
Model Curriculum

Senior Interior Designer

SECTOR: FURNITURE & FITTINGS
SUB-SECTOR: INTERIOR DESIGN
OCCUPATION: INTERIOR DESIGN
REF ID: FFS/Q9104, V1.0
NSQF LEVEL: 6



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: '**Senior Interior Designer**' QP No. '**FFS/Q9104 NSQF Level 6**'

Date of Issuance: April 15th, 2018

Valid up to*: April 14th, 2019

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



Authorized Signatory
(Furniture & Fittings Skill Council)

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Senior Interior Designer

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Senior Interior Designer”, in the “Furniture & Fittings” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Senior Interior Designer		
Qualification Pack Name & Reference ID	FFS/Q9104, v1.0		
Version No.	1.0	Version Update Date	02-02-2017
Pre-requisites to Training	Class XII 3+ years or relevant experience		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Gain knowledge about organization structure, responsibilities and role of an Interior Designer: He/she will understand the organization, its structure, hierarchy, role and responsibilities of an Interior Designer • Client and vendor management: He/she will assess the need and requirement of client and vendor. • Supervise the work and team: He/she will supervise the work and manage the team. • Undertake business development activities: He/she will undertake business development activities • Maintain Health & Safety at client site/ workplace: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to carpentry occupation. • Carry out work effectively: Work effectively with stakeholders, colleagues, customers etc. adhering to the organizational rules and regulations 		

This course encompasses 5 out of 5 NOS (National Occupational Standards), of “Senior Interior Designer” Qualification Pack issued by “Furniture & Fittings Skill Council”.

Sr No	Module	Key Learning Outcomes	Equipment required
1	Introduction Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Recognize the importance of general discipline in the class room (do's and don'ts) Define the responsibilities of a Senior Interior Designer and its job opportunities Explain scope of furniture & fittings industry List expectations and outcome from the training Impart basic skills of communication 	White Board Marker Computer Presentation software Projector Charts
2	Understanding the organizational context/ company/ employer Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code FFS/N9109	<ul style="list-style-type: none"> Identify and discuss codes, standards, policies, manuals, rules and regulation of the organization Identify the concerned persons in case of queries on procedures/products/ escalation/ any problem 	White Board Marker Computer Presentation software Projector Charts
3	Maintain health and safety at client site/ workplace Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code FFS/N8804	<ul style="list-style-type: none"> Follow health and safety related instructions applicable to the work location Carry out activities in line with approved guidelines and procedures Follow relevant instructions relating to safe and correct use of equipment Follow relevant occupational safety policies while handling sharp tools to make and install furniture and fittings Undertake basic safety checks before start of work Monitor the workplace and work processes for potential risks and threats Identify, report/seek clarification if any, for any potential risks/ threats Use safety equipment and personal protection equipment as needed correctly in accordance with work policy 	White Board Marker Computer Presentation software Projector Charts

		<ul style="list-style-type: none"> Follow recommended material handling procedure to control damage and personal injury Apply good housekeeping practices at all times to maintain clean and safe workplace 	
4	<p>Dealing with emergencies</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code FFS/N8804</p>	<ul style="list-style-type: none"> Ensure general health and safety equipment are available at work site Follow appropriate procedures for dealing with accidents, fires and emergencies Use emergency equipment in accordance with manufacturers' specifications and workplace requirements 	<p>White board Marker Computer Presentation software First aid equipment Safety instruments and clothing Fire extinguishers</p>
5	<p>Work as a team</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code FFS/N8803</p>	<ul style="list-style-type: none"> Communicate with colleagues clearly and effectively within the team Plan the work and schedule tasks with team colleagues Display responsible and disciplined behaviour to the team and use polite language and maintain office etiquettes Ensure not to display any racial discrimination toward colleagues Monitor the progress and help in troubleshoot issues faced by team and communicate clearly with colleagues and discuss, resolve any concerns/issues/conflict to avoid any delays at work Ensure adherence to all procedural requirements- compliance to regulations and organization requirements and proper record keeping Seek assistance when needed and complete the assigned tasks within timeline 	<p>White Board Marker Computer Presentation software Projector Charts</p>

