
Model Curriculum

Supervisor Interior Designer

SECTOR: FURNITURE & FITTINGS
SUB-SECTOR: INTERIOR DESIGN
OCCUPATION: INTERIOR DESIGN
REF ID: FFS/Q9103, V1.0
NSQF LEVEL: 5



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

FURNITURE & FITTINGS SKILLS COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Supervisor Interior Designer' QP No. 'FFS/Q9103 NSQF Level 5'

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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Supervisor Interior Designer

CURRICULUM / SYLLABUS

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

Program Name	Supervisor Interior Designer		
Qualification Pack Name & Reference ID	FFS/Q9103, v1.0		
Version No.	1.0	Version Update Date	02-02-2017
Pre-requisites to Training	Class XII 2+ 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, responsibilities, reporting structure and role of an Interior Designer • Client need identification: He/she will analyse the client need and requirement. • Supervise the survey location/site: He/she will supervise in survey of client site. • Onsite installation and execution as per drawings: He/she manage procurement and supervise in the onsite installation as per the design • 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 “Supervisor 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 Supervisor 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/N9106	<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 Safely handle and dispose waste and debris 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>

6	<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>
7	<p>Client need Identification</p> <p>Theory Duration (hh:mm) 32:00</p> <p>Practical Duration (hh:mm) 80:00</p> <p>Corresponding NOS Code FFS/N9106</p>	<ul style="list-style-type: none"> • Set up meeting with prospective clients • Analyze client requirement in terms of residential or commercial design. • Assess requirements of the customer through discussion and understand the requirements • Assess the budget and the timelines of work commitments • Discuss and evaluate the quality standards required from the client • Determine the factors affecting planning of space/environment • Study the market trends and keep updated on customer preferences, latest trends and upcoming trends/developments • Confirmation of client requirements and sign off from the client 	<p>White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments</p>

8	<p>Supervise in survey of the location /site</p> <p>Theory Duration (hh:mm) 42:00</p> <p>Practical Duration (hh:mm) 132:00</p> <p>Corresponding NOS Code FFS/N9107</p>	<ul style="list-style-type: none"> Assist in resolving any concerns/issues with team with regards to conducting physical survey including dimensions of work area Assess the current scenario of natural lighting/openings/spacing/layout within he work area Provide support in analyzing the requirements as per market requirements like compliance to vastu/feng shui 	<p>White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments Survey instruments Measuring instruments GPS</p>
9	<p>Oversee designing of the possible drawing alternatives</p> <p>Theory Duration (hh:mm) 42:00</p> <p>Practical Duration (hh:mm) 148:00</p> <p>Corresponding NOS Code FFS/N9107</p>	<ul style="list-style-type: none"> Discuss with team and list out the possible adherence needed with respect to design solution. Prepare detailed specifications including drawing and dimensions of the layout along with the furniture and other fittings and space planning Supervise models made by use of computer aided design (CAD) software Discuss and review design alternatives of various kinds with the team and provide inputs/suggestions to team to improve/modify Undertake the necessary documentation filings with government /private departments and correspond with authorities for approval ,if needed Discuss the alternatives with team/seniors and present the possible alternatives to the client and take their signoff once the design is approved post incorporation of all inputs received 	<p>White Board Marker Computer Presentation software Projector Charts Design software</p>
10	<p>Procurement Management</p> <p>Theory Duration (hh:mm) 54:00</p> <p>Practical Duration (hh:mm) 148:00</p> <p>Corresponding NOS Code FFS/N9108</p>	<ul style="list-style-type: none"> Evaluate the procurement plan via discussion with team and undertaking superior approval Review to ensure compliance followed in respect of invite quotations from short listed vendors, comparing and selecting the vendor Oversee inviting quotations from vendors for fabrication, paint and wall coverings, furniture and fittings, carpeting, art work etc. Negotiate with vendors for finalization of contracts for purchase of furniture and other materials Review and support team to ensure documentation and record keeping Confirm adherence to laws/rules 	<p>White Board Marker Computer Presentation software Projector Charts</p>

11	<p>Supervise in installation and execution as per drawings</p> <p>Theory Duration (hh:mm) 62:00</p> <p>Practical Duration (hh:mm) 172:00</p> <p>Corresponding NOS Code FFS/N9108</p>	<ul style="list-style-type: none"> • Monitor and supervise installation of furniture and materials • Review to ensure completion of work in accordance to standards and deliverable by subcontracted firms/vendors • Review and resolve any issues/conflicts which may hinder the work • Supervise to ensure optimal usage of inventory and other materials • Support team to ensure adherence to documentation and record keeping of all records related to work completion • Ensure that waste disposal is done in accordance with safe working practices and procedures 	<p>White Board Marker Computer Presentation software Projector Charts</p>
	<p>Total Duration</p> <p>Theory Duration: 264:00</p> <p>Practical Duration: 696:00</p>	<p>Unique Equipment Required for the QP:</p> <p>Design Software, Drafting instruments and Table, Workshop tools, Survey tools</p> <p>Tools: Foot rule, callipers, right angle device, measuring instrument, Drilling Machine, Colour Pencils Carpentry tools, Safety equipment</p> <p>White Board, Marker Pens, Computer</p>	

Grand Total Course Duration: **960 Hours, 0 minutes**

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

Trainer Prerequisites for Job role: “Supervisor Interior Designer” mapped to Qualification Pack: “FFS/Q9103”

