameters in the process affecting the overall execution of the project
- KU11.** the process of effective work monitoring and team coordination between the concerned departments
- KU12.** the significance of feedback mechanism and work inputs on the efficiency of the process
- KU13.** the relevant basics of various factors contributing to the evaluation of the procurement plan
- KU14.** the indicators that assist in evaluating suppliers and their supplies like price, quality, supply reliability, stock range, delivery schedules, warranties, etc.
- KU15.** importance of checking documentation thoroughly and repeatedly before processing
- KU16.** the required document compliances for effective vendor management
- KU17.** different types of compliance and regulatory standards for vendor management based on the company's policy
- KU18.** the best practices associated with the loading, unloading, handling, and storage of the materials
- KU19.** how to interpret bill of material and manage required resources effectively at the worksite
- KU20.** how to ensure the accountability, responsiveness, and user-friendliness of the organization based on grievance redressal mechanism
- KU21.** the importance of an efficient and effective grievance redress mechanism
- KU22.** the process of grievance redressal mechanism in resolving queries, concerns, or requests
- KU23.** how to formulate a training plan of an employee based on the Key Result Areas (KRA's) and expected deliverables
- KU24.** the several characteristics that are prerequisites while designing an effective performance management system and what purpose(s) the system will serve
- KU25.** how to measure the effectiveness of the performance management system
- KU26.** the importance of selecting appropriate means of training delivery mode and training delivery plan



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Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Allocate and monitor activities assigned to various teams for different projects</i>	5	15	5	-
PC1. assist supervisor in devising an effective work monitoring plan for the project	1	3	1	-
PC2. ensure proper demarcation of team and resources for an effective execution	1	3	1	-
PC3. monitor the internal process and procedures for smooth working and coordination	1	3	1	-
PC4. organize regular work review meetings with the team to get feedback and updates	1	3	1	-
PC5. provide regular project updates to senior management	1	3	1	-
<i>Assist in vendor management and ensuring timely availability of resources on-site</i>	12	22	6	-
PC6. assist in evaluating the procurement plan in line with the budget and required quality	2	4	1	-
PC7. assist in reviewing the process of inviting, comparison and selecting quotations	2	4	1	-
PC8. assist in preparing and maintaining records related to quotations invited, bids received, and invoices	2	3	1	-
PC9. assist in compliance of the statutory and regulatory requirements by the vendors related to the work area	2	3	1	-
PC10. ensure proper planning and execution of loading/ unloading/ handling/ storage operations at the worksite	2	4	1	-
PC11. ensure availability of various resources at the worksite required during project execution	2	4	1	-
<i>Address grievances, if any, and ensure due redressal in line with organizational guidelines</i>	8	17	10	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. assist supervisor in devising an effective grievance redressal mechanism	2	4	1	-
PC13. ensure that queries, concerns, and requests of the colleagues are addressed efficiently and accurately in accordance with organization policies	2	3	3	-
PC14. assist in designing a performance management system to address the grievances	2	5	3	-
PC15. conduct appropriate training of the team to ensure the quality and efficiency	2	5	3	-
NOS Total	25	54	21	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N2221
NOS Name	Ensure proper work allocation and team management for the projects
Sector	Furniture & Fittings
Sub-Sector	Furniture Business Development, Installation & After Sales
Occupation	Furniture Installation
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQ Clearance Date	31/08/2023

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FFS/N2222: Perform and review the fabrication, assembly, finishing, and installation activities for different projects

Description

This unit describes the performance outcomes required to supervise, perform and review the fabrication, assembly, finishing, and installation of various products at the worksite.

Scope

The scope covers the following :

- Interpret information from project design docket and drawings
- Supervise and review the on-site work of various teams
- Perform the required fabrication, assembly, finishing, and installation operations directly and/or via teams
- Perform the installation operations directly and/or via teams
- Schedule and conduct periodic quality checks of products/projects

Elements and Performance Criteria

Interpret information from project design docket and drawings

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

- PC1.** analyze the layouts and key elements of the engineering drawings
- PC2.** interpret Geometric Dimensioning and Tolerancing (GD&T) symbols in the drawings
- PC3.** identify the sequence of operations required for project execution based on drawing details
- PC4.** explain need for any modifications/changes required in the drawing
- PC5.** ensure proper storage and management of the drawings in an easily accessible place