<p>6</p>	<p>Interact with seniors/ superiors</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code FFS/N8803</p>	<ul style="list-style-type: none"> • Communicate with leaders on work output requirements for providing optimum solution to the client • Connect and discuss about process flow improvements, quality of output, product defects encountered from previous process, repairs and maintenance of tools and machinery and find solutions on issues • Mitigate any areas of concern that may arise during the course of work by discussing with seniors including any potential hazards, process disruptions by machine/equipment failure • Interact and provide regular updates and incorporate feedback/suggestions • Report in time about any delays or shortages • Receive and incorporate feedback on work standards to further improvise • Discuss and review the completed work with the senior for final submission and approval from client 	<p>White Board Marker Computer Presentation software Projector Charts</p>
<p>7</p>	<p>Work monitoring and coordination</p> <p>Theory Duration (hh:mm) 32:00</p> <p>Practical Duration (hh:mm) 80:00</p> <p>Corresponding NOS Code FFS/N9109</p>	<ul style="list-style-type: none"> • Devise a work monitoring plan for the projects through group meetings or conference calls on weekly/monthly/quarterly basis to understand the progress of the teams • Set the deliverables with cost and schedule to be maintained and monitor the work plan • Monitor the internal process and procedures for smooth working and coordination • Coordinate and connect with the vendors, client , approving authorities incase of any clarification or conflicts, to resolve issues which may arise and intervention is needed • Build relationships and maintain mechanism for effective communication among team to avoid delays and provide optimum solution to the client • Supervise work distribution among team to ensure the team is not over/under staffed for the required amount of work and there is timely completion of task • Assess the understanding of the team members towards customer requirements and communicate the terms of reference and regulations to be followed with the client 	<p>White Board Marker Computer Office Suite Presentation software Projector</p>

8	<p>Reporting and keeping a track of timeline and deliverables</p> <p>Theory Duration (hh:mm) 32:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>Corresponding NOS Code FFS/N9109</p>	<ul style="list-style-type: none"> • Explain the targets and the work requirement and related reporting structure among team and outside • Supervise adherence to all procedural requirements- compliance to regulations and organization requirements with proper record keeping • Maintain a system of reporting in time about any delays or shortages • Monitor to ensure feedback received internally /externally on work standards is incorporated to further improvise 	<p>White Board Marker Computer Presentation software Projector Charts Design software Drafting Table Drafting Instruments</p>
9	<p>Grievance redressal, training of team and performance management</p> <p>Theory Duration (hh:mm) 32:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>Corresponding NOS Code FFS/N9109</p>	<ul style="list-style-type: none"> • Maintain effective grievance redressal mechanism to avoid any delay in project due to conflict among team or outside • Monitor the progress and troubleshoot issues faced by team and also resolve conflicts to ensure smooth workflow • Check on the latest updates in interior designing domain for capacity building of team members and provide trainings • Maintain a performance management system to recommend for reward or punishment to maintain discipline in team 	<p>White Board Marker Computer Presentation software Projector Charts</p>
10	<p>Client Relationship</p> <p>Theory Duration (hh:mm) 40:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>Corresponding NOS Code FFS/N9110</p>	<ul style="list-style-type: none"> • Monitor and maintain client database with clear information of running projects as well as old project for future references • Maintain good rapport with current clients and maintain relationships with the old clients as well by interacting periodically • Discuss with client to ensure their understanding of project scope and limitations to avoid false hope and expectation from the project. • Provide timely updates to client to ensure participation of client in project to maintain his interest and enthusiasm for project and adopt feedback, if any • Communicate politely and be courteous with the clients to maintain relation throughout the project 	<p>White Board Marker Computer Presentation software Projector Charts Drafting Table Drafting Instruments Survey instruments Measuring instruments GPS</p>
11	<p>Vendor Management</p> <p>Theory Duration</p>	<ul style="list-style-type: none"> • Develop good network with vendors and other stakeholders in the market • Monitor and maintain database of vendors in the market 	<p>White Board Marker Computer Presentation software</p>

	(hh:mm) 40:00 Practical Duration (hh:mm) 120:00 Corresponding NOS Code FFS/N9110	<ul style="list-style-type: none"> • Build good relationship with vendors to avoid delays • Review criteria's set for performance evaluation of vendors at regular intervals to help in deciding vendors in future • Review documentation including contract with vendors for goods and services to ensure proper records 	Projector Charts Drafting Table Drafting Instruments Survey instruments Measuring instruments GPS
12	Undertake business development activities Theory Duration (hh:mm) 56:00 Practical Duration (hh:mm) 120:00 Corresponding NOS Code FFS/N9112	<ul style="list-style-type: none"> • Conduct market survey and analyze market demand based on market trend, existing competition, current requirement, market status, customer preferences, upcoming trends, government policies etc. • Identify new opportunities in the market with the help of experts in field , contacts and other mediums and gain knowledge • Identify potential target market, target customers and maintain customer database and build rapport/connects with prospective clients through meetings, discussions • Evaluate and decide on positioning of product/services in view of potential buyers and set a pricing strategy for the service based on the value delivered and modify pricing as and when required • Discuss new opportunities with team and plan team engagement on the new project • Identify possible sources of finance/loan and collect information related to various subsidies/funds/ schemes offered by the government, authorized state units and other financial institutions • Conduct risk assessment and identify opportunities for scaling up the business • Track and maintain records, and monitor them on a regular basis • Develop and execute promotional strategies for the business based on the budget and target segment 	White Board Marker Computer Presentation software Projector Charts
	Total Duration Theory Duration: 264:00 Practical Duration: 696:00	Unique Equipment Required for the QP: Design Software, Drafting instruments and Table, Workshop tools, Survey tools Tools: Foot rule, callipers, right angle device, measuring instrument, Drilling Machine, Colour Pencils, Carpentry tools, Safety equipment White Board, Marker Pens, Computer	

