

Table of Contents

Course Details.....	3
Module Details.....	6
Glossary	16
Acronyms.....	17
Annexure 1: Tools and Equipment	18
List of Tools and Equipment	18
Classroom Aids	21
Annexure 2: Assessment Strategy	22

Course Details

1.	Course Name	General Assistant- Furniture and Fittings Installation										
2.	Course Code	CO022200026										
3.	Apprenticeship Training Duration: <i>(2 to 4 weeks of BT is embedded in this duration as per the requirement of the establishment)</i>	Months: 6 Months										
	Remarks											
4.	Credit	TBD										
5.	NSQF Level <i>(Mandatory for NAPS)</i>	2	NSQC Approval Date: 30 th September 2021									
6.	Related NSQF aligned qualification details	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S. No.</th> <th style="text-align: center;">QP/ Qualification/ NOS Name (As applicable)</th> <th style="text-align: center;">QP/ NOS Code & Version</th> <th style="text-align: center;">NQR Code</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">General Assistant- Furniture and Fittings Installation</td> <td style="text-align: center;">FFS/Q2202</td> <td style="text-align: center;">2021/WC/FFSC/04553</td> </tr> </tbody> </table>			S. No.	QP/ Qualification/ NOS Name (As applicable)	QP/ NOS Code & Version	NQR Code	1	General Assistant- Furniture and Fittings Installation	FFS/Q2202	2021/WC/FFSC/04553
		S. No.	QP/ Qualification/ NOS Name (As applicable)	QP/ NOS Code & Version	NQR Code							
1	General Assistant- Furniture and Fittings Installation	FFS/Q2202	2021/WC/FFSC/04553									
7.	Brief Job Role Description	The General Assistant - Furniture and Fittings Installation is a beginner who assists the on-site team in the furniture installation operations. The person is responsible for loading, unloading, and supplying materials, tools, and equipment. The individual maintains the on-site store, keeps the work area clean, and assists in the handover proceedings.										
8.	NCO-2015 Code & Occupation <i>(Access the NCO 2015 volumes from: https://labour.gov.in/organizationsofmole/directorate-general-employment-training-dget)</i>	7115.9900 & Carpenters and Joiners Operatives, Other										
9.	Minimum Eligibility Criteria <i>(Educational and/ or Technical Qualification)</i>	Basic Literacy and Numeracy										
10.	Entry Age for Apprenticeship	14 years										
11.	Any Licensing Requirements <i>(wherever applicable)</i>	N.A.										
12.	Is the Job Role amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, check the applicable type of Disability										

		<input type="checkbox"/> Locomotor Disability <input checked="" type="checkbox"/> Acid Attack Victims <input type="checkbox"/> Speech and Language Disability <input type="checkbox"/> Multiple Sclerosis <input type="checkbox"/> Multiple Disabilities <input type="checkbox"/> Leprosy Cured Person <input type="checkbox"/> Blindness <input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Parkinson's Disease <input type="checkbox"/> Cerebral Palsy <input type="checkbox"/> Low Vision <input type="checkbox"/> Specific Learning Disabilities <input type="checkbox"/> Haemophilia <input type="checkbox"/> Dwarfism <input type="checkbox"/> Deaf <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Thalassaemia <input type="checkbox"/> Muscular Dystrophy <input type="checkbox"/> Hard of Hearing <input type="checkbox"/> Mental Illness <input type="checkbox"/> Sickle Cell Disease
		Remarks:
13.	Submitting Body Details	Name: Furniture and Fittings Skill Council E-mail ID: info@ffsc.in Contact Number: +91 124 4513900
14.	Certifying Body	Furniture and Fittings Skill Council
15.	Employment Avenues/Opportunities	After completing this program, participants may have any of the following opportunities: <ul style="list-style-type: none"> • Employed as a General Assistant in a Factory/Workshop • Employed as a General Assistant at the Worksite/On-site
16.	Career Progression	Vertical Progression Assistant Carpenter (Level-3) Or Assistant Installer (Level-3)

