



# Interior Designer

QP Code: FFS/Q9102

NSQF Level: 4

Furniture and Fittings Skill Council || 407-408, DLF City Court, M G Road, Sikanderpur  
Gurgaon - 122002

## Qualification Pack

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## FFS/Q9102: Interior Designer

### Brief Job Description

Lead Interior Designer is responsible for planning, designing, and furnishing interiors of residential, commercial or industrial buildings by utilizing spaces in effective manner. It would involve using tools of drawing along with creativity and research in accordance to client needs for enhancing the living environment.

### Personal Attributes

Lead Interior Designer must have the ability to work independently and multitasking ability, mathematical skills, good planning and presentation skills. S/he should be result oriented and possess people skills, reading and writing ability, communication, analytical, networking and listening skills along with creative bent of mind.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [FFS/N8804: Maintain health and safety at client site / workplace](#)
2. [FFS/N8805: Carry out work effectively](#)
3. [FFS/N9101: Assist in assessing client needs and surveying the location](#)
4. [FFS/N9102: Design Drawings for the location/space](#)
5. [FFS/N9103: Assist in onsite installation of furniture and other materials](#)
6. [FFS/N9105: Procurement and installation of furniture and other materials](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design
<b>Occupation</b>	Interior Design
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3432.0100

## Qualification Pack

<b>Minimum Educational Qualification &amp; Experience</b>	12th Class with 0-6 Months of experience relevant experience OR 12th Class OR 12th Class
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	Technical drawings, computer basics, knowledge of computer aided design- suggested but not mandatory
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	02/02/2017
<b>Next Review Date</b>	31/03/2020
<b>NSQC Approval Date</b>	19/12/2018
<b>Version</b>	1.0

## Qualification Pack

### FFS/N8804: Maintain health and safety at client site / workplace

#### Description

This OS unit is about health and safety maintenance at workplace /client site

#### Scope

This unit/task covers the following:

- Health and safety
- Dealing with emergencies

#### Elements and Performance Criteria

##### *Health and Safety*

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

- PC1.** follow health and safety related instructions applicable to the work location at all times
- PC2.** carry out own activities in line with approved guidelines and procedures
- PC3.** follow relevant instructions relating to safe and correct use of equipment and relevant occupational safety policies while handling sharp tools to make and install furniture and fittings
- PC4.** ensure to safely handle and dispose of waste and debris
- PC5.** undertake basic safety checks before start of work and monitor the workplace and work processes for potential risks and threats
- PC6.** identify and report/seek clarification if any, for any potential risks/ threats to supervisors or other authorized personnel
- PC7.** use safety equipment and personal protection equipment as needed, e.g. gloves , goggles ,mask and shoes correctly in accordance with work policy
- PC8.** follow recommended material handling procedure to control damage and personal injury
- PC9.** apply good housekeeping practices at all times to maintain clean and safe workplace

##### *Dealing with Emergencies*

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

- PC10.** check and ensure general health and safety equipment are available at work site
- PC11.** follow appropriate procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation
- PC12.** follow emergency procedures to company standard / workplace requirements
- PC13.** use emergency equipment in accordance with manufacturers' specifications and workplace requirements
- PC14.** provide treatment appropriate to the any injury in accordance with recognized first aid techniques
- PC15.** recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate
- PC16.** report details of first aid administered in accordance with workplace procedures

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### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations health and safety related practices applicable at the workplace
- KU2.** potential hazards, risks and threats based on nature of operations
- KU3.** organizational procedures for safe handling of tools and equipment
- KU4.** potential accidents and emergencies and how to respond to these situations
- KU5.** reporting protocol and documentation required
- KU6.** whom to contact in case of an emergency
- KU7.** potential hazards and risks which may be present at workplace
- KU8.** safe working practices in workplace
- KU9.** identification, handling and storage of materials, tools and equipment and hazardous substance
- KU10.** proper disposal system for waste and by-products
- KU11.** basic emergency handling procedures and local emergency services
- KU12.** procedures for dealing with injured persons and providing first aid
- KU13.** different types of personal protective equipment and their usage
- KU14.** importance of good housekeeping
- KU15.** different risks associated with the use of electrical equipment
- KU16.** preventative and remedial actions to be taken in the case of exposure to toxic materials
- KU17.** importance of using protective clothing/equipment while working
- KU18.** various possible causes of an emergency situation
- KU19.** techniques of using the different fire extinguishers
- KU20.** various types of safety signs and what they mean
- KU21.** appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries, etc.
- KU22.** Safe lifting practices and correct body postures while working in furniture fittings related place
- KU23.** appropriate waste disposal measures