Grand Total Course Duration: 960 Hours, 0 minutes

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

Trainer Prerequisites for Job role: “Senior Interior Designer” mapped to Qualification Pack: “FFS/Q9104”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>FFS/Q9104</u> ”.
2	Personal Attributes	Should have good communication skills Should be good in spoken and written English language Should have a pleasing personality and a desire to help students learn Should be Computer and Digital media savvy Should be willing to learn new technology and latest market trends
3	Minimum Educational Qualifications	Diploma in Interior Design with 5 years’ experience Or Degree in Interior Design with 5 years’ experience Or Bachelor in Architecture with 3 year experience in Interior Design
4a	Domain Certification	Certified for Job Role: “ <u>Senior Interior Designer</u> ” mapped to QP: “ <u>FFS/Q9104</u> ”. 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/Q0102”. Minimum accepted score as per respective FFSC guideline is 80%.
5	Experience	Minimum three years of experience in Interior Design

Annexure: Assessment Criteria

Job Role	Senior Interior Designer
Qualification Pack	FFS/Q9104, v1.0
Sector Skill Council	Furniture & Fittings Skill Council

Guidelines for Assessment

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. 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 this criteria
6. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS		Marks Allocation			
Total Marks: 500		Total Marks	Out Of	Theory	Skills Practical
Assessment outcomes	Assessment criteria for outcomes				
1 FFS/N9109 (Supervision of work and team management)	PC1. devise a work monitoring plan for the projects through group meetings or conference calls on weekly/monthly/quarterly basis to understand the progress of the teams		8	2	6
	PC2. set the deliverables with cost and schedule to be maintained and monitor the work plan		8	1	7
	PC3. monitor the internal process and procedures for smooth working and coordination		5		5
	PC4. coordinate and connect with the vendors, client, approving authorities etc in case of any clarification or conflicts, to resolve		5	1	4

	issues which may arise and intervention is needed			
	PC5. build relationships and maintain mechanism for effective communication among team to avoid delays and provide optimum solution to the client	7	1	6
	PC6. supervise work distribution among team to ensure the team is not over/under staffed for the required amount of work and there is timely completion of task	7	1	6
	PC7. assess the understanding of the team members towards customer requirements and communicate the terms of reference and regulations to be followed with the client	6	1	5
	PC8. explain the targets and the work requirement and related reporting structure among team, client	6	1	5
	PC9. supervise adherence to all procedural requirements- compliance to regulations and organization requirements with proper record keeping	7	3	4
	PC10. maintain a system of reporting in time about any delays or shortages	7	1	6
	PC11. monitor to ensure feedback received internally /externally on work standards is incorporated to further improvise	6	1	5
	PC12. maintain effective grievance redressal mechanism to avoid any	7	2	5

	delay in project due to conflict among team or outside				
	PC13. monitor the progress and troubleshoot issues faced by team and also resolve conflicts to ensure smooth workflow		7	1	6
	PC14. check on the latest updates in interior designing domain for capacity building of team members and provide trainings		7	3	4
	PC15. maintain a performance management system to recommend for reward or punishment to maintain discipline in team		7	1	6
		Total	100	20	80
2 FFS/N9110 (Manage client and vendor)	PC1. monitor and maintain client database with clear information of running projects as well as old project for future references		11	4	6
	PC2. maintain good rapport with current clients and maintain relationships with the old clients as well by interacting periodically		10	1	8
	PC3. discuss with client to ensure their understanding of project scope and limitations to avoid false hope and expectation from the project. Also, interact with client as and when needed to provide further clarifications or resolve conflicts if any, which may arise during the engagement		11	2	9
	PC4. provide timely updates to client to ensure participation of client in project to maintain his interest		11	2	9

