

Model Curriculum

Assistant Carpenter – Wooden Furniture

SECTOR: FURNITURE & FITTINGS
SUB-SECTOR: WOODEN FURNITURE
OCCUPATION: CARPENTRY
REF. ID: FFS/ Q0101, VERSION 1.0
NSQF LEVEL: 2



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

Is hereby issued by the

FURNITURE & FITTINGS SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Assistant Carpenter- Wooden Furniture'** QP No. **'FFS/Qoara NSQF Level 2'**

Date of issuance: **December 31st, 2015**

Valid up to: **December 31st, 2016**

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



Authorised Signatory
(Construction Skill Development Council)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	05
3. Annexure: Assessment Criteria	06

Assistant Carpenter – Wooden Furniture

CURRICULUM / SYLLABUS

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

Program Name	Assistant Carpenter – Wooden Furniture		
Qualification Pack Name & Reference ID.	FFS/ Q0101, version 1.0		
Version No.	1.0	Version Update Date	30-06-2015
Pre-requisites to Training	Preferably equivalent to 5th (Normal literacy of reading, writing and understanding) Minimum two years of experience as an assistant in furniture making preferred		
Training Outcomes	<p>After completing this Programme, participants will be able to:</p> <ul style="list-style-type: none"> • The Assistant Carpenter Wooden Furniture will gain understanding of his Job Role: General introduction to the job role, importance of the Assistant Carpenter with respect to the furniture industry, potential and prospects of Assistant Carpenter in the industry • The Assistant Carpenter will understand basic tools, equipment & materials: Effectively identify, select & use the specified tools and equipment relevant to carpentry works. • Maintain the work area, tools and equipment: Appropriate method of handling tools, equipment and organizing the work area • Maintain Environment Health & Safety: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to carpentry occupation. • Carry out effectively at the work place: Work effectively with stakeholder, adhering to the organizational rules and regulations 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Assistant Carpenter – Wooden Furniture” Qualification Pack issued by “SSC: 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"> Impart General Discipline in the class room The Role of a Assistant Carpenter – Wooden Furniture and job opportunities and its importance Scope of furniture & fittings industry To impart Basic skills of communication To Provide Basic reading capabilities to enable him to read signs, notices and/or cautions at site. 	1XBlackboard, Chalk 2 packet, duster 1 pc.
2	Understanding the organizational context/ company/ employer Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code FFS/N0101	<ul style="list-style-type: none"> Expectations and responsibilities of the job role Gain Knowledge and understand the importance of the rules, codes, guidance and standards, policies, manuals, rules and regulation of the organization Contacting the concerned persons in case of queries on procedures/ products/ any problem He will learn the escalation in hierarchy 	
3	Tools, equipment and work areas Theory Duration (hh:mm) 16:00	<ul style="list-style-type: none"> Identify, maintain and handle the required tools, equipment and consumable safely and correctly Maintenance of appropriate environment to protect stock from pilfering, theft, damage and deterioration Dispose waste safely in the designated location Storing cleaning equipment safely after use 	Measurement Tools, Planing Tools, Sawing Tools, Testing Tools, Chipping Tools, Holding Tools, Boring Tools, Filling Tools, Supportive Tools,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code FFS/N8501</p>	<ul style="list-style-type: none"> • Maintain Storage of records and maintain documents. • Different ways of minimizing wastes • Analysis, evaluate and application of the information gathered from observation, experience, reasoning or communication to act efficiently 	
4	<p>Environmental Health, Safety and Security at Work Place</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8601</p>	<ul style="list-style-type: none"> • Follow General safety Rules, common hazards in the work area and procedures for dealing with the same. • Training to Introduction of Personal protective equipment like safety harness, helmet, gloves, goggles, earplugs, nose mask, shoes etc. and their application under different working conditions. • Introduction to various safety procedures and methods like barricading of work place, signage, safety drills, evacuation Procedures etc. • Reporting procedure for violation of safety. • Introduction to waste management and pollution control. • Understand various health hazards relevant to workplace and basic first aid training. • Identify and selection of right equipment such as fire extinguisher & based on type of fire. • Following agreed work location procedures in the event of an emergency and of any injury 	<p>Helmet, earplugs, goggles, nose mask, First aid, Fire Extinguisher Usage Etc.</p>
5	<p>Assistance in preparation and furniture making</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 120:00</p> <p>Corresponding NOS Code</p>	<ul style="list-style-type: none"> • Unloading and placing the raw materials in proper manner • Unpacking the materials as per the instructions of the supervisors • Assisting in furniture making in organizing tools and equipment in a proper manner • Helping in taking measurement and holding the wooden sheets in places as required by the furniture maker • Assisting the furniture maker in cutting and assembling the cut pieces 	<p>Wood, Ply, Laminate, Veneers, Edge Banding, Adhesives, Usage of Tool</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	FFS/N0101		
6	<p>Assistance in finishing</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N0101</p>	<ul style="list-style-type: none"> Organizing the materials, tools and equipment required for finishing the process Assisting in furniture making in applying hard putty on furniture Cleaning area in case of any dust or spillage during the finishing process 	<p>Tools usage</p> <p>For cutting of Wood, ply, Adhesive for Pasting laminates etc.</p>
	<p>Total Duration</p> <p>Theory Duration 60:00</p> <p>Practical Duration 160:00</p>	<p>Unique Equipment Required:</p> <p>1XBlackboard,Chalk 2 Packet, Duster 1 pc, gloves, earplugs, goggles, nose mask, Measurement Tools, Planning Tools, Sawing Tools, Testing Tools, Chipping Tools, Holding Tools, Boring Tools, Filling Tools, Supportive Tools</p>	

