



**FURNITURE  
& FITTINGS  
SKILL COUNCIL**  
कुशल • सक्षम • आत्मनिर्भर

**N • S • D • C**  
National  
Skill Development  
Corporation  
Transforming the skill landscape



**Skill India**  
कौशल भारत - कुशल भारत



# Model Curriculum

**QP Name: Assistant Interior Designer**

**QP Code: FFS/Q0203**

**QP Version: 1.0**

**NSQF Level: 4**

**Model Curriculum Version: 1**

Furniture and Fittings Skill Council || Furniture and Fittings Skill Council (FFSC), 407-408, DLF City Court,  
MG Road, Sikanderpur, Gurgaon - 122002

# Table of Contents

Training Parameters.....	3
Program Overview .....	4
Training Outcomes.....	4
Compulsory Modules.....	5
Module 1: Introduction to the role of Assistant Interior Designer.....	12
Module 2: Introduction to various types of Interior projects, products, materials, & accessories..	13
Module 3: Interpret and analyze the client information.....	14
Module 4: Site survey/recce for Interior Designing.....	15
Module 5: Client deliberations and market research .....	16
Module 6: Project budgeting and execution planning .....	17
Module 7: Design project drafts, mood boards, and models .....	18
Module 8: Team and task management.....	19
Module 9: Prepare and validate the design drafts and drawings.....	20
Module 10: Material and finishes selection .....	21
Module 11: Procurement management .....	22
Module 12: Monitoring of on-site project work .....	23
Module 13: Work effectively with colleagues and others.....	24
Module 14: Sensitivity towards all genders and people with disability .....	25
Module 15: Identify and assess entrepreneurial activities.....	26
Module 16: Digital and financial aspects of a business .....	27
Module 17: Health, safety, and hygiene protocols while designing .....	28
Module 18: Material conservation and resources optimization .....	29
Elective 1: Residence	
Module 19: Performing site supervision during a recce for residence projects.....	30
Module 20: Developing concepts and designs for residence projects .....	31
Module 21: Project execution and monitoring for residence projects.....	32
Module 22: Procurement process for execution of residence projects.....	33
Module 23: On the Job Training for residence projects.....	34
Elective 2: Kitchen	
Module 24: Performing site supervision during a recce for kitchen projects .....	35
Module 25: Developing concepts and designs for kitchen projects.....	36
Module 26: Project execution and monitoring for kitchen projects .....	37
Module 27: Procurement process for execution of kitchen projects.....	38
Module 28: On the Job Training for kitchen projects .....	39

Elective 3: Commercial	
Module 29: Performing site supervision during a recce for commercial projects .....	40
Module 30: Developing concepts and designs for commercial projects.....	41
Module 31: Project execution and monitoring for commercial projects .....	42
Module 32: Procurement process for execution of commercial projects.....	43
Module 33: On the Job Training for commercial projects.....	44
Elective 4: Hospitality	
Module 34: Performing site supervision during a recce for Hospitality projects .....	45
Module 35: Developing concepts and designs for Hospitality projects .....	46
Module 36: Project execution and monitoring for Hospitality projects.....	47
Module 37: Procurement process for execution of Hospitality projects .....	48
Module 38: On the Job Training for Hospitality projects.....	49
Elective 5: Academic Institutions	
Module 39: Performing site supervision during a recce for Academic Institutions projects .....	50
Module 40: Developing concepts and designs for Academic Institutions projects.....	51
Module 41: Project execution and monitoring for Academic Institutions projects .....	52
Module 42: Procurement process for execution of Academic Institutions projects.....	53
Module 43: On the Job Training for Academic Institutions projects.....	54
Elective 6: Retail Fitout & Exhibitions	
Module 44: Performing site supervision during a recce for Retail Fitout & Exhibitions projects ....	55
Module 45: Developing concepts and designs for Retail Fitout & Exhibitions projects.....	56
Module 46: Project execution and monitoring for Retail Fitout & Exhibitions projects .....	57
Module 47: Procurement process for execution of Retail Fitout & Exhibitions projects.....	58
Module 48: On the Job Training for Retail Fitout & Exhibitions projects .....	59
Annexure.....	60
Trainer Requirements .....	60
Assessor Requirements.....	62
Assessment Strategy.....	64
References .....	66
Glossary.....	66
Acronyms and Abbreviations.....	67

## Training Parameters

<b>Sector</b>	Furniture and Fittings
<b>Sub-Sector</b>	Interior Design and Installation
<b>Occupation</b>	Interior Designing
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3432.0100
<b>Minimum Educational Qualification and Experience</b>	10th Pass + 4 Years of Relevant Experience <b>OR</b> 10th Pass + ITI (1 Year) + 3 Years of Relevant Experience <b>OR</b> 12th pass + 2 Years of Relevant Experience <b>OR</b> 12th pass + ITI (1 Year) + 1 Year of Relevant Experience <b>OR</b> Graduation in any field + 1 Year of Relevant Experience <b>OR</b> NSQF Level 3 certificate [Draughtsperson (Interior Design)] + 2 Years of Relevant Experience
<b>Minimum Level of Education for Training in School</b>	10th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	16 Years
<b>Last Reviewed on</b>	
<b>Next Review Date</b>	
<b>NSQC Approval Date</b>	
<b>Q.P. Version</b>	1.0
<b>Model Curriculum Creation Date</b>	
<b>Model Curriculum Valid Up to Date</b>	
<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	540 (Min. of 1 Elective to be selected)
<b>Maximum Duration of the Course</b>	720 (Max. of 2 Electives to be selected)

# Program Overview

This section summarizes the end objectives of the program along with its duration.

## Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills:

- Describe the organizational map of interiors and role of Assistant Interior Designer
- List the different types of Interior Projects, Products, Materials and Hardware
- Discuss the process of analysing and interpreting client requirements
- Conduct site survey for Interior Designing and supervise recce activities
- Discuss the process of defining Tentative Scope of Work (TSOW) and its role in interior designing.
- Conduct product budgeting and execution planning of interior design projects
- Demonstrate the designing and approval process for design drafts, mood boards, and models
- Describe the process of task delegation and its importance in project execution.
- Design and validate the drafts and drawings based on client requirements.
- List different types of materials and finishes based on various interior design projects
- Conduct procurement management for effective execution of work at on-site.
- Design and deploy effective work monitoring plan for on-site work.
- Describe the best practices for working efficiently as team player and team and ensure the same are followed.
- List the guidelines for gender sensitivity and PwD practices and comply as per the same.
- Explain the elements of Entrepreneurship and highlight the role of an entrepreneur.
- Explain the significance of Digital and Financial literacy in a business.
- Follow and ensure the compliance of the Occupational Health & Safety protocols while designing.
- Explain the methods for material conservation and resources optimization during interior designing.
- Describe the process of planning, organizing and supervision in conducting the site survey and recce for residence projects
- Create design drafts and concepts for residence projects
- Explain the steps involved in effective project execution and work monitoring in residence projects
- Discuss the procurement process and relevant documents for residence projects
- Explain the processes involved in interior designing for residence project and execute the same.
- Describe the process of planning, organizing and supervision in conducting the site survey and recce for kitchen projects
- Create design drafts and concepts for kitchen projects
- Explain the steps involved in effective project execution and work monitoring in kitchen projects
- Discuss the procurement process and relevant documents for kitchen projects
- Explain the processes involved in interior designing for kitchen project and execute the same.
- Describe the process of planning, organizing and supervision in conducting the site survey and recce for commercial projects
- Create design drafts and concepts for commercial projects
- Explain the steps involved in effective project execution and work monitoring in commercial projects
- Discuss the procurement process and relevant documents for commercial projects
- Explain the processes involved in interior designing for commercial project and execute the same.
- Describe the process of planning, organizing and supervision in conducting the site survey and recce for hospitality projects

- Create design drafts and concepts for hospitality projects
- Explain the steps involved in effective project execution and work monitoring in hospitality projects
- Discuss the procurement process and relevant documents for hospitality projects
- Explain the processes involved in interior designing for hospitality project and execute the same.
- Describe the process of planning, organizing and supervision in conducting the site survey and recce for academic institution projects
- Create design drafts and concepts for academic institution projects
- Explain the steps involved in effective project execution and work monitoring in academic institution projects
- Discuss the procurement process and relevant documents for academic institution projects
- Explain the processes involved in interior designing for academic institution project and execute the same.
- Describe the process of planning, organizing and supervision in conducting the site survey and recce for retail fitout and exhibition projects
- Create design drafts and concepts for retail fitout and exhibition projects
- Explain the steps involved in effective project execution and work monitoring in retail fitout and exhibition projects
- Discuss the procurement process and relevant documents for retail fitout and exhibition projects
- Explain the processes involved in interior designing for retail fitout and exhibition project and execute the same.

### Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>Bridge Module (s)</b>	<b>09:00</b>	<b>06:00</b>	<b>00:00</b>	<b>00:00</b>	<b>15:00</b>
Module 1: Introduction to the role of Assistant Interior Designer	06:00	00:00	00:00	00:00	06:00
Module 2: Introduction to various types of Interior projects, products, materials, and accessories	03:00	06:00	00:00	00:00	09:00
<b>FFS/N0210: Assist in client servicing and on-site supervision during survey/recce</b>	<b>24:00</b>	<b>51:00</b>	<b>00:00</b>	<b>00:00</b>	<b>75:00</b>
Module 3: Interpret and analyze the client info	12:00	24:00	00:00	00:00	36:00
Module 4: Site survey/recce for Interior Designing	12:00	27:00	00:00	00:00	39:00
<b>FFS/0211: Assist in the development of interior concepts and designs</b>	<b>24:00</b>	<b>51:00</b>	<b>00:00</b>	<b>00:00</b>	<b>75:00</b>

Module 5: Client deliberations and market research	06:00	12:00	00:00	00:00	18:00
Module 6: Project budgeting and execution planning	06:00	12:00	00:00	00:00	18:00
Module 7: Design project drafts, mood boards, and models	12:00	27:00	00:00	00:00	39:00
<b>FFS/0212: Assist in execution and monitoring of the interior design project</b>	<b>21:00</b>	<b>54:00</b>	<b>00:00</b>	<b>00:00</b>	<b>75:00</b>
Module 8: Team and task management	09:00	24:00	00:00	00:00	33:00
Module 9: Prepare and validate the design drafts and drawings	12:00	30:00	00:00	00:00	42:00
Module 10: Material and finishes selection	09:00	24:00	00:00	00:00	33:00
<b>FFS/0213: Assist in the procurement process and on-site installation</b>	<b>24:00</b>	<b>51:00</b>	<b>00:00</b>	<b>00:00</b>	<b>75:00</b>
Module 11: Procurement management	12:00	30:00	00:00	00:00	42:00
Module 12: Monitoring of on-site project work	12:00	21:00	00:00	00:00	33:00
<b>FFS/N8204: Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices</b>	<b>06:00</b>	<b>09:00</b>	<b>00:00</b>	<b>00:00</b>	<b>15:00</b>
Module 13: Work effectively with colleagues and others	03:00	06:00	00:00	00:00	09:00
Module 14: Sensitivity towards all genders and people with disability	03:00	03:00	00:00	00:00	06:00
<b>FFS/N8206: Undertake entrepreneurship and business development activities</b>	<b>06:00</b>	<b>09:00</b>	<b>00:00</b>	<b>00:00</b>	<b>15:00</b>
Module 15: Identify and assess entrepreneurial activities	03:00	06:00	00:00	00:00	09:00
Module 16: Digital and financial aspects of a business	03:00	03:00	00:00	00:00	06:00
<b>FFS/N8207: Supervise health and safety protocols for project</b>	<b>06:00</b>	<b>09:00</b>	<b>00:00</b>	<b>00:00</b>	<b>15:00</b>

