

APPRENTICESHIP CURRICULUM (OPTIONAL TRADE)

Furniture and Fittings

Assistant Project Manager (Interior Design):

Retail Fitout and Exhibition

Course Code: CO072400033

NAPS Non-NAPS

NSQF Level: 5.5



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Course Details

| 1. | Course Name | Assistant Project Manager (Interior Design): Retail Fitout and Exhibition | | | | | | | | | | |
|----|--|---|---|------------------------|----------|---|------------------------|----------|---|---|------------------|-----------------------------|
| 2. | Course Code | CO072400033 | | | | | | | | | | |
| 3. | Apprenticeship Training Duration: (2 to 4 weeks of BT is embedded in this duration as per the requirement of the establishment) | Months: 12 Months | | | | | | | | | | |
| | Remarks | | | | | | | | | | | |
| 4. | Credit | 40 | | | | | | | | | | |
| 5. | NSQF Level (Mandatory for NAPS) | 5.5 | NSQC Approval Date: 31 st August 2023 | | | | | | | | | |
| 6. | Related NSQF aligned qualification details | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S. No.</th> <th style="text-align: center;">QP/ Qualification/ NOS Name (As applicable)</th> <th style="text-align: center;">QP/ NOS Code & Version</th> <th style="text-align: center;">NQR Code</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Assistant Project Manager (Interior Design): Retail Fitout and Exhibition</td> <td>FFS/Q0205- SI005</td> <td>QG-05-WC-00826-2023-V2-FFSC</td> </tr> </tbody> </table> | | | S. No. | QP/ Qualification/ NOS Name (As applicable) | QP/ NOS Code & Version | NQR Code | 1 | Assistant Project Manager (Interior Design): Retail Fitout and Exhibition | FFS/Q0205- SI005 | QG-05-WC-00826-2023-V2-FFSC |
| | | S. No. | QP/ Qualification/ NOS Name (As applicable) | QP/ NOS Code & Version | NQR Code | | | | | | | |
| 1 | Assistant Project Manager (Interior Design): Retail Fitout and Exhibition | FFS/Q0205- SI005 | QG-05-WC-00826-2023-V2-FFSC | | | | | | | | | |
| 7. | Brief Job Role 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 docket and manage financial transactions. The individual will perform procurement and vendor management, quality checks, on-site supervisions and client handovers. | | | | | | | | | | |
| 8. | NCO-2015 Code & Occupation (Access the NCO 2015 volumes from: https://labour.gov.in/organizationsofmole/directorate-general-employment-training-dget) | NCO-2015/3432.0100 | | | | | | | | | | |

| | | |
|-------------------|---|--|
| <p>9.</p> | <p>Minimum Eligibility Criteria <i>(Educational and/ or Technical Qualification)</i></p> | <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> |
| <p>10.</p> | <p>Entry Age for Apprenticeship</p> | <p><i>18 years</i></p> |
| <p>11.</p> | <p>Any Licensing Requirements <i>(wherever applicable)</i></p> | <p>N.A.</p> |
| <p>12.</p> | <p>Is the Job Role amenable to Persons with Disability</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, check the applicable type of Disability</p> |

| | | | | | | |
|-----|---|--|---|---|--|--|
| | | <input type="checkbox"/> Locomotor Disability <input checked="" type="checkbox"/> Acid Attack Victims <input type="checkbox"/> Speech and Language Disability <input type="checkbox"/> Multiple Sclerosis <input type="checkbox"/> Multiple Disabilities Remarks: | <input type="checkbox"/> Leprosy Cured Person <input type="checkbox"/> Blindness <input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Parkinson's Disease | <input type="checkbox"/> Cerebral Palsy <input type="checkbox"/> Low Vision <input type="checkbox"/> Specific Learning Disabilities <input type="checkbox"/> Haemophilia | <input checked="" type="checkbox"/> Dwarfism <input type="checkbox"/> Deaf <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Thalassemia | <input type="checkbox"/> Muscular Dystrophy <input type="checkbox"/> Hard of Hearing <input type="checkbox"/> Mental Illness <input type="checkbox"/> Sickle Cell Disease |
| 13. | Submitting Body Details | Name: Furniture and Fittings Skill Council E-mail ID: info@ffsc.in Contact Number: +91 124 4513900 | | | | |
| 14. | Certifying Body | Furniture and Fittings Skill Council | | | | |
| 15. | Employment Avenues/Opportunities | After completing this program, participants may have any of the following opportunities: <ul style="list-style-type: none"> • Employed as an Assistant Project Manager (Interior Design) in a Factory | | | | |

