APPRENTICESHIP CURRICULUM (OPTIONAL TRADE)

Furniture and Fittings

Multipurpose Draughtsperson (Design and Build):

Furniture Designing

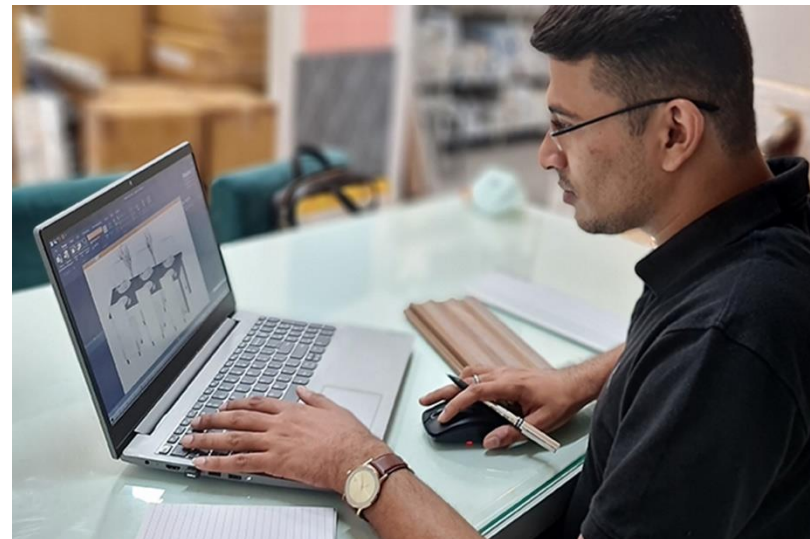## Course Code: CO062400061

☒NAPS ☐Non-NAPS

NSQF Level: 3

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Course Details

1.	**Course Name**	Multipurpose Draughtsperson (Design and Build): Furniture Designing
2.	**Course Code**	*CO062400061*
3.	**Apprenticeship Training Duration:** *(2 to 4 weeks of BT is embedded in this duration as per the requirement of the establishment)*	**Months:** 6 Months
	Remarks	
4.	**Credit**	20
5.	**NSQF Level** (*Mandatory for NAPS*)	3 **NSQC Approval Date:** 31st August 2023
6.	**Related NSQF aligned qualification details**	*(see table below)*
7.	**Brief Job Role Description**	Multipurpose Draughtsperson is responsible for assisting in converting designs received by the supervisors into 2D/ 3D drawings. They also assist in performing site surveys and measurements and maintaining the documentation work. They work under the instructions of supervisors. This individual may choose a specialization from a range of options, such as interior design, furniture design, and product design.
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
9.	**Minimum Eligibility Criteria** *(Educational and/ or Technical Qualification)*	10th grade pass with NA of experience OR 8th grade pass with 1 year of (NTC/ NAC) after 8th with NA of experience OR 8th grade pass and pursuing continuous schooling (in case of 2-year prog) with NA of experience OR

Related NSQF aligned qualification details (item 6):

S. No.	QP/ Qualification/ NOS Name (As applicable)	QP/ NOS Code & Version	NQR Code
1	Multipurpose Draughtsperson (Design and Build): Furniture Designing	FFS/Q0206- SI002	QG-03-WC-00818-2023-V1-FFSC

		9th grade pass (and pursuing continuous schooling in regular school) with NA of experience OR 9th grade pass with 1 Year of experience OR 8th grade pass with 2 Years of experience OR 5th grade pass with 5 Years of experience OR Previous relevant Qualification of NSQF Level (Foundation course on Design-Build-Install at Level-2) with 1-2 Years of experience
10.	**Entry Age for Apprenticeship**	*14 years*
11.	**Any Licensing Requirements** (*wherever applicable*)	N.A.
12.	**Is the Job Role amenable to Persons with Disability**	☒ **Yes** ☐ **No** **If yes, check the applicable type of Disability** ☐ **Locomotor Disability** ☐ **Leprosy Cured Person** ☐ **Cerebral Palsy** ☒ **Dwarfism** ☐ **Muscular Dystrophy** ☒ **Acid Attack Victims** ☐ **Blindness** ☐ **Low Vision** ☐ **Deaf** ☐ **Hard of Hearing** ☐ **Speech and Language Disability** ☐ **Intellectual Disability** ☐ **Specific Learning Disabilities** ☐ **Autism Spectrum Disorder** ☐ **Mental Illness**