<b>designing at the workplace</b>					
Module 17: Health, safety, and hygiene protocols while designing	03:00	06:00	00:00	00:00	09:00
Module 18: Material conservation and resources optimization	03:00	03:00	00:00	00:00	06:00
<b>Total Duration</b>	<b>120:00</b>	<b>240:00</b>	<b>00:00</b>	<b>00:00</b>	<b>360:00</b>

## Elective Modules

The table lists the modules and their duration corresponding to the Elective NOS of the QP.

### Elective 1: Residence

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0214: Assist in preparation and execution of interior design concepts/plans for residence projects</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>
Module 19: Performing site supervision during a recce for residence projects	09:00	18:00	00:00	00:00	27:00
Module 20: Developing concepts and designs for residence projects	09:00	18:00	00:00	00:00	27:00
Module 21: Project execution and monitoring for residence projects	06:00	12:00	00:00	00:00	18:00
Module 22: Procurement process for execution of residence projects	06:00	12:00	00:00	00:00	18:00
Module 23: On the Job Training for residence projects	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>



## Elective 2: Kitchen

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0215: Assist in preparation and execution of interior design concepts/plans for kitchen projects</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>
Module 24: Performing site supervision during a recce for kitchen projects	09:00	18:00	00:00	00:00	27:00
Module 25: Developing concepts and designs for kitchen projects	09:00	18:00	00:00	00:00	27:00
Module 26: Project execution and monitoring for kitchen projects	06:00	12:00	00:00	00:00	18:00
Module 27: Procurement process for execution of kitchen projects	06:00	12:00	00:00	00:00	18:00
Module 28: On the Job Training for kitchen projects	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>

## Elective 3: Commercial

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0216: Assist in preparation and execution of interior design concepts/plans for commercial projects</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>
Module 29: Performing site supervision during a recce for commercial projects	09:00	18:00	00:00	00:00	27:00
Module 30: Developing concepts and designs for commercial projects	09:00	18:00	00:00	00:00	27:00
Module 31: Project execution and	06:00	12:00	00:00	00:00	18:00

monitoring for commercial projects					
Module 32: Procurement process for execution of commercial projects	06:00	12:00	00:00	00:00	18:00
Module 33: On the Job Training for commercial projects	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>

#### Elective 4: Hospitality

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0217: Assist in preparation and execution of interior design concepts/plans for hospitality projects</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>
Module 34: Performing site supervision during a recce for hospitality projects	09:00	18:00	00:00	00:00	27:00
Module 35: Developing concepts and designs for hospitality projects	09:00	18:00	00:00	00:00	27:00
Module 36: Project execution and monitoring for hospitality projects	06:00	12:00	00:00	00:00	18:00
Module 37: Procurement process for execution of hospitality projects	06:00	12:00	00:00	00:00	18:00
Module 38: On the Job Training for hospitality projects	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>

#### Elective 5: Academic Institutions

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0218: Assist in preparation and execution of interior design concepts/plans</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>

for academic institutions projects					
Module 39: Performing site supervision during a recce for academic institution projects	09:00	18:00	00:00	00:00	27:00
Module 40: Developing concepts and designs for academic institution projects	09:00	18:00	00:00	00:00	27:00
Module 41: Project execution and monitoring for academic institution projects	06:00	12:00	00:00	00:00	18:00
Module 42: Procurement process for execution of academic institution projects	06:00	12:00	00:00	00:00	18:00
Module 43: On the Job Training for academic institution projects	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>

#### Elective 6: Retail fitout and Exhibition Project

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>FFS/N0219: Assist in preparation and execution of interior design concepts/plans for retail fitout and exhibition projects</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>
Module 44: Performing site supervision during a recce for retail fitout and exhibition projects	09:00	18:00	00:00	00:00	27:00
Module 45: Developing concepts and designs for retail fitout and exhibition projects	09:00	18:00	00:00	00:00	27:00
Module 46: Project execution and monitoring for retail fitout and exhibition projects	06:00	12:00	00:00	00:00	18:00
Module 47: Procurement process for execution of retail fitout and exhibition projects	06:00	12:00	00:00	00:00	18:00

Module 48: On the Job Training for retail fitout and exhibition projects	00:00	00:00	90:00	00:00	90:00
<b>Total Duration</b>	<b>30:00</b>	<b>60:00</b>	<b>90:00</b>	<b>00:00</b>	<b>180:00</b>

# Module Details

## Module 1: Introduction to the role of Assistant Interior Designer

### Bridge Module

#### Terminal Outcomes:

- Explain the scope and functioning of the Interiors Industry.
- Explain the role and responsibilities of an Assistant Interior Designer.
- Discuss the scope of work for an Assistant Interior Designer.

