

## Qualification Pack



# Assistant Project Manager (Interior Design)

Commercial and Hospital/ Hospitality

QP Code: FFS/Q0205 Instantiated QP Code: FFS/Q0205-SI007

Version: 2.0

NSQF Level: 5.5

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### FFS/Q0205-SI007: Assistant Project Manager (Interior Design)

#### Brief Job Description

The Assistant Project Manager plays the role of assisting in conducting business development and client servicing activities of various projects. The person is responsible for defining scope of work, planning of teams and resources, reviewing design dockets and manage financial transactions. The individual will perform procurement and vendor management, quality checks, on-site supervisions and client handovers

#### Personal Attributes

The individual must be proficient in software management. The individual must have an strong written and verbal communication skills. He must be capable of preparing estimates, visiting sites, work under pressure. The individual must have knowledge of designing and functioning. The individual must be a team player skilled in multitasking a good listener with skills to comprehend and communicate.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [FFS/N0225: Assist in business development and client servicing for different project categories](#)
2. [FFS/N0226: Assist in defining final scope of work and financial transactions for assigned projects](#)
3. [FFS/N0227: Assist in planning teams and resources for the assigned projects and defining reporting mechanism](#)
4. [FFS/N0228: Assist in review/approval of design dockets, procurement, and vendor management of the assigned projects](#)
5. [FFS/N0229: Assist in supervision of onsite installation, quality control and client handover for assigned projects](#)
6. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)
7. [FFS/N8207: Supervise health and safety protocols for project designing at the workplace](#)

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

##### Elective 1: Commercial and Hospital

1. [FFS/N0231: Assist in management of assigned Commercial and Hospital interior design projects](#)

##### Elective 2: Hospitality

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### 1. [FFS/N0233: Assist in management of assigned interior design projects under Hospitality segment](#)

## Qualification Pack (QP) Parameters

<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>Country</b>	India
<b>NSQF Level</b>	5.5
<b>Credits</b>	35
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3432.0100
<b>Minimum Educational Qualification &amp; Experience</b>	<p>Completed 3 year UG degree (3-year/ 4-years program) with NA of experience OR Pursuing 3rd year of UG (3-year/ 4-years program and continuing education) with NA of experience OR 12th grade Pass (Completed Grade 12 with 1-year of NTC plus 1-year NAC plus 1-year CITS) with NA of experience OR Completed 2nd year diploma after 12th with 1 Year of experience OR Completed 2nd year of UG (UG Diploma) (3 years program) with 1 Year of experience OR 12th grade pass with 1 year NTC/ NAC with 2 Years of experience OR Completed 3 year diploma after 10th with 2 Years of experience OR 12th grade Pass with 3 Years of experience OR Previous relevant Qualification of NSQF Level (Interior Designer at Level-5) with 1-2 Years of experience OR Previous relevant Qualification of NSQF Level (Assistant Interior Designer at Level-4.5) with 3 Years of experience</p>



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<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>NSQC Approval Date</b>	31/08/2023
<b>Version</b>	2.0
<b>Reference code on NQR</b>	QG-5.5-WC-00827-2023-V2-FFSC
<b>NQR Version</b>	2

## Qualification Pack

# FFS/N0225: Assist in business development and client servicing for different project categories

## Description

This unit describes the performance outcomes required to assist in performing business development activities and client interactions for multiple projects

## Scope

The scope covers the following :

- Assist in business development activities
- Assist in client servicing and related activities

## Elements and Performance Criteria

### *Assist in business development activities*

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

- PC1.** assist in preparing business development and marketing strategies
- PC2.** assist in preparation and revision of company profile and product/service catalogues
- PC3.** assist in planning and execution of promotional activities and events
- PC4.** assist in preparation and maintenance of records of the pipeline of prospective clients
- PC5.** follow up with the prospective clients for generation of new business opportunities

### *Assist in client servicing and related activities*

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

- PC6.** arrange virtual/physical meetings with the prospective clients
- PC7.** assist in analyzing the first-hand information shared by the client like project details, drawings, layouts, design docketts, preferences, etc.
- PC8.** assist in preparing for client meetings and making intro presentations
- PC9.** ensure taking meeting notes about client inputs and project requirements, and proper record-keeping in assigned formats like Minutes of the Meeting, Project File, etc
- PC10.** build and maintain rapport and healthy professional relationship with the clients, client POCs, other agencies

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the relevant basics of a business development plan and the steps involved in preparing it.
- KU10.** the company profile along with different services and products offered by them
- KU11.** how to create a successful event marketing and promotion plan
- KU12.** how to prioritize clients based on existing project timelines and schedules
- KU13.** how to effectively follow up with your potential clients
- KU14.** the process guide to effectively structure, organize and run a client meeting
- KU15.** the process guide for interpreting and analyzing client details for the feasibility of project execution
- KU16.** the product and services offered by the company within execution feasibility based on client requirement
- KU17.** the importance of preparing a presentation based on target audience requirement
- KU18.** the usage of various documentation formalities in record-keeping client information
- KU19.** the importance of using effective notes keeping techniques
- KU20.** the importance of communicating and maintaining an effective working relationship with the clients, client POCs, other agencies

