

## Qualification Pack



# Carpenter

Electives: Kitchen, Cabinets, and Beds/ General Repairs and Maintenance

QP Code: FFS/Q2203 Instantiated QP Code: FFS/Q2203-SI002

Version: 3.0

NSQF Level: 4.5

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## Qualification Pack

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### FFS/Q2203-SI002: Carpenter

#### Brief Job Description

The Carpenter plays the role of conducting physical site surveys and recce of the worksite. The person is responsible for reading and interpreting blueprints, drawings, and sketches to determine specifications and calculate requirements while making suitable preparations for the worksite. The individual will perform measuring, cutting, shaping, assembly, joining, and installing materials made of wood and wood substitutes into finished products using various hand tools and machines.

#### 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 must be a good listener with skills to comprehend and communicate. The individual should be honest, trustworthy, reliable, flexible, and innovative.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [FFS/N2210: Assist in client coordination, team supervision, and quality check of the project](#)
2. [FFS/N2211: Ensure proper material management and preparation of the worksite](#)
3. [FFS/N2212: Set-out, mark and fabricate the various components of the products at worksite](#)
4. [FFS/N2213: Perform assembly, finishing and installation of different components of the product at the worksite](#)
5. [FFS/N8203: Maintain health, safety, and greening practices at the worksite](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

##### Electives (mandatory to select at least one):

###### Elective 1: Kitchen, Cabinets, and Beds

This unit describes the performance outcomes required to fabricate, assemble and install various types of kitchen, cabinets, and beds.

1. [FFS/N2217: Perform fabrication, assembly, and installation of Kitchen, Cabinets, and Beds](#)

###### Elective 2: General Repairs and Maintenance



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This unit describes the performance outcomes required to perform dismantling, repairing, and maintenance of the furniture and other accessories at the worksite.

### 1. [FFS/N2219: Perform General Repairs and Maintenance of the furniture at the worksite](#)

## Qualification Pack (QP) Parameters

<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Furniture Business Development, Installation & After Sales
<b>Occupation</b>	Furniture Installation and After Sales
<b>Country</b>	India
<b>NSQF Level</b>	4.5
<b>Credits</b>	24
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7115.0300

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<b>Minimum Educational Qualification &amp; Experience</b>	<p>Completed 1st year of UG (UG Certificate) (3-years/ 4-years) with NA of experience OR Pursuing 1st year of UG (3-years/ 4-years UG and continuing education) with NA of experience OR Pursuing 3rd year of 3-year diploma after 10th (and continuing education) with NA of experience OR Completed 3 year diploma after 10th with NA of experience OR Completed 1st year of diploma (after 12th) (2 year program) with NA of experience OR Pursuing 2nd year of 2-year diploma after 12th (and continuing education) with NA of experience OR 12th grade Pass with 1 Year of experience OR 10th grade pass (with 2 years of any combination of NTC/NAC/CITS or equivalent) with 1 Year of experience OR 10th grade pass with 3 Years of experience OR Previous relevant Qualification of NSQF Level (Assistant carpenter at Level-4) with 3 Years of experience</p>
<b>Minimum Level of Education for Training in School</b>	Not Applicable
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	31/08/2026
<b>NSQF Approval Date</b>	31/08/2023
<b>Version</b>	3.0
<b>Reference code on NQR</b>	QG-4.5-WC-00829-2023-V2-FFSC
<b>NQR Version</b>	2

### Remarks:

NA

## Qualification Pack

# FFS/N2210: Assist in client coordination, team supervision, and quality check of the project

## Description

This unit describes the performance outcomes required to assist in coordination with clients, supervision of work, and organizing physical site surveys with a supervisor.

## Scope

The scope covers the following :

- Assist in coordinating with the client POCs and other agencies
- Assist in the supervision of teams and quality check during the project execution
- Conduct site survey and recce

## Elements and Performance Criteria

### *Assist in coordinating with the client POCs and other agencies*

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

- PC1.** interpret the supervisor's instructions about the project requirement correctly regarding quality, style, material preference, etc.
- PC2.** interact with the client POC and other agencies for coordination of assigned tasks
- PC3.** prepare and maintain the required documents for project execution purposes
- PC4.** assist in the preparation of cost estimates and delivery timelines

### *Assist in the supervision of teams and quality check during the project execution*

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

- PC5.** ensure that the assigned team understands the job cards and address their issues
- PC6.** ensure that the team follows all the health and safety guidelines
- PC7.** conduct a timely quality check of the work done by the team
- PC8.** ensure that the dimensions and ergonomics of the products are within the specified requirements
- PC9.** assist in training and mentoring of the team on various operations as required during project execution

### *Conduct site survey and recce*

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

- PC10.** assist in planning for recce based on project requirements with supervisor
- PC11.** ensure proper logistics arrangements for conducting recce at the worksite
- PC12.** ensure the worksite is appropriately prepared and material required for survey/recce gets arranged timely
- PC13.** conduct the site survey as per the layout with assistance from the team
- PC14.** mark the worksite as per the layout and collaborate with teams to take measurements
- PC15.** analyze the measurement sheets and prepare the layouts and recce reports

## Qualification Pack

### 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 different styles of designing, vastu shastra, design process, color schemes, space planning, ventilation, natural lighting, light effect, etc.
- KU9.** the process of interpreting work targets and requirements
- KU10.** the importance of effective communication and establishing good working relationships with clients and other agencies
- KU11.** the importance of workflow management and documentation compliances
- KU12.** how to break down each task/ activity in the production schedule into cost heads for estimating budget (e.g., salaries, contractual staff, equipment hire, location costs, perishables, materials, licenses/ approvals, etc.)
- KU13.** the process of preparing production and delivery timelines
- KU14.** how to interpret the job cards and its implementation in the project execution
- KU15.** how the science of ergonomics affects product development in terms of comfort, efficiency, and aesthetics
- KU16.** the standards sizes associated with the different categories of furniture
- KU17.** the process of selecting an appropriate technique for imparting training on various project operations
- KU18.** how to assess the pros and cons of a location while conducting recce based on project requirements
- KU19.** the various technical infrastructure requirements at the worksite
- KU20.** the process of conducting recce at the worksite
- KU21.** the process of estimating the quantities of tools, equipment, and materials required for the recce
- KU22.** the usage of various tools, materials, and their applications in surveying the location
- KU23.** the different components of a building structure and their significance in a layout plan
- KU24.** the relevant metric system, basic mathematics, and geometry skills
- KU25.** the basics of measuring tapes and tools, operational guides
- KU26.** how to prepare the measurement sheet and its importance