| | | |
|-----|---|---|
| 16. | Career Progression | Vertical Progression Project Manager (Interior Design) (Level-6) |
| 17. | Trainer's Qualification & Experience | Graduate (Engineering, Architecture, Interior Design, Furniture Design/Manufacturing or Any other Discipline) with 5 years' experience (Industry), 1 year experience (Teaching) OR I.T.I (Interior Designing/Architectural Drafting) with 6 years' experience (Industry), 1 year experience (Teaching) OR Diploma (Interior Designing/Architectural Drafting) with 6 years' experience (Industry), 1 year experience (Teaching) OR Certificate-NSQF (NSQF Level 5.5 Assistant Project Manager (Interior Design) (FFS/Q0205)) with 4 years' experience (Industry), 1 year experience (Teaching) OR Certificate (NSQF Level 6 Project Manager (Interior Design) Or Above) with 3 years' experience (Industry), 1 year experience (Teaching) |
| 18. | Curriculum Creation Date | 21-05-2024 |
| 19. | Curriculum Valid up to Date | 31-08-2026 |

Module Details

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|--|--|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| 1 | Perform Business development activity Mapped to FFS/N0225, v2.0 | <ul style="list-style-type: none"> • Describe the elements shaping the creation of business and marketing plans, and elucidate the role of a product/service catalogue in advancing business development. • Outline the procedure for pinpointing event goals and objectives, and elaborate on diverse marketing and promotional strategies. • Expound on various documentation formats and methods for maintaining a customer database. • Detail the sequential steps involved in following up with potential client prospects for sales purposes. • Showcase the development of a business development plan based on specified marketing and development strategies, demonstrating strategic thinking and planning skills. • Execute the creation and maintenance of a product/service catalogue. • Apply effective tactics to plan and execute promotional events and activities. • Display the utilization of appropriate templates and formats for customer relationship management, ensuring efficient communication and record-keeping. • Perform the client follow-up process using the appropriate strategy, aiming for client satisfaction and retention. | 10 | 38 | 70% | 70% |
| 2 | Client servicing and deliberations Mapped to FFS/N0225, v2.0 | <ul style="list-style-type: none"> • Elaborate on the influence of various factors such as meeting nature, agenda, and client needs while arranging a meeting. | 10 | 42 | 70% | 70% |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|---|---|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> Enumerate all the necessary documentation procedures essential for recording client inputs and requirements, emphasizing the efficient management of notes. Outline the diverse communication channels essential for fostering effective communication with stakeholders. Showcase proficiency in coordinating and managing client meetings through meticulous planning and execution. Demonstrate a thorough understanding of client specifications and requirements by analyzing and interpreting layouts, blueprints, and product types. Present key project execution parameters to clients effectively, highlighting essential details for informed deliberations. Apply adept note-taking techniques to accurately document essential information during client interactions. Display effective communication skills when interacting with external agencies, ensuring clear and productive exchanges to meet project objectives. | | | | |
| 3 | <p>Analyze client requirements for project feasibility</p> <p>Mapped to FFS/N0226, v2.0</p> | <ul style="list-style-type: none"> Explain the link between client requirements and worksite conditions for project execution. Discuss different project themes, styles, and their design considerations. Illustrate the role of recce and site surveys in project implementation. Define Final Scope of Work (FSOW) and its role in project execution. Differentiate between Tentative Scope of Work (TSOW) and Final Scope of Work (FSOW). Analyze the relationship between client requirements, worksite conditions, and project execution strategies. | 11 | 40 | 70% | 70% |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|---|--|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> • Conduct a thorough assessment of the site to determine the project's scope according to the client's specific requirements. • Implement effective organizational strategies to oversee the site survey, collaborating closely with client representatives and internal Interior Design/Installation teams. • Monitor the recce process at the site diligently to ensure its efficiency and thoroughness. • Review the recce report meticulously, assessing the accuracy and completeness of the collected measurements and survey data. • Exhibit expertise in compiling a detailed Final Scope of Work (FSOW), incorporating feedback and adjustments from the Tentative Scope of Work (TSOW). | | | | |
| 4 | <p>Prepare project estimates and evaluate quotations</p> <p>Mapped to FFS/N0226, v2.0</p> | <ul style="list-style-type: none"> • Articulate the responsibilities of internal team in creating procurement documentation. • Detail the procedures involved in drafting project agreements, obtaining sign-offs, generating project reports. • Evaluate the significant consequences of deviations between approved project specifications and actual on-site execution. • Highlight the essential role of digital literacy in effective project management. • Examine the roles played by different payment gateways in project management and evaluate their utilization. • Demonstrate proficiency in collaborating with internal teams to prepare project estimates and related documentation accurately. • Showcase the ability to craft project proposals based on comprehensive project execution details, ensuring clarity and relevance. | 14 | 35 | 70% | 70% |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|--|--|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> Apply effective communication and domain expertise to facilitate negotiations, obtain approvals, and conclude project closure formalities efficiently. Conduct thorough inspections of the worksite during project execution to verify adherence to schedules, staffing adequacy, and maintenance of approved design standards. Engage in client consultations to identify any additional service needs within the defined scope of work, demonstrating attentiveness to client requirements. Display adeptness in financial literacy by utilizing appropriate tools and methodologies to manage project finances effectively, ensuring fiscal responsibility and accountability. | | | | |