## Generic Skills (GS)

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

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



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



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in business development activities</i>	<b>10</b>	<b>26</b>	<b>10</b>	<b>2</b>
<b>PC1.</b> assist in preparing business development and marketing strategies	3	7	2	1
<b>PC2.</b> assist in preparation and revision of company profile and product/service catalogues	2	5	2	-
<b>PC3.</b> assist in planning and execution of promotional activities and events	2	5	2	-
<b>PC4.</b> assist in preparation and maintenance of records of the pipeline of prospective clients	1	4	2	-
<b>PC5.</b> follow up with the prospective clients for generation of new business opportunities	2	5	2	1
<i>Assist in client servicing and related activities</i>	<b>10</b>	<b>29</b>	<b>10</b>	<b>3</b>
<b>PC6.</b> arrange virtual/physical meetings with the prospective clients	2	6	2	-
<b>PC7.</b> assist in analyzing the first-hand information shared by the client like project details, drawings, layouts, design docket, preferences, etc.	2	7	2	1
<b>PC8.</b> assist in preparing for client meetings and making intro presentations	2	7	2	1
<b>PC9.</b> ensure taking meeting notes about client inputs and project requirements, and proper record-keeping in assigned formats like Minutes of the Meeting, Project File, etc	2	5	2	1
<b>PC10.</b> build and maintain rapport and healthy professional relationship with the clients, client POCs, other agencies	2	4	2	-
<b>NOS Total</b>	<b>20</b>	<b>55</b>	<b>20</b>	<b>5</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0225
<b>NOS Name</b>	Assist in business development and client servicing for different project categories
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	5.5
<b>Credits</b>	4
<b>Version</b>	2.0
<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/N0226: Assist in defining final scope of work and financial transactions for assigned projects

## Description

This unit describes the performance outcomes required to assist in determining the final scope of work and monitor the financial transactions for multiple projects

## Scope

The scope covers the following :

- Assist in defining scope of work as per first-hand information from the client and site survey/recce
- Assist in preparing estimates, quotations and negotiations

## Elements and Performance Criteria

### *Assist in defining scope of work as per first-hand information from the client and site survey/recce*

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

- PC1.** assist in identifying project type, preferences in design, material, style, furniture, utilities, services quality standards etc.
- PC2.** analyze the need and scope of site survey/recce based on the first-hand information and client intro meeting
- PC3.** plan and organize the site survey/recce in coordination with client POCs and internal Interior Design/Installation teams
- PC4.** assist in performing site survey with the client and concerned teams, and monitoring the recce activities
- PC5.** supervise the preparation and timely submission of the recce reports including the site pictures and measurements details
- PC6.** assist in defining final scope of work and resources required for the same

### *Assist in preparing estimates, quotations and negotiations*

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

- PC7.** coordinate with different teams like design team, accounts team, vendors for preparing estimate and related documents
- PC8.** assist in preparing the project proposal factoring the client budget, and the timelines for the project execution
- PC9.** facilitate negotiations, approvals, project closure formalities like agreement preparation, contract sign off, etc.
- PC10.** assist in gauging impact of proposed changes/deviation during execution on project timelines & budget
- PC11.** facilitate approval of additional scope of work and respective quotation from the client
- PC12.** assist in financial transactions, payment coordination, record-keeping and updates

## Knowledge and Understanding (KU)

## Qualification Pack

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 identifying design, material, style, furniture, utilities, services quality standards, etc. for the scope of project execution
- KU10.** the various types of materials, product types, utilities, etc. based on project theme and style
- KU11.** the importance of conducting site survey/recce and its various parameters in defining the scope of work
- KU12.** the process of planning and organizing a site survey/recce along with its importance in maintaining quality standards
- KU13.** the step involved in executing a site survey/recce
- KU14.** the various elements of a recce report and the documentation formalities associated with it
- KU15.** the process guide for converting a Tentative Scope of Work (TSOW) into Final Scope of Work (FSOW) along with its approval procedures
- KU16.** how to prepare project estimates and associated documents in consultation with various internal teams
- KU17.** the process guide for preparing a project proposal and various elements involved in it
- KU18.** the technicalities associated with performing client negotiations, approvals, and project handover
- KU19.** the importance of synergy between approved project specification and on-site project execution
- KU20.** the process of facilitating and approvals based on additional services from clients
- KU21.** the importance and usage of different financial methods and gateways