17.	Trainer's Qualification & Experience:	<p>Graduate (Engineering (any discipline), Architecture, Interior Design, Furniture Manufacturing, Wood Work, Product Design) with 3 years experience (Industry), 1 year experience (Teaching)</p> <p>Or</p> <p>I.T.I (Carpentry, Furniture Manufacturing) with 3 years experience (Industry), 1 year experience (Teaching)</p> <p>Or</p> <p>Diploma (Carpentry, Furniture Manufacturing) with 3 years experience (Industry), 1 year experience (Teaching)</p> <p>Or</p> <p>Certificate-NSQF (NSQF Level 3 Assistant Carpenter (FFS/Q2201) Or NSQF Level 3 Assistant Installer (FFS/Q2205)) with 4 years experience (Industry), 1 year experience (Teaching)</p> <p>Or</p> <p>Basic Literacy with 6 years experience (Industry), 1 year experience (Teaching)</p>
18.	Curriculum Creation Date	18-07-2022
19.	Curriculum Valid up to Date	30-09-2024

Module Details

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
1	Introduction to the role of a General Assistant-Furniture and Fittings Installation Bridge Module	<ul style="list-style-type: none"> • Describe the Carpentry trade and its scope in the furniture and fittings sector. • Describe the Installation trade and its scope in the furniture and fittings sector. • Describe the roles and responsibilities of General Assistant in woodworking projects and the reporting levels. • Explain the transition to Assistant Carpenter or Assistant Installer status with an overview of the apprenticeship program. • Describe the mechanics of job card scheduling. • Follow all the organizational policies and schedules applicable to the General Assistant job role while working. • Practice job card management in every assigned task for effective work monitoring. • Demonstrate the elements of the code of conduct with the employer while working. 	20	80	70%	70%
2	Introduction to raw materials, architectural hardware and fittings, tools and equipment Bridge Module	<ul style="list-style-type: none"> • Describe common types and characteristics of solid wood. • Identify and describe the application of engineered wood products. • Describe how lumber is milled, seasoned, stored, and ordered. • Explain the safe usage of different hand and power tools. • Describe the fasteners and adhesives used for wood and wood derivative materials. • Describe the types and uses of sanding abrasives. 	20	80	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Describe the routine maintenance process for using different hand, power, and machine tools. • Differentiate between different types of wood species and wood derivative materials. • Differentiate between the thickness and size of different engineered wood derivative materials. • Identify various types of architectural hardware and their technical specifications. • Practice the installation of a range of hardware and accessories. • Inspect the safe working of tools and equipment before usage. • Perform the calibration of required tools and equipment before usage. • Practice the usage of various hand tools in the woodworking process. • Practice the usage of various portable power tools in the woodworking process. • Practice the usage of various stationary power tools in the woodworking process. • Practice the usage of a portable sander for finishing processes. • Demonstrate the safe operation and regular maintenance of portable planning and shaping equipment. • Demonstrate the steps involved in using a miter saw and circular saw. • Practice the usage of different marking tools for the fabrication of components. • Demonstrate the steps involved in the sharpening of hand tools and machine blades. • Perform the fabrication of assigned projects using appropriate fasteners, adhesives, hand, and power tools. 				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
3	<p>Recce, measurement, and marking of the worksite</p> <p>Mapped to NOS/N2201 v 1.0</p>	<ul style="list-style-type: none"> Describe different types of architectural drawings and projections. Describe the site layouting process. Explain the terminologies associated with masonry structure during site recce. Explain various conventions associated with sectional views such as symbols, cutting plane lines, broken-out lines, etc. Describe the basic site surveying process. Describe basic math concepts and operations. Describe the metric and imperial measurement system. Identify and describe various measuring, marking, laying-out, aligning, and squaring tools. Practice