<b>Duration: 06:00</b>	<b>Duration: 00:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Elaborate on the various organizational structure, processes, code of conduct, reporting matrix, and escalation hierarchy.</li> <li>• Describe the scope and significance of the interiors industry.</li> <li>• Describe the occupational map of the Interiors industry-related job roles.</li> <li>• Describe the attributes and essential skill sets required for an Assistant Interior Designer.</li> <li>• Explain the role, responsibilities, and key result areas of an Assistant Interior Designer.</li> <li>• List the various operations/activities that take place at the worksite and Assistant interior designer role in the same.</li> <li>• Describe the career progression path for an Assistant Interior Designer.</li> <li>• Discuss the regulatory authorities, laws, and regulations related to an individual while working.</li> <li>• Explain the importance of job cards and timely reporting to supervisors in employee performance evaluation.</li> </ul>	
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Project/Theme Based Props as required	

## Module 2: Introduction to various types of Interior projects, products, materials, and accessories

### Bridge Module

#### Terminal Outcomes:

- Discuss the usage of different raw materials in the Interiors, Furniture, Fittings, and Allied sectors.
- Explain the usage of different types of basic architectural hardware and fittings in interior projects.
- Explain the difference between various interior design projects based on space, style, and themes.
- Demonstrate the steps involved in the interior designing process based on client requirements.

<b>Duration: 03:00</b>	<b>Duration: 06:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Distinguish between interior drafting, interior designing, and interior project management.</li> <li>• Illustrate the process flow of an Interior Designing project.</li> <li>• List the various elements of an Interior Design project and its significance.</li> <li>• Classify different types of Interior Design projects in terms of space, theme, and styles.</li> <li>• Describe various types of raw materials and accessories used in an Interior Design project.</li> <li>• Describe various categories of basic architectural hardware and fittings used designing and their usage.</li> <li>• Elaborate different types of furniture and their area of applications.</li> <li>• Discuss the new trends and advancements related to the interior designing process.</li> </ul>	<ul style="list-style-type: none"> <li>• Classify the different types of raw material as per the given checklist.</li> <li>• Select the architectural hardware as per the type of application.</li> <li>• Analyze different Interior projects for categorization based on space, style, and themes.</li> <li>• Examine the Interior projects and define the theme and elements.</li> <li>• Demonstrate the steps involved in the interior design project from client deliberations to project handover and signoff.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 3: Interpret and analyze the client info

Mapped to NOS/N0210 v 1.0

### Terminal Outcomes:

- List various interior decor elements and their area of usage based on interior design requirements.
- Demonstrate the steps involved in analyzing and interpreting the first-hand info received from the client.
- Explain various themes, styles, layouts associated with interior design projects.

<b>Duration: 12:00</b>	<b>Duration: 24:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List various interior decor elements like ventilation, colour, lighting, Vaastu shastra, symmetry, etc.</li> <li>• Explain the various material specifications, design themes, styles, layouts, etc.</li> <li>• State the importance of identifying purpose of designing based on future requirements.</li> <li>• Explain various types of interior products and furniture based on their usage area.</li> <li>• Describe the process of interpreting site layout/drawings based on different architectural elements at the worksite.</li> <li>• List all the documentation requirements during initial client deliberations.</li> <li>• State the role of effective notes making techniques in maintaining client data.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret the different elements of interior designing like style, theme, services, etc. based on client interactions.</li> <li>• Analyze the details of client integration to identify different types of furniture and interior products.</li> <li>• Interpret the site layout/drawings based on available design specifications.</li> <li>• Demonstrate the process of managing client requirements using effective notes making techniques.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Sample of budget and cost estimate forms	

## Module 4: Site survey/recce for Interior Designing

Mapped to NOS/N0210 v 1.0

### Terminal Outcomes:

- Discuss the various health and safety considerations while conducting site survey/recce.
- Explain the pre-requisites involved in conducting site survey/recce operation.
- Demonstrate the process of planning and organizing a site survey for the Interior Designing process.
- Examine the worksite and perform the measurement and marking activities.

Duration: 12:00	Duration: 27:00
<b>Theory – Key Learning Outcomes</b> <ul style="list-style-type: none"> <li>• Discuss the SOP for conducting site survey and recce.</li> <li>• List all the health and safety hazards applicable and associated safety precautions at the worksite.</li> <li>• List different technical infrastructure like ply boxing, drywall, civil wall, etc. at the worksite affecting project designing.</li> <li>• List various design elements at worksite like tiles, furniture, light, paints, sanitary fittings, etc. affecting the project scope of work.</li> <li>• List all the pre-requisites involved in performing measurement and marking activities.</li> <li>• State the importance of workplace monitoring during measurement and marking activities.</li> <li>• Describe various elements involved in a recce report and the process of interpreting them.</li> <li>• Explain the importance of time management during assigned job work.</li> <li>• State the importance of preparing and validating a measurement sheet.</li> </ul>	<b>Practical – Key Learning Outcomes</b> <ul style="list-style-type: none"> <li>• Analyze the recce planning for tools, materials, and equipment based on required job work specifications.</li> <li>• Employ suitable methods to ensure tasks are planned and sequenced in conjunction with others involved in or affected by the work.</li> <li>• Interpret the health and safety hazards based on worksite conditions.</li> <li>• Analyze the health and safety protocols of the worksite based on space plan and layout.</li> <li>• Demonstrate the process of interpreting MEP and construction details for project designing.</li> <li>• Demonstrate the process of interpreting the scope of work details based on different design elements at the worksite.</li> <li>• Examine the worksite for the appropriate execution of measurement and marking activities.</li> <li>• Examine the worksite for the execution of measurement and marking activities based on specified instructions.</li> <li>• Employ suitable techniques for adequate preparation and timely submission of the recce report.</li> <li>• Demonstrate the process of recce report validation based on site layout and space plan.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Sample of job cards	