		☐ **Multiple Sclerosis**	☐ **Parkinson's Disease**	**Haemophilia**	☐ **Thalassemia**	☐ **Sickle Cell Disease**
		☐ **Multiple Disabilities**				
		Remarks:				
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: • Employed as a Multipurpose Draughtsperson (Design and Build): Furniture Designing in a Factory/ Workshop/Worksite/On-site				
16.	**Career Progression**	**Vertical Progression** Draughtsperson (Furniture Design) (Level-4)				
17.	**Trainer's Qualification & Experience**	Graduate (Engineering, Architecture, Interior Design, Furniture Design/ Manufacturing) with 2 years' experience (Industry), 1 year experience (Teaching) Or I.T.I (Interior Designing/ Architectural Drafting) with 3 years' experience (Industry), 1 year experience (Teaching) Or Diploma (Interior Designing/ Architectural Drafting) with 3 years' experience (Industry), 1 year experience (Teaching) Or				

		Certificate-NSQF (NSQF Level 3 Multipurpose Draughtsperson (Design and Build) (FFS/Q0206)) with 4 years' experience (Industry), 1 year experience (Teaching) Or Certificate (NSQF Level 4 Draughtsperson (Furniture Design) or above) with 3 years' experience (Industry), 1 year experience (Teaching)
18.	**Curriculum Creation Date**	14-05-2024
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	**Site survey and recce** **Mapped to FFS/N0235, v1.0**	• Describe the interpretation process for daily job work instructions and emphasize the importance of strategic task sequencing. • Outline the selection criteria for materials and equipment in site surveys and recce, and illustrate steps for interpreting recce files. • Describe site survey and recce processes along with pre-requisites, and discuss factors influencing site conditions. • List tools and techniques for site evaluation, emphasizing their functioning requirements. • Identify and describe common risks and hazards in the industry, emphasizing pre-requisites for record-keeping during physical site surveys. • Execute precise interpretation of work instructions to grasp essential steps and requirements thoroughly. • Execute critical tasks outlined in work instructions to ensure meticulous execution. • Organize work activities effectively according to the prescribed sequence provided in the instructions. • Implement the recce checklist to select suitable materials and equipment for the tasks of site survey and recce. • Perform site surveys and recce endeavors in strict adherence to safety regulations and established standards. • Recognize diverse terrain types and execute assessments of accessibility factors during site evaluations.	10	47	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Execute the identification of existing structures onsite to facilitate accurate evaluation and planning. • Use suitable techniques and tools to execute precise measurements during site assessments. • Demonstrate acute observational skills to execute accurate evaluations of site conditions. • Identify potential hazards or risks at the site by executing safety protocols and guidelines. • Execute the compilation of necessary documentation and forms essential for recording findings during site surveys and recce. • Organize and execute the maintenance of records and documents systematically to ensure comprehensive documentation of site evaluation outcomes. • Execute the recognition of various elements and components of the site layout, including access points and boundaries. • Apply appropriate measurement techniques or software tools to execute the analysis of site layout and dimensions accurately.				
2	**Measurement and marking at worksite** **Mapped to FFS/N0235, v1.0**	• Discuss various marking techniques and tools employed during on-site operations, including symbols, codes, and standards. • Explain record-keeping techniques for capturing comprehensive site details, measurements, and observations during the site survey or recce. • Highlight the operation and utilization of various digital tools or software for site recce records.	10	33	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• State the common errors, inconsistencies, and ambiguities that may occur in documentation. • Execute appropriate marking techniques to designate areas accurately on the worksite. • Apply relevant symbols or codes effectively during the marking process. • Perform precise measurements and observations using appropriate methods and tools. • Document collected information meticulously to ensure comprehensive records of site conditions. • Demonstrate proficiency in photography or videography techniques to capture clear site documentation. • Use equipment effectively for high-quality visual documentation. • Arrange site recce records systematically by using the required tools for efficient retrieval and reference. • Review and periodically update site recce records to maintain accuracy and relevance. • Review documentation thoroughly to identify and rectify errors, inconsistencies, and ambiguities. • Perform analysis and interpretation of collected data to produce reports that are clear and concise.				