## 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



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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in defining scope of work as per first-hand information from the client and site survey/recce</i>	<b>11</b>	<b>26</b>	<b>11</b>	<b>3</b>
<b>PC1.</b> assist in identifying project type, preferences in design, material, style, furniture, utilities, services quality standards etc.	2	4	2	1
<b>PC2.</b> analyze the need and scope of site survey/recce based on the first-hand information and client intro meeting	1	2	1	-
<b>PC3.</b> plan and organize the site survey/recce in coordination with client POCs and internal Interior Design/Installation teams	2	4	2	-
<b>PC4.</b> assist in performing site survey with the client and concerned teams, and monitoring the recce activities	2	6	2	1
<b>PC5.</b> supervise the preparation and timely submission of the recce reports including the site pictures and measurements details	2	4	1	-
<b>PC6.</b> assist in defining final scope of work and resources required for the same	2	6	3	1
<i>Assist in preparing estimates, quotations and negotiations</i>	<b>14</b>	<b>24</b>	<b>9</b>	<b>2</b>
<b>PC7.</b> coordinate with different teams like design team, accounts team, vendors for preparing estimate and related documents	2	4	2	-
<b>PC8.</b> assist in preparing the project proposal factoring the client budget, and the timelines for the project execution	4	6	2	-
<b>PC9.</b> facilitate negotiations, approvals, project closure formalities like agreement preparation, contract sign off, etc.	2	6	2	1
<b>PC10.</b> assist in gauging impact of proposed changes/deviation during execution on project timelines & budget	1	2	1	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> facilitate approval of additional scope of work and respective quotation from the client	2	2	1	-
<b>PC12.</b> assist in financial transactions, payment coordination, record-keeping and updates	2	4	1	1
<b>NOS Total</b>	<b>25</b>	<b>50</b>	<b>20</b>	<b>5</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0226
<b>NOS Name</b>	Assist in defining final scope of work and financial transactions for assigned projects
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	5.5
<b>Credits</b>	3
<b>Version</b>	2.0
<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/N0227: Assist in planning teams and resources for the assigned projects and defining reporting mechanism

## Description

This unit describes the performance outcomes required to assist in team planning and resource management and defines a standard reporting system to monitor work progress

## Scope

The scope covers the following :

- Assist in planning resources as per finalized scope of work for the project
- Assist in organizing teams and define supervision and reporting mechanism for various projects
- Assist in preparing reporting mechanism for various projects

## Elements and Performance Criteria

### *Assist in planning resources as per finalized scope of work for the project*

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

- PC1.** assist in preparing estimates of raw material and products required for the project/s, like Tiles/ Marbles, Wallpapers, Paints, Glass, Light, POP, Sanitary, Fabric, Rugs, Curtains
- PC2.** study in-house material library and conduct market research/visits to keep vendor options updated
- PC3.** assist in raising tenders, inviting quotations and delivery timelines, terms and conditions from various vendors
- PC4.** participate in the review process and share inputs/suggestions for shortlisting right vendor partners

### *Assist in organizing teams and define supervision and reporting mechanism for various projects*

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

- PC5.** assist in estimating nature/types of teams required as per finalized scope of work
- PC6.** define tasks of each team along with timelines, ownership, Gantt charts, estimates, etc.
- PC7.** define task updates and feedback mechanism for regular periodic updates

### *Assist in preparing reporting mechanism for various projects*

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

- PC8.** devise a work monitoring system for the project, highlighting key milestones for review
- PC9.** plan regular on-site inspections in line with key milestones and process to factor changes
- PC10.** assist in defining client visits/inspection protocols and feedback mechanism

## 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

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- 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 various estimation tools and techniques for calculating material quantity in interior designing
- KU10.** the process of maintaining an in-house material library using appropriate software and tools
- KU11.** how to prepare and maintain tenders, quotations from multiple vendors
- KU12.** the parameters involved in shortlisting and approval of vendor partners
- KU13.** the documentation requisites associated with vendor selection and management
- KU14.** the role and responsibilities of teams in different departments for task delegation
- KU15.** the usage and importance of various planning tools and techniques in team and task delegations
- KU16.** the importance of ensuring regular project updates and feedback in maintaining quality during project execution
- KU17.** how to prepare a work monitoring plan and various elements involved in it
- KU18.** the importance of performing routine on-site inspection and process of mitigating irregularities
- KU19.** the importance of standard protocols and guidelines in effective site visits and inspections