## Qualification Pack

### 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>Assist in coordinating with the client POCs and other agencies</i>	<b>1</b>	<b>8</b>	<b>16</b>	-
<b>PC1.</b> interpret the supervisor's instructions about the project requirement correctly regarding quality, style, material preference, etc.	1	2	4	-
<b>PC2.</b> interact with the client POC and other agencies for coordination of assigned tasks	-	2	4	-
<b>PC3.</b> prepare and maintain the required documents for project execution purposes	-	2	4	-
<b>PC4.</b> assist in the preparation of cost estimates and delivery timelines	-	2	4	-
<i>Assist in the supervision of teams and quality check during the project execution</i>	<b>5</b>	<b>8</b>	<b>16</b>	<b>2</b>
<b>PC5.</b> ensure that the assigned team understands the job cards and address their issues	1	2	4	-
<b>PC6.</b> ensure that the team follows all the health and safety guidelines	1	2	-	1
<b>PC7.</b> conduct a timely quality check of the work done by the team	1	2	4	-
<b>PC8.</b> ensure that the dimensions and ergonomics of the products are within the specified requirements	1	2	4	1
<b>PC9.</b> assist in training and mentoring of the team on various operations as required during project execution	1	-	4	-
<i>Conduct site survey and recce</i>	<b>5</b>	<b>12</b>	<b>24</b>	<b>3</b>
<b>PC10.</b> assist in planning for recce based on project requirements with supervisor	-	2	4	-
<b>PC11.</b> ensure proper logistics arrangements for conducting recce at the worksite	1	2	4	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> ensure the worksite is appropriately prepared and material required for survey/recce gets arranged timely	1	2	4	1
<b>PC13.</b> conduct the site survey as per the layout with assistance from the team	1	2	4	-
<b>PC14.</b> mark the worksite as per the layout and collaborate with teams to take measurements	1	2	4	1
<b>PC15.</b> analyze the measurement sheets and prepare the layouts and recce reports	1	2	4	-
<b>NOS Total</b>	<b>11</b>	<b>28</b>	<b>56</b>	<b>5</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N2210
<b>NOS Name</b>	Assist in client coordination, team supervision, and quality check of the project
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Furniture Business Development, Installation & After Sales
<b>Occupation</b>	Furniture Installation
<b>NSQF Level</b>	4.5
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023

## Qualification Pack

# FFS/N2211: Ensure proper material management and preparation of the worksite

## Description

This unit describes the performance outcomes required to plan and prioritize resources and work activities while working at the worksite.

## Scope

The scope covers the following :

- Interpret project requirements
- Assist in planning and prioritizing work activities
- Ensure proper resource management at the worksite
- Ensure worksite preparation for fabrication, assembly, finishing, and installation purposes

## Elements and Performance Criteria

### *Interpret project requirements*

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

- PC1.** interpret given drawings, optimizing the potential for efficient project execution with the supervisor
- PC2.** ensure selection of appropriate materials to comply with drawing and specifications
- PC3.** ensure daily filling and timely submission of job cards to the supervisor

### *Assist in planning and prioritizing work activities*

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

- PC4.** assist in defining the process flow as per client/project needs during project execution
- PC5.** assist in the proper demarcation of people and resources with the supervisor
- PC6.** assist in creating schedules and rosters for the team to ensure they understand individual work requirements
- PC7.** maintain all the required documentation for project execution
- PC8.** maintain efficiency and productivity while performing role/responsibility

### *Ensure proper resource management at the worksite*

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

- PC9.** plan and organize the loading/ unloading/ handling of the materials as per the instruction sheet
- PC10.** ensure coordination with the various departments for material movement at multiple intervals
- PC11.** ensure the proper functioning of the handling equipment for material movement
- PC12.** select appropriate stacking method for easy identification and traceability
- PC13.** ensure the proper segregation and storage of materials, tools, and equipment at the worksite
- PC14.** ensure the use of suitable mediums to store or carry rivets, bolts, drift pins, etc.
- PC15.** comply with relevant health and safety legislation, regulations, and obligations

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**PC16.** check the quality of the materials before loading and unloading at regular intervals

*Ensure worksite preparation for fabrication, assembly, finishing, and installation purposes*

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

**PC17.** ensure organization of all the necessary tools, materials, and equipment for the specified operations

**PC18.** ensure that the appropriate floor and machine guards are in place

**PC19.** install signage and barriers, as required, to maximize protection of public health and safety during project execution according to company requirements

**PC20.** implement security measures to control unauthorized access to the worksite

**PC21.** ensure the use of appropriate methods for worksite cleaning and maintenance of the tools and equipment at regular intervals

**PC22.** identify and prevent hazards and control risks at work site according to company requirements

## 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 importance of process optimization during project execution

**KU10.** the types of material, tools, and equipment required for various tasks

**KU11.** the process of interpreting and managing job cards daily

**KU12.** the various stages involved in project execution, from client interaction to the project handover

**KU13.** the importance of job role demarcation and teamwork

**KU14.** the importance of work monitoring and delegation of the tasks to the team members

**KU15.** the relevance of maintaining documentation and detailing during project execution

**KU16.** the factors contributing to the efficiency of a project execution

**KU17.** the various elements of the instruction sheet related to loading/ unloading/ handling

**KU18.** the basics of various types of material handling equipment such as trolley, forklift, lifter, etc. and its application

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- KU19.** the process of handling and stacking different types of material, tools, and equipment
- KU20.** the different types of storage options appropriate to the type of material, tools, and equipment
- KU21.** the various parameters involved in the intrinsic quality checking of loading and unloading operations
- KU22.** the importance of planning and organizing the work area, materials, tools, and equipment
- KU23.** the significance, types, and usage of various types of workbench
- KU24.** the usage and application of the different safety guards during working
- KU25.** the application of various safety signage and pictorial representations at the worksite
- KU26.** the techniques to check the accuracy and functioning of tools and equipment and their maintenance procedures

