

# Supervisor Interior Designer

QP Code: FFS/Q9103

NSQF Level: 5

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

## Qualification Pack

### Contents

FFS/Q9103: Supervisor Interior Designer .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
FFS/N8803: work successfully with colleagues .....	5
FFS/N8804: Maintain health and safety at client site / workplace .....	11
FFS/N9106: Identification of client needs and supervise survey of the location .....	17
FFS/N9107: Oversee design drawings for the locations/ space .....	23
FFS/N9108: Management of procurement and installation .....	28
Assessment Guidelines and Weightage .....	34
<i>Assessment Guidelines</i> .....	34
<i>Assessment Weightage</i> .....	34
Acronyms .....	36
Glossary .....	37

## FFS/Q9103: Supervisor Interior Designer

### Brief Job Description

Supervisor Interior Designer is responsible for supervising and managing in planning through understanding client needs, designing, and furnishing interiors of residential, commercial or industrial buildings by utilizing spaces in effective manner. It would involve using drawing tools along with creativity and research in accordance to client needs for enhancing the living environment with focus on structural design, colour schemes, lighting, ventilation, furniture and furnishings etc.

### Personal Attributes

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

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [FFS/N8803: work successfully with colleagues](#)
2. [FFS/N8804: Maintain health and safety at client site / workplace](#)
3. [FFS/N9106: Identification of client needs and supervise survey of the location](#)
4. [FFS/N9107: Oversee design drawings for the locations/ space](#)
5. [FFS/N9108: Management of procurement and installation](#)

### 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>	5
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3432.0100

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<b>Minimum Educational Qualification &amp; Experience</b>	12th Class with 2-3 Years of experience relevant industry 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 and structural designs 2. Computer basics (MS Office package, internet uses etc.) 3. Knowledge of Computer Aided Design (CAD tools Fusion 360)
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	13/09/2017
<b>Next Review Date</b>	13/09/2020
<b>NSQC Approval Date</b>	19/12/2018
<b>Version</b>	1.0

## Qualification Pack

### FFS/N8803: work successfully with colleagues

#### Description

This OS unit is about coordinating with colleagues /seniors and working as a team in order to deliver as per commitments to the client.

#### Scope

This unit/task covers the following:

- Work as a team
- Interact with seniors /superiors

#### Elements and Performance Criteria

##### *Work as a team*

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

- PC1.** communicate with colleagues clearly and effectively w.r.t work division/work flow within the team
- PC2.** plan the work and schedule tasks with team colleagues
- PC3.** display responsible and disciplined behaviour to the team and use polite language and maintain office etiquettes
- PC4.** ensure not to display any racial discrimination toward colleagues
- 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
- PC6.** ensure adherence to all procedural requirements- compliance to regulations and organization requirements and proper record keeping
- PC7.** raise questions to clarify work responsibilities in order to effectively work within timelines
- PC8.** seek assistance when needed and complete the assigned tasks within timeline

##### *Interact with seniors/supervisors*

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

- PC9.** communicate with leaders on work output requirements for providing optimum solution to the client
- 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
- 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.
- PC12.** interact and provide regular updates and incorporate feedback/suggestions
- PC13.** report in time about any delays or shortages
- PC14.** receive and incorporate feedback on work standards to further improvise

## Qualification Pack

**PC15.** discuss and review the completed work with the senior for final submission and approval from client

### 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.** key leadership practices, escalation matrix and code of conduct
- KU3.** about various organizational processes, reporting structure
- KU4.** about the organization clients , tastes and preferences
- KU5.** relevant people and their responsibilities within the work area
- KU6.** work specifications and interpret them accurately
- KU7.** safety standards and precautions to be taken and different types of personal protective environment and their usage
- KU8.** quality standards to be maintained
- KU9.** standard operating procedures
- KU10.** team management practices
- KU11.** common issues and have troubleshooting knowledge
- KU12.** presentation ability and communication skills
- KU13.** importance of working effectively with others to achieve organizations goals
- KU14.** importance of effective communication and establishing good working relationships with other
- KU15.** different type of people that one is required to communicate and coordinate within the organization
- KU16.** various components of communication cycle
- KU17.** importance of discipline and ethics for professional success
- KU18.** expressing and addressing grievances appropriately
- KU19.** importance and ways of managing interpersonal conflict effectively