## Generic Skills (GS)

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

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



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- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in planning resources as per finalized scope of work for the project</i>	<b>10</b>	<b>20</b>	<b>8</b>	<b>2</b>
<b>PC1.</b> assist in preparing estimates of raw material and products required for the project/s, like Tiles/ Marbles, Wallpapers, Paints, Glass, Light, POP, Sanitary, Fabric, Rugs, Curtains	3	6	2	-
<b>PC2.</b> study in-house material library and conduct market research/visits to keep vendor options updated	2	4	2	1
<b>PC3.</b> assist in raising tenders, inviting quotations and delivery timelines, terms and conditions from various vendors	3	6	2	-
<b>PC4.</b> participate in the review process and share inputs/suggestions for shortlisting right vendor partners	2	4	2	1
<i>Assist in organizing teams and define supervision and reporting mechanism for various projects</i>	<b>7</b>	<b>14</b>	<b>6</b>	<b>1</b>
<b>PC5.</b> assist in estimating nature/types of teams required as per finalized scope of work	3	6	2	-
<b>PC6.</b> define tasks of each team along with timelines, ownership, Gantt charts, estimates, etc.	2	4	2	1
<b>PC7.</b> define task updates and feedback mechanism for regular periodic updates	2	4	2	-
<i>Assist in preparing reporting mechanism for various projects</i>	<b>8</b>	<b>16</b>	<b>6</b>	<b>2</b>
<b>PC8.</b> devise a work monitoring system for the project, highlighting key milestones for review	3	6	2	-
<b>PC9.</b> plan regular on-site inspections in line with key milestones and process to factor changes	2	4	2	1
<b>PC10.</b> assist in defining client visits/inspection protocols and feedback mechanism	3	6	2	1
<b>NOS Total</b>	<b>25</b>	<b>50</b>	<b>20</b>	<b>5</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0227
<b>NOS Name</b>	Assist in planning teams and resources for the assigned projects and defining reporting mechanism
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	5.5
<b>Credits</b>	3
<b>Version</b>	2.0
<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/N0228: Assist in review/approval of design docket, procurement, and vendor management of the assigned projects

## Description

This unit describes the performance outcomes required to assist in validating the design docket, procurement and vendor management

## Scope

The scope covers the following :

- Assist in review and approval of design concepts/plans
- Assist in procurement of the raw material/products and vendor management for assigned projects

## Elements and Performance Criteria

### *Assist in review and approval of design concepts/plans*

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

- PC1.** assist in allocation of project work to concerned teams as per timelines
- PC2.** monitor the process of design docket development for assigned projects
- PC3.** review and approve the concepts, drawings, mood boards, 3D renders, miniatures, etc. prepared by the teams on parameters of scope, budget and delivery timelines
- PC4.** ensure supervisor and client feedbacks are shared with the team and incorporated
- PC5.** ensure necessary approvals on all the design, drawings, materials, finishes etc. for execution purposes

### *Assist in procurement of the raw material/products and vendor management for assigned projects*

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

- PC6.** assist in comparison of the quotations as per final scope of work and negotiation with the shortlisted vendor partners
- PC7.** assist in defining the terms of payment and delivery timeline before approval of the purchase orders
- PC8.** conduct interim and final quality checks before final dispatch or delivery, as per the nature of the raw material/products ordered
- PC9.** ensure proper record keeping and managing queries/grievances related to procurement process
- PC10.** assist in approval of invoices and release of payment to the vendor partners

## 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

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- 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.** how to assess team's skillset and capacity for task delegations
- KU10.** the process guide for preparing and maintaining a design docket
- KU11.** the importance of project execution parameters in the review and approval process of the concepts, drawings, mood boards, 3D renders, miniatures, etc.
- KU12.** the process of documenting and implementing client and supervisor feedbacks
- KU13.** the importance of review and approval of design, material, and finish specifications
- KU14.** the correlation between vendor quotation and Final Scope Of Work (FSOW)
- KU15.** the factors contributing to finalizing terms of payments
- KU16.** the role of delivery timeline and schedule for issuing purchase orders
- KU17.** the importance of performing Quality Checks (QC) at regular intervals
- KU18.** the process of procurement grievance redressal mechanism in resolving queries, concerns, or requests
- KU19.** the importance of an efficient and effective grievance redress mechanism for the procurement process
- KU20.** how to approve an invoice for payment and various factors contributing to it

## Generic Skills (GS)

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

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



## Qualification Pack

- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in review and approval of design concepts/plans</i>	<b>10</b>	<b>35</b>	<b>15</b>	<b>3</b>
<b>PC1.</b> assist in allocation of project work to concerned teams as per timelines	2	5	3	-
<b>PC2.</b> monitor the process of design docket development for assigned projects	2	5	3	1
<b>PC3.</b> review and approve the concepts, drawings, mood boards, 3D renders, miniatures, etc. prepared by the teams on parameters of scope, budget and delivery timelines	2	10	3	1
<b>PC4.</b> ensure supervisor and client feedbacks are shared with the team and incorporated	2	5	3	1
<b>PC5.</b> ensure necessary approvals on all the design, drawings, materials, finishes etc. for execution purposes	2	10	3	-
<i>Assist in procurement of the raw material/products and vendor management for assigned projects</i>	<b>10</b>	<b>20</b>	<b>5</b>	<b>2</b>
<b>PC6.</b> assist in comparison of the quotations as per final scope of work and negotiation with the shortlisted vendor partners	2	4	1	1
<b>PC7.</b> assist in defining the terms of payment and delivery timeline before approval of the purchase orders	2	4	1	-
<b>PC8.</b> conduct interim and final quality checks before final dispatch or delivery, as per the nature of the raw material/products ordered	2	4	1	1
<b>PC9.</b> ensure proper record keeping and managing queries/grievances related to procurement process	2	4	1	-
<b>PC10.</b> assist in approval of invoices and release of payment to the vendor partners	2	4	1	-
<b>NOS Total</b>	<b>20</b>	<b>55</b>	<b>20</b>	<b>5</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0228
<b>NOS Name</b>	Assist in review/approval of design docket, procurement, and vendor management of the assigned projects
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	5.5
<b>Credits</b>	3
<b>Version</b>	2.0
<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/N0229: Assist in supervision of onsite installation, quality control and client handover for assigned projects

