# Model Curriculum

## Design Supervisor Wooden/ Modular Furniture

SECTOR: FURNITURE & FITTINGS
SUB-SECTOR: Wooden/ Modular Furniture
OCCUPATION: Design-Wooden/ Modular Furniture
REF ID: FFS/Q0108, V1.0
NSQF LEVEL: 5

# Certificate

## CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

### FURNITURE & FITTINGS SKILLS COUNCIL

for

### MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Design Supervisor-Wooden/modular Furniture'
QP No. 'FFS/Q0108, V 1.0, NSQF Level 5'

Date of Issuance: April 15th, 2018

Valid up to*: September 22, 2022

*Valid up to the next review date of the Qualification Pack

Authorized Signatory
(Furniture & Fittings Skill Council)

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# Design Supervisor Wooden/Modular Furniture

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Design Supervisor Wooden/ Modular Furniture", in the "Furniture & Fittings" Sector/Industry and aims at building the following key competencies amongst the learner.

| Program Name | Design Supervisor Wooden/Modular Furniture | | |
|---|---|---|---|
| Qualification Pack Name & Reference ID | FFS/Q0108, V 1.0 | | |
| Version No. | 1.0 | Version Update Date | 04/10/2019 |
| Pre-requisites to Training | Class X<br>- 2-3 years' relevant experience | | |
| Training Outcomes | **After completing this programme, participants will be able to:**<br><br>• plan, research and create a design concept for various possible types of furniture design;<br><br>• assess the scale model, develop a prototype and present it to superior or client;<br><br>• undertake entrepreneurship activity required to set up business;<br><br>• maintain the work area, tools, and equipment efficiently;<br><br>• follow environmental, health and safety norms at workplace;<br><br>• work effectively with all the stakeholders, adhere to the organizational rules and regulations. | | |

This course encompasses 6 out of 6 Compulsory NOS (National Occupational Standards), of "Design Supervisor Wooden/Modular Furniture" Qualification Pack issued by "Furniture & Fittings Skill Council".

| Sr No | Module | Key Learning Outcomes | Equipment required |
|---|---|---|---|
| 1 | **Introduction to the furniture and fittings industry**<br><br>**Theory Duration** (hh:mm)<br>08:00<br><br>**Practical Duration** (hh:mm)<br>00:00<br><br>**Corresponding NOS Code**<br>Bridge Module | • Explain scope of furniture and fittings industry<br>• Define the responsibilities of design supervisor and its job opportunities | |
| 2 | **Understanding the organizational context/ company/ employer**<br><br>**Theory Duration** (hh:mm)<br> 08:00<br><br>**Practical Duration** (hh:mm)<br> 00:00<br><br>**Corresponding NOS Code**<br>FFS/N0114 | • Explain the importance of code of conduct, policies, manuals, rules, and regulation followed in a typical organization<br>• Describe organization structure and hierarchy followed in a typical organization<br>• Describe functions of different divisions/ teams of an organization | |
| 3 | **Ensuring health and safety at workplace**<br><br>**Theory Duration** (hh:mm)<br> 04:00<br><br>**Practical Duration** (hh:mm)<br> 04:00<br><br>**Corresponding NOS Code**<br>FFS/N8601 | • Explain the importance of maintaining a healthy and safe work environment<br>• Differentiate between the potential risk, hazard and threat at the workplace<br>• List the possible safety, ergonomic, physical, biological, and chemical hazards at workplace<br>• Explain the precautionary measures to be taken to prevent different hazards at workplace<br>• Discuss the ways of undertaking the first aid activities in case of different types of accidents<br>• Describe about different types of personal protective equipment | First aid box, different types of fire extinguisher |

