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# Model Curriculum

## Lead Sofa Maker- Wooden Furniture

**SECTOR: FURNITURE & FITTINGS**  
**SUB-SECTOR: Wooden Furniture**  
**OCCUPATION: Production-Sofa Maker**  
**REF ID: FFS/Q0107, V1.0**  
**NSQF LEVEL: 4**



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**FURNITURE & FITTINGS SKILLS COUNCIL**

for

**MODEL CURRICULUM**

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: 'Lead Sofa Maker- Wooden Furniture' OP No. 'FFS/Q0107 NSQF Level 4'

Date of Issuance: April 15<sup>th</sup>, 2018

Valid up to\*: April 14<sup>th</sup>, 2019

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



Authorized Signatory  
(Furniture & Fittings Skill Council)

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## TABLE OF CONTENTS

<b>1. Curriculum</b>	<b>01</b>
<b>2. Trainer Prerequisites</b>	<b>08</b>
<b>3. Annexure: Assessment Criteria</b>	<b>09</b>



This course encompasses 6 out of 6 NOS (National Occupational Standards), of “Lead Sofa Maker- Wooden Furniture” Qualification Pack issued by “Furniture & Fittings Skill Council”.

Sr No	Module	Key Learning Outcomes	Equipment required
1	<b>Introduction</b>  <b>Theory Duration</b> (hh:mm) 08:00  <b>Practical Duration</b> (hh:mm) 00:00  <b>Corresponding NOS Code</b> Bridge Module	<ul style="list-style-type: none"> <li>Recognize the importance of general discipline in the class room (do's and don'ts)</li> <li>Explain the role of a Lead Sofa Maker- Wooden Furniture and its job opportunities</li> <li>Explain scope of furniture &amp; fittings industry</li> <li>Impart basic skills of communication</li> <li>List expectations and outcome from the training</li> </ul>	
2	<b>Understanding the organizational context/ company/ employer</b>  <b>Theory Duration</b> (hh:mm) 08:00  <b>Practical Duration</b> (hh:mm) 00:00  <b>Corresponding NOS Code</b> FFS/N0111	<ul style="list-style-type: none"> <li>Discuss codes, standards, policies, manuals, rules and regulation of the organization</li> <li>Discuss with the concerned persons in case of queries on procedures/products/ escalation/ any problem</li> </ul>	
3	<b>Maintenance of work area, tools and machines</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 08:00  <b>Corresponding NOS Code</b> FFS/N8501	<ul style="list-style-type: none"> <li>Handle material, machinery, equipment and tools with safety</li> <li>Prepare the work area</li> <li>Maintain a clean and hazard free working area</li> <li>Deal with work interruptions</li> <li>Ensure safe and correct handling of materials, equipment and tools</li> <li>Keep tools, equipment and consumables safely after use</li> <li>Work in a comfortable position with the correct posture</li> <li>Select the cleaning equipment and methods appropriately for the work to be carried out</li> </ul>	Stitching machine, umbrella make, stapler gun, glue spray gun, scissors, pien hammer, pincers, stapler remover driver, air gun, hexa blade, adjustable spanner, knife edge cutter, staples (80/12,80/9)









		of cut foam, covering foam with fabric and placement on sofa in line with the design	
15	<b>Review post completion</b>  <b>Theory Duration</b> (hh:mm) 08:00  <b>Practical Duration</b> (hh:mm) 16:00  <b>Corresponding NOS Code</b> FFS/N0113	<ul style="list-style-type: none"> <li>• Add skirts, piping or lace to the sofa as per the design requirement</li> <li>• Conduct post preparation check of the sofa with respect to fabric layering, sofa levelling, cleanliness of work</li> <li>• Conduct any on site modifications that may be required and touch up if needed</li> <li>• Gather all the tools and remove from the site</li> <li>• Remove all the debris from the site and clean the work area</li> <li>• Take note of inputs/ feedback received by supervisor/client to incorporate at work.</li> <li>• Ensure completion of the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of work in compliance to customer requirement</li> </ul>	
	<b>Total Duration</b>  <b>Theory Duration:</b> <b>100:00</b>  <b>Practical Duration:</b> <b>220:00</b>	<b>Unique Equipment Required:</b>  Stitching machine, umbrella make, stapler gun, glue spray gun, scissors, pien hammer, pincers, stapler remover driver, air gun, hexa blade, adjustable spanner, knife edge cutter, staples (80/12,80/9)  Measurement tools:-Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule Marking Tools:-Pencil, Marking Knife, Marking Thread Striking Tools:- Cross peen Hammer, Mallet Planing Tools:-Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave Sharpening Tools:-Oil stone, Triangular File Sawing Tools:- Hand saw, Compass saw, Coping saw Testing Tools:- Try Square, Mitre Square, Sprit Level, Water Level Pipe, Chipping Tools:-Firmer/Bevel Chisel, Mortise Chisel Holding Tools:-T Bar clamp, G clamp, Rasp file Misc.Tools:-Screw Driver, Nail Punch, Pincer Power Tools:-Circular Saw, Jig Saw, Planner, Router, Drill Machine, Sander etc  Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, first aid, different types of fire extinguisher	