| 5 | <p>Finalizing scope of work and resource planning</p> <p>Mapped to FFS/N0227, v2.0</p> | <ul style="list-style-type: none"> Discuss the different material specifications to estimate quantity requirements effectively. Compile a comprehensive list of vendors tailored to meet the diverse material category requirements. Elaborate on the procedural complexities of soliciting tenders, obtaining quotations, and negotiating delivery terms with multiple vendors. Conduct a thorough evaluation of potential vendor partners and select them based on a comprehensive analysis, considering the pivotal role of Request for Proposal (RFP) in the vendor selection process. Showcase proficiency and accuracy by utilizing appropriate estimation tools and techniques to calculate material quantities required in the design process. Demonstrate effective resource planning skills by analyzing the in-house material library and project requirements to allocate resources efficiently. | 10 | 30 | 70% | 70% |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|--|--|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> Apply diligent sourcing skills through conducting comprehensive market research to identify potential vendors that meet material specification requirements. Display adept management abilities by effectively coordinating multiple vendors, ensuring smooth procurement processes. Perform strategic decision-making by analyzing business needs and objectives to identify and shortlist suitable vendor partners based on Request for Proposal (RFP) criteria. | | | | |
| 6 | <p>Supervision of assigned tasks and responsibilities</p> <p>Mapped to FFS/N0227, v2.0</p> | <ul style="list-style-type: none"> Detail the steps involved in delegating tasks to optimize work distribution and elevate workplace productivity. Define the process for gathering input from both internal and external stakeholders. Examine the pivotal role of a work monitoring plan in project execution and explore diverse monitoring methodologies and techniques. Enumerate the critical milestones in project execution crucial for upholding quality standards aligned with approved design specifications. Discuss the role of a project supervisor during client visits and site inspections. Showcase proficient analysis and interpretation of the Final Scope of Work (FSOW) to effectively allocate team tasks and responsibilities. Demonstrate the use of appropriate software tools and techniques to delegate tasks to team members with precision and efficiency. Apply effective methods to ensure regular project updates, demonstrating proactive project monitoring and management skills. Display the ability to develop a structured work monitoring plan for project execution, ensuring thorough oversight of project progress. | 15 | 45 | 70% | 70% |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|---|---|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> Perform thorough inspections of the worksite to ensure compliance with approved design specifications. Create clear and concise guidelines for client visits and inspections, facilitating effective communication and interaction with clients. | | | | |
| 7 | Validate final design drafts and concepts Mapped to FFS/N0228, v2.0 | <ul style="list-style-type: none"> Discuss the systematic approach to task delegation by breaking tasks into specific skillsets and outline the pivotal role of a design docket in interior design processes. Elaborate on the meticulous process of preparing a comprehensive design docket, emphasizing its essential elements. Outline how project execution parameters such as scope, budget, and timeline, etc. influence design specification approval. Enumerate the specific design parameters crucial for approving a design docket. Highlight the significant impact of client and supervisor feedback on project design and execution. Demonstrate the effective delegation of job tasks according to team members' skills and project schedules. Demonstrate proficiency in developing design dockets following provided guidelines and specifications. Display competence in reviewing and endorsing design dockets and specifications to meet client needs and project requirements. Apply feedback effectively to modify designs, ensuring alignment with project objectives. Perform analysis and approval of project elements, including designs, drawings, materials, and finishes, for suitability in project execution. | 10 | 53 | 70% | 70% |
| 8 | Supervision of procurement and vender management Mapped to FFS/N0228, v2.0 | <ul style="list-style-type: none"> Discuss how parameters outlined in the Final Scope of Work (FSOW) impact vendor quotations. Provide a list of quality parameters essential for conducting Quality Checks. | 10 | 27 | 70% | 70% |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|--|--|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> • Explain the SOP utilized within a procurement grievance redressal system, and elucidate a detailed, step-by-step approach for scrutinizing and sanctioning invoices from vendor partners. • Showcase proficient negotiation skills to effectively finalize vendor quotations, achieving mutually beneficial terms and conditions. • Analyze the quotation based on the final scope of work specifications • Illustrate the process of establishing clear payment terms and project timelines, facilitating smooth approval of purchase orders. • Perform rigorous Quality Checks (QC) throughout the project lifecycle, conducting regular inspections to uphold quality standards and ensure compliance. • Apply effective techniques and strategies to promptly address and resolve any procurement-related inquiries, concerns, or requests that may arise. • Evaluate invoices and payment terms in line with project execution requirements, ensuring accuracy and adherence to agreed-upon terms and conditions. | | | | |
