

# Model Curriculum

## Fitter – Modular Furniture

**SECTOR: FURNITURE & FITTINGS**  
**SUB-SECTOR: FITTINGS AND FIXTURES**  
**OCCUPATION: FITTING**  
**REF. ID: FFS/ Q5702, VERSION 1.0**  
**NSQF LEVEL: 4**

		
<h2>Certificate</h2>		
<h3>CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS</h3>		
Is hereby issued by the		
<b>FURNITURE &amp; FITTINGS SKILL COUNCIL</b>		
for the		
<b>MODEL CURRICULUM</b>		
Complying to National Occupational Standards of Job Role/Qualification Pack: 'Fitter – Modular Furniture' QP No. ' <u>FFS/Q5700 NSQF Level 6</u> '		
Date of Issuance:	December 31 <sup>st</sup> , 2015	 Authorised Signatory (Construction Skill Development Council)
Valid up to:	December 30 <sup>th</sup> , 2018	
* Valid up to the next review date of the Qualification Pack		

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# Fitter - Modular Furniture

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Fitter- Modular Furniture”, in the “Furniture” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Fitter- Modular Furniture</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	FFS/ Q5702		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	30-06-2015
<b>Pre-requisites to Training</b>	Preferably equivalent to 5th (Normal literacy of reading, writing and understanding) Minimum two years of experience as an assistant in furniture making preferred		
<b>Training Outcomes</b>	<p><b>After completing this Programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Gain understanding about the Fitter – Modular Furniture Job Role:</b> General introduction to the job role, importance of the fitter with respect to the furniture industry, potential and prospects of fitter in the industry</li> <li>• <b>Identify and use of basic tools, equipment &amp; materials:</b> Effectively identify, select &amp; use the specified tools, Hardware for Furniture and equipment relevant to assembling works.</li> <li>• <b>Maintain the work area, tools and equipment:</b> Appropriate method of handling tools, equipment and organizing the work area</li> <li>• <b>Carry out assembling of different parts of the product:</b> Joining the parts as per the given lay out, right use of adhesives, fixtures etc. for making the final product and quality inspection of the final product</li> <li>• <b>Gain Understanding Environment Health &amp; Safety:</b> Well versed with health and safety measures in terms of personal safety and equipment safety relevant to fitter occupation for successfully completion of the work.</li> <li>• <b>Effectively working at work place:</b> Work effectively with stakeholder, adhering to the organizational rules and regulations</li> </ul>		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Fitter – Modular Furniture” Qualification Pack issued by “SSC: Furniture & Fittings Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Introduction</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>Impart General Discipline in the class room</li> <li>The Role of a Fitter - Modular Furniture and job opportunities and its importance</li> <li>Scope of furniture &amp; fittings industry</li> <li>Impart Basic skills of communication</li> <li>Provide Basic reading capabilities to enable reading of signs, notices and/or cautions at site.</li> </ul>	1XBlackboard, 2 X packets of Chalk & Duster 1 pc
2	<p><b>Understanding the organizational context/ company/ employer</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> FFS/N5702</p>	<ul style="list-style-type: none"> <li>Expectations and responsibilities of the job role</li> <li>knowledge and understand the importance of the rules, codes, guidance and standards, policies, manuals, rules and regulation of the organization</li> <li>Contacting the concerned persons in case of queries on procedures/ products/ any problem</li> <li>Understand the escalation in hierarchy</li> </ul>	
3	<p><b>Tools, equipment and maintenance of work areas</b></p> <p><b>Theory Duration</b> (hh:mm) 12:00</p> <p><b>Practical Duration</b> (hh:mm) 24:00</p> <p><b>Corresponding NOS Code</b> FFS/N8501</p>	<ul style="list-style-type: none"> <li>Identify, maintain and handle the required tools, equipment and consumable safely and correctly</li> <li>Maintenance of appropriate environment to protect stock from pilfering, theft, damage and deterioration</li> <li>Gain the knowledge to Dispose waste safely in the designated location</li> <li>Follow safety procedure cleaning equipment safely after use</li> <li>Handling accurate records and maintain documents</li> <li>Different ways of minimizing wastes</li> <li>Giving inputs and assistance in completing and maintaining documentation</li> <li>Checking safety and power functioning of the power sockets</li> <li>Conducting test run of electrical equipment before initiating the work</li> <li>Gain understanding to Analyze, evaluate and application of the information gathered from observation, experience, reasoning or communication to act efficiently</li> </ul>	Measurement Tools, Planing Tools, Sawing Tools, Testing Tools, Chipping Tools, Holding Tools, Boring Tools, Filling Tools, Supportive Tools.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