## Module 5: Client deliberations and market research

*Mapped to NOS/ N0211 v 1.0*

### Terminal Outcomes:

- Explain the role of project catalogues in interior designing.
- Demonstrate the process of defining Final Scope of Work (FSOW).
- State the significance of market research in identifying the latest trends and technologies.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Define the scope of work and its importance in project execution.</li> <li>• List various national and international market trends and technologies in interior designing.</li> <li>• State the role of market research during effective client deliberation and design finalization.</li> <li>• Illustrate the role of products and material catalogues in project client discussions.</li> <li>• List various documentation formalities associated with client deliberation and meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of preparing tentative scope of work based on client requirements.</li> <li>• Conduct market research based on initial client requirements for market trends and new technologies.</li> <li>• Employ suitable methods to evaluate the design specifications based on trends, styles, new products, materials, etc.</li> <li>• Demonstrate the process of preparing and managing products and material catalogues.</li> <li>• Demonstrate how to prepare a sample Minutes of Meeting (MOM).</li> <li>• Employ suitable documentation methods for record-keeping of client discussions.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Measurement and Marking Tools, Project/Theme based props for simulation as required.	

## Module 6: Project budgeting and execution planning

*Mapped to NOS/N0211 v 1.0*

### Terminal Outcomes:

- Discuss the usage of various software tools in project planning and optimization.
- Discuss the steps involved in defining a project timeline.
- Illustrate the process of calculating and optimizing materials, workforce, and resources requirements.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List various tools and software's for project planning.</li> <li>• Explain various elements involved in calculating a project timeline.</li> <li>• State the importance of need assessment in a project execution.</li> <li>• Explain various features of a project budget and how to calculate them.</li> <li>• Describe the role of Final Scope of Work (FSOW), Material Sheet, and Detailed Design Instructions in the project approval process.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the preparation of project timeline and work schedules using appropriate tools.</li> <li>• Calculate the workforce and material requirements for project execution.</li> <li>• Demonstrate the process of preparing requisite documents for project approval.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Sample of job card	

## Module 7: Design project drafts, mood boards, and models

### Mapped to NOS/N0211 v 1.0

#### Terminal Outcomes:

- Discuss the usage of various software tools in designing design drafts, mood boards, and models.
- Demonstrate the process of preparing design drafts, mood boards, and models using appropriate tools and equipment.
- Explain various techniques associated with design drafting and sketching.
- Demonstrate effective presentation and communication skills during client deliberations.

<b>Duration: 12:00</b>	<b>Duration: 27:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List various Computer-Aided Design (CAD) software for project designing based on the area of application.</li> <li>• Explain the working and use of common CAD software's like 3DS Max, SketchUp, Revit, etc.</li> <li>• List the common design drafting and sketching software available.</li> <li>• Explain the working and use of common drafting software's like AutoCAD, Coral Draw, Photoshop, etc.</li> <li>• Describe various elements involved in mood board designing.</li> <li>• State the role and importance of mood board elements in project designing and approval.</li> <li>• Explain the importance of miniature models in the project designing process.</li> <li>• Explain the importance of presenting project details in an effective way to clients.</li> <li>• Explain the requisites involved in managing a change request.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of developing 3D renders and models using appropriate Computer-Aided Design (CAD) software.</li> <li>• Examine the design drafting and sketching process based on specified specifications.</li> <li>• Prepare a mood board based on specified specifications.</li> <li>• Demonstrate the process of creating miniature models using given design specifications.</li> <li>• Prepare a client presentation based on project details for client deliberations.</li> <li>• Perform modification in the proposed drawings/designs based on suggested changes.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Project/Theme based props for simulation as required.	

## Module 8: Team and task management

*Mapped to NOS/N0212 v 1.0*

### Terminal Outcomes:

- Discuss the importance of the effective task and team delegation in project management.
- Demonstrate the steps involved in team and task delegation.

<b>Duration: 09:00</b>	<b>Duration: 24:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the rules which guide in selecting the tasks for delegation to the appropriate person.</li> <li>• State the importance of delegating tasks.</li> <li>• Explain the role of effective knowledge management in the workplace.</li> <li>• List all the common knowledge-sharing tools for effective communication with team members.</li> <li>• Define the term KPI and its role in the performance management and monitoring.</li> <li>• List various performance management software's for effective work monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of delegating tasks and responsibilities effectively.</li> <li>• Employ suitable knowledge sharing tools to instruct team members on assigned tasks.</li> <li>• Employ suitable performance management software's to monitor the job work of team members.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 9: Prepare and validate the design drafts and drawings

*Mapped to NOS/N0212 v 1.0*

### Terminal Outcomes:

- Explain the role and significance of Approved for Construction (AFC) drawings in project execution.
- Examine the design drafts and drawings based on required specifications for final approvals.
- List the steps involved in modification and approval of proposed changes in drawings.