| 9 | Supervision and monitoring of project execution Mapped to FFS/N0229, v2.0 | <ul style="list-style-type: none"> • Examine the factors that impact team and task delegation, highlighting the crucial role of timely planning and material delivery on-site. • Discuss the involvement of various internal and external agencies according to project execution needs, while also detailing the documentation requirements for maintaining records of project work. • Discuss the role of KRAs in the employee performance management system. • List the prerequisites for designing and implementing such a performance management system, and identify the factors that influence its effectiveness. • Execute team and task delegation according to project delivery timelines. | 12 | 41 | 70% | 70% |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|---|---|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> Assess the procurement process to ensure timely approval and delivery of materials at the worksite. Showcase effective coordination and communication skills with internal and external agencies throughout project execution. Maintain and update necessary documentation for project record-keeping. Illustrate the process of designing and maintaining a grievance redressal mechanism. Demonstrate the process of designing and implementing an effective performance management system. | | | | |
| 10 | Final quality check and project handover Mapped to FFS/N0229, v2.0 | <ul style="list-style-type: none"> Discuss the critical aspects of project execution, and the adherence to statutory and regulatory guidelines at the worksite. Describe the necessity of providing supervisors with consistent work updates. Execute basic checks periodically to identify any defects or errors. Demonstrate an analysis of design development and project execution to ensure harmony with client requirements. Apply appropriate statutory and regulatory guidelines throughout the project execution process. Display proficiency in maintaining accurate records and providing timely reports to the supervisor as per documentation protocols. | 10 | 37 | 70% | 70% |
| 11 | Employability Skills Mapped to DGT/VSQ/N0103, v1.0 | <ul style="list-style-type: none"> Research and prepare a note on different industries, trends, required skills and the available opportunities Demonstrate how to practice different environmentally sustainable practices Create a pathway for adopting a continuous learning mindset for personal and professional development | 20 | 30 | 70% | 70% |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|--------------------------------|---|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> • Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone • Write a short note/paragraph / letter/e-mail using correct basic English • Create a career development plan • Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette. • Write a brief note/paragraph on a familiar topic • Role play a situation on how to work collaboratively with others in a team • Demonstrate how to behave, communicate, and conduct appropriately with all genders and PwD • Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement • Calculate income and expenditure for budgeting • Demonstrate how to operate digital devices and use the associated applications and features, safely and securely • Demonstrate how to connect devices securely to internet using different means • Follow the dos and don'ts of cyber security to protect against cyber crimes • Create an e-mail id and follow e- mail etiquette to exchange e -mails • Show how to create documents, spreadsheets and presentations using appropriate applications • utilize virtual collaboration tools to work effectively • Create a sample business plan, for the selected business opportunity • Demonstrate how to identify customer needs and respond to them in a professional manner • Draft a professional Curriculum Vitae (CV) | | | | |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|--|---|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> • Use various offline and online job search sources to find and apply for jobs • Role play a mock interview | | | | |
| 12 | Health, safety, and hygiene protocols while designing Mapped to FFS/N8207, v3.0 | <ul style="list-style-type: none"> • Discuss various health and safety hazards associated with the project execution during construction and subsequent maintenance. • Discuss the health and safety measures associated with the project designs. • Explain the operational guidelines for the usage of emergency tools and equipment. • Describe the first aid procedures in case of emergency. • List all the concerned control measures while working at the worksite. • Describe the types of hand signals and signage and their application. • Execute rigorous health and safety protocols at the worksite to guarantee a hygienic and secure environment conducive to work. • Establish robust procedures for personal hygiene, waste management, and sanitation to uphold health regulations and organizational standards. • Conduct thorough assessments of the worksite to identify potential hazards during construction and maintenance operations. • Demonstrate proficiency in crafting and executing comprehensive health and safety plans tailored to the worksite's unique requirements. • Formulate detailed strategies encompassing safety protocols, emergency response procedures, risk evaluations, and training initiatives to foster a culture of safety and compliance. • Scrutinize worksite operations for deficiencies in organizational