### Generic Skills (GS)

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

- GS1.** write in Hindi or local language
- GS2.** fill logs, forms and formats in local language or Hindi for recording quantity and quality of work figures, defects and other related information, etc. whenever needed
- GS3.** document measurement appropriately whenever required
- GS4.** read all organizational and equipment related health and safety manuals and documents
- GS5.** read and comprehend safety related documents
- GS6.** communicate effectively with team members, supervisors, managers etc.

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- GS7.** seek clarification on any unclear instructions in locally understood language
- GS8.** take decisions of ones own roles and responsibilities
- GS9.** decide on material requirement for related to once work
- GS10.** decide whether to accept or reject a work piece on the basis of quality parameter
- GS11.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS12.** plan work as per job specification
- GS13.** plan and organize cleaning and maintenance activities
- GS14.** work and deliver output as per client requirement and satisfaction
- GS15.** resolve common issues faced during work using troubleshooting knowledge
- GS16.** identify any defects in materials, tools and equipment and ways to resolve them
- GS17.** determine timely correction of errors to minimize rejection or rework
- GS18.** analyse the situation and take appropriate action
- GS19.** analyse, evaluate and apply the information gathered from observation,
- GS20.** experience, reasoning, or communication to act efficiently

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and Safety</i>	<b>15</b>	<b>41</b>	-	-
<b>PC1.</b> follow health and safety related instructions applicable to the work location at all times	1	4	-	-
<b>PC2.</b> carry out own activities in line with approved guidelines and procedures	2	4	-	-
<b>PC3.</b> follow relevant instructions relating to safe and correct use of equipment and relevant occupational safety policies while handling sharp tools to make and install furniture and fittings	2	4	-	-
<b>PC4.</b> ensure to safely handle and dispose of waste and debris	2	5	-	-
<b>PC5.</b> undertake basic safety checks before start of work and monitor the workplace and work processes for potential risks and threats	2	5	-	-
<b>PC6.</b> identify and report/seek clarification if any, for any potential risks/ threats to supervisors or other authorized personnel	2	4	-	-
<b>PC7.</b> use safety equipment and personal protection equipment as needed, e.g. gloves , goggles ,mask and shoes correctly in accordance with work policy	2	5	-	-
<b>PC8.</b> follow recommended material handling procedure to control damage and personal injury	1	5	-	-
<b>PC9.</b> apply good housekeeping practices at all times to maintain clean and safe workplace	1	5	-	-
<i>Dealing with Emergencies</i>	<b>15</b>	<b>29</b>	-	-
<b>PC10.</b> check and ensure general health and safety equipment are available at work site	2	4	-	-
<b>PC11.</b> follow appropriate procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation	2	4	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> follow emergency procedures to company standard / workplace requirements	2	5	-	-
<b>PC13.</b> use emergency equipment in accordance with manufacturers' specifications and workplace requirements	2	4	-	-
<b>PC14.</b> provide treatment appropriate to the any injury in accordance with recognized first aid techniques	2	4	-	-
<b>PC15.</b> recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate	2	5	-	-
<b>PC16.</b> report details of first aid administered in accordance with workplace procedures	3	3	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N8804
<b>NOS Name</b>	Maintain health and safety at client site / workplace
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design
<b>Occupation</b>	Interior Design
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	13/09/2016
<b>Next Review Date</b>	13/09/2020
<b>NSQC Clearance Date</b>	

## Qualification Pack

### FFS/N8805: Carry out work effectively

#### Description

This OS unit is about communicating and coordinating with stakeholders including team members and working effectively

#### Scope

This unit/task covers the following:

- Interaction with stakeholders, team members
- Work effectively

#### Elements and Performance Criteria

##### *Interaction with stakeholders, team members*

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

- PC1.** seek assistance from supervisor or any such appropriate authority as and when required in an appropriate manner to ensure completion of work within timelines
- PC2.** obtain clarifications on policies and procedures, from the supervisor or other authorized personnel
- PC3.** identify and report any possible deviations to appropriate authority
- PC4.** address the problems effectively and report if required to immediate supervisor appropriately
- PC5.** follow escalation matrix in case of any grievance
- PC6.** receive information and instructions from the supervisor related to ones work and respond effectively

##### *Work effectively*

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

- PC7.** coordinate and cooperate with colleagues to achieve work objectives
- PC8.** display courteous behaviour at all times
- PC9.** respond politely to customer queries and other team members
- PC10.** follow work place dress code
- PC11.** keep work area in a tidy and organized state
- PC12.** adhere to time lines and quality standards
- PC13.** follow organizational policies and procedures
- PC14.** communicate with others clearly, at a pace and in a manner that helps them to understand and complete the work within timelines
- PC15.** demonstrate responsible and disciplined behaviors at the workplace

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions
- KU2.** reporting structure, inter-dependent functions, lines and procedures in the work area
- KU3.** relevant people and their responsibilities within the work area
- KU4.** escalation matrix and procedures for reporting work and employment related issue clarifications and support
- KU5.** importance of working effectively with others to achieve organizations goals
- KU6.** importance of effective communication and establishing good working relationships with other
- KU7.** responsibilities and objectives of the role
- KU8.** own roles and responsibilities
- KU9.** principle of furniture and fittings manufacturing and installation
- KU10.** how to keep work area clean and tidy
- KU11.** applicable quality standards for assigned work task and objective
- KU12.** reporting procedure in case of deviations
- KU13.** importance and need of supporting co-workers facing problems for smooth functioning of work
- KU14.** different type of people that one is required to communicate and coordinate within the organization
- KU15.** various components of communication cycle
- KU16.** importance of active listening
- KU17.** importance of discipline and ethics for professional success
- KU18.** what constitutes disciplined behavior for a working professional
- KU19.** expressing and addressing grievances appropriately
- KU20.** importance and ways of managing interpersonal conflict effectively

## Generic Skills (GS)

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

- GS1.** write in Hindi or local language
- GS2.** fill logs, forms and formats in local language or Hindi for recording quantity and quality of work figures, defects and other related information, etc. whenever needed
- GS3.** document measurement appropriately whenever required
- GS4.** read instructions from supervisor provided in locally understood language
- GS5.** read and understand manufacturers instructions and job specifications
- GS6.** interpret pictorial representations and written signs or instructions
- GS7.** understand safety symbols and basic warning signs wherever needed
- GS8.** communicate effectively with team members, supervisors, managers etc.
- GS9.** seek clarification on any unclear instructions in locally understood language
- GS10.** take decisions of ones own roles and responsibilities
- GS11.** decide on material requirement