## 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 project requirements</i>	2	6	6	1
<b>PC1.</b> interpret given drawings, optimizing the potential for efficient project execution with the supervisor	1	2	2	-
<b>PC2.</b> ensure selection of appropriate materials to comply with drawing and specifications	1	2	2	1
<b>PC3.</b> ensure daily filling and timely submission of job cards to the supervisor	-	2	2	-
<i>Assist in planning and prioritizing work activities</i>	5	-	10	-
<b>PC4.</b> assist in defining the process flow as per client/project needs during project execution	1	-	2	-
<b>PC5.</b> assist in the proper demarcation of people and resources with the supervisor	1	-	2	-
<b>PC6.</b> assist in creating schedules and rosters for the team to ensure they understand individual work requirements	1	-	2	-
<b>PC7.</b> maintain all the required documentation for project execution	1	-	2	-
<b>PC8.</b> maintain efficiency and productivity while performing role/responsibility	1	-	2	-
<i>Ensure proper resource management at the worksite</i>	5	14	12	6
<b>PC9.</b> plan and organize the loading/ unloading/ handling of the materials as per the instruction sheet	-	2	2	-
<b>PC10.</b> ensure coordination with the various departments for material movement at multiple intervals	-	-	2	1
<b>PC11.</b> ensure the proper functioning of the handling equipment for material movement	1	2	2	1
<b>PC12.</b> select appropriate stacking method for easy identification and traceability	1	2	2	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> ensure the proper segregation and storage of materials, tools, and equipment at the worksite	1	2	2	1
<b>PC14.</b> ensure the use of suitable mediums to store or carry rivets, bolts, drift pins, etc.	-	2	-	-
<b>PC15.</b> comply with relevant health and safety legislation, regulations, and obligations	1	2	-	1
<b>PC16.</b> check the quality of the materials before loading and unloading at regular intervals	1	2	2	1
<i>Ensure worksite preparation for fabrication, assembly, finishing, and installation purposes</i>	<b>5</b>	<b>12</b>	<b>12</b>	<b>4</b>
<b>PC17.</b> ensure organization of all the necessary tools, materials, and equipment for the specified operations	1	2	2	1
<b>PC18.</b> ensure that the appropriate floor and machine guards are in place	1	2	2	1
<b>PC19.</b> install signage and barriers, as required, to maximize protection of public health and safety during project execution according to company requirements	1	2	2	1
<b>PC20.</b> implement security measures to control unauthorized access to the worksite	-	2	2	-
<b>PC21.</b> ensure the use of appropriate methods for worksite cleaning and maintenance of the tools and equipment at regular intervals	1	2	2	-
<b>PC22.</b> identify and prevent hazards and control risks at work site according to company requirements	1	2	2	1
<b>NOS Total</b>	<b>17</b>	<b>32</b>	<b>40</b>	<b>11</b>



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N2211
<b>NOS Name</b>	Ensure proper material management and preparation of the worksite
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Furniture Business Development, Installation & After Sales
<b>Occupation</b>	Furniture Installation
<b>NSQF Level</b>	4.5
<b>Credits</b>	2
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023

## Qualification Pack

# FFS/N2212: Set-out, mark and fabricate the various components of the products at worksite

## Description

This unit describes the performance outcomes required to prepare a worksite by setting out, marking, measuring, and cutting required materials for project execution at the worksite.

## Scope

The scope covers the following :

- Mark and measure various timber and timber-based materials
- Perform woodworking operations on different components of the product
- Fabricate internal and external joints for product assembly

## Elements and Performance Criteria

### *Mark and measure various timber and timber-based materials*

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

- PC1.** check all tools and machines are in good working order and available/are on site
- PC2.** ensure proper selection of appropriate timber and timber-based materials
- PC3.** identify different components of the products as per the given specifications
- PC4.** prepare a cutting list of various components of the product based on materials and design specifications
- PC5.** perform the measurement and marking on timber and timber-based materials based on layout plan and cutting list
- PC6.** use geometric methods to determine complex angles, joints, and intersections from product drawings
- PC7.** ensure timely preparation and handover of the measurement sheet

### *Perform woodworking operations on different components of the product*

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

- PC8.** select and safely use hand and power tools to cut and shape various components of the product
- PC9.** perform cutting of the wood/panels as per cutting list
- PC10.** ensure that the cut components are in line with the design specifications
- PC11.** prepare the wood/panels into the required shape as per the specified measurements
- PC12.** prepare jigs or fixtures of required specifications to shape the various components of the product
- PC13.** ensure that all the measurements of the components meet specifications
- PC14.** perform cutting of laminate/veneer sheet to specified specifications and paste using adhesives on the surface of product components
- PC15.** mark and drill the required holes and grooves for product assembly

### *Fabricate internal and external joints for product assembly*

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

- PC16.** check and confirm the joint geometry conforms with the product drawing
- PC17.** undertake the preparation of accurate joints and intersections with no gaps
- PC18.** use appropriate hand tools and machines for joint preparation, e.g., traditional tenon saws, Japanese pull saws, band saw, powered hand router, and miter saw
- PC19.** prepare joints that are parallel, clean, and correct in size to the drawing
- PC20.** ensure faces, edges, and all shoulders are square straight and to the drawing
- PC21.** ensure proper checking of joints for strength and durability

## 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 serviceability and operating procedures associated with various types of tools and equipment
- KU9.** different varieties of timber and timber-based materials along with their properties
- KU10.** the importance of preparing a cutting list and part list for product fabrication
- KU11.** the basics of measuring tapes and tools, operational guides
- KU12.** how to mark and measure using various techniques and drawing specifications
- KU13.** basic principles of measurement, geometry, and arithmetic calculation
- KU14.** the importance of preparing measurement sheet and its process
- KU15.** usage of appropriate hand tools/ power tools/ machines as per the job work, i.e., cutting/ planning/ shaping/ finishing, etc.
- KU16.** how to perform cutting operations on timber and timber-based materials using specific tools and equipment
- KU17.** the techniques to check the accuracy and build quality of parts or the complete product, and criteria for rejection
- KU18.** how to perform shaping operations on timber and timber-based materials using specific tools and equipment
- KU19.** the type of tools, jigs, and techniques used for furniture fabrication
- KU20.** the process of marking and drilling using specific tools and equipment

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- KU21.** usage of appropriate hand tools/ power tools/ machines as per the job work, i.e., cutting/ planning/ shaping/ finishing, etc.
- KU22.** the importance of correct joints and proportions
- KU23.** how solid wood and manufactured panel material components are joined to create and assemble items using appropriate techniques and tools
- KU24.** how to make pieces of joinery to the correct specifications
- KU25.** the need for close-fitting joints and surfaces to form a good surface area for gluing
- KU26.** how to check the strength and durability of the joints for accurate product assembly