practices that may compromise safety or productivity. | 9 | 68 | 70% | 70% |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|--------------------------------|--|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> • Identify opportunities for optimization in workflow management, communication channels, and resource allocation to enhance overall site safety and efficiency. • Demonstrate proficient usage of a diverse array of personal protective equipment (PPE) while on-site, ensuring maximum protection against workplace hazards. • Incorporate elements such as emergency exits, fire suppression systems, and ergonomic considerations into design blueprints to mitigate risks during construction and occupation phases. • Demonstrate correct procedures for hand sanitization and washing to prevent the spread of infections and maintain optimal personal hygiene standards. • Exhibit proficiency in utilizing emergency tools and equipment, including fire extinguishers, first aid kits, and evacuation aids. • Employ clear and concise emergency evacuation protocols aligned with organizational guidelines to facilitate safe evacuation of personnel during emergencies. • Design comprehensive contingency plans to address various emergency scenarios such as fires, electrical faults, accidents, and natural disasters. • Identify potential risks, establish proactive response protocols, and allocate necessary resources to minimize the impact of emergencies on personnel and property. • Deliver thorough training in first aid and CPR techniques as part of routine operations to equip team members with life-saving skills. • Utilize diverse communication methods to disseminate critical safety information and control measures to relevant team members. • Recognize and interpret various safety signs and hand signals commonly used in construction environments to enhance hazard awareness and communication. | | | | |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|---|---|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| 13 | <p>Material conservation and resources optimization</p> <p>Mapped to FFS/N8207, v3.0</p> | <ul style="list-style-type: none"> • Discuss the economic benefits of efficient material usage, including cost savings, improved profitability, and enhanced competitiveness in the market. • Describe the key elements involved in electricity and fuel consumption data analysis, such as energy usage patterns, consumption trends, peak demand periods, and energy efficiency metrics. • Illustrate the systematic process of collecting and analysing energy utilization data. • Showcase proficiency in employing diverse techniques for the effective utilization of resources. • Implement strategies to maximize resource efficiency, minimize waste, and optimize productivity in project operations. • Utilize data collection methods such as metering, monitoring systems, and data logging to gather energy consumption data accurately. • Analyze energy usage patterns, trends, and anomalies to identify opportunities for energy efficiency improvements and cost savings. | 3 | 20 | 70% | 70% |
| 14 | <p>Conduct client deliberation and defining scope of work for retail fitout and exhibition project</p> <p>Mapped to FFS/N0234, v2.0</p> | <ul style="list-style-type: none"> • Describe the key elements involved in creating a business and marketing plan for retail fitout and exhibition projects. • Explain the essential aspects of gathering and analyzing client requirements for retail fitout and exhibition projects. • Identify the main factors that define the scope of work for a project. • State the components of project estimates and quotations provided by vendors. • Discuss the crucial skill sets required for effective negotiation in project management. • Display proficiency in crafting a business development plan according to specified marketing and growth strategies for retail fitout and exhibition projects. | 6 | 30 | 70% | 70% |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|-------|--|--|------------------|-----|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> • Demonstrate the ability to interpret and analyze client requirements regarding layouts, blueprints, and product preferences for retail fitout and exhibition projects. • Apply analytical skills to formulate the project scope based on a thorough assessment of client needs and specifications. • Showcase the process of creating a project estimate and relevant documentation in collaboration with internal teams. | | | | |
| 15 | <p>Project planning and resource allocation for retail fitout and exhibition project</p> <p>Mapped to FFS/N0234, v2.0</p> | <ul style="list-style-type: none"> • List the steps for crafting a resource plan to facilitate project execution. • Outline the procedural steps for delegating tasks to optimize workload distribution and enhance productivity. • State the roles and responsibilities of the project supervisor during client visits and the inspection process at the worksite. • Demonstrate the ability to choose and organize essential materials, tools, and equipment as per resource planning for on-site tasks. • Showcase proficiency in task delegation to team members using appropriate software tools and techniques. • Develop protocols for conducting client visits, inspections, and reporting for designated retail fitout and exhibition projects. | 3 | 19 | 70% | 70% |
| 16 | <p>Validation and approval of design docket and procurement plan for retail fitout and exhibition project</p> <p>Mapped to FFS/N0234, v2.0</p> | <ul style="list-style-type: none"> • Outline the role of project execution parameters, such as scope, budget, and delivery timeline, on the approval of design specifications. • Identify and categorize the specific parameters within the Final Scope of Work (FSOW) that influence vendor quotations. • Showcase proficiency in reviewing and approving design dockets and specifications for retail fitout and exhibition projects, ensuring alignment with client requirements and project execution parameters. | 3 | 18 | 70% | 70% |