4	<p><b>Environmental Health, Safety and Security at Work Place</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> FFS/N8601</p>	<ul style="list-style-type: none"> <li>Impart General safety Rules, common hazards in the work area and procedures for dealing</li> <li>Safety procedures and Introduction of Personal protective equipment like safety Harness, helmet, gloves, goggles, earplugs, nose mask, shoes etc. and their application under different working conditions.</li> <li>Introduction to various safety procedures and methods like barricading of work place, signage, safety drills, evacuation Procedures etc.</li> <li>Reporting procedure for violation of safety.</li> <li>Introduction to waste management and pollution control.</li> <li>Knowledge of various health hazards relevant to workplace and basic first aid training.</li> <li>Identify and selection of right equipment such as fire extinguisher &amp; based on type of fire.</li> <li>Following agreed work location procedures in the event of an emergency and of any injury</li> </ul>	<p>Gloves, earplugs, goggles, nose Mask. First aid, Fire Extinguisher Usage Etc.</p>
5	<p><b>Preparatory activities for installing the product</b></p> <p><b>Theory Duration</b> (hh:mm) 24:00</p> <p><b>Practical Duration</b> (hh:mm) 64:00</p> <p><b>Corresponding NOS Code</b> FFS/N5702</p>	<ul style="list-style-type: none"> <li>Understand how to Take measurement as per the design for project level work</li> <li>Gain knowledge of 2D/ 3D drawings of modular furniture design for understanding the specification</li> <li>Verification of required tools, equipment and fittings as per the design and client requirement</li> <li>Identification of appropriate parts, wooden planks, laminates to be used for the product/ units appropriate to the design</li> <li>Organization of tools and equipment used for installation</li> </ul>	<p>Wood, Ply, Laminate, Veneers, Edge Banding, Adhesives, Usage of Tool</p>
6	<p><b>Installation of modular furniture</b></p> <p><b>Theory Duration</b> (hh:mm) 16:00</p> <p><b>Practical Duration</b> (hh:mm) 52:00</p> <p><b>Corresponding NOS Code</b> FFS/N5702</p>	<ul style="list-style-type: none"> <li>He will be able to Identify the slots for placing each part of the product as per the design specification</li> <li>Understand Taking measurement of the area and corresponding fittings</li> <li>Assembling the components as per the design/ instruction</li> <li>Fixing/ attaching glass, mirrors, steel knobs etc. (if required) as per the design and instructions of the supervisor</li> <li>Correct positioning of the fittings at the specified location using appropriate tools and equipment</li> <li>Using right amount of adhesives, use of appropriate amount of pressure for hammer etc.</li> <li>Checking and confirming the doors, falls and drawers fit</li> </ul>	<p>Hardware for Modular Furniture Hinges, Runners, Kitchen Accessories</p>
7	<p><b>Post installation activities</b></p>	<ul style="list-style-type: none"> <li>Ensuring installed product is free from dirt and scratches/ any damages</li> </ul>	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p><b>Theory Duration</b> (hh:mm) 16:00</p> <p><b>Practical Duration</b> (hh:mm) 40:00</p> <p><b>Corresponding NOS Code</b> FFS/N5702</p>	<ul style="list-style-type: none"> <li>Polishing the surfaces if required</li> <li>Gain knowledge of Segregating materials into reusable and waste, and disposing waste as per the standards of the organization</li> </ul>	
8	<p><b>Quality Inspection</b></p> <p><b>Theory Duration</b> (hh:mm) 20:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> FFS/N5702</p>	<ul style="list-style-type: none"> <li>Checking the surfaces of fittings, doors, falls and drawers against specification</li> <li>Ensuring proper function of the installed furniture</li> <li>Ensuring product has hassle free opening and closing</li> <li>Packing product as per the protocol</li> <li>Cleaning the product post installation</li> </ul>	
9	<p><b>Carrying out work effectively at the workplace</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> FFS/N8701</p>	<ul style="list-style-type: none"> <li>Understand Working effectively with others whenever required</li> <li>Gain knowledge of keeping work area neat and in organized state</li> <li>Understand how to Finish all the allocated tasks within the required time frame and adhering to the standards</li> <li>Behaving in a courteous manner with colleagues, customers</li> <li>Understand how to seek clarification, help from the right authority at the work place</li> <li>Following dress code of the work location</li> <li>Adhering to the norms, policies, procedures of the organization</li> <li>Seeking clarification, identifying and reporting to the right authority as and when required</li> </ul>	
	<p><b>Total Duration</b></p> <p><b>Theory Duration</b> <b>120:00</b></p> <p><b>Practical Duration</b> <b>180:00</b></p>	<p><b>Unique Equipment Required:</b> 1XBlackboard, 2 X packets of Chalk &amp; Duster 1 pc, Gloves, earplugs, goggles, nose mask, Measurement Tools, Marking Tools, Planning Tools, Sawing Tools, Chipping Tools, Striking Tools, Holding &amp; Supportive Tools, Boring Tools, Testing Tools, Furniture Hardware, Hinges, and Drawer Runners.</p>	