## Description

This unit describes the performance outcomes required to assist in supervising site installation, quality check and project handovers

## Scope

The scope covers the following :

- Assist in allocation and supervision of assigned tasks for various projects
- Assist in conducting quality check, reporting and final handover of the assigned projects

## Elements and Performance Criteria

### *Assist in allocation and supervision of assigned tasks for various projects*

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

- PC1.** assign appropriate team & delegate respective tasks with delivery timelines
- PC2.** ensure the required raw material and interior products are delivered timely as per plan
- PC3.** coordinate between various agencies, sub-contractors, client POCs, and approval authorities to ensure timely completion of inter-connected or dependent tasks
- PC4.** develop and maintain documentation formats for record keeping of the projects
- PC5.** assist in handling team's feedback, queries, grievances and resolving any issues/conflicts which may hinder the work
- PC6.** ensure requisite team training on material usage, effective and efficient task management, etc.

### *Assist in conducting quality check, reporting and final handover of the assigned projects*

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

- PC7.** assist in conducting periodic intrinsic and external quality checks of the projects
- PC8.** ensure deviations and client feedback is factored and necessary action is taken
- PC9.** assist in compliance with the statutory and regulatory requirements related to the worksite
- PC10.** assist in ensuring on timely completion of each stage and work updates
- PC11.** ensure review and timely submission of the completion report and client handover

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

## Qualification Pack

- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** how to delegate tasks effectively and their importance
- KU10.** the process of segregation of materials and products requirement at the worksite based on project execution stages
- KU11.** the importance of effective coordination between various internal and external agencies for project execution
- KU12.** the various pre-requisites involved in preparing and maintaining project records
- KU13.** the process of grievance redressal mechanism in resolving queries, concerns, or requests
- KU14.** how to formulate a training plan of an employee based on the Key Result Areas (KRA's) and expected deliverables
- KU15.** the several characteristics that are prerequisites while designing an effective performance management system and what purpose(s) the system will serve
- KU16.** how to measure the effectiveness of the performance management system
- KU17.** how to manage client feedback, project deviation, and the process of their rectifications
- KU18.** how to identify critical stages during project execution
- KU19.** the process of preparing a project closure and handover report and various elements involved in it

## Generic Skills (GS)

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

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



## Qualification Pack

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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in allocation and supervision of assigned tasks for various projects</i>	<b>12</b>	<b>28</b>	<b>10</b>	<b>3</b>
<b>PC1.</b> assign appropriate team & delegate respective tasks with delivery timelines	2	8	2	1
<b>PC2.</b> ensure the required raw material and interior products are delivered timely as per plan	2	4	2	-
<b>PC3.</b> coordinate between various agencies, sub-contractors, client POCs, and approval authorities to ensure timely completion of inter-connected or dependent tasks	2	4	2	1
<b>PC4.</b> develop and maintain documentation formats for record keeping of the projects	2	4	2	-
<b>PC5.</b> assist in handling team's feedback, queries, grievances and resolving any issues/conflicts which may hinder the work	2	4	1	1
<b>PC6.</b> ensure requisite team training on material usage, effective and efficient task management, etc.	2	4	1	-
<i>Assist in conducting quality check, reporting and final handover of the assigned projects</i>	<b>10</b>	<b>25</b>	<b>10</b>	<b>2</b>
<b>PC7.</b> assist in conducting periodic intrinsic and external quality checks of the projects	2	8	2	1
<b>PC8.</b> ensure deviations and client feedback is factored and necessary action is taken	2	4	2	-
<b>PC9.</b> assist in compliance with the statutory and regulatory requirements related to the worksite	2	-	2	1
<b>PC10.</b> assist in ensuring on timely completion of each stage and work updates	2	5	2	-
<b>PC11.</b> ensure review and timely submission of the completion report and client handover	2	8	2	-
<b>NOS Total</b>	<b>22</b>	<b>53</b>	<b>20</b>	<b>5</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0229
<b>NOS Name</b>	Assist in supervision of onsite installation, quality control and client handover for assigned projects
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	5.5
<b>Credits</b>	3
<b>Version</b>	2.0
<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

### DGT/VSQ/N0103: Employability Skills (90 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.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

##### *Constitutional values - Citizenship*

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

- PC4.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC5.** follow environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

- PC6.** recognize the significance of 21st Century Skills for employment



## Qualification Pack

- PC7.** 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
- PC8.** adopt a continuous learning mindset for personal and professional development

### *Basic English Skills*

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

- PC9.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC11.** 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:

- PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes
- PC13.** prepare a career development plan with short- and long-term goals

### *Communication Skills*

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

- PC14.** follow verbal and non-verbal communication etiquette while communicating in professional and public settings
- PC15.** use active listening techniques for effective communication
- PC16.** communicate in writing using appropriate style and format based on formal or informal requirements
- PC17.** work collaboratively with others in a team

### *Diversity & Inclusion*

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

- PC18.** communicate and behave appropriately with all genders and PwD
- PC19.** 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:

- PC20.** identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.
- PC21.** carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook
- PC22.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC23.** 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:

- PC24.** operate digital devices and use their features and applications securely and safely
- PC25.** carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.
- PC26.** display responsible online behaviour while using various social media platforms

## Qualification Pack

- PC27.** create a personal email account, send and process received messages as per requirement
- PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
- PC29.** utilize virtual collaboration tools to work effectively

### *Entrepreneurship*

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** 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:

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** 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



## Qualification Pack

- KU11.** components of salary and 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
- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** 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 in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- 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> understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
<b>PC2.</b> identify and explore learning and employability relevant portals	-	-	-	-
<b>PC3.</b> research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC4.</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>PC5.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC6.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC7.</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	-	-	-	-
<b>PC8.</b> adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC11.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-
<b>PC12.</b> identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
<b>PC13.</b> prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC14.</b> follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
<b>PC15.</b> use active listening techniques for effective communication	-	-	-	-
<b>PC16.</b> communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
<b>PC17.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC18.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC19.</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>PC20.</b> identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
<b>PC21.</b> carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC22.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC23.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>5</b>	-	-
<b>PC24.</b> operate digital devices and use their features and applications securely and safely	-	-	-	-
<b>PC25.</b> carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
<b>PC26.</b> display responsible online behaviour while using various social media platforms	-	-	-	-
<b>PC27.</b> create a personal email account, send and process received messages as per requirement	-	-	-	-
<b>PC28.</b> carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
<b>PC29.</b> utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC30.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC31.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC32.</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>PC33.</b> identify different types of customers and ways to communicate with them	-	-	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC34.</b> identify and respond to customer requests and needs in a professional manner	-	-	-	-
<b>PC35.</b> use appropriate tools to collect customer feedback	-	-	-	-
<b>PC36.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC37.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC38.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC39.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC40.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC41.</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/N0103
<b>NOS Name</b>	Employability Skills (90 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	5
<b>Credits</b>	3
<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/N8207: Supervise health and safety protocols for project designing at the workplace

## Description

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

## Scope

The scope covers the following :

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

## Elements and Performance Criteria

### *Manage health and safety protocols at the workplace*

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

- PC1.** comply with health and personal hygiene-related protocols
- PC2.** coordinate with other designers to identify possible hazards within project designing during construction and subsequent maintenance
- PC3.** analyze the existing health and safety plan or safety line
- PC4.** identify and report poor organizational practices concerning hygiene, food handling, cleaning
- PC5.** use appropriate personal protective equipment compatible with the work and compliant with relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, safety footwear, etc.
- PC6.** plan, manage and monitor the health and safety in the execution phase concerning designing
- PC7.** wear clean clothes as per the dress code of the worksite
- PC8.** wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.

### *Precautionary measures to deal with emergencies*

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

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

### *Ensure material conservation and optimization of resources*

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

## Qualification Pack

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

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

## Generic Skills (GS)

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



## Qualification Pack

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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage health and safety protocols at the workplace</i>	<b>5</b>	<b>26</b>	<b>16</b>	-
<b>PC1.</b> comply with health and personal hygiene-related protocols	1	3	2	-
<b>PC2.</b> coordinate with other designers to identify possible hazards within project designing during construction and subsequent maintenance	-	4	2	-
<b>PC3.</b> analyze the existing health and safety plan or safety line	-	4	2	-
<b>PC4.</b> identify and report poor organizational practices concerning hygiene, food handling, cleaning	1	3	2	-
<b>PC5.</b> use appropriate personal protective equipment compatible with the work and compliant with relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, safety footwear, etc.	1	3	2	-
<b>PC6.</b> plan, manage and monitor the health and safety in the execution phase concerning designing	1	3	2	-
<b>PC7.</b> wear clean clothes as per the dress code of the worksite	-	3	2	-
<b>PC8.</b> wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	1	3	2	-
<i>Precautionary measures to deal with emergencies</i>	<b>4</b>	<b>20</b>	<b>6</b>	-
<b>PC9.</b> use emergency equipment in accordance with manufacturers' specifications as per requirement	-	4	1	-
<b>PC10.</b> follow emergency and evacuation procedures in case of accidents, fires, natural calamities	1	4	1	-
<b>PC11.</b> respond promptly and appropriately to an accident situation or medical emergency	-	3	1	-

## Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N8207
<b>NOS Name</b>	Supervise health and safety protocols for project designing at the workplace
<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>NSQC Clearance Date</b>	31/08/2023