| S. No | Module/NOS Name, Code, Version | Outcomes | Assessment Marks | | Passing Percentage | |
|--------------------|---|---|------------------|------------|--------------------|-----|
| | | | Th. | Pr. | Th. | Pr. |
| | | <ul style="list-style-type: none"> Demonstrate the ability to analyze quotations based on final scope of work specifications and apply effective procurement planning strategies accordingly. | | | | |
| 17 | Site supervision and handover for retail fitout and exhibition project Mapped to FFS/N0234, v2.0 | <ul style="list-style-type: none"> Discuss the necessity of efficiently assigning tasks and responsibilities. Outline measurable quality parameters essential for maintaining superior product standards. Execute the assignment of tasks and responsibilities according to the technical requirements of the assigned retail fitout and exhibition project. Showcase the procedure for conducting quality checks at pivotal stages of project execution. | 3 | 18 | 70% | 70% |
| Total Marks | | | 159 | 591 | 70% | |

Glossary

| Term | Description |
|--|---|
| Sector | Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests. |
| Occupation | Occupation is a set of job roles, which perform similar/related set of functions in an industry. |
| Job role | Job role defines a unique set of functions that together form a unique employment opportunity in an organization. |
| Occupational Standards (OS) | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| National Occupational Standards (NOS) | NOS are occupational standards which apply uniquely in the Indian context. |
| Declarative Knowledge | Declarative knowledge refers to facts, concepts, and principles that need to be known and/or understood in order to accomplish a task or to solve a problem. |
| Key Learning Outcome | Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application). |
| OJT (M) | On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on-site |
| OJT (R) | On-the-job training (Recommended); trainees are recommended the specified hours of training on-site |
| Procedural Knowledge | Procedural knowledge addresses how to do something or how to perform a task. It is the ability to work or produce a tangible work output by applying cognitive, affective, or psychomotor skills. |
| Training Outcome | Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training. |
| Terminal Outcome | The terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome. |

Acronyms

| Acronym | Description |
|----------------|---|
| QP | Qualification Pack |
| NSQF | National Skills Qualification Framework |
| NSQC | National Skills Qualification Committee |
| NOS | National Occupational Standards |
| QC | Quality Checking |
| PwD | Person with Disability |
| ToT | Training of Trainers |
| ToA | Training of Assessors |
| FFSC | Furniture and Fittings Skill Council |
| TP | Training Partner |
| PC | Performance Criteria |
| NA | Not Applicable |
| PPE | Personal Protective Equipment |