### Generic Skills (GS)

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

- GS1.** document all relevant records
- GS2.** document the information communicated /observations if any related to process
- 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

## Qualification Pack

- GS9.** attentively listen and comprehend the information given by the speaker
- GS10.** communicate clearly on the issues being faced and clarify concerns
- GS11.** troubleshooting common concerns
- 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/seniors is not available( as per authority matrix defined by the organization)
- GS14.** plan and organize the work order and jobs received and schedule tasks for team
- GS15.** organize raw materials required, process /equipment manuals to ease access
- GS16.** prioritize the work based on the instructions received
- GS17.** plan to utilize time and equipment's effectively
- GS18.** assist in record keeping and proper documentation
- GS19.** understand customer requirements and their priority and respond as per their needs
- GS20.** support team/manager/seniors in solving problems by detailing out problems and discuss the possible solutions
- GS21.** apply domain information and analyze customer requirements, trends while interacting with team and working on projects
- GS22.** use reasoning skills to identify and resolve basic problems
- GS23.** 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>Work as a team</i>	<b>15</b>	<b>41</b>	-	-
<b>PC1.</b> communicate with colleagues clearly and effectively w.r.t work division/work flow within the team	1	4	-	-
<b>PC2.</b> plan the work and schedule tasks with team colleagues	3	7	-	-
<b>PC3.</b> display responsible and disciplined behaviour to the team and use polite language and maintain office etiquettes	2	5	-	-
<b>PC4.</b> ensure not to display any racial discrimination toward colleagues	1	4	-	-
<b>PC5.</b> 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	2	5	-	-
<b>PC6.</b> ensure adherence to all procedural requirements- compliance to regulations and organization requirements and proper record keeping	1	4	-	-
<b>PC7.</b> raise questions to clarify work responsibilities in order to effectively work within timelines	3	7	-	-
<b>PC8.</b> seek assistance when needed and complete the assigned tasks within timeline	2	5	-	-
<i>Interact with seniors/supervisors</i>	<b>15</b>	<b>29</b>	-	-
<b>PC9.</b> communicate with leaders on work output requirements for providing optimum solution to the client	2	3	-	-
<b>PC10.</b> 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	3	7	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> 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.	2	5	-	-
<b>PC12.</b> interact and provide regular updates and incorporate feedback/suggestions	2	3	-	-
<b>PC13.</b> report in time about any delays or shortages	2	3	-	-
<b>PC14.</b> receive and incorporate feedback on work standards to further improve	2	3	-	-
<b>PC15.</b> discuss and review the completed work with the senior for final submission and approval from client	2	5	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N8803
<b>NOS Name</b>	work successfully with colleagues
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Wooden Furniture, Modular Furniture
<b>Occupation</b>	Design -Wooden/Modular Furniture
<b>NSQF Level</b>	5
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	12/07/2017
<b>Next Review Date</b>	12/07/2020
<b>NSQC Clearance Date</b>	

## 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

## Qualification Pack

### 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.

## Qualification Pack

- 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/N9106: Identification of client needs and supervise survey of the location

## Description

This unit is about client need identification and supervising the survey of the location/site

## Scope

This unit/task covers the following:

- Client need identification
- Supervise in survey of the location/site

## Elements and Performance Criteria

### *Client need identification*

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

- PC1.** set up meeting with prospective clients and review and discuss on the fee charged and the process timelines, deliverables as needed
- PC2.** analyze client requirement in terms of residential or commercial design
- PC3.** assess requirements of the customer through discussion and understand the requirements in terms of style, theme and aesthetics etc.
- PC4.** assess the budget and the timelines of work commitments
- PC5.** discuss and evaluate the quality standards required from the client
- 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
- PC7.** study the market trends and keep updated on customer preferences, latest trends and upcoming trends/developments
- PC8.** take confirmation of client requirements and sign off from the client

### *Supervise in survey of the location/ site*

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

- PC9.** assist in resolving any concerns/issues with team with regards to conducting physical survey including dimensions of work area
- PC10.** assess the current scenario of natural lighting/openings/spacing/layout within the work area
- PC11.** provide support in analyzing the requirements 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.** the organization expertise and capabilities for providing interior services
- KU2.** the various organizational processes , code of conduct and escalation matrix