3	**Perform designing and drafting work** **Mapped to FFS/N0236, v1.0**	• Discuss layout ideas and instructions, integrating essential design terminology and jargon. • Describe the process of comprehending design principles, using practical examples for illustration.	10	32	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Discuss the scale, proportion, and dimensioning principles in drafting layouts and drawings.				
		• Explain the critical parameters influencing quality assurance in drawings.				
		• Describe reporting procedures and communication protocols within the organization or project team.				
		• Describe elements present in architectural and furniture drawings.				
		• Perform accurate interpretation of design concepts and instructions to ensure thorough comprehension.				
		• Apply effective methods and techniques to extract key information from provided design materials accurately.				
		• Execute drafting techniques to create accurate layouts and drawings in accordance with site survey and recce reports.				
		• Utilize relevant drafting tools and software proficiently to ensure the precision and alignment of layouts and drawings with site survey and recce reports.				
		• Implement principles of scale, proportion, and dimension to accurately portray layouts and drawings.				
		• Utilize suitable symbols and annotations to enhance the clarity and effectiveness of visual representations.				
		• Employ layout design tools, software, and techniques to construct mood boards and models.				
		• Incorporate visual hierarchy, typography, colour theory, and image selection to enhance the effectiveness of mood boards and models.				
		• Enforce quality control processes to review and verify the accuracy and completeness of drawings.				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Adhere to quality assurance standards to uphold the quality of drafted materials. • Create a sample measurement sheet following specified guidelines and standards. • Develop a job card sample following prescribed formats and requirements for submission. • Accomplish tasks within designated timeframes to meet project deadlines and requirements. • Demonstrate appropriate reporting procedures to provide updates on drafting task progress. • Communicate effectively with relevant stakeholders to convey progress updates and address any concerns or issues promptly.				
4	**Documentation of job work** **Mapped to FFS/N0236, v1.0**	• Discuss organizational policies and standards pertaining to the maintenance of a documentation library and record-keeping. • Identify quality control procedures, including review processes, error checking and verification. • Describe various library management principles, encompassing classification systems, indexing, and cataloguing techniques. • Explain the purpose and usage of digital document management systems and software employed in the documenting process. • Perform organization of project files and drawings according to prescribed folder structures, naming conventions, and formats using effective file management practices. • Execute documentation and tracking of design changes, revisions, and version control utilizing appropriate documentation methods. • Implement design consistency principles to guarantee uniformity across drawings and design documentation.	6	22	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Demonstrate implementation of quality control checkpoints to maintain the consistency and accuracy of drawings and design documentation. • Display preparation and maintenance of a comprehensive drawing and documentation library for easy access, organization, and management of relevant project documents. • Use digital document management systems and software proficiently to accurately store, organize, and classify drawings and documentation. • Demonstrate proactive communication with supervisors and project stakeholders to address concerns and provide updates promptly. • Implement strategies to streamline communication processes and optimize information flow between project team members and stakeholders. • Apply appropriate communication to foster a collaborative work environment by promoting open communication channels and encouraging feedback and suggestions from team members and stakeholders.				
5	**Learning and professional development** **Mapped to FFS/N0236, v1.0**	• Discuss the diverse processes involved in draughting, design, and related technologies. • List prevalent software tools and techniques commonly utilized in draughting and design. • Execute the utilization of the latest software tools and techniques effectively in draughting and design tasks, ensuring optimal outcomes. • Execute proactive learning by actively seeking additional resources to enhance knowledge and skills in draughting, design, and related technologies.	4	26	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Display proactive engagement by asking relevant questions and seeking clarification during training programs, workshops, or professional development activities to ensure comprehensive understanding.				