	and enthusiasm for project and adopt feedback, if any				
	PC5. communicate politely and be courteous with the clients to maintain relation throughout the project timeline		9	1	8
	PC6. develop good network with vendors and other stakeholders in the market		9		9
	PC7. monitor and maintain database of vendors in the market		10	4	6
	PC8. build good relationship with vendors to avoid delays		9	1	8
	PC9. review criteria's set for performance evaluation of vendors at regular intervals to help in deciding vendors in future		10	2	7
	PC10. review documentation including contract with vendors for goods and services to ensure proper records		10	3	7
		Total	100	20	80
3. FFS/N9112 (Undertake business development activities)	PC1. conduct market survey and analyse market demand based on market trend, existing competition, current requirement, market status, customer preferences, upcoming trends, government policies etc.	100	12	3	9
	PC2. explore new opportunities in the market with the help of experts in field , contacts and other mediums and gain knowledge		10	1	9
	PC3. identify potential target market , target customers and maintain		12	3	9

	customer database and build rapport/connects with prospective clients through meetings, discussions etc.				
	PC4. evaluate and decide on positioning of product/services in view of potential buyers and set a pricing strategy for the service based on the value delivered and modify pricing as and when required		12	3	9
	PC5. discuss new opportunities with team and plan team engagement on the new project		11	2	9
	PC6. identify possible sources of finance/loan and collect information related to various subsidies/funds/ schemes offered by the government, authorized state units and other financial institutions		11	2	9
	PC7. conduct risk assessment and identify opportunities for scaling up the business		11	2	9
	PC8. track and maintain records, and monitor them on a regular basis		10	2	8
	PC9. develop and execute promotional strategies for the business based on the budget and target segment		11	2	10
		Total	100	20	80
4. FFS/N8804 (Maintain health and safety at client site/workplace)	PC1. follow health and safety related instructions applicable to the work location at all times	100	5	1	4

	PC2. carry out own activities in line with approved guidelines and procedures		6	2	4
	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		6	2	4
	PC4. ensure to safely handle and dispose of waste and debris		7	2	5
	PC5. undertake basic safety checks before start of work and monitor the workplace and work processes for potential risks and threats		7	2	5
	PC6. identify and report/seek clarification if any, for any potential risks/ threats to supervisors or other authorized personnel		6	2	4
	PC7. use safety equipment and personal protection equipment as needed, e.g. gloves , goggles ,mask and shoes correctly in accordance with work policy		7	2	5
	PC8. follow recommended material handling procedure to control damage and personal injury		6	1	5
	PC9. apply good housekeeping practices at all times to maintain clean and safe workplace		6	1	5

	PC10. check and ensure general health and safety equipment are available at work site		6	2	4
	PC11. follow appropriate procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation		6	2	4
	PC12. follow emergency procedures to company standard / workplace requirements		7	2	5
	PC13. use emergency equipment in accordance with manufacturers' specifications and workplace requirements		6	2	4
	PC14. provide treatment appropriate to the any injury in accordance with recognized first aid techniques		6	2	4
	PC15. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate		7	2	5
	PC16. report details of first aid administered in accordance with workplace procedures		6	3	3
		Total	100	30	70
5.FFS/N8803 (Work successfully with colleagues)	PC1. communicate with colleagues clearly and effectively w.r.t work division/work flow within the team	100	5	1	4
	PC2. plan the work and schedule tasks with team colleagues		10	2	8

	PC3. display responsible and disciplined behaviour to the team and use polite language and maintain office etiquettes		7	1	6
	PC4. ensure not to display any racial discrimination toward colleagues		5	1	4
	PC5. monitor the progress and help in troubleshoot issues faced by team and communicate clearly with colleagues and discuss, resolve any concerns/issues/conflict etc. to avoid any delays at work		7	1	6
	PC6. ensure adherence to all procedural requirements-compliance to regulations and organization requirements and proper record keeping		5	1	4
	PC7. raise questions to clarify work responsibilities in order to effectively work within timelines		10	2	8
	PC8. seek assistance when needed and complete the assigned tasks within timeline		7	1	6
	PC9. communicate with leaders on work output requirements for providing optimum solution to the client		5	1	4
	PC10. connect and discuss about process flow improvements, quality of output, product defects encountered from previous process, repairs and maintenance of tools and machinery as required etc. and find solutions on issues		10	2	8

	PC11. mitigate any areas of concern that may arise during the course of work by discussing with seniors including any potential hazards, process disruptions by machine/equipment failure etc.		7	1	6
	PC12. interact and provide regular updates and incorporate feedback/suggestions		5	1	4
	PC13. report in time about any delays or shortages		5	1	4
	PC14. receive and incorporate feedback on work standards to further improvise		5	1	4
	PC15. discuss and review the completed work with the senior for final submission and approval from client		7	1	6
			100	20	80
	Grand Total		500	110	390
	Percentage Weightage			22%	78%
	Minimum pass % to qualify (aggregate)			70%	