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- GS12.** decide whether to accept or reject a work piece on the basis of quality parameter
- GS13.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS14.** plan work as per job specification
- GS15.** plan and organize cleaning and maintenance activities
- GS16.** work and deliver output as per client requirement and satisfaction
- GS17.** resolve common issues faced during work using troubleshooting knowledge
- GS18.** Identify any defects in materials, tools and equipment and ways to resolve them
- GS19.** determine timely correction of errors to minimize rejection of pieces or rework
- GS20.** analyse the situation and take appropriate actions while dealing with team members
- GS21.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interaction with stakeholders, team members</i>	<b>14</b>	<b>25</b>	-	-
<b>PC1.</b> seek assistance from supervisor or any such appropriate authority as and when required in an appropriate manner to ensure completion of work within timelines	2	3	-	-
<b>PC2.</b> obtain clarifications on policies and procedures, from the supervisor or other authorized personnel	2	4	-	-
<b>PC3.</b> identify and report any possible deviations to appropriate authority	3	4	-	-
<b>PC4.</b> address the problems effectively and report if required to immediate supervisor appropriately	2	5	-	-
<b>PC5.</b> follow escalation matrix in case of any grievance	2	5	-	-
<b>PC6.</b> receive information and instructions from the supervisor related to ones work and respond effectively	3	4	-	-
<i>Work effectively</i>	<b>16</b>	<b>45</b>	-	-
<b>PC7.</b> coordinate and cooperate with colleagues to achieve work objectives	2	5	-	-
<b>PC8.</b> display courteous behaviour at all times	1	6	-	-
<b>PC9.</b> respond politely to customer queries and other team members	1	6	-	-
<b>PC10.</b> follow work place dress code	1	5	-	-
<b>PC11.</b> keep work area in a tidy and organized state	2	3	-	-
<b>PC12.</b> adhere to time lines and quality standards	2	5	-	-
<b>PC13.</b> follow organizational policies and procedures	3	4	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> communicate with others clearly, at a pace and in a manner that helps them to understand and complete the work within timelines	2	6	-	-
<b>PC15.</b> demonstrate responsible and disciplined behaviors at the workplace	2	5	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N8805
<b>NOS Name</b>	Carry out work effectively
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design
<b>Occupation</b>	Interior Design
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	13/09/2017
<b>Next Review Date</b>	13/09/2020
<b>NSQC Clearance Date</b>	



## Qualification Pack

### FFS/N9101: Assist in assessing client needs and surveying the location

#### Description

This OS unit is about assisting in understanding client needs and supporting in surveying the location

#### Elements and Performance Criteria

##### *Assist in assessing client needs and surveying the location*

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

- PC1.** analyze client requirement in terms of residential or commercial design
- PC2.** support in understanding client needs/requirements from lead/supervisor in terms of quality, style, material preference etc.
- PC3.** understand the requirements in terms of budget/costing and the deliverable timeline
- PC4.** correlate customer requirements with latest market trends and discuss with team
- PC5.** undertake all required documentation

##### *Support in project area/work location survey*

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

- PC6.** arrange for the necessary logistics to travel to the site
- PC7.** assist in conducting physical survey and undertake documentation of aspects like dimensions of work area in terms of columns, walls, beams,
- PC8.** understand the current natural lighting/openings/ventilation within the work area
- PC9.** assist in evaluating the site and analysing as per market requirements like compliance to vastu/feng shui

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about the organization expertise and capabilities for providing interior services
- KU2.** about various organizational processes and code of conduct.
- KU3.** national and international market trends and leaders in interior designing, space design, management and technologies (country, company or individual)
- KU4.** government/corporate policies and guidelines on workplace safety, identification and mitigation of safety hazards
- KU5.** about organisation clients and preferences
- KU6.** work specifications and interpret them accurately
- KU7.** research skills to conduct market analysis for understanding trends
- KU8.** dimensions, building structure (super structure and sub structures).
- KU9.** relevant prevailing laws relevant to the site
- KU10.** safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU11.** standard operating procedures

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- KU12.** common issues and have troubleshooting knowledge
- KU13.** understanding of styles of designing, Vastu Shastra , design process, colour schemes, space available, ventilation, natural lighting , light effect etc