blueprint reading skills relating to a set of commercial drawings and specifications. Demonstrate the steps used to navigate through a set of drawings. Interpret and extract information from a set of engineering drawings. Classify the required measurement and marking tools for the assigned tasks. Practice the usage of measurement tools for conducting a physical site survey. Practice the use of marking tools for conducting physical site surveys. Demonstrate correct dimensioning methods and techniques. Demonstrate the steps involved in preparing a measurement sheet and recce report. Convert measurements between metric and imperial systems. Perform calculations based on basic math concepts and skills. Practice the calculations using the Pythagorean Theorem. 	24	76	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> Perform the worksite inspection to identify any breaches of building codes and bylaws. 				
4	Management of the materials at the worksite Mapped to NOS/N2202 v 1.0	<ul style="list-style-type: none"> List all the fall- protection and safety equipment along with their usage. Describe ladders, scaffolds, temporary structures, and their usage. Describe safety procedures associated with the worksite preparation. Identify tools, equipment, accessories, consumables, and spare parts required during the assigned project work. Identify and use protective equipment as outlined by the OHS regulation and worksite standards Demonstrate the planning and organizing of the workbench for the assigned project. Demonstrate the arrangement of materials, tools, and equipment based on designated bays at the worksite. Practice the usage of ladders, scaffolds, temporary structures based on project requirements. Demonstrate practical organizational skills for the implementation of the assigned project. Practice appropriate techniques for material handling at the worksite. Demonstrate the sorting procedures for different types of materials at the worksite. Practice the usage of hand signals for effective execution of operations at the worksite. Prepare records and documentation of the assigned work process. 	10	39	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> Clean the work area after completing the work using appropriate tools and equipment. 				
5	<p>Preparation, fabrication, and installation of the materials</p> <p>Mapped to NOS/N2202 v 1.0</p>	<ul style="list-style-type: none"> Describe the planning and fabrication process requirements for modular furniture. Describe the methods, materials, tools, and equipment used in the woodworking process. Describe methods of fastening various materials. Describe methods of assembly, finishing, and placing of furniture components. Describe installation procedures for pre-made and site-built cabinets. Describe the materials, layout, tools, and equipment used to install modular furniture on-site. Interpret the job card to plan the assigned job work. Inspect the safe working of tools and equipment before usage. Use schedules, details, and shop drawings to execute woodworking operations. Practice the cutting list preparation for the assigned projects. Practice pasting of veneer or laminate on wood or panel surfaces. Perform wood grains matching and apply edge veneers on the assigned project. Practice the cutting operation on the wood sample using different hand saws. Practice the drilling operation on the wood sample using a drill machine. 	10	41	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> Practice routine operation on the wood sample using appropriate tools. Practice smoothing of wood using hand planers and power-operated tools. Demonstrate the process of marking on the materials using appropriate marking tools. Practice the safe usage of bevel chisels of different sizes based on the assigned task. Practice the safe usage of mortise chisels of different sizes based on the assigned task. Practice joinery assembly of different types of joints using appropriate hand tools. Demonstrate the assembly of the assigned project components, ensuring correct fit and securing them in position using screws, nails, dowel, adhesives, etc. Demonstrate the installation of furniture based on the assigned project. Select the suitable sanding paper based on the project finishing requirement. Use jigs, templates, and other accessories to increase the efficiency of various power tools. Check the overall accuracy and quality in measurements, filling of assembled parts, rigidity, steadiness, leveling, etc. 				