<b>Duration: 12:00</b>	<b>Duration: 30:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the roles of different construction elements like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc. in interior designing.</li> <li>• Illustrate the process of preparing and maintaining the Approved for Construction (AFC) drawings.</li> <li>• Explain the role of MEP details in the Approved for Construction (AFC) drawings.</li> <li>• List all the required documentation to perform validation of design drafts.</li> <li>• Explain the SOP for modification and approvals of drawing/designs.</li> <li>• State the importance of maintaining revised drawings in providing a safe, practical, and efficient workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform worksite inspection to interpret various construction elements affecting interior designing.</li> <li>• Demonstrate the process of preparing Approved for Construction (AFC) drawings.</li> <li>• Perform validation of design drafts based on required design specifications.</li> <li>• Examine the approved drawings/designs for the incorporation of proposed changes, if any.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 10: Material and finishes selection

*Mapped to NOS/N0212 v 1.0*

### Terminal Outcomes:

- Discuss the importance of mouldboards and colour palettes in selecting materials and finishes.
- Differentiate between different types of material and finished based on their specifications.
- Employ suitable documentation formats for client signoff and approvals.

<b>Duration: 09:00</b>	<b>Duration: 24:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List various types of interior design elements based on design specification requirement.</li> <li>• Describe the material properties, applications, costing, finish types for different types of interior design elements.</li> <li>• Explain the role of mood boards and colour palettes in the selection of various types of material finishes and specifications.</li> <li>• List all the documentation formalities associated with the client signoff activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform sorting and selection of different materials and finishes based on required specifications.</li> <li>• Identify and select the appropriate material finishes based on approved design specifications.</li> <li>• Employ suitable documentation methods to perform client signoff on approved details.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 11: Procurement management

Mapped to NOS/N0213 v 1.0

### Terminal Outcomes:

- Describe the process of vendor management.
- List various documents associated with the procurement process.
- Discuss the review mechanism of quotation, bids received from vendors.
- Demonstrate the steps involved in calculating parameters for procurement planning using appropriate tools and techniques.

<b>Duration: 12:00</b>	<b>Duration: 30:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe various tools and techniques used for material optimization.</li> <li>• Define the term work breakdown structures (WBS) for project estimation.</li> <li>• List all the documentation formalities required for material procurement.</li> <li>• Explain the role of necessary documents like Bill of Quantity (BOQ), specification sheet, tender documents, etc. in the material procurement process.</li> <li>• State the importance of compatibility between vendor quotation and approved product drawings.</li> <li>• Discuss the process of interpreting and analyzing a vendor quotation.</li> <li>• List all the key quality indicators for Quality Checking (QC) of procured materials.</li> <li>• Define the term Knowledge Sharing and its impact on an organization's communication.</li> <li>• Differentiate between internal and external communication methods.</li> </ul>	<ul style="list-style-type: none"> <li>• Analyze the variables that are driving project cost for material optimization.</li> <li>• Employ suitable techniques to estimate the material requirements.</li> <li>• Demonstrate how to prepare various documentation formalities for the material procurement process.</li> <li>• Examine the vendor quotation with the approved product drawing for any discrepancy.</li> <li>• Perform inspection of procured materials for given quality indicators.</li> <li>• Employ suitable methods to share relevant information with appropriate agencies.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 12: Monitoring of on-site project work

*Mapped to NOS/N0213 v 1.0*

### Terminal Outcomes:

- Describe the various pre-requisites involved in performing client walk-throughs and quality checking.
- Examine the work site for effective project execution.
- List various preventive and corrective measures for deviation in work at on-site.

<b>Duration: 12:00</b>	<b>Duration: 21:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• State the importance of client walk-throughs in the efficiency of the project execution.</li> <li>• Discuss the role of intrinsic quality checking for inefficiency in project execution.</li> <li>• Explain the process of Corrective Action Preventive Action (CAPA) for approved drawings/concepts.</li> <li>• Differentiate between corrective action and preventive action at the workplace.</li> <li>• Explain the documentation formalities associated with the project closure and handover.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the steps involved in performing client walk-throughs.</li> <li>• Examine the on-site assembly and installation process based on various intrinsic quality parameters.</li> <li>• Demonstrate the steps involved in modification and approval of drawing/concept based on suggested changes.</li> <li>• Prepare project closure and handover report upon project completion.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	



## Module 13: Work effectively with colleagues and others

### Mapped to NOS/N8204 v 1.0

#### Terminal Outcomes:

- Explain the methods and mechanisms for effective communication.
- Demonstrate the usage of effective communication and interpersonal skills.
- Explain the importance of effective collaboration at workplace.
- Demonstrate how to interact and work effectively with co-workers, supervisors, and others.

<b>Duration: 03:00</b>	<b>Duration: 06:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the need of seeking help from appropriate authority.</li> <li>• Outline the reporting structure to receive work instructions and report issues to the supervisor.</li> <li>• Understand effective decision-making process.</li> <li>• State the various techniques for achieving productivity and quality of work.</li> <li>• Explain the steps involved in grievance redressal using appropriate escalation matrix and process.</li> <li>• Discuss the specific ways of documenting the work and how to report it to the supervisor.</li> <li>• State the importance of co-ordinating and resolving conflicts with the team members to achieve smooth work flow.</li> <li>• Explain the effective communication process and methods.</li> <li>• Outline the ways to communicate effectively with the co-workers.</li> <li>• State the work ethics, workplace etiquettes as well as standards and guidelines.</li> <li>• Discuss the different methods of providing information to colleagues as per organizational requirements.</li> <li>• Explain key initiatives to resolve conflicts among the team.</li> <li>• Explain the importance of aligning your personal goals with organisational goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply effective time management principles.</li> <li>• Employ the suitable process to report any deviations to appropriate authority.</li> <li>• Demonstrate different ways to resolve conflicts at the worksite.</li> <li>• Use different modes of communication as per requirement and need.</li> <li>• Demonstrate appropriate behaviour when dealing with supervisor or co-workers.</li> <li>• Illustrate different ways to resolve issues of colleagues.</li> <li>• Employ different ways to resolve interpersonal conflicts.</li> <li>• Demonstrate suitable ways of managing and prioritizing work based on project requirements.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
N.A.	