## 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>Mark and measure various timber and timber-based materials</i>	<b>4</b>	<b>14</b>	<b>14</b>	<b>4</b>
<b>PC1.</b> check all tools and machines are in good working order and available/are on site	1	2	2	1
<b>PC2.</b> ensure proper selection of appropriate timber and timber-based materials	1	2	2	1
<b>PC3.</b> identify different components of the products as per the given specifications	-	2	2	-
<b>PC4.</b> prepare a cutting list of various components of the product based on materials and design specifications	-	2	2	-
<b>PC5.</b> perform the measurement and marking on timber and timber-based materials based on layout plan and cutting list	1	2	2	1
<b>PC6.</b> use geometric methods to determine complex angles, joints, and intersections from product drawings	1	2	2	1
<b>PC7.</b> ensure timely preparation and handover of the measurement sheet	-	2	2	-
<i>Perform woodworking operations on different components of the product</i>	<b>2</b>	<b>14</b>	<b>16</b>	<b>2</b>
<b>PC8.</b> select and safely use hand and power tools to cut and shape various components of the product	1	2	2	-
<b>PC9.</b> perform cutting of the wood/panels as per cutting list	-	2	2	-
<b>PC10.</b> ensure that the cut components are in line with the design specifications	-	2	2	-
<b>PC11.</b> prepare the wood/panels into the required shape as per the specified measurements	-	2	2	-
<b>PC12.</b> prepare jigs or fixtures of required specifications to shape the various components of the product	1	-	2	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> ensure that all the measurements of the components meet specifications	-	2	2	-
<b>PC14.</b> perform cutting of laminate/veneer sheet to specified specifications and paste using adhesives on the surface of product components	-	2	2	1
<b>PC15.</b> mark and drill the required holes and grooves for product assembly	-	2	2	1
<i>Fabricate internal and external joints for product assembly</i>	<b>3</b>	<b>12</b>	<b>12</b>	<b>3</b>
<b>PC16.</b> check and confirm the joint geometry conforms with the product drawing	1	2	2	1
<b>PC17.</b> undertake the preparation of accurate joints and intersections with no gaps	-	2	2	-
<b>PC18.</b> use appropriate hand tools and machines for joint preparation, e.g., traditional tenon saws, Japanese pull saws, band saw, powered hand router, and miter saw	1	2	2	1
<b>PC19.</b> prepare joints that are parallel, clean, and correct in size to the drawing	1	2	2	-
<b>PC20.</b> ensure faces, edges, and all shoulders are square straight and to the drawing	-	2	2	1
<b>PC21.</b> ensure proper checking of joints for strength and durability	-	2	2	-
<b>NOS Total</b>	<b>9</b>	<b>40</b>	<b>42</b>	<b>9</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N2212
<b>NOS Name</b>	Set-out, mark and fabricate the various components of the products at worksite
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Furniture Business Development, Installation & After Sales
<b>Occupation</b>	Furniture Installation
<b>NSQF Level</b>	4.5
<b>Credits</b>	3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023

## Qualification Pack

# FFS/N2213: Perform assembly, finishing and installation of different components of the product at the worksite

## Description

This unit describes the performance outcomes required to perform woodworking operations for assembly, finishing, and installation of the products at the worksite.

## Scope

The scope covers the following :

- Assemble the various components of the product
- Finish the surface of the product
- Install the product along with hardware fittings
- Perform quality check of the product before handover

## Elements and Performance Criteria

### *Assemble the various components of the product*

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

- PC1.** interpret the assembly drawings and use the appropriate method for assembly
- PC2.** measure the dimensions of various components of the product and perform marking operations to facilitate the assembly of components
- PC3.** ensure that the product components are assembled as per instruction using appropriate fasteners or/ add adhesives as applicable
- PC4.** ensure that the structures are assembled and erected accurately without damage to components
- PC5.** check the assembled components functioning as per the control plan, work instructions
- PC6.** ensure quality checks at regular intervals during assembly to avoid any defects/ error detection at a later stage

### *Finish the surface of the product*

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

- PC7.** identify and select the appropriate wood fillers to finish the product to a specified standard
- PC8.** use appropriate tools to smoothen the surface (curves, edges, molds, etc.) of the product through sanding by machine and/or by hand to a specified standard
- PC9.** maintain the quality of the surface during assembly and installation, e.g., free from glue and any defects or chips

### *Install the product along with hardware fittings*

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

- PC10.** check the location of the installation to prepare requisite cut-outs for electrical outlets, plumbing points, wiring, and other arrangements in the assembled product
- PC11.** identify and select the appropriate tools and equipment for installation of components/parts and sub-assemblies of the product



## Qualification Pack

- PC12.** install the moldings/ finish accessories (crown molding, decorative panels, etc.) in accordance with the manual/instructions provided
- PC13.** install the furniture fittings (like locks, latch, closure, handles, etc.) in the finished product
- PC14.** ensure quality checks at regular intervals during installation to avoid any defects/ error detection at a later stage
- PC15.** supervise the cleaning of the installed product thoroughly before handover

*Perform quality check of the product before handover*

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

- PC16.** conduct post- completion quality check of the furniture and fitting in line with the organization practice
- PC17.** check and ensure that the final finish of the product is as per client requirement and design specification
- PC18.** inspect and mark the defects, if any, such as in paint, dents, grooves, cracks, rough edges, etc. on the physical body of the product
- PC19.** take appropriate action for fault rectification in consultation with supervisors
- PC20.** take note of inputs/ feedback received by supervisor /client to incorporate at the work
- PC21.** maintain all the requisite documents post completion of project in compliance with organization policies

## 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 interpret the assembly drawing of a project and their various elements involved in it
- KU9.** how to measure and mark the part dimensions for product assembly
- KU10.** the different types of adhesives/ glues and their usage in the assembly process
- KU11.** relevance safety precautions associated with the product assembly and handling during the fabrication process
- KU12.** about the usage of the control plan and their importance in the efficient project execution
- KU13.** the importance of checking product assembly at regular intervals
- KU14.** the various types of wood fillers, sanding papers, sanding tools, and equipment used in the finishing process

## Qualification Pack

- KU15.** the importance of checking finish against client requirements and expectations and personal standards
- KU16.** how to interpret the project layout and its elements used in the
- KU17.** the usage of appropriate tools, equipment, hardware, and fittings in the assembly and installation process
- KU18.** the different techniques associated with the fixing and installation of furniture and fittings
- KU19.** the importance of checking product installation at regular intervals
- KU20.** various housekeeping processes and equipment used for cleaning worksite, tools, and product
- KU21.** the various defects and deformations associated with the product and the relevant methods to rectify them
- KU22.** the significance of employing valuable feedback and suggestions in the overall improvement of the process
- KU23.** the importance of maintaining required documentation and detailing during project execution