6	Health and safety practices at the worksite	<ul style="list-style-type: none"> Describe the accident reporting requirements and first aid responses to common injuries. 	24	50	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
	Mapped to NOS/N8201 v 1.0	<ul style="list-style-type: none"> • Describe the requirements for the usage of personal protective equipment. • Describe the safe work practices used in a workshop and on-site. • Describe potential health hazards related to on-site work. • Explain the organizational practices associated with the health and hygiene practices at the workplace. • Apply the standard work practices used in a workshop and on-site. • Select and use appropriate personal protective equipment. • Apply the concepts of personal safety awareness and practices while working at the worksite. • Carry out routine cleaning of workplace, tools, and equipment. • Perform the inspection of the work area for health and safety breaches. • Practice the usage of emergency equipment like Fire extinguishers in emergencies and accidents. • Practice the first aid responses using a first aid kit. • Perform mock drills at regular intervals for health and safety purposes. • Follow the company’s emergency procedures promptly, calmly, and efficiently. • Deal with hazards, as per the procedure, safely, competently, and within the limits of authority. • Record all the health and safety records legibly and accurately. • Report safety and security breaches or any hazards to the company’s designated person. • Demonstrate effective application of 5S principles at the workplace. 				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
7	Greening practices at the worksite Mapped to NOS/N8201 v 1.0	<ul style="list-style-type: none"> • Explain the importance of efficient utilization and conservation of material. • State the difference between renewable and non-renewable sources of energy. • Differentiate between recyclable and non-recyclable waste. • Explain the importance of performing greening practices at the worksite. • Explain various types of waste generated at the worksite and their safe disposal processes. • Follow the organizational standards and policies for safe waste disposal at the worksite. • Practice the efficient disposal of various types of waste. • Select appropriate waste disposal methods based on worksite requirements • Practice energy conservation practices while working at the worksite. • Check the tools and equipment for proper functioning. • Report the faults and maintenance lapses in the tools and equipment to the concerned personnel effectively, if required. 	11	15	70%	70%
8	Interpersonal skills Mapped to NOS/N8202 v 1.0	<ul style="list-style-type: none"> • Explain the importance of good relationships with colleagues and supervisors. • Describe the role of effective listening skills and body language in communication. • Describe different methods and reasons for the requirement of effective communication. 	23	36	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Explain the importance of well-developed writing skills in business and career development. • Discuss the fundamentals of informal reports and the report writing procedure. • Identify the organizational structure of the workshop for communicating with colleagues, seniors, and others. • Practice effective means of communication depending upon the requirement while interacting with others. • Interact with different departments of the organization to complete the assigned task. • Follow organizational policies and standards while interacting with individuals of all ages, genders, and differently-abled people. • Demonstrate effective listening skills to the issues or requirements and respond promptly. • Display appropriate etiquette and personal behaviour while communicating with others. • Prepare a report of the assigned task and provide a status update to the supervisor. • Report negative feedback and communication errors to the designated person of the company. 				
9	<p>Gender and PwD sensitive practices</p> <p>Mapped to NOS/N8202 v 1.0</p>	<ul style="list-style-type: none"> • Explain the responding to the challenges faced by persons with disabilities. • Discuss the role of gender-inclusive practices for disabled people in bridging the gap between skills and employment. • Discuss the challenges faced by persons with disabilities. 	25	16	70%	70%