6	**Health and safety practices at the worksite** **Mapped to FFS/N8205, v3.0**	• Discuss the organizational hygiene and sanitation guidelines. • List various personal protective equipment required for specific job roles. • Discuss the types and uses of cleaning consumables necessary for personal hygiene maintenance. • Illustrate the usage of different pictorial representations of safety signs and hand signals commonly used in the workplace for effective communication. • Explains operational guidelines for the safe and effective use of tools and equipment. • Describe the storage and handling procedures for hazardous substances, including proper labeling, storage conditions, and safety measures. • Demonstrate effective methods for analyzing worksites to identify any breaches in organizational protocols and safety regulations. • Showcase techniques for addressing identified breaches to uphold safety standards and ensure organizational compliance. • Illustrate proper procedures for disposing of waste according to its classification, promoting sustainability and minimizing environmental impact. • Apply appropriate health and safety legislations consistently during work operations, prioritizing the well-being of oneself and colleagues.	25	54	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Showcase the correct usage of personal protective equipment (PPE) such as goggles, gloves, and earplugs to minimize occupational hazards. • Display correct techniques for donning and doffing various types of PPE, including face masks, hand gloves, and protective suits. • Demonstrate proper procedures for sanitizing and washing hands to maintain hygiene standards and prevent the spread of pathogens. • Utilize warning labels, symbols, and signage effectively to communicate hazards and safety instructions in the workplace. • Ensure adherence to warning signs and symbols to prevent accidents and promote a culture of safety awareness among workers. • Employ various methods to assess the functionality of equipment and machinery, • Ensure that all the equipment and machinery meet operational requirements and safety standards. • Separate waste materials based on their recyclability status, • Demonstrate responsible waste management practices and environmental sustainability. • Provide guidance on sorting waste into designated bins or containers according to their recyclability, minimizing environmental impact and supporting recycling initiatives.				
7	**Greening practices at worksite** **Mapped to FFS/N8205, v3.0**	• Explain different methods to conserve energy. • Discusses the environmental and economic benefits of energy conservation. • Emphasizes the role of proper maintenance practices in minimizing downtime and avoiding costly repairs or replacements. • Illustrates the positive impact of periodic cleaning on productivity, efficiency, and overall work quality.	7	14	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Showcase methods for optimizing the use of materials and water resources. • Provide practical examples and strategies for minimizing waste and maximizing efficiency in material and water usage. • Employ diverse techniques to inspect tools and equipment for proper functionality, ensuring optimal performance and safety. • Demonstrate procedures for conducting routine checks, identifying anomalies, and promptly reporting any malfunctions or irregularities detected.				
8	**Employability Skills** **Mapped to DGT/VSQ/N0101, v1.0**	• Show how to practice different environmentally sustainable practices. • Display a positive attitude, self-motivation, problem-solving, time management skills, and a continuous learning mindset in different situations. • Use appropriate basic English sentences/phrases while speaking. • Demonstrate how to communicate in a well-mannered way with others. • Demonstrate working with others in a team. • Show how to conduct oneself appropriately with all genders and PwD. • Show how to operate digital devices and safely and securely use the associated applications and features. • Differentiate between types of customers. • Create a biodata. • Use various sources to search and apply for jobs. • Explain the criticality of efficient sales coordination in meeting customer demands and ensuring punctual delivery. • Discuss different sales management tools and software to monitor orders and facilitate seamless fulfilment procedures.	