| | | • Demonstrate the use of personal protective equipment<br>• Explain about importance of ergonomic principle to promote safety, health and productivity<br>• Demonstrate how to keep correct body posture while standing, working, lifting and carrying heavy materials<br>• List various do's and don'ts of good housekeeping practices<br>• Demonstrate the methods of doing basic safety checks for all machines, tools, and electrical equipment before work<br>• Discuss various safety signs/ instructions<br>• Discuss about restrictions imposed on harmful materials while working at workplace | |
|---|---|---|---|
| 4 | **Handling emergencies**<br><br>**Theory Duration** (hh:mm)<br>04:00<br><br>**Practical Duration** (hh:mm)<br>04:00<br><br>**Corresponding NOS Code**<br>FFS/N8601 | • List the precautionary measures for prevention of accidents at the workplace<br>• List various common causes and types of fires<br>• List the common types of fire extinguishers<br>• Demonstrate the use of fire extinguishers on different types of fires<br>• Describe the evacuation procedures to be followed in case of an emergency, accident, fire, or a natural calamity<br>• Demonstrate how to free a person from electrocution<br>• Demonstrate the correct rescue techniques applied during fire hazards<br>• Explain the importance of responding promptly and accurately to an accident situation | First aid box, different types of fire extinguisher |
| 5 | **Communication Skills**<br><br>**Theory Duration** (hh:mm)<br>04:00<br><br>**Practical Duration** (hh:mm)<br>04:00<br><br>**Corresponding NOS Code**<br>FFS/N8803 | • Explain the importance of effective communication skills<br>• Describe about role of body language in effective communication<br>• Explain the importance of setting up good working relationship with others<br>• Explain the significance of effective listening and responding skills<br>• Explain about active, passive and reflective listening<br>• Describe the importance of discipline, ethics, and integrity for professional success<br>• Explain the reporting protocol in case of queries on procedures, products, or any problem<br>• Demonstrate how to communicate effectively with others in role play | |

| | | scenarios | |
|---|---|---|---|
| 6 | **Teamwork**<br><br>**Theory Duration** (hh:mm) 04:00<br><br>**Practical Duration** (hh:mm) 04:00<br><br>**Corresponding NOS Code** FFS/N8803 | • Describe the importance of seeking assistance/ clarification from supervisor/ senior<br>• Discuss about importance of discipline and ethics for professional success<br>• Discuss the importance of coordination with colleagues to achieve work objectives<br>• Explain the importance of sharing information with team wherever and whenever required to enhance quality and productivity at workplace<br>• Explain the importance of setting up good working relationship with others<br>• Discuss how to manage interpersonal conflict<br>• Describe the significance of interacting politely with team members<br>• State the importance of following dress code at workplace<br>• Describe the importance of professional skills such as planning and organizing, problem solving, objection handling, and critical thinking<br>• Participate in team building activities effectively | |
| 7 | **Entrepreneurial skills development**<br><br>**Theory Duration** (hh:mm) 24:00<br><br>**Practical Duration** (hh:mm) 48:00<br><br>**Corresponding NOS Code** FFS/N8802 | • Explain about concept of entrepreneurship<br>• Explain about market survey concept and methods<br>• Discuss market scenario in terms of trend, existing competition, current requirement, growth opportunities, challenges and market status<br>• Discuss about business idea/ innovation<br>• Explain about evaluation of business idea<br>• Explain about risk assessment<br>• Explain about the registration of enterprise/ business<br>• Discuss on compliance required for Government laws, local state laws and other regulations<br>• Explain about funding of enterprises/ business<br>• Participate in different entrepreneurial activities | Computer<br>Office Suite<br>Designing software<br>Projector<br>Charts |

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| 8 | **Understanding the requirement related to furniture designs**<br><br>**Theory Duration** (hh:mm)<br>24:00<br><br>**Practical Duration** (hh:mm)<br>42:00<br><br>**Corresponding NOS Code**<br>FFS/N0114 | • List different types and parts of furniture<br>• List various elements of furniture design<br>• Explain about furniture ergonomics<br>• Explain about different furniture materials<br>• Explain importance of cost/ budget for furniture designs<br>• Discuss on design parameter (new designs or older designs modification), colour and pattern of furniture to be designed<br>• Discuss about legal issues in case of patent / copy right issues for modifying older designs or developing new designs<br>• Explain the steps of sign off from the client/ supervisor<br>• Demonstrate use of software for furniture design | Computer<br>Office Suite<br>Designing software<br>Projector<br>Drafting table<br>Drafting Instruments |
| --- | --- | --- | --- |
| 9 | **Furniture design objective and research**<br><br>**Theory Duration** (hh:mm)<br>24:00<br><br>**Practical Duration** (hh:mm)<br>56:00<br><br>**Corresponding NOS Code**<br>FFS/N0115 | • Explain different shapes and components of 2D and 3D designs<br>• Explain about measurement units of furniture designs<br>• Demonstrate how to read the design considering all the components<br>• Discuss about type of furniture to be designed after understanding the requirement from the client/ supervisor<br>• Describe about market research for latest designs, fixtures/ fittings, style, trends, wooden material /other material<br>• Demonstrate how to consider the analysed report of market research in the furniture design concept | Computer<br>Office Suite<br>Designing software<br>Projector<br>Drafting table<br>Drafting instruments |
| 10 | **Design planning and time management**<br><br>**Theory Duration** (hh:mm)<br>24:00<br><br>**Practical Duration** (hh:mm)<br>42:00<br><br>**Corresponding NOS Code**<br>FFS/N0115 | • Discuss about materials, finish, manufacturing techniques and joineries<br>• Discuss about views, elevations, elements, sections and other design structures<br>• Describe furniture making techniques, process and steps<br>• Explain the importance of planning, organising and time management skills<br>• Explain the steps for fulfilment of the design requirement of the client/ supervisor<br>• Discuss about division of work among the team for timely completion of work<br>• Participate in planning, organising and time management activities | Computer<br>Office Suite<br>Designing software<br>Projector<br>Drafting Table<br>Drafting instruments |