Grand Total Course Duration: 220: 00 Hours

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

Trainer Prerequisites for Job role: “Assistant Carpenter – Wooden Furniture” mapped to Qualification Pack: “FFS/Q0101”

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/Q0101</u> ”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Minimum 5 th grade (Normal literacy of reading, writing and understanding of local Language)
4a	Domain Certification	Certified for Job Role: “Assistant Carpenter – Wooden Furniture” mapped to QP: “ <u>FFS/Q0101</u> ”. Minimum accepted score as per FFSC guidelines will be 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted score will be 70%
5	Experience	<ul style="list-style-type: none"> Minimum Five year site experience in woodworking

Annexure: Assessment Criteria

Assessment Criteria for Assistant Carpenter- Wooden Furniture	
Job Role	Assistant Carpenter – Wooden Furniture
Qualification Pack	FFS/ Q0101
Sector Skill Council	Furniture & Fittings

Sr. No.	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.	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4.	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5.	To pass the Qualification Pack, every trainee should score a minimum of 60% aggregate
6.	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
FFS/N0101 Assist in furniture making activities	PC1. Unload the raw materials from the vehicle as applicable as per the instructions of the supervisor	50	2	0	2
	PC2. Place the materials in an appropriate manner as per the instructions of the supervisor		2	0	2
	PC3. Unpack the wood sheets and other materials at the work area as per instructions of the supervisor		3	0	3
	PC4. Assist the carpenter in organizing the tools and equipment required as per the process		1	0	1
	PC5. Clean the work area before starting the process		1	0	1
	PC6. Check if the required tools and equipment are in proper working condition		2	1	1
	PC7. Check the safe functioning of the powered tools		2	0	2
	PC8. Place the floor guard/ other safety mat as applicable on the floor		2	1	1
	PC9. Assist in taking measurement as per the instructions of the carpenter		3	1	2
	PC10. Help in holding the wooden sheets in place as required by the carpenter		2	0	2
	PC11. Bring the required tools for cutting wood sheets		3	1	2
	PC12. Switch on/off the power supply of the tool/ machine based on the requirement and as per instructions of the carpenter		3	1	2
	PC13. Assist the carpenter in cutting the wooden sheets into required shapes and sizes		4	1	3
	PC14. Carry the cut pieces to the area for assembly area as per the instructions of the supervisor		3	1	2
	PC15. Assist the carpenter in assembling different components of the furniture		3	1	2
	PC16. Organize the materials, tools and equipment required for finishing process		3	1	2
	PC17. Assist the carpenter in applying hard putty on the furniture		4	1	3
	PC18. Clean the area if there is any spillage during the finishing process		1	0	1
	PC19. Clean the furniture in case of dust accumulation as per instructions of the supervisor		1	0	1
	PC20. Clean the work area on a regular basis and as per the requirement of the process		1	1	0
	PC21. Sharpen grinding wheel / stone used for making the furniture as per the instructions of the supervisor		3	0	3