**Grand Total Course Duration: 320 Hours, 0 minutes**

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



## Annexure: Assessment Criteria

<b>Job Role</b>	Lead Sofa Maker- Wooden Furniture
<b>Qualification Pack</b>	FFS/Q0107, v1.0
<b>Sector Skill Council</b>	Furniture & Fittings Skill Council

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
6. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS		Marks Allocation			
Total Marks: 600		Total Marks	Out Of	Theory	Skills Practical
Assessment outcomes	Assessment criteria for outcomes				
<b>1 FFS/N0111 (Plan and organize work to meet expected outcome of making sofa)</b>	PC1. understand and evaluate the nature of work & requirement in terms of layout, design via discussions with the client and supervisor	<b>100</b>	10	3	7
	PC2. identify style, pattern, shapes, dimensions and detailing of work needed on the sofa arm rest /back/legs as per client needs		8	2	6
	PC3. identify upholstery covering material/fabric e.g. leather, vinyl etc.		8	2	6
	PC4. get clarity on the cost budget and timelines before work initiation		6	2	4
	PC5. ensure compliance to all the required documentation		5	1	4

	PC6. seek approval from supervisor incase of any changes in the design sketch basis suggestion/ inputs received		5	1	4
	PC7. plan and organize the activities/steps to be taken to execute the work in accordance with the timeline/schedule and the sequence		8	2	6
	PC8. agree upon working parameters like space to work, lighting etc. with the supervisor and the client, if the work is to be conducted at the client site		6	1	5
	PC9. prepare design sketch in absence of sketch/drawings and seek requisite approvals along with incorporating suggestions/feedback		6	2	4
	PC10. get approval/signoff from the requisite authority before initiating the work basis the design and on all the decided details of sofa and fabric/material to be used		6	1	5
	PC11. select and organize the appropriate tools and equipment's such as hammer, pliers, chisel, ruler, planning tools, measuring tape, driller machine , V-tool, planning tools (e.g. electric planer, hand plane) , sanding tools (e.g. sand paper, belt sander) etc.		7	2	5
	PC12. check if the required tools and equipment's /machines are in proper working condition		8	2	6
	PC13. report on any shortage or defect of raw materials to the supervisor /concerned person and raise a request if any specific		5	1	4

	tool/equipment is needed for the work				
	PC14. gather the required raw materials used in making sofa e.g. structure/wood, springs, planks of wood, webbing materials, foam or other padding materials, glue/adhesives, nails, screw, fabric etc. and undertake the procurement process if in shortage post superior approval		7	2	5
	PC15. arrange/place the raw materials and tools in an appropriate sequential manner		5	1	4
			<b>100</b>	<b>25</b>	<b>75</b>
<b>2. FFS/N0112 (Prepare sofa frame and perform webbing, springs, &amp; padding work)</b>	PC1. collect the wood for sofa frame and inspect the same to ensure it is free from defects	<b>100</b>	6	2	4
	PC2. initiate the work for sofa frame by undertaking measurements and cutting the wood into sections using appropriate tools and equipment's		7	2	5
	PC3. ensure thickness of all cut wooden sections are strong enough to allow for heavy tension webbing		5	1	4
	PC4. join all the cut pieces of wood together by using proper joineries ,adhesives and hardware (e.g. screws etc.) via usage of tools and ensure its done with accuracy and efficiency		7	2	5
	PC5. undertake frame inspection to ensure that it is as per the design finalized and has proper support, balance to hold all padding and fabric work, post integrating all the sofa frame pieces together		6	2	4
	PC6. incorporate any suggestions/feedback received from		4	1	3



			<b>100</b>	<b>25</b>	<b>75</b>
<b>3. FFS/N0113 (Perform fabric laying and cushioning work)</b>	PC1. undertake measurement of the padded frame to know the amount of fabric requirement	<b>100</b>	5	1	4
	PC2. prepare patterns on cardboard and transfer the same on the fabric		6	2	4
	PC3. cut the fabric panels by following the pattern along with providing appropriate seam allowance and also mark with chalk along the top corner to identify the top/front side of the fabric		7	2	5
	PC4. initiate sewing the cut pieces together		4	1	3
	PC5. place the fabric panels on to the padded frame and attach them to the padded frame. (e.g. by sewing/gluing depending upon the fabric)		6	2	4
	PC6. ensure attention is paid to pattern alignment and for neatness at the folds or corners		4	1	3
	PC7. prepare patterns and transfer the same to the foam/rubber in accordance with design finalised		6	2	4
	PC8. cut the foam/rubber material in accordance to the pattern with accuracy and ensure neatness		6	2	4
	PC9. cover the foam with a thin layer of fibre/foam, if required and then cover the cushions with the stitched fabric in line with the sofa frame fabric placement and fix/place them on the sofa seat and back		7	2	5