**Grand Total Course Duration: 300.00 Hours**

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

## Trainer Prerequisites for Job role: “Fitter - Modular Furniture” mapped to Qualification Pack: “FFS/Q0102”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FFS/Q5702”.
2	<b>Personal Attributes</b>	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; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	<b>Minimum Educational Qualifications</b>	Minimum 5 <sup>th</sup> grade (Normal literacy of reading, writing and understanding in local language )
4a	<b>Domain Certification</b>	Certified for Job Role: “Fitter – Modular Furniture” mapped to QP: “FFS/Q5702”. Minimum accepted score is 70%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted score is 70%
5	<b>Experience</b>	Minimum Five year site experience in Woodworking & knowledge of Modular Furniture.

## Annexure: Assessment Criteria

<b>Assessment Criteria for Fitter –Modular Furniture</b>	
<b>Job Role</b>	<b>Fitter – Modular Furniture</b>
<b>Qualification Pack</b>	<b>FFS/ Q5702</b>
<b>Sector Skill Council</b>	<b>Furniture &amp; Fittings</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
1.	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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 PC
2.	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3.	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4.	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5.	To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate
6.	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
<b>FFS/N5702 Install different parts of the product</b>	PC1. Undertake site measurement according to design for project level work	<b>59</b>	1	0	1
	PC2. Conduct site measurement ahead of sales for product level work		1	1	0
	PC3. Study the 2D /3D drawings of the modular furniture design to understand the specification		1	1	0
	PC4. Check the 2D as well as 3D design of the product to get a better clarity , if required		2	0	2
	PC5. Ensure that all the required materials, tools and equipment have reached on time		1	1	0
	PC6. Verify the required tools, equipment and fittings are as per the design and client requirement		1	0	1
	PC7. Verify the fittings to be used are as per the standards and the requirements of the worksite		2	0	2
	PC8. Report to the supervisor about fittings that do not conform to quality standards		1	1	0
	PC9. Ensure that the work area is clean and free from hazards		1	1	0
	PC10. Ensure that the floor guard or any other floor safety material is spread on the floor to prevent damage to the floor		2	1	1
	PC11. Identify the products to be installed and organize the work as per supervisors' instructions		2	0	2
	PC12. Identify appropriate parts, wooden planks and laminates to be used for the product/ units appropriate to the design		3	1	2
	PC13. Organize the tools and equipment used for installation		1	0	1
	PC14. Identify the appropriate power sockets to be used for different electrical equipment		2	0	2
	PC15. Check for safety and proper functioning of the power sockets		1	1	0
	PC16. Conduct a test run of all the electrical equipment before starting the actual work		2	0	2
	PC17. Report to the supervisor in case of unsafe electrical equipment and power socket		1	0	1
	PC18. Identify the slots for placing each part of the product as per the design specification		1	0	1
	PC19. Take measurement of the area and the corresponding fittings to be installed		3	1	2
	PC20. Report to the supervisor in case of any errors in measurement		1	0	1
	PC21. Assemble the components as per the drawings / instructions of the supervisor		2	1	1

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	PC22. Fix different parts of the product if required, before installation		1	0	1
	PC23. Attach glass, mirrors, steel knobs, etc. if required as per the design and instructions of the supervisor		1	0	1
	PC24. Place the product/ parts and fittings at the specified location as per the design specification		1	1	0
	PC25. Position the fittings for the right fit within the required tolerances		2	1	1
	PC26. Use appropriate tools and equipment for positioning of fittings		1	1	0
	PC27. Use appropriate amount of pressure while hammering depending on the materials used		1	0	1
	PC28. Use appropriate amount of adhesives as per the instructions of the supervisor		1	1	0
	PC29. Check and confirm that doors, falls and drawers fit to within the specified tolerances for alignment and movement		1	0	1
	PC30. Rectify any faults in fittings which need to be dealt with, for the specified quality to be achieved		1	0	1
	PC31. Ensure all the tools and equipment are collected and placed accordingly post installation		2	0	2
	PC32. Ensure place is clean post installation activities		0	0	0
	PC33. Ensure installed product is free from dirt and scratches or any other damages		1	0	1
	PC34. Polish the surfaces of the products/unit if required as per the instructions of the supervisor		1	0	1
	PC35. Segregate materials into reusable and waste		0	0	0
	PC36. Dispose waste as per the standards set by the organization		1	0	1
	PC37. Complete documentation, if required, as per organizational protocol		1	0	1
	PC38. take customer feedback , if required, as per organizational protocol		1	0	1
	PC39. Ensure that surfaces where the fittings are to be attached, are in suitable condition		1	0	1
	PC40. Conduct a visual check on all the doors, falls and drawers against the specifications		1	0	1
	PC41. Conduct complete quality checks as per the specifications		1	0	1
	PC42. Rectify any faults in fittings which need to be dealt with, for the specified quality to be achieved		1	0	1
	PC43. Ensure installed product is free from dirt and scratches or any other damages		1	0	1
	PC44. Mend / repair very minor damages if any ,caused in transit to the customer location		1	0	1