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> List the standard norms of behavior at the workshop for all genders and persons with disabilities. Differentiate between the concept of sex and gender. Communicate with different genders and persons with disability (PWD) in a sensitive manner. Practice the different ways to adjust the communication styles to reflect sensitivity towards gender and persons with disability (PWD). Practice the various ways to maintain good relationships with colleagues and supervisors. Practice social skills daily like workplace relations, communication, and problem-solving. 				
Duration (in Hours) / Total Marks			167	433	70%	

Glossary

Term	Description
Sector	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.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	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.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Declarative Knowledge	Declarative knowledge refers to facts, concepts, and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on-site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on-site
Procedural Knowledge	Procedural knowledge addresses how to do something or how to perform a task. It is the ability to work or produce a tangible work output by applying cognitive, affective, or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	The terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

Acronyms

Acronym	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
QC	Quality Checking
PwD	Person with Disability
ToT	Training of Trainers
ToA	Training of Assessors
FFSC	Furniture and Fittings Skill Council
TP	Training Partner
PC	Performance Criteria
NA	Not Applicable
MS	Microsoft
PPE	Personal Protective Equipment
2D	2-Dimensional
3D	3-Dimensional

Annexure 1: Tools and Equipment

List of Tools and Equipment

For a Batch size of 20 Candidates

The tools and equipment required are:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size (In Nos)
1	Working Bench		4
2	Bench Vice		8
3	Ear Plug		20
4	Hand Gloves		20
5	Nose Mask		20
6	Safety Shoes		20
7	Goggles		20
8	Fire Extinguisher		1
9	First Aid Kit		1
10	Electric Orbital Sander with Disc paper		1
11	Mitre Saw/ Circular Saw with blade		1
12	Jig Saw with blade		1
13	Electric Hand Plunge Router		1
14	Electric Impact Drill Machine		4
15	Carpentry Pencil		20
16	Notebook		20
17	Steel Ruler	Size- 300 mm	20
18	Measurement Tape	Size- 5 M	20
19	Laser Measurement Tape		1
20	Spirit Level		4
21	Plumb bob		1
22	Dividers		20

23	Marking Gauge		4
24	Marking Knife		4
25	Mortise Gauge		4
26	Try Square	Size- 12"	4
27	Compass		20
28	Carpentry Rafter Square		1
29	Bevel Chisel with Handle	Size- 1/4"	4
30	Bevel Chisel with Handle	Size- 1/2"	4
31	Bevel Chisel with Handle	Size- 3/4"	4
32	Bevel Chisel with Handle	Size- 1"	4
33	Bevel Chisel with Handle	Size- 1 1/4"	4
34	Mortise Chisel with Handle	Size- 1/4"	4
35	Mortise Chisel with Handle	Size- 1/2"	4
36	Japanese Saw		1
37	Hand Saw		4
38	Fret Saw		4
39	Compass Saw		1
40	Rasp cut File with Handle	Size- 10"	1
41	Half Round File with Handle	Size- 10"	1
42	Jack Plane	Size- 14"	4
43	Wooden Mallet		4
44	Cross Head Hammer		4
45	Soft Hammer		4
46	Pincer/ Nail Puller		1
47	Allen Key Set		4
48	Screw Driver	Type- 828	4
49	Screw Driver tip bit set		4
50	Disk Sanding Paper (Velcro)	Grit No.- 120	1
51	Disk Sanding Paper (Velcro)	Grit No.- 80	1
52	Disk Sanding Paper (Velcro)	Grit No.- 180	1

53	Disk Sanding Paper (Velcro)	Grit No.- 220	1
54	Sharpening/ Oil Stone		1
55	Router Bit Set		1
56	T Bar Clamp	Size- 5 feet	1
57	C clamp	Size- 10 inch	8
58	Plan Sanding Paper	Grit No.- 100	4
59	Drill Bit Set		4
60	Triangular File with Handle	Size- 4"	4
61	Butt Hingers		4
62	Auto Closing Hinge	0 CRANK	4
63	Auto Closing Hinge	9.5 CRANK	4
64	Auto Closing Hinge	16 CRANK	4
65	Drawer Channel	Type- Quadro	4
66	Drawer Channel	Type- Telescopic	4
67	Lock Set- Mortise		4
68	Lock Set- Multipurpose		4
69	Lock Set- Cylinder		4
70	L brackets		4
71	Minifix Set		10
72	Connecting Screw- L Shape		4
73	Latch		4
74	Tower Bolt		4
75	Screws	Type- Slotted	1
76	Screws	Type- Posidrive	1
77	Screws	Type- Philips	1
78	Types Of Wood		1
79	Types Of Veneer		1
80	Types of Other Materials		1
81	Types Of Wooden Derivatives		1

82	Vacuum Cleaner		1
83	Cleaning Set (Broom, Dustpan, Wiper, etc.)		4
84	Charts- As per Activity list in TDP		4
85	Props- As per Project/Task list in TDP		4
86	Apron		20

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White Board/ Green Board
2. Board Marker
3. Duster
4. Projector/ Smart TV
5. Laptop
6. Chairs (For theory lectures)
7. Trainer's Table/ Podium

Annexure 2: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the apprentice on the required competencies of the program.