Supervise and review the on-site work of various teams

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

- PC6.** plan the optimized processes at the various bays of the workshop to ensure smooth operations
- PC7.** select the correct materials as per the drawings and specifications
- PC8.** ensure that the placement of materials, tools, and equipment on the designated bays for effective work execution
- PC9.** ensure that the equipment and tools in maintained appropriately
- PC10.** ensure availability of the appropriate personal protective equipment to all people working on the bays of the workshop
- PC11.** ensure that the appropriate floor and machine guards are in place
- PC12.** ensure regular cleaning and maintenance of worksite during project execution
- PC13.** identify and prevent hazards and control risks at work site according to company requirements

Perform the required fabrication, assembly, finishing and installation operations directly and/or via teams

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

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- PC14.** prepare the job cards in accordance with the production process flow
- PC15.** select and safely use hand and power tools to cut joints safely and accurately
- PC16.** perform required woodworking operation based on product specifications
- PC17.** prepare accurate joints and intersections with no gaps and attach the members neatly using appropriate fasteners
- PC18.** accurately assemble and erect structures without damage to components, personal risk, the risk to others, or property
- PC19.** perform finishing to a specification, with attention to surface finishes and avoidance of damage or unsightly marking of components

Perform the installation operations directly and/or via teams

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

- PC20.** perform the installation and fitting of required hardware and accessories on the product
- PC21.** install the product based on design specifications and layout details

Schedule and conduct periodic quality checks of products/projects

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

- PC22.** plan and organize quality checks in accordance with project execution timelines
- PC23.** ensure appropriate action gets taken for fault rectification in consultation with the supervisor
- PC24.** check for structural strength and load-bearing capacity by applying load on the finished furniture
- PC25.** ensure that all the product dimensions and finishes comply with the desired details
- PC26.** ensure compliance to all the requisite documents post completion of the project

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.** how to analyze and interpret the engineering drawings and layouts
- KU9.** the basics of Geometric Dimensioning and Tolerancing (GD&T) symbols used in the drawings
- KU10.** how to select the required woodworking operation based on product specifications
- KU11.** the various drawing standards used by the company
- KU12.** the various conditions and requirements associated with the storage of drawings and layouts

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- KU13.** the importance of planning and organizing the work area, materials, tools, and equipment based on designated working bays
- KU14.** how to access the compatibility of raw material based on specified design specifications
- KU15.** the usage of designated bays in a work area for an effective job work
- KU16.** the techniques to check the accuracy and functioning of tools and equipment and their maintenance procedures
- KU17.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their usage
- KU18.** the usage and application of the different safety guards during working
- KU19.** the housekeeping practices and relevant requirements for cleaning the worksite, tools, and equipment
- KU20.** how to plan and organize work activities based on assigned tasks
- KU21.** the operational and maintenance guide for various advanced power and hand tools used in woodworking operations
- KU22.** the process requirements for various woodworking operations and various pre-requisites associated with them
- KU23.** the usage of different types of fasteners for assembly of product components
- KU24.** the safety precautions to be followed during assembly and fabrication of different components of a product
- KU25.** the importance of finishing as specified, or where required finish to an appropriate standard
- KU26.** the installation processes and requirements for different types of hardware and accessories
- KU27.** the installation procedure associated with the different types of products
- KU28.** the basics of the quality control plan and its implementation requirements
- KU29.** the various defects and deformations associated with the product and the relevant methods to rectify them
- KU30.** the structural strengths and loads capacities for different types of raw materials
- KU31.** how to assess the finished product in compliance with the desired details and specifications
- KU32.** the various documentation requirements during the quality check of various products

Generic Skills (GS)