## Qualification Pack

# FFS/N0231: Assist in management of assigned Commercial and Hospital interior design projects

## Description

This unit describes the performance outcomes required to assist in managing delegated Commercial and Hospital interior design projects

## Scope

The scope covers the following :

- Assist in business development and client servicing for Commercial projects
- Assist in defining final scope of work and financial transactions for assigned Commercial projects
- Assist in planning teams and resources, and defining reporting mechanisms for the assigned Commercial projects
- Assist in approval of design docket, procurement, and vendor management of the assigned Commercial projects
- Assist in supervision of onsite installation, quality control and client handover for assigned Commercial projects

## Elements and Performance Criteria

### *Assist in business development and client servicing for Commercial projects*

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

- PC1.** Assist in business development activities
- PC2.** Assist in client servicing and related activities

### *Assist in defining final scope of work and financial transactions for assigned Commercial projects*

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

- PC3.** Assist in defining scope of work as per first-hand information from the client and site survey/recce
- PC4.** Assist in preparing estimates, quotations and negotiations

### *Assist in planning teams and resources, and defining reporting mechanisms for the assigned Commercial projects*

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

- PC5.** Assist in planning resources as per finalized scope of work for the project
- PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects
- PC7.** Assist in preparing reporting mechanism for various projects

### *Assist in approval of design docket, procurement, and vendor management of the assigned Commercial projects*

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

- PC8.** Assist in review and approval of design concepts/plans
- PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects

## Qualification Pack

*Assist in supervision of onsite installation, quality control and client handover for assigned Commercial projects*

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

- PC10.** Assist in allocation and supervision of assigned tasks for various projects
- PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects

## 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 relevant basics of a business development plan and the steps involved in preparing it for commercial and hospital project plan
- KU10.** the process guide for interpreting and analyzing client details for the feasibility of project execution for commercial and hospital project
- KU11.** the process guide for defining a scope of work for the assigned commercial and hospital project
- KU12.** how to prepare project estimates and related documents in consultation with various internal teams
- KU13.** the process of analyzing and interpreting required material, tools, equipment based on key stages of project execution at on-site
- KU14.** the usage and importance of various planning tools and techniques in team and task delegations
- KU15.** the importance of standard protocols and guidelines in conducting site visits and inspections for commercial and hospital projects
- KU16.** the importance of project execution parameters in the review and approval process of the concepts, drawings, mood boards, 3D renders, miniatures, etc. for commercial and hospital projects
- KU17.** the correlation between vendor quotation and Final Scope Of Work (FSOW)
- KU18.** the various factors contributing to the allocation of tasks and responsibilities to concerned teams
- KU19.** the importance of performing timely quality checking and reporting to the supervisor





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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in business development and client servicing for Commercial projects</i>	<b>3</b>	<b>5</b>	<b>9</b>	-
<b>PC1.</b> Assist in business development activities	2	3	5	-
<b>PC2.</b> Assist in client servicing and related activities	1	2	4	-
<i>Assist in defining final scope of work and financial transactions for assigned Commercial projects</i>	<b>3</b>	<b>6</b>	<b>10</b>	-
<b>PC3.</b> Assist in defining scope of work as per first-hand information from the client and site survey/recce	2	3	5	-
<b>PC4.</b> Assist in preparing estimates, quotations and negotiations	1	3	5	-
<i>Assist in planning teams and resources, and defining reporting mechanisms for the assigned Commercial projects</i>	<b>3</b>	<b>8</b>	<b>11</b>	-
<b>PC5.</b> Assist in planning resources as per finalized scope of work for the project	1	4	5	-
<b>PC6.</b> Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	-
<b>PC7.</b> Assist in preparing reporting mechanism for various projects	1	2	3	-
<i>Assist in approval of design docket, procurement, and vendor management of the assigned Commercial projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-
<b>PC8.</b> Assist in review and approval of design concepts/plans	2	4	5	-
<b>PC9.</b> Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	-
<i>Assist in supervision of onsite installation, quality control and client handover for assigned Commercial projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> Assist in allocation and supervision of assigned tasks for various projects	1	4	5	-
<b>PC11.</b> Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	-
<b>NOS Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	<b>-</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0231
<b>NOS Name</b>	Assist in management of assigned Commercial and Hospital interior design projects
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	5.5
<b>Credits</b>	7
<b>Version</b>	2.0
<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/N0233: Assist in management of assigned interior design projects under Hospitality segment

## Description

This unit describes the performance outcomes required to assist in managing delegated Hospitality segment interior design projects

## Scope

The scope covers the following :

- Assist in business development and client servicing for hospitality projects
- Assist in defining final scope of work and financial transactions for assigned hospitality projects
- Assist in planning teams and resources, and defining reporting mechanisms for the assigned hospitality projects
- Assist in approval of design docket, procurement, and vendor management of the assigned hospitality projects
- Assist in supervision of onsite installation, quality control and client handover for assigned hospitality projects