## Generic Skills (GS)

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

- GS1.** document records related to client requirements, other work related
- GS2.** write reports, information documents to internal departments/ internal teams
- GS3.** keep updated with latest trends and knowledge by reading magazines, reports, research material
- GS4.** read and interpret the process required for conducting the assigned work
- GS5.** read internal information documents sent by internal teams
- GS6.** discuss task lists, schedules and activities
- GS7.** communicate effectively and clearly with team members and clarify when issues/concerns faced
- GS8.** attentively listen and comprehend the information given by the speaker
- GS9.** troubleshoot common issues faced at their level
- GS10.** analyze critical points in day to day tasks through experience and observation, and identify control measures to solve issues
- GS11.** plan ,organize and prioritize the work order received
- GS12.** organize raw materials required
- GS13.** plan to utilize time and equipments effectively
- GS14.** assist in record keeping and proper documentation
- GS15.** understand customer requirements, their priorities and respond as per their need
- GS16.** support senior in solving problems by detailing out problems and discuss the possible solutions
- GS17.** apply domain information and analyze customer requirements gathered, trends while undertaking survey
- GS18.** use reasoning skills to identify and resolve basic problems
- GS19.** analyze and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in assessing client needs and surveying the location</i>	<b>24</b>	<b>34</b>	-	-
<b>PC1.</b> analyze client requirement in terms of residential or commercial design	5	7	-	-
<b>PC2.</b> support in understanding client needs/requirements from lead/supervisor in terms of quality, style, material preference etc.	5	7	-	-
<b>PC3.</b> understand the requirements in terms of budget/costing and the deliverable timeline	5	7	-	-
<b>PC4.</b> correlate customer requirements with latest market trends and discuss with team	5	7	-	-
<b>PC5.</b> undertake all required documentation	4	6	-	-
<i>Support in project area/work location survey</i>	<b>16</b>	<b>26</b>	-	-
<b>PC6.</b> arrange for the necessary logistics to travel to the site	4	6	-	-
<b>PC7.</b> assist in conducting physical survey and undertake documentation of aspects like dimensions of work area in terms of columns, walls, beams,	5	7	-	-
<b>PC8.</b> understand the current natural lighting/openings/ventilation within the work area	4	6	-	-
<b>PC9.</b> assist in evaluating the site and analysing as per market requirements like compliance to vastu/feng shui	3	7	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N9101
<b>NOS Name</b>	Assist in assessing client needs and surveying the location
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design
<b>Occupation</b>	Interior Design
<b>NSQF Level</b>	4
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	02/02/2017
<b>Next Review Date</b>	02/02/2020
<b>NSQC Clearance Date</b>	19/12/2018

## Qualification Pack

### FFS/N9102: Design Drawings for the location/space

#### Description

This OS unit is about preparing design drawings for the location/space and designing possible drawing alternatives in accordance to the client specifications received from supervisor.

#### Elements and Performance Criteria

##### *Designing the possible drawing alternatives*

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

- PC1.** list out the possible adherence needed with respect to design solution. for example in terms of customer style/theme, symmetry and layout, practicality, space planning ,colour coordination etc
- PC2.** prepare detailed specifications including drawing and dimensions of the layout along with the furniture and other fittings and space planning
- PC3.** prepare design alternatives of various kinds of furniture needed as per client needs
- PC4.** make models by use of computer aided design (cad) software and determine colour palette, furniture, lighting, flooring, wall covering etc.
- PC5.** present the possible alternatives with the seniors and discuss , analyze on the possible alternatives
- PC6.** take note of inputs/feedback received during discussion and incorporate suggestions received and present to seniors
- PC7.** take approval from seniors as go ahead on the design drawing finalised
- PC8.** undertake the necessary documentation filings with government /private departments and correspond with authorities for approval

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization expertise and capabilities for providing interior services
- KU2.** the various organizational processes and code of conduct
- KU3.** the organization clients , tastes and preferences
- KU4.** about the previous designs developed by the organization
- KU5.** work specifications and interpret them accurately
- KU6.** market and latest trends
- KU7.** technical drawings and design drawings and knowledge of auto-CAD, coral Draw, Photoshop etc.
- KU8.** prepare concept presentations through 2D and 3D renderings
- KU9.** various element of design and the design process like style, colour, ventilation, natural lighting , light effect, Vastu Shastra/Feng shui, symmetry and layout, upholstery and other aspects
- KU10.** dimensions, building structure (super structure and sub structures).

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- KU11.** components involved in furniture designing like basic carpentry, power tools, knowledge of various available raw materials, market trends etc
- KU12.** undertaking filings with government/private bodies for legal compliance
- KU13.** safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU14.** process of undertaking filings with government/private bodies for legal compliance
- KU15.** quality standards to be maintained
- KU16.** standard operating procedures
- KU17.** common issues and have troubleshooting knowledge
- KU18.** waste disposal measures and guidelines