## 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>Assemble the various components of the product</i>	<b>4</b>	<b>12</b>	<b>12</b>	<b>2</b>
<b>PC1.</b> interpret the assembly drawings and use the appropriate method for assembly	-	2	2	-
<b>PC2.</b> measure the dimensions of various components of the product and perform marking operations to facilitate the assembly of components	1	2	2	1
<b>PC3.</b> ensure that the product components are assembled as per instruction using appropriate fasteners or/ add adhesives as applicable	1	2	2	1
<b>PC4.</b> ensure that the structures are assembled and erected accurately without damage to components	-	2	2	-
<b>PC5.</b> check the assembled components functioning as per the control plan, work instructions	1	2	2	-
<b>PC6.</b> ensure quality checks at regular intervals during assembly to avoid any defects/ error detection at a later stage	1	2	2	-
<i>Finish the surface of the product</i>	<b>3</b>	<b>4</b>	<b>6</b>	<b>3</b>
<b>PC7.</b> identify and select the appropriate wood fillers to finish the product to a specified standard	1	2	2	1
<b>PC8.</b> use appropriate tools to smoothen the surface (curves, edges, molds, etc.) of the product through sanding by machine and/or by hand to a specified standard	1	2	2	1
<b>PC9.</b> maintain the quality of the surface during assembly and installation, e.g., free from glue and any defects or chips	1	-	2	1
<i>Install the product along with hardware fittings</i>	<b>5</b>	<b>8</b>	<b>12</b>	<b>2</b>
<b>PC10.</b> check the location of the installation to prepare requisite cut-outs for electrical outlets, plumbing points, wiring, and other arrangements in the assembled product	1	-	2	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> identify and select the appropriate tools and equipment for installation of components/parts and sub-assemblies of the product	1	2	2	1
<b>PC12.</b> install the moldings/ finish accessories (crown molding, decorative panels, etc.) in accordance with the manual/instructions provided	-	2	2	-
<b>PC13.</b> install the furniture fittings (like locks, latch, closure, handles, etc.) in the finished product	1	2	2	-
<b>PC14.</b> ensure quality checks at regular intervals during installation to avoid any defects/ error detection at a later stage	1	2	2	-
<b>PC15.</b> supervise the cleaning of the installed product thoroughly before handover	1	-	2	1
<i>Perform quality check of the product before handover</i>	<b>3</b>	<b>12</b>	<b>10</b>	<b>2</b>
<b>PC16.</b> conduct post- completion quality check of the furniture and fitting in line with the organization practice	1	2	2	1
<b>PC17.</b> check and ensure that the final finish of the product is as per client requirement and design specification	-	2	-	-
<b>PC18.</b> inspect and mark the defects, if any, such as in paint, dents, grooves, cracks, rough edges, etc. on the physical body of the product	1	2	2	1
<b>PC19.</b> take appropriate action for fault rectification in consultation with supervisors	1	2	2	-
<b>PC20.</b> take note of inputs/ feedback received by supervisor /client to incorporate at the work	-	2	2	-
<b>PC21.</b> maintain all the requisite documents post completion of project in compliance with organization policies	-	2	2	-
<b>NOS Total</b>	<b>15</b>	<b>36</b>	<b>40</b>	<b>9</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N2213
<b>NOS Name</b>	Perform assembly, finishing and installation of different components of the product at the worksite
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Furniture Business Development, Installation & After Sales
<b>Occupation</b>	Furniture Installation
<b>NSQF Level</b>	4.5
<b>Credits</b>	3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	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

## Qualification Pack

- 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>	<b>6</b>	<b>8</b>	<b>16</b>	<b>5</b>
<b>PC1.</b> comply with health and personal hygiene-related protocols	1	1	2	1
<b>PC2.</b> maintain adequate inventory of cleaning materials and consumables	1	1	2	1
<b>PC3.</b> identify and report poor organizational practices concerning hygiene, food handling, cleaning	1	1	2	-
<b>PC4.</b> ensure that the trash cans or waste collection points are cleared every day	1	1	2	1
<b>PC5.</b> maintain records for cleanliness and maintenance schedule	-	1	2	-
<b>PC6.</b> 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
<b>PC7.</b> wear clean clothes as per the dress code of the worksite	-	1	2	-
<b>PC8.</b> 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>	<b>2</b>	<b>4</b>	<b>8</b>	<b>1</b>
<b>PC9.</b> use emergency equipment in accordance with manufacturers' specifications as per requirement	-	1	2	-
<b>PC10.</b> follow emergency and evacuation procedures in case of accidents, fires, natural calamities	1	1	2	-
<b>PC11.</b> respond promptly and appropriately to an accident situation or medical emergency	-	1	2	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> 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>	<b>3</b>	<b>5</b>	<b>10</b>	<b>2</b>
<b>PC13.</b> ensure that safety instructions applicable to the work place are being followed	-	1	2	-
<b>PC14.</b> monitor the usage of harmful chemicals inside the work area as per the specified guidelines only	1	1	2	-
<b>PC15.</b> plan out the routine cleaning of tools, machines, and equipment	-	1	2	-
<b>PC16.</b> employ an effective process to dispose off the hazardous material and wastage	1	1	2	1
<b>PC17.</b> 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>	<b>5</b>	<b>7</b>	<b>14</b>	<b>4</b>
<b>PC18.</b> plan out the process to ensure optimal material utilization	1	1	2	1
<b>PC19.</b> collect information on the pattern of electricity and fuel consumption	-	1	2	-
<b>PC20.</b> identify possibilities of using renewable energy and environment-friendly fuels	1	1	2	-
<b>PC21.</b> plan the implementation of energy-efficient systems in a phased manner	-	1	2	1
<b>PC22.</b> plan and utilize the reusable materials and wastage in the process	1	1	2	1
<b>PC23.</b> perform segregation of waste based on the type of material	1	1	2	1
<b>PC24.</b> ensure to keep the electrical appliances in OFF position when not in use	1	1	2	-
<b>NOS Total</b>	<b>16</b>	<b>24</b>	<b>48</b>	<b>12</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N8203
<b>NOS Name</b>	Maintain health, safety, and greening practices at the worksite
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQF Clearance Date</b>	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



## 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>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> 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.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Qualification Pack

# FFS/N2217: Perform fabrication, assembly, and installation of Kitchen, Cabinets, and Beds

## Description

This unit describes the performance outcomes required to fabricate, assemble and install various types of kitchen, cabinets, and beds.