## Module 14: Sensitivity towards all genders and people with disability

Mapped to NOS/N8204 v 1.0

### Terminal Outcomes:

- Apply different approaches to maintain gender equality and increase inclusiveness for PwD.
- Demonstrate how to respect all genders and cultures at the workplace.
- Describe the prevention of sexual harassment (POSH) rules at the workplace.

<b>Duration:</b> 03:00	<b>Duration:</b> 03:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the importance of promoting, sharing and implementing gender equality and PwD sensitivity guidelines at the worksite.</li> <li>• Explain the importance of gender sensitive behaviour.</li> <li>• Explain the importance of equity and respecting other’s cultures, religion, and caste.</li> <li>• Describe the importance of an equal opportunity work culture irrespective of gender.</li> <li>• Explain different methods to encourage female equality in the workplace.</li> <li>• Explain the procedure to report inappropriate behaviour e.g., sexual harassment.</li> <li>• Explain key elements of active listening.</li> <li>• Describe the most effective communication styles and behaviour when communicating with people with disabilities.</li> <li>• Explain the importance of promoting and respecting disability in the worksite.</li> <li>• Explain the need for sensitivity towards people with disabilities.</li> <li>• Discuss the rules laid by the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act and the provided penalties for violation.</li> <li>• Explain the correct ways of communication and collaboration with people with disabilities in compliance with the legal framework.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ideal behaviour in line with standards and guidelines on gender inclusivity, PwD, POSH in an organization with a PwD.</li> <li>• Use inclusive language irrespective of the gender/ disability of the person.</li> <li>• Use gender neutral practice at the worksite.</li> <li>• Employ the suitable process to report any harassment or discrimination to appropriate authority.</li> <li>• Demonstrate appropriate verbal and non-verbal communication that is respectful of gender, religion, disability, etc.</li> <li>• Practice the legal requirements and standards for accessibility norms and processes to support PwD at the worksite.</li> <li>• Demonstrate how to behave with people with disabilities.</li> <li>• Demonstrate essential communication methods in line with gender inclusiveness and PwD sensitivity.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
N.A.	

## Module 15: Identify and assess entrepreneurial activities

### Mapped to NOS/N8206 v 1.0

#### Terminal Outcomes:

- Explain ways to conduct market research and analysis.
- Explain the principles of competition analysis.
- Demonstrate the process of preparing a business and resource plan.
- Identify the skill sets and knowledge required for carryout out the entrepreneurial activity.

<b>Duration: 03:00</b>	<b>Duration: 06:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the process of conducting research to gather information on market determinants such as volume of sales, projected growth rate, etc.</li> <li>• State how to conduct market surveys to understand market trend, market needs, opportunities.</li> <li>• List steps for identifying and analysing opportunities for entrepreneurship.</li> <li>• Explain various organization and government schemes and policies related to the entrepreneurship in the sector.</li> <li>• State the importance of compliance with the government structural reforms and framework.</li> <li>• Explain the concept of competition analysis.</li> <li>• Elaborate the steps needed to mitigate business risks.</li> <li>• Explain the concept and terminologies associated with a resource plan.</li> <li>• State the requirements of skilled entrepreneur e.g., capability to start business, develop business, manage an organization, manage time, etc.</li> <li>• State the importance of effective collaboration with team members of required skill sets.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the procedure to review market demands based on competitors, customers, market requirements, current market status etc.</li> <li>• Apply the principles of competition analysis for assessing opportunities for potential business.</li> <li>• Employ suitable organizational and government policies while carrying out an entrepreneurial activity.</li> <li>• Analyze the market condition using appropriate principles of competition analysis.</li> <li>• Demonstrate the process of risk assessment for a business opportunity.</li> <li>• Demonstrate the use of appropriate tools to prepare resource plan and budget.</li> <li>• Analyze the job work to identify and collaborate with the personnel's of required skill sets.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Sample case studies of 5 successful and 5 failed start-ups, Sample business and resource plan	

## Module 16: Digital and financial aspects of a business

Mapped to NOS/N8206 v 1.0

### Terminal Outcomes:

- Demonstrate the use of different social media platforms in e-marketing of a business.
- Describe the role of market condition and business competition in fixing the pricing strategy.
- Explain various financial aspects related to entrepreneurship activity.