Annexure 1: Tools and Equipment

List of Tools and Equipment

For a Batch size of 20 Candidates

The tools and equipment required are:

| S. No. | Tool / Equipment Name | Specification | Quantity for specified Batch size (In Nos) |
|--------|------------------------------|---|--|
| 1 | Color Printer | | 1 |
| 2 | Geometry box | A set of Geometry box should contain: scale, divider, compass, protractor, Set Square, sharpener, eraser, pencil. | 20 |
| 3 | Software- Project Management | | 20 |
| 4 | Software- MS Office | | 20 |
| 5 | Measurement Tape (5m) | | 20 |
| 6 | Laser Measurement Tape | | 4 |
| 7 | Masking tape | | 4 |
| 8 | Notebook | The Notebook should be of Grid type. | 20 |
| 9 | Sketch Book | | 20 |

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White Board/ Green Board
2. Board Marker
3. Duster
4. Projector/ Smart TV
5. Laptop
6. Chairs (For theory lectures)
7. Storage Cabinet

Annexure 2: Assessment Strategy

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

At FFSC, we believe to gauge the performance of a candidate a holistic approach for assessment is essential. As such we have devised a multi-tier process to keep track of candidate overall progress at various stages. While a few techniques are imbibed as part of the training delivery program, others are explicit ways of testing. These are:

1. Internal (Preferred)
 - a. Trainer Led Assessment
 - b. Master Trainer/ Program Mentor Led Assessment
2. External
 - a. Assessment Partners/ Freelance Assessors (Mandatory)
 - b. Industry (Preferred)

1. Internal (Preferred)

a. Trainer Led Assessment:

As part of the Training Delivery Program, various tests and projects are designed at regular intervals to gauge the progress of the candidate during the training program. These are mix of Theory and practical, individual and group activities.

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

b. Master Trainer/ Program Mentor Led Assessment:

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

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

2. External

a. Assessment Partners/ Freelance Assessors:

An external assessment shall mandatorily be conducted by Assessment Partners via ToA certified Assessors or ToA certified Freelance Assessors. There are 3 key stages of any assessment activity – Pre-Assessment, During Assessment and Post Assessment. The defined system for conducting the assessment shall be followed at each stage.

FFSC Training and Assessment Team or any other assigned authority by FFSC, may conduct surprise or planned visits and checks from quality assurance and monitoring perspective.

The requirements and details of each stage are as highlighted below:

1. Pre-Assessment:

- a. Assessment Partner/ Assessor/ Freelance Assessor Validation
- b. Training Centre Check for Assessment Setup/ Infra
- c. Question Papers submission by Assessment Partner/ Freelance Assessor to FFSC
- d. FFSC to validate and approve the Question papers in line with NOS and PC.
- e. FFSC Affiliation and Project Assessment Approval
- f. Centre ready for Assessment intimation by Training Partner or by the assigned Neutral Assessment Centre

2. During assessment (on the Assessment Day):

The assessment can be conducted in offline, online or hybrid format depending on the feasibility and approvals from FFSC. Under either process the below guidelines are important to be compiled:

- a. Check the availability of the Lab Equipment for the particular Job Role as per the mode of conducting assessment.
- b. Candidate Validation: Confirm the Aadhar Card details of candidates
- c. Check the duration of the training
- d. Check the Assessment Start and End time to be as specified in documents
- e. Assessor/ Freelance Assessor must follow the assessment guidelines at all times.
- f. Intimation to FFSC Training and Assessment Monitoring Team for Assessment Quality Assurance checks.
- g. Ensure evidence of conducting assessment is gathered as per FFSC protocol:
 - i. Time-stamped and geo-tagged reporting of the assessor from assessment location
 - ii. Centre photographs with signboards and scheme-specific branding
 - iii. Biometric or manual attendance sheet (stamped by T.P.) of the trainees during the training period

- iv. Time-stamped and geotagged assessment (Theory + Viva + Practical) photographs and videos
- h. Required documentation for submissions to the FFSC

3. Post Assessment:

- a. Timely submission of the assessment documentation and feedback to FFSC
- b. Hard copies of the documents are stored
- c. Soft copies of the documents and photographs of the assessment are uploaded/accessed from Cloud Storage
- d. Soft copies of the documents and photographs of the assessment stored in the Hard Drives
- e. Any other compliance requirement as defined by FFSC

b. Industry Partner:

FFSC may engage the Industry Partners and the Subject Matter Experts to conduct the assessment of the candidates at various stages during the training programs.