## Scope

The scope covers the following :

- Prepare the resources for cabinets assemblage
- Perform assembly and installation of kitchen, cabinets, and beds
- Install architectural hardware, fittings, and accessories

## Elements and Performance Criteria

### *Prepare the resources for cabinets assemblage*

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

- PC1.** identify and select the timber and panels based on design specifications
- PC2.** maintain the moisture content of the timber within specified limits
- PC3.** plan and organize required materials, tools, and equipment for cabinets fabrication and installation
- PC4.** check that the selected tools and equipment are in safe working condition and ready for use
- PC5.** identify different components of the products as per the given specifications
- PC6.** prepare a cutting list of various components of the product based on materials and design specifications
- PC7.** perform the required woodworking operation on the materials as per design specifications
- PC8.** prepare the material pieces into the required shape as per the specified measurements
- PC9.** check visually for any surface damage on the components before assembly and installation
- PC10.** ensure that the work area is free of clutters to carry out installation work smoothly

### *Perform assembly and installation of kitchen, cabinets, and beds*

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

- PC11.** ensure correct methods of holding and centering the workpiece
- PC12.** ensure all parts are in desired sizes and thickness as per design requirements
- PC13.** measure and mark the position of cabinet installation on the wall
- PC14.** assemble and install the panels of the cabinets as per drawing specification
- PC15.** make use of the pneumatic nail gun, placing the gun lip over the edge of the board and driving the staple into the tongue of the panel
- PC16.** ensure proper grain matching while installation of panels
- PC17.** check for the end matching of the panels while assembling of panels
- PC18.** check the vertical and horizontal alignment of panels using appropriate tools

## Qualification Pack

**PC19.** undertake requisite cut-outs for electrical outlets, plumbing points, and other arrangements

**PC20.** ensure removal of masking tape after installation of panels

**PC21.** prepare the necessary mounting for furniture to be installed

*Install architectural hardware, fittings, and accessories*

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

**PC22.** interpret the product drawing and identify the type of hardware and accessories required for cabinets installation

**PC23.** identify and use required tools and equipment for installation of hardware and accessories

**PC24.** measure and mark the dimensions on the product to determine hardware positioning

**PC25.** make provisions for the installation of fittings by preparing slots and cut-outs

**PC26.** install hardware and accessories in accordance with the job and manufacturer specifications

**PC27.** ensure the proper functioning of the hardware after installation and make necessary adjustments as required

## 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 various types of modular furniture cabinets and the architectural hardware as per the same

**KU9.** how to identify and select suitable timber based on type, requirement, coding, area of application, etc.

**KU10.** the structural properties associated with different types of timber

**KU11.** how to plan and organize work activities based on assigned tasks

**KU12.** the operational and maintenance guide for different types of tools and equipment required during cabinets fabrication and installation work

**KU13.** the process of interpreting various components of the furniture based on design specifications

**KU14.** the process guide for the preparation of cutting list/part list of the furniture based on design requirements

**KU15.** the relevant basics of various woodworking operations and their procedural guides

**KU16.** the importance of workplace management during the project execution

## Qualification Pack

- KU17.** the different types of work holding devices used to hold a workpiece while working
- KU18.** the standard sizes and specifications associated with the different types of cabinets fabrication
- KU19.** the relevant basics of measurement and marking using appropriate tools and equipment
- KU20.** the assembly and installation process associated with the different types of cabinets
- KU21.** different types of nails and screws based on their area of application in the products
- KU22.** the effect of grain matching and patterns on panels concerning the appearance and aesthetics of the furniture
- KU23.** various techniques employed for ensuring proper assembly of parts using appropriate tools and equipment
- KU24.** the various tools and equipment employed to check the vertical and horizontal alignment of the panels
- KU25.** the various hindrances to be encountered during installation of cabinets at the worksite
- KU26.** the cleaning and housekeeping procedures associated with the panels during project execution
- KU27.** different types of mounting arrangements which can be employed for furniture installation
- KU28.** how to interpret the job work requirement and design specifications for cabinets installation
- KU29.** the operational guide of tools and equipment required for hardware and accessories installation
- KU30.** the basics of relevant woodworking operations required for installation of fittings on the furniture
- KU31.** the assembly and installation process associated with the various hardware and accessories
- KU32.** how to check the functionality of the installed hardware and accessories

## 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>Prepare the resources for cabinets assemblage</i>	<b>6</b>	<b>10</b>	<b>20</b>	<b>4</b>
<b>PC1.</b> identify and select the timber and panels based on design specifications	1	1	2	1
<b>PC2.</b> maintain the moisture content of the timber within specified limits	1	1	2	1
<b>PC3.</b> plan and organize required materials, tools, and equipment for cabinets fabrication and installation	1	1	2	1
<b>PC4.</b> check that the selected tools and equipment are in safe working condition and ready for use	1	1	2	1
<b>PC5.</b> identify different components of the products as per the given specifications	-	1	2	-
<b>PC6.</b> prepare a cutting list of various components of the product based on materials and design specifications	1	1	2	-
<b>PC7.</b> perform the required woodworking operation on the materials as per design specifications	-	1	2	-
<b>PC8.</b> prepare the material pieces into the required shape as per the specified measurements	-	1	2	-
<b>PC9.</b> check visually for any surface damage on the components before assembly and installation	1	1	2	-
<b>PC10.</b> ensure that the work area is free of clutters to carry out installation work smoothly	-	1	2	-
<i>Perform assembly and installation of kitchen, cabinets, and beds</i>	<b>3</b>	<b>10</b>	<b>22</b>	<b>2</b>
<b>PC11.</b> ensure correct methods of holding and centering the workpiece	-	1	2	-
<b>PC12.</b> ensure all parts are in desired sizes and thickness as per design requirements	1	1	2	1
<b>PC13.</b> measure and mark the position of cabinet installation on the wall	1	1	2	1