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	PC22. Oil and grease equipment to maintain them under supervision of the carpenter		1	1	0
		Total	50	12	38
FFS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	23	2	0	2
	PC2. Use correct handling procedures		1	0	1
	PC3. Use materials optimally to minimize waste		2	0	2
	PC4. Prepare and organize work		1	1	0
	PC5. Maintain a clean and hazard free working area		1	1	0
	PC6. Deal with work interruptions		1	1	0
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools equipment and consumables		1	0	1
	PC9. Carry out maintenance and/or cleaning outside responsibility		1	1	0
	PC10. Report unsafe equipment and other dangerous occurrences		1	1	0
	PC11. Ensure that the correct machine guards are in place		1	0	1
	PC12. Work in a comfortable position with the correct posture		1	0	1
	PC13. Use cleaning equipment and methods appropriate for the work to be carried out		2	1	1
	PC14. Dispose of waste safely in the designated location		1	1	0
	PC15. Store cleaning equipment safely after use		1	0	1
	PC16. Complete and store accurate records and documentation		1	0	1
	PC17. Give inputs and assist in completing documentation		1	0	1
	PC18. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
	PC19. Ensure safe and correct handling of materials, equipment and tools		1	0	1
	PC20. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
		Total	23	7	16
FFS/N8601 Maintain health, safety and security at workplace	PC1. Follow health and safety related instructions applicable to the work location at all times	13	1	1	0
	PC2. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC3. Ensure the worksite is free from health and safety hazards		1	0	1
	PC4. Follow manufacturers' and other		1	1	0

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	relevant instructions relating to safe use of equipment and materials				
	PC5. Safely handle and move waste and debris		2	1	1
	PC6. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	1	0
	PC7. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC8. Identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel		1	1	0
	PC9. Undertake first aid related to fracture, cuts, bleeding, burn and electrocution, if asked to do so		1	1	0
	PC10. Take appropriate action in case of a fire emergency		1	0	1
	PC11. Use safety equipment and personal protection equipment such as gloves , goggles ,mask and shoes correctly		1	0	1
	PC12. Follow agreed work location procedures in the event of an emergency and of any injury		1	0	1
		Total	13	6	7
FFS/N8701 Carry out work effectively at the workplace	PC1. Ensure all the required resources before beginning work	14	1	0	1
	PC2. Whenever necessary work with others to achieve set work objectives		1	1	0
	PC3. Keep work area in a tidy and organized state		1	0	1
	PC4. Complete allocated tasks within the desired time frame and quality Standards		1	1	0
	PC5. Display courteous behaviour at all times		1	1	0
	PC6. Respond politely to customer queries		1	0	1
	PC7. Seek assistance as and when required from appropriate authority at the workplace in an appropriate manner		1	0	1
	PC8. Ask questions and seek clarifications on work tasks whenever required		1	0	1
	PC9. Follow dress code as applicable at the work location		1	1	0
	PC10. Carry out work functions in accordance with the norms of the organization and work place		1	0	1
	PC11. Follow organizational policies and procedures		2	1	1
	PC12. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		1	0	1
	PC13. Identify and report any possible deviations to appropriate authority		1	0	1
		Total	14	5	9



Furniture and Fittings Sector Skill Council

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