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

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



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- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpret information from project design docket and drawings</i>	4	5	4	-
PC1. analyze the layouts and key elements of the engineering drawings	1	1	1	-
PC2. interpret Geometric Dimensioning and Tolerancing (GD&T) symbols in the drawings	1	-	1	-
PC3. identify the sequence of operations required for project execution based on drawing details	-	2	1	-
PC4. explain need for any modifications/changes required in the drawing	1	2	1	-
PC5. ensure proper storage and management of the drawings in an easily accessible place	1	-	-	-
<i>Supervise and review the on-site work of various teams</i>	6	11	7	-
PC6. plan the optimized processes at the various bays of the workshop to ensure smooth operations	-	2	1	-
PC7. select the correct materials as per the drawings and specifications	1	2	1	-
PC8. ensure that the placement of materials, tools, and equipment on the designated bays for effective work execution	-	3	1	-
PC9. ensure that the equipment and tools in maintained appropriately	1	1	1	-
PC10. ensure availability of the appropriate personal protective equipment to all people working on the bays of the workshop	1	1	1	-
PC11. ensure that the appropriate floor and machine guards are in place	1	1	1	-
PC12. ensure regular cleaning and maintenance of worksite during project execution	1	1	1	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. identify and prevent hazards and control risks at work site according to company requirements	1	-	-	-
<i>Perform the required fabrication, assembly, finishing and installation operations directly and/or via teams</i>	-	15	9	-
PC14. prepare the job cards in accordance with the production process flow	-	2	1	-
PC15. select and safely use hand and power tools to cut joints safely and accurately	-	1	1	-
PC16. perform required woodworking operation based on product specifications	-	3	1	-
PC17. prepare accurate joints and intersections with no gaps and attach the members neatly using appropriate fasteners	-	3	2	-
PC18. accurately assemble and erect structures without damage to components, personal risk, the risk to others, or property	-	3	2	-
PC19. perform finishing to a specification, with attention to surface finishes and avoidance of damage or unsightly marking of components	-	3	2	-
<i>Perform the installation operations directly and/or via teams</i>	-	13	7	-
PC20. perform the installation and fitting of required hardware and accessories on the product	-	8	4	-
PC21. install the product based on design specifications and layout details	-	5	3	-
<i>Schedule and conduct periodic quality checks of products/projects</i>	4	10	5	-
PC22. plan and organize quality checks in accordance with project execution timelines	1	2	1	-
PC23. ensure appropriate action gets taken for fault rectification in consultation with the supervisor	1	2	1	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. check for structural strength and load-bearing capacity by applying load on the finished furniture	1	2	1	-
PC25. ensure that all the product dimensions and finishes comply with the desired details	-	3	1	-
PC26. ensure compliance to all the requisite documents post completion of the project	1	1	1	-
NOS Total	14	54	32	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N2222
NOS Name	Perform and review the fabrication, assembly, finishing, and installation activities for different projects
Sector	Furniture & Fittings
Sub-Sector	Furniture Business Development, Installation & After Sales
Occupation	Furniture Installation
NSQF Level	5
Credits	6
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC 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:

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

Career Development & Goal Setting

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

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

Communication Skills

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

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

Diversity & Inclusion

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

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

Financial and Legal Literacy

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

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

Essential Digital Skills

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

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

Entrepreneurship

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

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

Customer Service

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

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

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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

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

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

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

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

KU11. how to compute income and expenditure

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

KU13. different legal rights and laws

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

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

KU16. how to identify business opportunities

KU17. types and needs of customers

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

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

Generic Skills (GS)

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

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

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



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- 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	-	-

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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/N8203: Maintain health, safety, and greening practices at the worksite

Description

This unit describes the performance outcomes required to maintain a healthy, safe and secure work environment.

Scope

The scope covers the following :

- Maintain health and hygiene protocols
- Dealing with emergencies
- Precautionary measures to avoid work hazards
- Ensure material conservation and optimization of resources

Elements and Performance Criteria

Maintain health and hygiene protocols

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

- PC1.** comply with health and personal hygiene-related protocols
- PC2.** maintain adequate inventory of cleaning materials and consumables
- PC3.** identify and report poor organizational practices concerning hygiene, food handling, cleaning
- PC4.** ensure that the trash cans or waste collection points are cleared every day
- PC5.** maintain records for cleanliness and maintenance schedule
- PC6.** use appropriate personal protective equipment compatible with the work and compliant with relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, etc.
- 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.

Dealing 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

Precautionary measures to avoid work hazards

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

- PC13.** ensure that safety instructions applicable to the work place are being followed
- PC14.** monitor the usage of harmful chemicals inside the work area as per the specified guidelines only

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- PC15.** plan out the routine cleaning of tools, machines, and equipment
- PC16.** employ an effective process to dispose off the hazardous material and wastage
- PC17.** employ safe working practices to perform a lift, carry or move heavy wooden furniture and accessories from one place to another

Ensure material conservation and optimization of resources

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

- PC18.** plan out the process to ensure optimal material utilization
- PC19.** collect information on the pattern of electricity and fuel consumption
- PC20.** identify possibilities of using renewable energy and environment-friendly fuels
- PC21.** plan the implementation of energy-efficient systems in a phased manner
- PC22.** plan and utilize the reusable materials and wastage in the process
- PC23.** perform segregation of waste based on the type of material
- PC24.** ensure to keep the electrical appliances in OFF position when not in use