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	PC45. Ensure proper functioning of the installed furniture		1	1	0
	PC46. Ensure the product/unit has hassle free opening and closing		1	0	1
	PC47. Pack product in plastic cover, if required, as per organizational protocol		1	0	1
	PC48. Clean product post installation		1	0	1
		<b>Total</b>	<b>59</b>	<b>15</b>	<b>44</b>
<b>FFS/N8501 Maintain the work area, tools and machines</b>	PC1. Handle materials, machinery, equipment and tools safely and correctly	<b>16</b>	2	0	2
	PC2. Use correct handling procedures		1	0	1
	PC3. Use materials to minimize waste		1	1	0
	PC4. Prepare and organize work		1	0	1
	PC5. Maintain a clean and hazard free working area		1	0	1
	PC6. Deal with work interruptions		1	0	1
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools equipment and consumables		1	0	1
	PC9. Report unsafe equipment and other dangerous occurrences		1	1	0
	PC10. Work in a comfortable position with the correct posture		1	1	0
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		1	0	1
	PC12. Dispose of waste safely in the designated location		1	1	0
	PC13. Store cleaning equipment safely after use		1	0	1
	PC14. Ensure safe and correct handling of materials, equipment and tools		1	0	1
	PC15. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
		<b>Total</b>	<b>16</b>	<b>4</b>	<b>12</b>
<b>FFS/N8601 Maintain health, safety and security at workplace</b>	PC1. Follow health and safety related instructions applicable to the work location at all times	<b>12</b>	1	1	0
	PC2. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC3. Ensure the worksite is free from health and safety hazards		1	0	1
	PC4. Follow manufacturers' and other relevant instructions relating to safe use of equipment and materials		1	1	0
	PC5. Safely handle and move waste and debris		1	1	0
	PC6. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	1	0
	PC7. Monitor the workplace and work processes for potential risks and threats		1	0	1

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	PC8. Identity and report any hazards and potential risks/ threats to supervisors or other authorized personnel		1	1	0
	PC9. Undertake first aid like fracture, cuts, bleeding, fire and electrocution, if asked to do so		1	1	0
	PC10. Take appropriate action in case of a fire emergency		1	0	1
	PC11. Use safety equipment and personal protection equipment such as gloves , goggles ,mask and shoes correctly		1	0	1
	PC12. Take action based on instructions in the event of fire, emergencies or accidents		1	0	1
		<b>Total</b>	<b>12</b>	<b>6</b>	<b>6</b>
<b>FFS/N8701</b> <b>Carry out work effectively at the workplace</b>	PC1. Ensure all the required resources before beginning work	<b>13</b>	1	0	1
	PC2. Whenever necessary work with others to achieve set work objectives		1	1	0
	PC3. Keep work area in a tidy and organized state		1	0	1
	PC4. Complete allocated tasks within the desired time frame and quality Standards		1	1	0
	PC5. Display courteous behaviour at all times		1	1	0
	PC6. Respond politely to customer queries		1	0	1
	PC7. Seek assistance as and when required from appropriate authority at the workplace in an appropriate manner		1	0	1
	PC8. Ask questions and seek clarifications on work tasks whenever required		1	0	1
	PC9. Follow dress code as applicable at the work location		1	1	0
	PC10. Carry out work functions in accordance with the norms of the organization and work place		1	0	1
	PC11. Follow organizational policies and procedures		1	1	0
	PC12. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		1	0	1
	PC13. Identify and report any possible deviations to appropriate authority		1	0	1
		<b>Total</b>	<b>13</b>	<b>5</b>	<b>8</b>



## Furniture and Fittings Sector Skill Council

Plot No. 249-F, Udyog Vihar Phase IV, Sector 18, Gurgaon, Haryana 122015