20	30	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Discuss the function and attributes of customer relationship management (CRM) systems in efficiently managing customer databases. • State the sequential stages of order fulfilment, encompassing order processing, picking, packing, and shipping. • Streamline sales activities, oversee order processing, monitor progress, and ensure prompt order fulfilment to meet customer demands. • Implement efficient workflow processes to optimize order management and delivery, enhancing overall customer satisfaction. • Employ cutting-edge sales management tools and software to track orders and manage fulfilment operations efficiently. • Harness technology to streamline order management processes and boost productivity within the sales department. • Demonstrate proficiency in handling customer inquiries, promptly resolving issues, and maintaining a high level of customer satisfaction throughout the sales cycle. • Utilize advanced Customer Relationship Management (CRM) systems to monitor customer interactions, update customer records, and ensure the integrity of customer data. • Leverage CRM platforms to deepen customer engagement, personalize interactions, and fortify client relationships. • Provide support in coordinating order fulfilment activities, ensuring accurate order processing, meticulous product packaging, and timely shipment dispatch to meet customer expectations. • Collaborate across departments to streamline order processing workflows and minimize fulfilment discrepancies. • Ensure seamless coordination between sales, operations, and logistics teams to facilitate timely deliveries and enhance overall customer satisfaction.				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
9	**Performing site assessment and recce for furniture designing** **Mapped to FFS/N0238, v1.0**	• Discuss the intricate process of interpreting and analyzing project specifications in furniture design, outlining key considerations for successful execution. • Describe various types of furniture design project briefs and specifications, listing their unique requirements based on project type. • Describe the roles and responsibilities of team members in furniture design projects. • State the process of addressing doubts and clarifying project objectives. • State the purpose and objectives of conducting site assessments and recce in interior design projects. • Discuss the distinctive furniture requirements for various spaces, including residential, commercial, hospitality, and institutional settings. • Execute the analysis of furniture design project briefs to identify key requirements and constraints effectively. • Demonstrate clear and efficient communication with team members, ensuring a thorough understanding of their roles and responsibilities, and actively seeking clarification when necessary. • Perform the necessary steps to address and clarify doubts from supervisors or concerned teams, ensuring smooth project execution and clarity in task execution. • Conduct a comprehensive site assessment and recce of a furniture design project utilizing appropriate methods and tools to capture relevant information accurately. • Examine furniture design project briefs to identify essential requirements and constraints.	6	12	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
10	**Perform designing and drafting for furniture designing** **Mapped to FFS/N0238, v1.0**	• Discuss the significance and objectives associated with modifying and revising drawings in furniture design. • Describe the functionality of CAD software in furniture design, covering essential elements like 2D drafting tools, dimensioning, layer management, and file formats. • Describe the fundamental principles and techniques employed in creating accurate and detailed furniture design drawings. • Discuss the appropriate use and operation of drafting tools relevant to furniture design, emphasizing their role in the design process. • State different types of furniture design drawings, such as 2D perspectives, exploded views, part lists, and material lists, clarifying their specific purposes. • Discuss the importance and objectives of preparing basic visual references, such as images and samples, to support design research in furniture design. • Define sketching techniques, including line work, shading, hatching, and rendering along with the usage of relevant tools and materials. • Perform interpretation and implementation of supervisors' directives regarding necessary alterations and enhancements to furniture design sketches, employing suitable methods and tools. • Execute proficient use of CAD software and drafting instruments to produce precise and detailed furniture design illustrations. • Generate a variety of furniture design sketches, encompassing 2D perspectives, exploded views, parts lists, and material inventories, ensuring accuracy and comprehensiveness. • Demonstrate adeptness in creating visual aids to bolster furniture design exploration and conceptualization. • Apply diverse hand-drawing techniques, tools, and aesthetic elements to craft initial sketches of furniture designs.	