At FFSC, we believe to gauge the performance of a candidate a holistic approach for assessment is essential. As such we have devised a multi-tier process to keep track of candidate overall progress at various stages. While a few techniques are imbibed as part of the training delivery program, others are explicit ways of testing. These are:

1. Internal (Preferred)
 - a. Trainer Led Assessment
 - b. Master Trainer/ Program Mentor Led Assessment
2. External
 - a. Assessment Partners/ Freelance Assessors (Mandatory)
 - b. Industry (Preferred)

1. Internal (Preferred)

a. Trainer Led Assessment:

As part of the Training Delivery Program, various tests and projects are designed at regular intervals to gauge the progress of the candidate during the training program. These are mix of Theory and practical, individual and group activities.

Trainers will be provided specific training under the ToT programs to conduct these assessments. A report of the same will be submitted to the assigned Master Trainer/ Program Mentor.

b. Master Trainer/ Program Mentor Led Assessment:

Every trainer/ batch should be connected with a Master Trainer/ Program Mentor, who will keep a check on the progress of the batch. Trainer can consult the Master Trainer/ Program Mentor with regards to training delivery or conducting periodic assessments.

Master Trainer/ Program Mentor may conduct their own session to assess the progress of the candidates, using the means as deemed suitable and feasible.

2. External

a. Assessment Partners/ Freelance Assessors:

An external assessment shall mandatorily be conducted by Assessment Partners via ToA certified Assessors or ToA certified Freelance Assessors. There are 3 key stages of any assessment activity – Pre-Assessment, During Assessment and Post Assessment. The defined system for conducting the assessment shall be followed at each stage.

FFSC Training and Assessment Team or any other assigned authority by FFSC, may conduct surprise or planned visits and checks from quality assurance and monitoring perspective.

The requirements and details of each stage are as highlighted below:

1. Pre-Assessment:

- a. Assessment Partner/ Assessor/ Freelance Assessor Validation
- b. Training Centre Check for Assessment Setup/ Infra
- c. Question Papers submission by Assessment Partner/ Freelance Assessor to FFSC
- d. FFSC to validate and approve the Question papers in line with NOS and PC.
- e. FFSC Affiliation and Project Assessment Approval
- f. Centre ready for Assessment intimation by Training Partner or by the assigned Neutral Assessment Centre

2. During Assessment (on the Assessment Day):

The assessment can be conducted in offline, online or hybrid format depending on the feasibility and approvals from FFSC. Under either process the below guidelines are important to be compiled:

- a. Check the availability of the Lab Equipment for the particular Job Role as per the mode of conducting assessment.
- b. Candidate Validation: Confirm the Aadhar Card details of candidates
- c. Check the duration of the training
- d. Check the Assessment Start and End time to be as specified in documents
- e. Assessor/ Freelance Assessor must follow the assessment guidelines at all times.
- f. Intimation to FFSC Training and Assessment Monitoring Team for Assessment Quality Assurance checks.
- g. Ensure evidence of conducting assessment is gathered as per FFSC protocol:
 - i. Time-stamped and geotagged reporting of the assessor from assessment location
 - ii. Centre photographs with signboards and scheme-specific branding
 - iii. Biometric or manual attendance sheet (stamped by T.P.) of the trainees during the training period

- iv. Time-stamped and geotagged assessment (Theory + Viva + Practical) photographs and videos
- h. Required documentation for submissions to the FFSC

3. Post Assessment:

- a. Timely submission of the assessment documentation and feedback to FFSC
- b. Hard copies of the documents are stored
- c. Soft copies of the documents and photographs of the Assessment are uploaded/accessed from Cloud Storage
- d. Soft copies of the documents and photographs of the Assessment stored in the Hard Drives
- e. Any other compliance requirement as defined by FFSC

b. Industry Partner:

FFSC may engage the Industry Partners and the Subject Matter Experts to conduct the Assessment of the candidates at various stages during the training programs.