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> assemble and install the panels of the cabinets as per drawing specification	-	1	2	-
<b>PC15.</b> make use of the pneumatic nail gun, placing the gun lip over the edge of the board and driving the staple into the tongue of the panel	-	1	2	-
<b>PC16.</b> ensure proper grain matching while installation of panels	-	1	2	-
<b>PC17.</b> check for the end matching of the panels while assembling of panels	-	1	2	-
<b>PC18.</b> check the vertical and horizontal alignment of panels using appropriate tools	-	1	2	-
<b>PC19.</b> undertake requisite cut-outs for electrical outlets, plumbing points, and other arrangements	-	1	2	-
<b>PC20.</b> ensure removal of masking tape after installation of panels	1	-	2	-
<b>PC21.</b> prepare the necessary mounting for furniture to be installed	-	1	2	-
<i>Install architectural hardware, fittings, and accessories</i>	<b>3</b>	<b>6</b>	<b>12</b>	<b>2</b>
<b>PC22.</b> interpret the product drawing and identify the type of hardware and accessories required for cabinets installation	-	1	2	-
<b>PC23.</b> identify and use required tools and equipment for installation of hardware and accessories	1	1	2	1
<b>PC24.</b> measure and mark the dimensions on the product to determine hardware positioning	1	1	2	1
<b>PC25.</b> make provisions for the installation of fittings by preparing slots and cut-outs	-	1	2	-
<b>PC26.</b> install hardware and accessories in accordance with the job and manufacturer specifications	-	1	2	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC27.</b> ensure the proper functioning of the hardware after installation and make necessary adjustments as required	1	1	2	-
<b>NOS Total</b>	<b>12</b>	<b>26</b>	<b>54</b>	<b>8</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N2217
<b>NOS Name</b>	Perform fabrication, assembly, and installation of Kitchen, Cabinets, and Beds
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Furniture Business Development, Installation & After Sales
<b>Occupation</b>	Furniture Installation
<b>NSQF Level</b>	4.5
<b>Credits</b>	6
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023

## Qualification Pack

# FFS/N2219: Perform General Repairs and Maintenance of the furniture at the worksite

## Description

This unit describes the performance outcomes required to perform dismantling, repairing, and maintenance of the furniture and other accessories at the worksite.

## Scope

The scope covers the following :

- Prepare the resources for dismantling, repair, and maintenance of furniture
- Dismantling and movement of various components of furniture
- Maintain, repair, and re-install the furniture
- Perform cleaning of furniture

## Elements and Performance Criteria

### *Prepare the resources for dismantling, repair, and maintenance of furniture*

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

- PC1.** examine and identify the various components of the existing furniture to determine the scope of repair and maintenance
- PC2.** plan and organize required materials, tools, and equipment for furniture repair and restoration
- PC3.** check that the selected tools and equipment are in safe working condition and ready for use
- PC4.** measure the various components of the furniture to determine the product specifications
- PC5.** ensure that the work area is free of clutters to carry out work smoothly

### *Dismantling and movement of various components of furniture*

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

- PC6.** ensure that the furniture should be emptied from inside before dismantling
- PC7.** follow the approach of dismantling the parts in order of assembling them at last at the end of the process
- PC8.** dismantle and detach sofa legs, bookcase shelves, beds, and anything else that needs repair or maintenance
- PC9.** ensure proper stacking of all the labeled parts neatly to avoid scratches and other types of damages
- PC10.** ensure proper arrangement of small parts like screws and other fasteners after dismantling of furniture
- PC11.** plan and organize the movement/displacement of the furniture and its parts
- PC12.** examine the surroundings and the route whereby the furniture is to be moved
- PC13.** identify potential troubles like light fixtures which can be damaged during moving or detaching the furniture
- PC14.** clear the route by moving or removing fragile or obstructive items

## Qualification Pack

- PC15.** make use of soft padding or wrap the furniture in a blanket pad to protect it while moving
- PC16.** perform lifting and movement based on the type of furniture and its compositions to avoid any mishaps

### *Maintain, repair, and re-install the furniture*

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

- PC17.** plan out the repair and maintenance process in accordance with the scope of the work
- PC18.** perform stripping of the old and damaged layer of the furniture using a scrapper based on repair requirements
- PC19.** repair the joints or cracks in furniture using appropriate adhesives and clamp the joints, if required
- PC20.** prepare the material pieces into the required shape as per the specified measurements
- PC21.** perform sanding on the surface of the components to remove small scratches and marks
- PC22.** tighten the various components of furniture together using appropriate steel brackets and screws
- PC23.** perform reupholstering of the furniture using suitable padding and fabric as per requirement
- PC24.** assemble and install the panels of the furniture as per product specification
- PC25.** ensure proper grain matching while installation of panels
- PC26.** check the vertical and horizontal alignment of panels using appropriate tools
- PC27.** identify and select appropriate polishes and waxes on furniture based on the type of wood/panels
- PC28.** ensure the proper functioning of the hardware after furniture assembly and make necessary adjustments as required.
- PC29.** evaluate if surface or coating is not susceptible to be damaged by the contact required in cleaning and polishing
- PC30.** perform dusting and cleaning carefully using appropriate tools and equipment
- PC31.** ensure that only unfinished wood, painted wood, or wood with a sturdy finish should be cleaned using appropriate water-soluble solutions
- PC32.** carefully wipe off the dust on the furniture using a damp cloth

## 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

## Qualification Pack

- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the process of interpreting various components of the furniture based on design specifications
- KU9.** how to plan and organize work activities based on assigned tasks
- KU10.** the operational and maintenance guide for different types of tools and equipment required during furniture repairs and maintenance work
- KU11.** the relevant basics of measurement and marking using appropriate tools and equipment
- KU12.** the importance of workplace management during the project execution
- KU13.** precautions to be followed while dismantling and movement of a furniture
- KU14.** the various installation techniques used for the dismantling a furniture
- KU15.** the importance of stacking and marking for easy accessibility and identification
- KU16.** the importance of documenting the dismantling process with details of each small part for ease in assembly and installation
- KU17.** the importance of workplace management and planning to avoid any mishaps
- KU18.** the various hindrances to be encountered during installation of furniture at the worksite
- KU19.** the importance of using suitable padding during safe movement of a furniture
- KU20.** the correct body postures for safe lifting and movement of a furniture
- KU21.** the precautions to be followed while lifting and movement process for a furniture
- KU22.** the importance of the furniture fabrication process while planning the repair and maintenance work
- KU23.** the woodworking process associated with the cutting, stripping, pasting, chiseling of products
- KU24.** the usage of different types of clamps and relevant adhesives based on product specifications
- KU25.** the structural problems in wooden furniture in terms of the material used, the way it's put together, and the way it functions
- KU26.** different grades of sanding paper used for performing sanding based on the requirement
- KU27.** the usage of different types of connector accessories while assembling different components of a product
- KU28.** the upholstering process involves webbing, foaming, marking, fabric cutting, and fitting on the product
- KU29.** the relevant basics of assembly and installation guide for different types of furniture
- KU30.** the effect of grain matching and patterns on panels with reference to the appearance and aesthetics of the furniture
- KU31.** the various tools and equipment employed to check the vertical and horizontal alignment of the panels
- KU32.** the different types of coating and their effect on various materials
- KU33.** how to check the functionality of the installed hardware and accessories
- KU34.** the precautions to be followed while polishing and waxing the coating on the furniture surface
- KU35.** various housekeeping processes and equipment used for cleaning worksite, tools, and products