12	49	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Display the use of a range of sketching tools and mediums, be they traditional or digital, to articulate furniture design concepts effectively. • Select and integrate suitable materials, finishes, and embellishments into furniture drawings in accordance with specified criteria. • Demonstrate the application of principles of dimensioning to accurately represent dimensions, tolerances, and annotations in furniture design depictions. • Execute the preparation of furniture drawings meticulously, integrating assembly instructions, finishing details, joint configurations, and hardware specifications as appropriate. • Apply ergonomic principles into furniture design to optimize user comfort, posture, and functionality. • Execute a thorough evaluation of furniture design drafts against established benchmarks and guidelines to ensure conformity with quality standards.				
11	**Perform record-keeping for furniture designing** **Mapped to FFS/N0238, v1.0**	• Describe the importance and objectives of maintaining well-organized and up-to-date project files and drawings within furniture design projects. • Discuss the connection between drawing specifications and the corresponding lists of materials, finishes, accessories, furniture, and hardware. • State various materials, finishes, accessories, furniture, and hardware commonly employed in furniture design projects. • State different types of drawing files and formats utilized in furniture design projects, outlining their specific usages. • Describe the policies and procedures within the organization for the management of design documentation in furniture design projects.	6	15	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		• Execute proficient utilization of project management software, document management systems, and version control systems to monitor and manage furniture design project files and drawings. • Perform a detailed analysis of drawing specifications to determine the required materials, finishes, accessories, furniture, and hardware for the furniture design project. • Apply appropriate judgment to select materials, finishes, accessories, furniture, and hardware based on drawing specifications. • Establish and maintain a documentation library for different types of drawing files and formats used in furniture design projects. • Demonstrate adherence to organizational policies and procedures by maintaining the design documentation library.				
	Total Marks		**116**	**334**	**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	White Board		1
2	Board Marker	2 Different color board markers with respective refill ink containers	2
3	Duster		1
4	Projector/ Smart TV		1
5	Trainees Chairs/ Stools	For theory lectures and to be used alongside drafting tables	20
6	Trainer's Podium (Drafting Table)		1
7	Trainer's Chair		1
8	Storage Cabinet (Wardrobe)		1
9	Drafting Table	Type: Adjustable drafting table, Material: Wood/Steel	20
10	Pencil Colors	Type: Colored pencils, Set: 24 colors	4
11	Water/Poster Colors	Type: Watercolor/Poster colors, Set: 12 colors	4
12	Pastel/Wax Colors	Type: Pastel/Wax colors, Set: 16 colors	4
13	Drawing Pencil	Type: Drawing pencil, Hardness: HB	20
14	Geometry Box	Type: Geometry box, Contents: Compass, Protractor, etc.	20
15	Measuring Ruler (30 cm)	Type: Measuring ruler, Length: 30 cm	20
16	Drafter Kit	Type: Drafter kit, Includes: T-square, Triangles, etc.	20
17	Software- 2D Designing	Type: 2D Designing Software, e.g., AutoCAD	20
18	Software- MS Office	Type: MS Office Software	20
19	Measurement Tape (5m)	Type: Measurement tape, Length: 5 meters	20
20	Laser Tape	Type: Laser measuring tape	4
21	Masking Tape	Type: Masking tape, Width: 1 inch	2

22	Notebook	Type: Spiral-bound notebook, Size: A4	20
23	Sketch Book	Type: Sketchbook, Paper: Acid-free, Size: A4	20
24	Plain Papers (A4)	Type: Plain papers, Size: A4	1
25	Sheets (A1/A2)	Type: Drawing sheets, Size: A1/A2	100
26	Type of Wood- Samples	Examples: Oak, Maple, Pine	4
27	Types of Veneers- Samples	Examples: Walnut veneer, Oak veneer	4
28	Types of Laminates- Samples	Examples: High-pressure laminate, Low-pressure laminate	4
29	Types of Metal- Samples	Examples: Aluminum, Steel	4
30	Types of Ply- Samples	Examples: Marine Plywood, Birch Plywood	4
31	Types of Wood Derivatives- Samples	Examples: MDF (Medium Density Fiberboard), Block boards, Particle boards	4
32	Laptop/PC	Compatible to the 2D and 3D softwares to be selected for the training program	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. Trainer's Table/ Podium
8. 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 be 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

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          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.