## Generic Skills (GS)

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

- GS1.** document the information communicated /observations if any related to process
- GS2.** document records related to product designs and their requirements
- GS3.** write reports, information documents to internal departments/ internal teams
- GS4.** keep updated with latest trends and knowledge by reading magazines, reports, research material
- GS5.** read and interpret the process required for conducting the assigned work
- GS6.** read internal information documents sent by internal teams
- GS7.** discuss task lists, schedules and activities
- GS8.** effectively communicate with team members
- GS9.** question in order to understand the nature of the problem and to clarify queries
- GS10.** attentively listen and comprehend the information given by the speaker
- GS11.** communicate clearly on the issues being faced
- GS12.** analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS13.** handle issues in case the manager is not available (as per the authority matrix defined by the organization)
- GS14.** plan ,organize and prioritize the work order and jobs received
- GS15.** organize raw materials required
- GS16.** plan to utilize time and equipments effectively
- GS17.** organize all process/ equipment manuals so as to access information easily
- GS18.** support the manager in scheduling tasks
- GS19.** assist in record keeping and proper documentation
- GS20.** understand customer requirements, their priorities and respond as per their needs
- GS21.** support manager in solving problems by detailing out problems and discussing the possible solutions
- GS22.** apply domain information and analyze customer requirements, trends before survey and developing designs

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- GS23.** use reasoning skills to identify and resolve basic problems
- GS24.** analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Designing the possible drawing alternatives</i>				
<b>PC1.</b> list out the possible adherence needed with respect to design solution. for example in terms of customer style/theme, symmetry and layout, practicality, space planning ,colour coordination etc	5	7	-	-
<b>PC2.</b> prepare detailed specifications including drawing and dimensions of the layout along with the furniture and other fittings and space planning	6	9	-	-
<b>PC3.</b> prepare design alternatives of various kinds of furniture needed as per client needs	6	9	-	-
<b>PC4.</b> make models by use of computer aided design (cad) software and determine colour palette, furniture, lighting, flooring, wall covering etc.	6	9	-	-
<b>PC5.</b> present the possible alternatives with the seniors and discuss , analyze on the possible alternatives	5	7	-	-
<b>PC6.</b> take note of inputs/feedback received during discussion and incorporate suggestions received and present to seniors	5	7	-	-
<b>PC7.</b> take approval from seniors as go ahead on the design drawing finalised	4	7	-	-
<b>PC8.</b> undertake the necessary documentation filings with government /private departments and correspond with authorities for approval	3	5	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N9102
<b>NOS Name</b>	Design Drawings for the location/space
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design
<b>Occupation</b>	Interior Design
<b>NSQF Level</b>	4
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	02/02/2017
<b>Next Review Date</b>	02/02/2020
<b>NSQC Clearance Date</b>	19/12/2018

## Qualification Pack

### FFS/N9103: Assist in onsite installation of furniture and other materials

#### Description

This OS unit is assisting in the work involved in conversion of drawings into on-site fabrication and installation of furniture and other materials.

#### Scope

This unit/task covers the following:

- Assist in installation and execution as per drawings

#### Elements and Performance Criteria

##### *Assist in installation and execution as per drawings*

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

- PC1.** assist technicians /helpers at the onsite work for setup and arrangement of furniture fixtures and other related items as per drawings finalized
- PC2.** coordinate work between various subcontracted firms to have work completed within timelines
- PC3.** assist in managing inventory and report on any material shortage
- PC4.** escalate to lead /seniors in case of any major concerns faced
- PC5.** assist in documentation and record keeping of all records related to work completion forms
- PC6.** ensure waste disposal in accordance with safe working practices and procedures

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization expertise and capabilities for providing interior services
- KU2.** the various organizational processes and code of conduct
- KU3.** about vendor management
- KU4.** the organisation clients , tastes and preferences
- KU5.** work specifications and interpret them accurately
- KU6.** local markets and hubs for raw material and finished goods
- KU7.** about installation related activities and corresponding documentation
- KU8.** technical drawings and design drawings and read design drawings for proper on site conversion and execution
- KU9.** safety standards and precautions to be taken and different types of personal protective environment and their usage
- KU10.** quality standards to be maintained
- KU11.** common issues troubleshooting knowledge
- KU12.** element of design, vastu shastra, colour, light effect and other aspects