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/Q9103</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>Supervisor Interior Designer</u> ” mapped to QP: “ <u>FFS/Q9103</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	Supervisor Interior Designer
Qualification Pack	FFS/Q9103, 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: 600		Total Marks	Out Of	Theory	Skills Practical
Assessment outcomes	Assessment criteria for outcomes				
1 FFS/N9106 (Client need identification and supervise in survey of the location)	PC1. set up meeting with prospective clients	100	7	1	6
	PC2. analyse client requirement in terms of residential or commercial design		10	2	8
	PC3. assess requirements of the customer through discussion and understand the requirements in terms of style, theme and aesthetics etc.		12	2	10
	PC4. assess the budget and the timelines of work commitments		12	2	10
	PC5. discuss and evaluate the quality standards required from the client		9	2	7

	PC6. determine the factors affecting planning of space/environment, eg : requirements of kind of furniture , usage of various kinds of furniture or materials or fixtures in that space etc.		12	2	10
	PC7. study the market trends and keep updated on customer preferences, latest trends and upcoming trends/developments		10	2	8
	PC8. confirmation of client requirements and sign off from the client		7	1	6
	PC9. assist in resolving any concerns/issues with regards to conducting physical survey including dimensions of work area		7	1	6
	PC10. assess the current scenario of natural lighting / openings / spacing / layout within the work area		8	2	6
	PC11. provide support in analysing the requirements as per market requirements like compliance to vastu/feng shui		6	1	5
			100	20	80
2. FFS/N9107 (Oversee design drawings for the location/space	PC1. discuss with team and 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, color coordination etc.	100	20	4	16
	PC2. prepare detailed specifications including drawing and dimensions of the layout along with the furniture and other fittings and space planning		20	4	16

	PC3. supervise models made by use of computer aided design (CAD) software and on the color palette, furniture, lighting, flooring, wall covering etc.		18	4	14
	PC4. discuss and review design alternatives of various kinds with the team and provide inputs/suggestions to team to improve/modify		15	3	12
	PC5. undertake the necessary documentation filings with government /private departments and correspond with authorities for approval ,if needed		12	2	10
	PC6. discuss the alternatives with team/seniors and present the possible alternatives to the client and take their signoff once the design is approved post incorporation of all inputs received		15	3	12
			100	20	80
3. FFS/N9108 (Management of procurement and installation)	PC1. evaluate the procurement plan via discussion with team and undertaking superior approval	100	8	2	6
	PC2. review to ensure compliance followed in respect of invite quotations from short listed vendors, comparing and selecting the vendor		10	2	8
	PC3. oversee inviting quotations from vendors for fabrication, paint and wall coverings, furniture and fittings, carpeting, art work etc.		8	2	6
	PC4. negotiate with vendors for finalization of contracts for purchase of furniture and other materials		10	2	8

	PC5. review and support team to ensure documentation and record keeping of all records related to quotations invited, bids received and invoice received		6	1	5
	PC6. confirm adherence to laws/rules with respect to raising invites etc		6	1	5
	PC7. monitor and supervise installation of furniture and materials as per drawing finalized		10	2	8
	PC8. review to ensure completion of work in accordance to standards and deliverable by subcontracted firms/vendors		10	2	8
	PC9. review and resolve any issues/conflicts which may hinder the work		8	2	6
	PC10. supervise to ensure optimal usage of inventory and other materials		10	2	8
	PC11. support team to ensure adherence to documentation and record keeping of all records related to work completion		6	1	5
	PC12. ensure that waste disposal is done in accordance with safe working practices and procedures		8	2	6
			100	20	80
4. 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
5. 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'		6	2	4

	specifications and workplace requirements				
	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
6.FFS/N8802 (Undertake entrepreneurship activities)	PC1. conduct market survey and analyze market demand based on market trend, existing competition, current requirement, market status, etc.	100	8	2	6
	PC2. self-evaluate on the capability to start business, develop business, manage an organization, manage time, handle different people (customers, vendors, government officials, bankers, consultants, etc.),make independent and clear decisions under pressure, physical and emotional stamina to work long hours and and ability to deliver within timelines		12	2	10
	PC3. consult experts in the fields and interact with successful entrepreneurs to gain more knowledge		7	1	6
	PC4. develop and acquire entrepreneurial skills like technical skills- (through training		10	2	8

	or through work experience) on services, equipment, relevant laws and regulations, safety hygiene and sanitation etc., sales and marketing skills etc.			
PC5.	identify possible sources of finance/loan	5	1	4
PC6.	identify potential target market and target customers and maintain customer database	5	1	4
PC7.	evaluate and decide on positioning of product/services in view of potential buyers	5	1	4
PC8.	identify suitable location for ease of conducting business	5	1	4
PC9.	identify and lead a team for management of business	5	1	4
PC10.	ensure compliance with all government laws, local state laws and other regulations as maybe applicable	5	1	4
PC11.	set a pricing strategy for the product/service based on the value of the product and modify pricing as and when required	5	1	4
PC12.	conduct risk assessment and identify opportunities for scaling up the business	5	1	4
PC13.	collect information related to various subsidies/funds/ schemes offered by the government, authorized state units and other financial institutions	5	1	4
PC14.	track and maintain records, and monitor them on a regular basis	5	1	4

	PC15. develop and execute promotional strategies for the business based on the budget and target segment		8	2	6
	PC16. implement processes which help in minimizing costs and maximizing profits		5	1	4
			100	20	80
	Grand Total		600	130	470
	Percentage Weightage			22%	78%
	Minimum pass % to qualify (aggregate)		70%		