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| 11 | **Creating design concept**<br><br>**Theory Duration** (hh:mm)<br> 20:00<br><br>**Practical Duration** (hh:mm)<br> 62:00<br><br>**Corresponding NOS Code**<br>FFS/N0115 | • Explain the importance of organising ideas for the design concept<br>• Demonstrate design drawing after considering all the ideas<br>• Explain the importance of consulting the team for finalization of the design | Computer<br>Office Suite<br>Designing  software<br>Projector<br>Drafting table<br>Drafting instruments |
|----|----|----|----|
| 12 | **Finalisation of design drawing**<br><br>**Theory Duration** (hh:mm)<br> 06:00<br><br>**Practical Duration** (hh:mm)<br> 12:00<br><br>**Corresponding NOS Code**<br>FFS/N0115 | • Discuss about importance of review, consultation and incorporation of feedback for finalisation of feedback<br>• Participate in finalisation of design drawing activity | Computer<br>Office Suite<br>Designing  software<br>Projector<br>Drafting table<br>Drafting instruments |
| 13 | **Assessing the scale model**<br><br>**Theory Duration** (hh:mm)<br> 06:00<br><br>**Practical Duration** (hh:mm)<br> 24:00<br><br>**Corresponding NOS Code**<br>FFS/N0116 | • Explain the steps of making scale model with help of card boards, small sticks and other materials<br>• Explain the parameters for reviewing the scale model<br>• Demonstrate way of preparing scale model with help of cardboards, small sticks and other materials<br>• Demonstrate way of conducting visual inspection for scale model | Computer<br>Office Suite<br>Designing  software<br>Projector<br>Drafting table<br>Drafting instruments |
| 14 | **Preparing and assessing furniture prototype**<br><br>**Theory Duration** (hh:mm)<br> 06:00 | • Explain steps of preparation of furniture prototype<br>• Demonstrate how to assess the prototype in terms of levelling, balance, strengths, finish, durability and longevity<br>• Explain about the correction of error in the prototype | Computer<br>Office Suite<br>Designing  software<br>Projector<br>Drafting table<br>Drafting instruments |

| Practical Duration (hh:mm) 12:00 **Corresponding NOS Code** FFS/N0116 | • Demonstrate how to rectify the errors in the prototype<br>• Discuss about process of submission of final prototype to client and compliance with the procedural documentation | |
|---|---|---|
| **Total Duration** <br><br> **Theory Duration:** **166 hrs** <br><br> **Practical Duration** **314 hrs** | **Unique Equipment Required for the QP:** Computer, office suite, Designing software, projector, drafting table, drafting instruments, first aid box, different types of fire extinguisher <br><br> **Classroom Aid:** White board, marker, duster etc. | |

Grand Total Course Duration: **480 Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by **Furniture & Fittings Skill Council**)*

## Trainer Prerequisites for Job role: "Design Supervisor Wooden/ Modular Furniture" mapped to Qualification Pack: "FFS/Q0108"

| Sr. No. | Area | Details |
|---|---|---|
| 1 | Description | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack "FFS/Q0108". |
| 2 | Personal Attributes | Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team, well organized and focused, eager to learn and keep oneself updated with the latest trends in the mentioned field |
| 3 | Minimum Educational Qualifications | Diploma in Interior Design<br>Or<br>Degree in Interior Design<br>Or<br>Bachelor in Architecture with 5 year experience in Interior Design |
| 4a | Domain Certification | Certified for Job Role: "Design Supervisor Wooden/ Modular Furniture" mapped to QP: "FFS/Q0108". Minimum accepted score 80% as per the FFSC guideline. |
| 4b | Platform Certification | Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601". Minimum accepted score as per respective FFSC guideline is 80%. |
| 5 | Experience | • Minimum six years of relevant experience |

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# Annexure: Assessment Criteria

Please refer to the QP PDF for the Assessment Criteria.

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