## Qualification Pack

- KU36.** various types of soluble solution to be used in the housekeeping process based on requirements
- KU37.** the importance of maintaining cleanliness at the worksite

### 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>Prepare the resources for dismantling, repair, and maintenance of furniture</i>	2	5	10	2
<b>PC1.</b> examine and identify the various components of the existing furniture to determine the scope of repair and maintenance	-	1	2	-
<b>PC2.</b> plan and organize required materials, tools, and equipment for furniture repair and restoration	1	1	2	1
<b>PC3.</b> check that the selected tools and equipment are in safe working condition and ready for use	1	1	2	1
<b>PC4.</b> measure the various components of the furniture to determine the product specifications	-	1	2	-
<b>PC5.</b> ensure that the work area is free of clutters to carry out work smoothly	-	1	2	-
<i>Dismantling and movement of various components of furniture</i>	5	11	14	-
<b>PC6.</b> ensure that the furniture should be emptied from inside before dismantling	-	1	-	-
<b>PC7.</b> follow the approach of dismantling the parts in order of assembling them at last at the end of the process	-	1	2	-
<b>PC8.</b> dismantle and detach sofa legs, bookcase shelves, beds, and anything else that needs repair or maintenance	-	1	2	-
<b>PC9.</b> ensure proper stacking of all the labeled parts neatly to avoid scratches and other types of damages	1	1	2	-
<b>PC10.</b> ensure proper arrangement of small parts like screws and other fasteners after dismantling of furniture	1	1	-	-
<b>PC11.</b> plan and organize the movement/displacement of the furniture and its parts	-	1	2	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> examine the surroundings and the route whereby the furniture is to be moved	1	1	2	-
<b>PC13.</b> identify potential troubles like light fixtures which can be damaged during moving or detaching the furniture	1	1	2	-
<b>PC14.</b> clear the route by moving or removing fragile or obstructive items	-	1	-	-
<b>PC15.</b> make use of soft padding or wrap the furniture in a blanket pad to protect it while moving	-	1	-	-
<b>PC16.</b> perform lifting and movement based on the type of furniture and its compositions to avoid any mishaps	1	1	2	-
<i>Maintain, repair, and re-install the furniture</i>	<b>7</b>	<b>16</b>	<b>24</b>	<b>4</b>
<b>PC17.</b> plan out the repair and maintenance process in accordance with the scope of the work	-	1	2	-
<b>PC18.</b> perform stripping of the old and damaged layer of the furniture using a scrapper based on repair requirements	-	1	2	-
<b>PC19.</b> repair the joints or cracks in furniture using appropriate adhesives and clamp the joints, if required	1	1	2	1
<b>PC20.</b> prepare the material pieces into the required shape as per the specified measurements	-	1	2	-
<b>PC21.</b> perform sanding on the surface of the components to remove small scratches and marks	1	1	2	-
<b>PC22.</b> tighten the various components of furniture together using appropriate steel brackets and screws	-	1	2	-
<b>PC23.</b> perform reupholstering of the furniture using suitable padding and fabric as per requirement	1	1	2	1
<b>PC24.</b> assemble and install the panels of the furniture as per product specification	-	1	2	-
<b>PC25.</b> ensure proper grain matching while installation of panels	-	1	2	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC26.</b> check the vertical and horizontal alignment of panels using appropriate tools	-	1	2	-
<b>PC27.</b> identify and select appropriate polishes and waxes on furniture based on the type of wood/panels	1	1	2	1
<b>PC28.</b> ensure the proper functioning of the hardware after furniture assembly and make necessary adjustments as required.	1	1	2	1
<b>PC29.</b> evaluate if surface or coating is not susceptible to be damaged by the contact required in cleaning and polishing	-	1	-	-
<b>PC30.</b> perform dusting and cleaning carefully using appropriate tools and equipment	1	1	-	-
<b>PC31.</b> ensure that only unfinished wood, painted wood, or wood with a sturdy finish should be cleaned using appropriate water-soluble solutions	1	1	-	-
<b>PC32.</b> carefully wipe off the dust on the furniture using a damp cloth	-	1	-	-
<b>NOS Total</b>	<b>14</b>	<b>32</b>	<b>48</b>	<b>6</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N2219
<b>NOS Name</b>	Perform General Repairs and Maintenance of the furniture at the worksite
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Furniture Business Development, Installation & After Sales
<b>Occupation</b>	Furniture Installation
<b>NSQF Level</b>	4.5
<b>Credits</b>	4
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	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/N2210.Assist in client coordination, team supervision, and quality check of the project	11	28	56	5	100	12
FFS/N2211.Ensure proper material management and preparation of the worksite	17	32	40	11	100	12
FFS/N2212.Set-out, mark and fabricate the various components of the products at worksite	9	40	42	9	100	12
FFS/N2213.Perform assembly, finishing and installation of different components of the product at the worksite	15	36	40	9	100	16
FFS/N8203.Maintain health, safety, and greening practices at the worksite	16	24	48	12	100	4
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	4
<b>Total</b>	<b>88</b>	<b>190</b>	<b>226</b>	<b>46</b>	<b>550</b>	<b>60</b>

Elective: 1 Kitchen, Cabinets, and Beds

### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N2217.Perform fabrication, assembly, and installation of Kitchen, Cabinets, and Beds	12	26	54	8	100	20
<b>Total</b>	<b>12</b>	<b>26</b>	<b>54</b>	<b>8</b>	<b>100</b>	<b>20</b>

Elective: 2 General Repairs and Maintenance

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N2219.Perform General Repairs and Maintenance of the furniture at the worksite	14	32	48	6	100	20
<b>Total</b>	<b>14</b>	<b>32</b>	<b>48</b>	<b>6</b>	<b>100</b>	<b>20</b>