## Elements and Performance Criteria

### *Assist in business development and client servicing for Hospitality projects*

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

- PC1.** Assist in business development activities
- PC2.** Assist in client servicing and related activities

### *Assist in defining final scope of work and financial transactions for assigned Hospitality projects*

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

- PC3.** Assist in defining scope of work as per first-hand information from the client and site survey/recce
- PC4.** Assist in preparing estimates, quotations and negotiations

### *Assist in planning teams and resources, and defining reporting mechanisms for the assigned Hospitality projects*

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

- PC5.** Assist in planning resources as per finalized scope of work for the project
- PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects
- PC7.** Assist in preparing reporting mechanism for various projects

### *Assist in approval of design docket, procurement, and vendor management of the assigned Hospitality projects*

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

- PC8.** Assist in review and approval of design concepts/plans
- PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects



## Qualification Pack

*Assist in supervision of onsite installation, quality control and client handover for assigned Hospitality projects*

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

**PC10.** Assist in allocation and supervision of assigned tasks for various projects

**PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects

## 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 relevant basics of a business development plan and the steps involved in preparing it for hospitality project plan
- KU10.** the process guide for interpreting and analyzing client details for the feasibility of project execution for hospitality project
- KU11.** the process guide for defining a scope of work for the assigned hospitality project
- KU12.** how to prepare project estimates and related documents in consultation with various internal teams
- KU13.** the process of analyzing and interpreting required material, tools, equipment based on key stages of project execution at on-site
- KU14.** the usage and importance of various planning tools and techniques in team and task delegations
- KU15.** the importance of standard protocols and guidelines in conducting site visits and inspections for hospitality projects
- KU16.** the importance of project execution parameters in the review and approval process of the concepts, drawings, mood boards, 3D renders, miniatures, etc. for hospitality projects
- KU17.** the correlation between vendor quotation and Final Scope Of Work (FSOW)
- KU18.** the various factors contributing to the allocation of tasks and responsibilities to concerned teams
- KU19.** the importance of performing timely quality checking and reporting to the supervisor

## Generic Skills (GS)



## Qualification Pack

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

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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in business development and client servicing for Hospitality projects</i>	<b>3</b>	<b>5</b>	<b>9</b>	-
<b>PC1.</b> Assist in business development activities	2	3	5	-
<b>PC2.</b> Assist in client servicing and related activities	1	2	4	-
<i>Assist in defining final scope of work and financial transactions for assigned Hospitality projects</i>	<b>3</b>	<b>6</b>	<b>10</b>	-
<b>PC3.</b> Assist in defining scope of work as per first-hand information from the client and site survey/recce	2	3	5	-
<b>PC4.</b> Assist in preparing estimates, quotations and negotiations	1	3	5	-
<i>Assist in planning teams and resources, and defining reporting mechanisms for the assigned Hospitality projects</i>	<b>3</b>	<b>8</b>	<b>11</b>	-
<b>PC5.</b> Assist in planning resources as per finalized scope of work for the project	1	4	5	-
<b>PC6.</b> Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	-
<b>PC7.</b> Assist in preparing reporting mechanism for various projects	1	2	3	-
<i>Assist in approval of design docket, procurement, and vendor management of the assigned Hospitality projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-
<b>PC8.</b> Assist in review and approval of design concepts/plans	2	4	5	-
<b>PC9.</b> Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	-
<i>Assist in supervision of onsite installation, quality control and client handover for assigned Hospitality projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-





### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> Assist in allocation and supervision of assigned tasks for various projects	1	4	5	-
<b>PC11.</b> Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	-
<b>NOS Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0233
<b>NOS Name</b>	Assist in management of assigned interior design projects under Hospitality segment
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	5.5
<b>Credits</b>	7
<b>Version</b>	2.0
<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/N0225.Assist in business development and client servicing for different project categories	20	55	20	5	100	12
FFS/N0226.Assist in defining final scope of work and financial transactions for assigned projects	25	50	20	5	100	12
FFS/N0227.Assist in planning teams and resources for the assigned projects and defining reporting mechanism	25	50	20	5	100	8
FFS/N0228.Assist in review/approval of design docket, procurement, and vendor management of the assigned projects	20	55	20	5	100	12
FFS/N0229.Assist in supervision of onsite installation, quality control and client handover for assigned projects	22	53	20	5	100	8
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	4

### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N8207.Supervise health and safety protocols for project designing at the workplace	12	61	27	0	100	4
<b>Total</b>	<b>144</b>	<b>354</b>	<b>127</b>	<b>25</b>	<b>650</b>	<b>60</b>

Elective: 1 Commercial and Hospital

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0231.Assist in management of assigned Commercial and Hospital interior design projects	15	35	50	0	100	20
<b>Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	<b>-</b>	<b>100</b>	<b>20</b>

Elective: 2 Hospitality

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0233.Assist in management of assigned interior design projects under Hospitality segment	15	35	50	0	100	20
<b>Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	<b>-</b>	<b>100</b>	<b>20</b>