	PC10. fill the stitched fabric with loose fibre mixed with crumbled pieces of foam for additional loose cushions		5	1	4
	PC11. ensure attention is paid to details e.g. edges of cut foam, covering foam with fabric and placement on sofa in line with the design etc.		6	1	5
	PC12. add skirts, piping or lace to the sofa as per the design requirement		6	1	5
	PC13. conduct post preparation check of the sofa with respect to fabric layering, sofa levelling, cleanliness of work etc.		5	1	4
	PC14. conduct any on site modifications that may be required and touch up if needed		6	1	5
	PC15. gather all the tools and remove from the site		5	1	4
	PC16. remove all the debris from the site and clean the work area		5	1	4
	PC17. take note of inputs/ feedback received by supervisor/client to incorporate at work		5	1	4
	PC18. ensure completion of the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of work in compliance to customer requirement		6	2	4
			<b>100</b>	<b>25</b>	<b>75</b>
<b>4. FFS/N8601 Ensure health and safety at workplace</b>	PC1. work safely at all times, complying with health and safety	100	3	2	1





PC19.	follow appropriate procedure in case a of fire emergency	3	1	2
PC20.	follow electrical safety measures while working with electrically powered tools & equipment	4	2	2
PC21.	follow agreed work location procedures in the event of an emergency or an accident	3	1	2
PC22.	follow emergency and evacuation procedures in case of accidents, fires, natural calamities	3	1	2
PC23.	check and ensure general health and safety equipment are available at work site General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)	4	1	3
PC24.	comply with restrictions imposed on harmful chemicals inside work area during working hours	3	0	3
PC25.	correctly demonstrate rescue techniques applied during fire hazard	3	0	3
PC26.	demonstrate good housekeeping in order to prevent fire hazards	3	0	3
PC27.	demonstrate the correct use of a fire extinguisher	3	2	1
PC28.	demonstrate how to free a person from electrocution	3	1	2
PC29.	respond promptly and appropriately to an accident situation or medical emergency	3	0	3



<b>5. FFS/N8501 Maintain work area, tools and machines</b>	PC1. handle materials, machinery, equipment and tools safely and correctly	100	8	4	4
	PC2. use correct handling procedures		8	4	4
	PC3. use materials to minimize waste		8	4	4
	PC4. prepare and organize work		8	4	4
	PC5. maintain a clean and hazard free working area		8	4	4
	PC6. deal with work interruptions		8	4	4
	PC7. maintain tools equipment and consumables		8	4	4
	PC8. work in a comfortable position with the correct posture		8	4	4
	PC9. use cleaning equipment and methods appropriate for the work to be carried out		8	4	4
	PC10. dispose of waste safely in the designated location		8	5	3
	PC11. store cleaning equipment safely after use		7	3	4
	PC12. ensure safe and correct handling of materials, equipment and tools		7	3	4
	PC13. maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		6	3	3
	<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>	
<b>6. FFS/N8801 Work effectively with others</b>	PC1. seek assistance from supervisor or any such appropriate authority as and when required	100	3	1	2
	PC2. ask questions and seek clarifications on work tasks whenever required		3	1	2

	PC3. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		5	5	0
	PC4. identify and report any possible deviations to appropriate authority		3	1	2
	PC5. address the problems effectively and report if required to immediate supervisor appropriately		5	2	3
	PC6. receive instructions clearly from superiors and respond effectively on the same		3	1	2
	PC7. follow escalation matrix in case of any grievance		6	4	2
	PC8. accurately receive information and instructions from the supervisor related to one's work		5	3	2
	PC9. coordinate and cooperate with colleagues to achieve work objectives		5	0	5
	PC10. display courteous behaviour at all times		5	0	5
	PC11. respond politely to customer queries and other team members		5	1	4
	PC12. follow work place dress code		5	0	5
	PC13. keep work area in a tidy and organized state		5	0	5
	PC14. adhere to time lines and quality standards		5	2	3
	PC15. follow organizational policies and procedures		4	4	0
	PC16. share information with team wherever and whenever required to enhance quality and productivity at work place		5	2	3
	PC17. work together with co-workers in a synchronized manner		6	0	6

	PC18. communicate with others clearly, at a pace and in a manner that helps them to understand		6	3	3
	PC19. show respect to other and their work		5	0	5
	PC20. display active listening skills while interacting with others at work		5	0	5
	PC21. demonstrate responsible and disciplined behaviors at the workplace disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.		6	0	6
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
	<b>Grand Total</b>		<b>600</b>	<b>185</b>	<b>415</b>
	<b>Percentage Weightage</b>			<b>30%</b>	<b>70%</b>
	<b>Minimum Pass % to qualify (aggregate)</b>			<b>70%</b>	