## Qualification Pack

- KU3.** national and international market trends and leaders in interior designing, space design, management and technologies (country, company or individual)
- KU4.** about the previous designs developed by the organization
- KU5.** about the organisation clients , tastes and preferences
- KU6.** guidelines on workplace safety, identification and mitigation of safety hazards
- KU7.** work specifications and interpret them accurately
- KU8.** understanding of various elements involved in interior decor like theme, layout, ventilation, colour, lighting, vastu shastra, symmetry etc.
- KU9.** market trends and customer preference
- KU10.** research skills to conduct market analysis for understanding trends
- 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.** standard operating procedures
- KU14.** common issues and have troubleshooting knowledge
- KU15.** reporting and documentation skills
- KU16.** presentation ability and effective communication skills
- KU17.** budget estimation tools, direct cost (labour , material, travel costs etc), indirect costs (office, equipment, administrative costs etc) and understanding of current costs in the market

## 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 all the relevant records related to information gathering and survey
- 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 and client
- 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 with colleagues and team and clients
- GS12.** effectively present the project related development and ideas to client and team
- GS13.** resolve common concerns
- GS14.** analyse critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS15.** handle issues in case the seniors/manager is not available (as per the authority matrix defined by the organization)

## **Qualification Pack**

- GS16.** plan and organize the work order and jobs received
- GS17.** schedule the tasks for the team
- GS18.** prioritize the work based on the instructions received
- GS19.** plan to utilize time and equipments effectively
- GS20.** organize all process/ equipment manuals so as to access information easily
- GS21.** ensure proper record keeping and documentation
- GS22.** understand customer requirements, their priority and respond accordingly
- GS23.** support team / manager/seniors in solving problems by detailing out problems and discuss the possible solutions
- GS24.** apply domain information and analyses customer requirements, trends while interactions for need identification and survey
- GS25.** use reasoning skills to identify and resolve basic problems
- GS26.** 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>Client need identification</i>	<b>16</b>	<b>64</b>	-	-
<b>PC1.</b> set up meeting with prospective clients and review and discuss on the fee charged and the process timelines, deliverables as needed	2	8	-	-
<b>PC2.</b> analyze client requirement in terms of residential or commercial design	2	9	-	-
<b>PC3.</b> assess requirements of the customer through discussion and understand the requirements in terms of style, theme and aesthetics etc.	2	9	-	-
<b>PC4.</b> assess the budget and the timelines of work commitments	2	7	-	-
<b>PC5.</b> discuss and evaluate the quality standards required from the client	2	8	-	-
<b>PC6.</b> 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	2	8	-	-
<b>PC7.</b> study the market trends and keep updated on customer preferences, latest trends and upcoming trends/developments	2	8	-	-
<b>PC8.</b> take confirmation of client requirements and sign off from the client	2	7	-	-
<i>Supervise in survey of the location/ site</i>	<b>4</b>	<b>16</b>	-	-
<b>PC9.</b> assist in resolving any concerns/issues with team with regards to conducting physical survey including dimensions of work area	2	8	-	-
<b>PC10.</b> assess the current scenario of natural lighting/openings/spacing/layout within the work area	2	8	-	-
<b>PC11.</b> provide support in analyzing the requirements as per market requirements like compliance to vastu/feng shui	-	-	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N9106
<b>NOS Name</b>	Identification of client needs and supervise survey of the location
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design
<b>Occupation</b>	Interior Design
<b>NSQF Level</b>	5
<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>	19/12/2018

## Qualification Pack

### FFS/N9107: Oversee design drawings for the locations/ space

#### Description

This OS unit is about supervising design drawings for the location/ space in accordance to the client requirements.

#### Scope

This unit/task covers the following:

- Oversee designing of the possible drawing alternatives

#### Elements and Performance Criteria

##### *Oversee designing of the possible drawing alternatives*

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

- 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.
- PC2.** manage and review detailed specifications including drawing and dimensions of the layout along with the furniture and other fittings and space planning
- PC3.** supervise models made by use of computer aided design (CAD) software and on the colour palette, furniture, lighting, flooring, wall covering etc
- PC4.** discuss and review design alternatives of various kinds with the team and provide inputs/suggestions to team to improve/modify
- PC5.** present the possible 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