## Qualification Pack

### Generic Skills (GS)

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

- GS1.** document the information communicated /observations if any related to process
- GS2.** document records related to product designs and their requirements
- GS3.** write reports, information documents to internal departments/ internal teams
- GS4.** read and interpret the process required for conducting the assigned work
- GS5.** read internal information documents sent by internal teams
- GS6.** discuss task lists, schedules and activities
- GS7.** effectively listen ,comprehend and communicate with team members and vendor firms
- GS8.** communicate clearly on the issues being faced and clarify concerns
- GS9.** analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS10.** plan,prioritise and organize the work order and jobs received
- GS11.** organize raw materials required
- GS12.** plan to utilize time and equipments effectively
- GS13.** organize all process/ equipment manuals so as to access information easily
- GS14.** assist in record keeping and proper documentation
- GS15.** understand customer requirements, their priority and respond as per their needs
- GS16.** resolve common issues faced during work using troubleshooting knowledge
- GS17.** support lead /manager in solving problems by detailing out problems and discussing possible solutions
- GS18.** analyze and apply domain information keeping in mind customer requirements while assisting on-site installation
- GS19.** use reasoning skills to identify and resolve basic problems
- GS20.** evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in installation and execution as per drawings</i>				
<b>PC1.</b> assist technicians /helpers at the onsite work for setup and arrangement offurniture fixtures and other related items as per drawings finalized	6	12	-	-
<b>PC2.</b> coordinate work between various subcontracted firms to have work completed within timelines	7	11	-	-
<b>PC3.</b> assist in managing inventory and report on any material shortage	6	11	-	-
<b>PC4.</b> escalate to lead /seniors in case of any major concerns faced	6	11	-	-
<b>PC5.</b> assist in documentation and record keeping of all records related to work completion forms	9	6	-	-
<b>PC6.</b> ensure waste disposal in accordance with safe working practices and procedures	6	9	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N9103
<b>NOS Name</b>	Assist in onsite installation of furniture and other materials
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design
<b>Occupation</b>	Interior Design
<b>NSQF Level</b>	3
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	13/09/2017
<b>Next Review Date</b>	13/09/2020
<b>NSQC Clearance Date</b>	

## Qualification Pack

# FFS/N9105: Procurement and installation of furniture and other materials

## Description

This OS unit is about assisting in work involved in procurement management and undertaking installation of furniture and other materials.

## Elements and Performance Criteria

### *Assist in procurement management*

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

- PC1.** prepare procurement plan of all material and related subcontracting for fabrication and installation work and discussing with superiors
- PC2.** invite quotations from shortlisted vendors for fabrication, paint and wall coverings, furniture and fittings, carpeting, art work etc.
- PC3.** compare quotations received vis--vis specifications and discuss with seniors
- PC4.** undertake documentation and record keeping of all records related to quotations invited, bids received and invoice received
- PC5.** confirm to adherence to laws with respect to raising invites, selection of vendors etc. and notify in case of any discrepancy

### *On site installation and execution as per drawings*

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

- PC6.** monitor work on site and providing assistance in setup and arrangement of furniture fixtures and other related items as per drawings finalized
- PC7.** support and ensure completion of work by technicians/helpers post receiving of the materials
- PC8.** help in resolving/trouble shooting issues faced and consulting supervisor if needed
- PC9.** support in managing inventory and report on any material shortage or defects
- PC10.** undertake all required documentation and record keeping related to project furniture installation and completion
- PC11.** confirm that waste disposal is done in accordance with safe working practices and procedures

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization expertise and capabilities for providing interior services
- KU2.** the various organizational processes and code of conduct
- KU3.** the organization clients , tastes and preferences
- KU4.** about vendor management
- KU5.** the previous designs developed by the organization
- KU6.** work specifications and interpret them accurately
- KU7.** subcontracting/ vendor management

## Qualification Pack

- KU8.** about local markets, vendors, hubs for raw material and finished goods for interior designing
- KU9.** procurement and installation related activities and corresponding documentation
- KU10.** technical drawings and design drawings and read design drawings for proper on site conversion and execution
- KU11.** safety standards and precautions to be taken and different types of personal protective environment and their usage
- KU12.** quality standards to be maintained
- KU13.** common issues and have troubleshooting knowledge
- KU14.** element of design, vastu shastra, colour, light effect and other aspects
- KU15.** about workflow management, reporting management and documentation compliances needed