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.** types of cleaning equipment and consumables such as chemicals, liquids, etc.
- KU9.** the operational and relevant guidelines for usage and handling of different emergency equipment
- KU10.** the organization's legislative requirements and emergency procedures
- KU11.** various causes of fire, and usage of different fire prevention equipment
- KU12.** know different types of fire and fire extinguishers
- KU13.** the process and role in responding to an emergency situation in line with organizational procedures
- KU14.** the basic first aid process and techniques in case of an emergency
- KU15.** various types of safety signs and what they mean
- KU16.** types of cleaning equipment and consumables such as chemicals, liquids, etc.
- KU17.** importance of safe lifting practices and correct body postures
- KU18.** importance of material usage planning and utilization

Qualification Pack

- KU19.** material and water conservation process
- KU20.** types of cleaning equipment and consumables such as chemicals, liquids, etc.
- KU21.** the importance of efficient energy usage and its technologies
- KU22.** the importance of utilizing reusable materials and wastage
- KU23.** the process of segregation of waste based on reusable and non-recyclable materials
- KU24.** the safety processes associated with the handling and usage of electrical appliances

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain health and hygiene protocols</i>	6	8	16	5
PC1. comply with health and personal hygiene-related protocols	1	1	2	1
PC2. maintain adequate inventory of cleaning materials and consumables	1	1	2	1
PC3. identify and report poor organizational practices concerning hygiene, food handling, cleaning	1	1	2	-
PC4. ensure that the trash cans or waste collection points are cleared every day	1	1	2	1
PC5. maintain records for cleanliness and maintenance schedule	-	1	2	-
PC6. use appropriate personal protective equipment compatible with the work and compliant with relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, etc.	1	1	2	1
PC7. wear clean clothes as per the dress code of the worksite	-	1	2	-
PC8. wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	1	1	2	1
<i>Dealing with emergencies</i>	2	4	8	1
PC9. use emergency equipment in accordance with manufacturers' specifications as per requirement	-	1	2	-
PC10. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	1	1	2	-
PC11. respond promptly and appropriately to an accident situation or medical emergency	-	1	2	-

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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	1	2	1
<i>Precautionary measures to avoid work hazards</i>	3	5	10	2
PC13. ensure that safety instructions applicable to the work place are being followed	-	1	2	-
PC14. monitor the usage of harmful chemicals inside the work area as per the specified guidelines only	1	1	2	-
PC15. plan out the routine cleaning of tools, machines, and equipment	-	1	2	-
PC16. employ an effective process to dispose off the hazardous material and wastage	1	1	2	1
PC17. employ safe working practices to perform a lift, carry or move heavy wooden furniture and accessories from one place to another	1	1	2	1
<i>Ensure material conservation and optimization of resources</i>	5	7	14	4
PC18. plan out the process to ensure optimal material utilization	1	1	2	1
PC19. collect information on the pattern of electricity and fuel consumption	-	1	2	-
PC20. identify possibilities of using renewable energy and environment-friendly fuels	1	1	2	-
PC21. plan the implementation of energy-efficient systems in a phased manner	-	1	2	1
PC22. plan and utilize the reusable materials and wastage in the process	1	1	2	1
PC23. perform segregation of waste based on the type of material	1	1	2	1
PC24. ensure to keep the electrical appliances in OFF position when not in use	1	1	2	-
NOS Total	16	24	48	12

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8203
NOS Name	Maintain health, safety, and greening practices at the worksite
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.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

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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/N2220.Assist in product costing and resource planning for on-site activities of the various projects	24	51	25	0	100	25
FFS/N2221.Ensure proper work allocation and team management for the projects	25	54	21	0	100	25
FFS/N2222.Perform and review the fabrication, assembly, finishing, and installation activities for different projects	14	54	32	0	100	30
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
FFS/N8203.Maintain health, safety, and greening practices at the worksite	16	24	48	12	100	10
Total	99	213	126	12	450	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
GD&T	Geometric Dimensioning and Tolerancing
OEM	Original Equipment Manufacturer
KRA	Key Result Areas
POC	Point Of Contact
PwD	Person with Disability
POSH	Prevention Of Sexual Harassment
OHS	Occupational Health and Safety
AR	Augmented Reality
VR	Virtual Reality
IoT	Internet of Things

Qualification Pack

Glossary

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

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