#### 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.** about various organizational processes
- KU3.** national and international market trends and leaders in interior designing, space design, management and technologies (country, company or individual)
- KU4.** about the previous designs developed by the organization
- KU5.** about the organisation clients , tastes and preferences
- KU6.** work specifications and interpret them accurately
- KU7.** usage of analytical tools
- KU8.** technical drawings and design drawings and knowledge of auto-CAD, coral Draw, Photoshop etc.
- KU9.** ability to prepare concept presentations through 2D and 3D renderings

## Qualification Pack

- KU10.** dimensions, building structure (super structure and sub structures).
- KU11.** various element of design and the design process like style, colour, ventilation, natural lighting , light effect, vastu shastra, symmetry and layout, upholstery and other aspects
- KU12.** components involved in furniture designing like basic carpentry, power tools, knowledge of various available raw materials, market trends etc
- KU13.** safety standards and precautions to be taken and different types of personal protective environment and their usage
- KU14.** quality standards to be maintained
- KU15.** standard operating procedures
- KU16.** common issues and have troubleshooting knowledge
- KU17.** reporting and documentation skills
- KU18.** presentation ability and effective communication skills

## 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 senior is not available( as per authority matrix defined by the organization)
- GS14.** plan and organize the work order and jobs received
- GS15.** organize raw materials required
- GS16.** prioritize the work based on the instructions received
- GS17.** plan to utilize time and equipments effectively
- GS18.** organize all process/ equipment manuals so as to access information easily
- GS19.** assist in record keeping and proper documentation
- GS20.** understand customer requirements , their priority and respond as per their needs
- GS21.** ability to handle different kinds of clients and being aware of different cultural sensitivities

## Qualification Pack

- GS22.** support team/ manager/seniors/experienced people in solving problems by detailing out problems and discussing the possible solutions
- GS23.** apply domain information and analyze customer requirements, trends while developing designs
- GS24.** use reasoning skills to identify and resolve basic problems
- GS25.** 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>Oversee designing of the possible drawing alternatives</i>				
<b>PC1.</b> 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.	3	14	-	-
<b>PC2.</b> manage and review detailed specifications including drawing and dimensions of the layout along with the furniture and other fittings and space planning	4	16	-	-
<b>PC3.</b> supervise models made by use of computer aided design (CAD) software and on the colour palette, furniture, lighting, flooring, wall covering etc	4	17	-	-
<b>PC4.</b> discuss and review design alternatives of various kinds with the team and provide inputs/suggestions to team to improve/modify	5	17	-	-
<b>PC5.</b> present the possible 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	4	16	-	-
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N9107
<b>NOS Name</b>	Oversee design drawings for the locations/ space
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design
<b>Occupation</b>	Interior Design
<b>NSQF Level</b>	5
<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>	19/12/2018

## Qualification Pack

### FFS/N9108: Management of procurement and installation

#### Description

This OS unit is about undertaking management of procurement activities and also undertaking installation of furniture and other materials as per drawings finalized

#### Scope

This unit/task covers the following: Procurement management Supervise in installation and execution as per drawings

- Supervise in installation and execution as per drawings

#### Elements and Performance Criteria

##### *Procurement management*

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

- PC1.** evaluate the procurement plan via discussion with team and finalise
- PC2.** review to ensure compliance followed in respect of invite quotations from short listed vendors, comparing and selecting the vendor
- PC3.** oversee inviting quotations from vendors for fabrication, paint and wall coverings, furniture and fittings, carpeting, art work etc.
- PC4.** Negotiate with vendors for finalization of contracts for purchase of furniture and other materials
- PC5.** Review and support team to ensure documentation and record keeping of all records related to quotations invited, bids received and invoice received

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

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

- PC6.** monitor and supervise installation of furniture and materials as per drawing finalized
- PC7.** supervise decisions on transportation and storage of materials to ensure smooth supply chain for project
- PC8.** review to ensure completion of work in accordance to standards and deliverable by subcontracted firms/vendors
- PC9.** review and resolve any issues/conflicts which may hinder the work
- PC10.** oversee operational decisions taken to ensure optimal usage of inventory and other materials
- PC11.** discuss with client in case of any cost changes during implementation of project and take their approval on same
- PC12.** support team to ensure adherence to documentation and record keeping of all records related to installation
- PC13.** ensure that waste disposal is done in accordance with safe working practices and procedures

#### Knowledge and Understanding (KU)

## Qualification Pack

The individual on the job needs to know and understand:

- KU1.** The organization expertise and capabilities for providing interior services
- KU2.** About various organizational processes
- KU3.** National and international market trends
- KU4.** Vendor management
- KU5.** The previous designs developed by the organization
- KU6.** the organization clients , tastes and preferences
- KU7.** Work specifications and interpret them accurately
- KU8.** Contracting process and procedural requirements
- KU9.** Vendor contracting and quotation, finalization process
- KU10.** Safety standards and precautions to be taken and different types of personal protective environment and their usage
- KU11.** Quality standards to be maintained
- KU12.** Standard operating procedures
- KU13.** Common issues and have troubleshooting knowledge
- KU14.** Design drawings
- KU15.** Elements of design, design process, , ventilation, light effect, symmetry, layout, Vastu Shastra and other aspects
- KU16.** Usage of analytical tools
- KU17.** Local markets, vendors, hubs for raw material and finished goods for interior designing
- KU18.** The process of workflow management, reporting management and documentation compliances needed
- KU19.** Waste disposal procedures and standards
- KU20.** Ability to communicate and negotiate effectively

## 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.** 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.** 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.** Troubleshoot common concerns faced

## Qualification Pack

- 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 senior is not available( as per authority matrix defined by the organization)
- GS14.** Plan and organize the work order and jobs received
- GS15.** Organize raw materials required
- GS16.** Plan and prioritize the work based on the instructions received
- GS17.** Plan to utilize time and equipments effectively
- GS18.** Organize all process/ equipment manuals so as to access information easily
- GS19.** Assist in record keeping and proper documentation
- GS20.** Understand customer requirements and their priority and respond as per their needs
- GS21.** Support manager/seniors/experienced people in solving problems by detailing out problems and discuss the possible solutions
- GS22.** Apply domain information and analyze customer requirements, trends while providing undertaking vendor management and installation
- 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>Procurement management</i>	<b>9</b>	<b>31</b>	-	-
<b>PC1.</b> evaluate the procurement plan via discussion with team and finalise	2	6	-	-
<b>PC2.</b> review to ensure compliance followed in respect of invite quotations from short listed vendors, comparing and selecting the vendor	1	6	-	-
<b>PC3.</b> oversee inviting quotations from vendors for fabrication, paint and wall coverings, furniture and fittings, carpeting, art work etc.	2	6	-	-
<b>PC4.</b> Negotiate with vendors for finalization of contracts for purchase of furniture and other materials	2	7	-	-
<b>PC5.</b> Review and support team to ensure documentation and record keeping of all records related to quotations invited, bids received and invoice received	2	6	-	-
<i>Supervise in installation and execution as per drawings</i>	<b>11</b>	<b>49</b>	-	-
<b>PC6.</b> monitor and supervise installation of furniture and materials as per drawing finalized	1	7	-	-
<b>PC7.</b> supervise decisions on transportation and storage of materials to ensure smooth supply chain for project	1	6	-	-
<b>PC8.</b> review to ensure completion of work in accordance to standards and deliverable by subcontracted firms/vendors	2	7	-	-
<b>PC9.</b> review and resolve any issues/conflicts which may hinder the work	1	6	-	-
<b>PC10.</b> oversee operational decisions taken to ensure optimal usage of inventory and other materials	1	6	-	-
<b>PC11.</b> discuss with client in case of any cost changes during implementation of project and take their approval on same	2	6	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> support team to ensure adherence to documentation and record keeping of all records related to installation	2	5	-	-
<b>PC13.</b> ensure that waste disposal is done in accordance with safe working practices and procedures	1	6	-	-
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N9108
<b>NOS Name</b>	Management of procurement and installation
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design
<b>Occupation</b>	Interior Design
<b>NSQF Level</b>	5
<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>	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/N8803.work successfully with colleagues	30	70	-	-	100	15
FFS/N8804.Maintain health and safety at client site / workplace	30	70	-	-	100	10
FFS/N9106.Identification of client needs and supervise survey of the location	20	80	-	-	100	25

### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N9107.Oversee design drawings for the locations/ space	20	80	-	-	100	25
FFS/N9108.Management of procurement and installation	20	80	-	-	100	25
<b>Total</b>	<b>120</b>	<b>380</b>	<b>-</b>	<b>-</b>	<b>500</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.