## Generic Skills (GS)

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

- GS1.** document the information communicated /observations if any related to process
- GS2.** document records related to product designs and their requirements
- GS3.** write reports, information documents to internal departments/ internal teams
- GS4.** read and interpret the process required for conducting the assigned work
- GS5.** read internal information documents sent by internal teams
- GS6.** discuss task lists, schedules and activities
- GS7.** effectively communicate with team members
- GS8.** question in order to understand the nature of the problem and to clarify queries
- GS9.** attentively listen and comprehend the information given by the speaker
- GS10.** communicate clearly on the issues being faced
- GS11.** analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS12.** handle issues in case the manager is not available (as per the authority matrix defined by the organization)
- GS13.** plan ,organize and prioritize the work order and jobs received
- GS14.** organize raw materials required
- GS15.** plan to utilize time and equipments effectively
- GS16.** organize all process/ equipment manuals so as to access information easily
- GS17.** support the manager in scheduling tasks for helper(s)
- GS18.** ensure record keeping and proper documentation
- GS19.** understand customer requirements, their priorities and respond as per their needs
- GS20.** support manager in solving problems by detailing out problems and discussing the possible solutions
- GS21.** respond to common issues and have troubleshooting knowledge
- GS22.** use reasoning skills to identify and resolve basic problems
- GS23.** use intuition to detect any potential problems which could arise during operations

## Qualification Pack

- GS24.** analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in procurement management</i>	<b>20</b>	<b>23</b>	-	-
<b>PC1.</b> prepare procurement plan of all material and related subcontracting for fabrication and installation work and discussing with superiors	4	6	-	-
<b>PC2.</b> invite quotations from shortlisted vendors for fabrication, paint and wall coverings, furniture and fittings, carpeting, art work etc.	5	5	-	-
<b>PC3.</b> compare quotations received vis--vis specifications and discuss with seniors	4	4	-	-
<b>PC4.</b> undertake documentation and record keeping of all records related to quotations invited, bids received and invoice received	4	4	-	-
<b>PC5.</b> confirm to adherence to laws with respect to raising invites, selection of vendors etc. and notify in case of any discrepancy	3	4	-	-
<i>On site installation and execution as per drawings</i>	<b>20</b>	<b>37</b>	-	-
<b>PC6.</b> monitor work on site and providing assistance in setup and arrangement of furniture fixtures and other related items as per drawings finalized	3	8	-	-
<b>PC7.</b> support and ensure completion of work by technicians/helpers post receiving of the materials	3	7	-	-
<b>PC8.</b> help in resolving/trouble shooting issues faced and consulting supervisor if needed	4	6	-	-
<b>PC9.</b> support in managing inventory and report on any material shortage or defects	3	4	-	-
<b>PC10.</b> undertake all required documentation and record keeping related to project furniture installation and completion	5	6	-	-
<b>PC11.</b> confirm that waste disposal is done in accordance with safe working practices and procedures	2	6	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N9105
<b>NOS Name</b>	Procurement and installation of furniture and other materials
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design
<b>Occupation</b>	Interior Design
<b>NSQF Level</b>	4
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	02/02/2017
<b>Next Review Date</b>	02/02/2020
<b>NSQC Clearance Date</b>	19/12/2018

## Qualification Pack

### Assessment Guidelines and Assessment Weightage

#### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

**Recommended Pass % aggregate for QP : 70**

#### Assessment Weightage

##### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N8804.Maintain health and safety at client site / workplace	30	70	-	-	100	10
FFS/N8805.Carry out work effectively	30	70	-	-	100	10
FFS/N9101.Assist in assessing client needs and surveying the location	40	60	-	-	100	20
FFS/N9102.Design Drawings for the location/space	40	60	-	-	100	20

### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N9103.Assist in onsite installation of furniture and other materials	40	60	-	-	100	20
FFS/N9105.Procurement and installation of furniture and other materials	40	60	-	-	100	20
<b>Total</b>	<b>220</b>	<b>380</b>	<b>-</b>	<b>-</b>	<b>600</b>	<b>100</b>

## Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.