<b>Duration: 03:00</b>	<b>Duration: 03:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss various terminologies related to cloud computing, artificial intelligence, AR/VR, etc.</li> <li>• Describe the concept of e-marketing and its impact in a business growth.</li> <li>• Distinguish between different social media platforms.</li> <li>• List all the factors affecting project costing and planning.</li> <li>• State how to choose the right product pricing strategy based on strengths, potential, capability, market demand, profitability, personal preferences.</li> <li>• Describe the elements of a business plan.</li> <li>• State the method to secure funds from family, friends and financial institutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable technologies for project implementation and promotions.</li> <li>• Analyze various e-commerce platforms for business growth based on the nature of product/service.</li> <li>• Demonstrate the effective use of different social media platforms.</li> <li>• Employ suitable measures for minimizing costs and maximizing profits in a project.</li> <li>• Demonstrate the process of fixing the pricing strategy based on market condition and business competition.</li> <li>• Demonstrate how to prepare an effective business plan.</li> <li>• Employ suitable methods for financial assistance from the financial institutions to start a unit.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
N.A.	

## Module 17: Health, safety, and hygiene protocols while designing

### Mapped to NOS/N8207 v 1.0

#### Terminal Outcomes:

- Describe how to maintain a healthy, safe, and secure environment at the workplace.
- Demonstrate health and safety procedures in interior designing and planning.
- Discuss various preventive measures for dealing with emergencies at the worksite.

<b>Duration: 03:00</b>	<b>Duration: 06:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the health and safety protocols associated with working at the worksite.</li> <li>• Discuss various health and safety hazards associated with the project execution during construction and subsequent maintenance.</li> <li>• Explain the importance of an effective health and safety plan during project execution.</li> <li>• List the poor organizational practices concerning hygiene, food handling, cleaning.</li> <li>• State the importance of using Personal Protective Equipment (PPE) based on the manufacturer's instructions.</li> <li>• Discuss the health and safety measures associated with the project designs.</li> <li>• Discuss the significance of maintaining work ethics, dress code, and personal hygiene.</li> <li>• State the importance of workplace sanitization.</li> <li>• Explain the operational guidelines for the usage of emergency tools and equipment.</li> <li>• Explain the steps involved in responding to an emergency.</li> <li>• Describe the first aid procedures in case of emergency.</li> <li>• List all the concerned control measures while working at the worksite.</li> <li>• Describe the types of hand signals and signage and their application.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable health and hygiene protocols while working at the worksite.</li> <li>• Analyze and identify worksite site hazards during construction and subsequent maintenance.</li> <li>• Demonstrate how to design and implement a health and safety plan for the worksite</li> <li>• Examine the worksite for poor organizational practices.</li> <li>• Demonstrate the usage of various personal protective equipment while working at the worksite.</li> <li>• Examine the project design for proper implementation of health and safety measures.</li> <li>• Demonstrate the correct way of sanitizing and washing hands.</li> <li>• Demonstrate the use of emergency tools and equipment.</li> <li>• Illustrate the emergency evacuation process in line with organizational protocols.</li> <li>• Design a contingency plan for emergencies like a fire, short circuit, accidents, earthquake, etc.</li> <li>• Demonstrate First Aid and CPR as part of training in routine operations.</li> <li>• Employ suitable methods to communicate necessary control measures to concerned team members.</li> <li>• Identify and interpret the given pictorial representations of safety signs and hand signals.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Personal Protective Equipment, Measurement and Marking Tools, Materials, Tools and Equipment, Theme based props	

## Module 18: Material conservation and resources optimization

*Mapped to NOS/N8207 v 1.0*

### Terminal Outcomes:

- Implement safety practices and optimize the use of resources during interior designing and planning.
- Apply conservation practices at the worksite through effective designing.
- Illustrate sustainable practices at the workplace for energy efficiency and waste management.

<b>Duration:</b> 03:00	<b>Duration:</b> 03:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the importance of efficient utilization and conservation of material.</li> <li>• Explain the various elements involved in electricity and fuel consumption data for analyzing the process.</li> <li>• State the difference between renewable and non-renewable sources of energy.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate various techniques of effective utilization of resources.</li> <li>• Illustrate the process of collecting and analyzing the energy utilization data.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Personal Protective Equipment, Measurement and Marking Tools, Materials, Tools and Equipment, Theme based props	

## Module 19: Performing site supervision during a recce for residence projects

*Mapped to NOS/N0214 v 1.0*

### Terminal Outcomes:

- Explain various interior decor elements associated with the designing of residence projects.
- Deploy suitable methods to plan and monitor the site survey and recce at the worksite for residence projects.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List various elements of interior decor like ventilation, colour, lighting, Vaastu shastra, symmetry, etc. for the residence project.</li> <li>• Discuss the SOP for conducting site survey and recce for the residence project.</li> <li>• State the importance of preparing and validating a measurement sheet and recce reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret the different elements of interior designing like style, theme, services, etc. based on client interactions for a residence project.</li> <li>• Employ suitable methods to ensure tasks are planned and sequenced in conjunction with others involved in or affected by the work.</li> <li>• Examine the worksite for the execution of measurement and marking activities based on specified instructions.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 20: Developing concepts and designs for residence projects

*Mapped to NOS/N0214 v 1.0*

### Terminal Outcomes:

- Prepare, modify and review the design drafts, mood boards, and models for the residence projects.
- State the significance of effective market research and product catalogues in interior design.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• State the role of market research during effective client deliberation and design finalization in residence projects.</li> <li>• Explain various features of a project budget and timelines and how to calculate them.</li> <li>• State the role and significance of concepts. Renders and mood board elements in residence project designing and approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable methods to evaluate the design specifications based on trends, styles, new products, materials, etc.</li> <li>• Demonstrate the steps involved in budget planning and project execution based on Final Scope of Work (FSOW).</li> <li>• Prepare design drafts, mood boards, and models based on specified design requirements in a residence project.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	



## Module 21: Project execution and monitoring for residence projects

*Mapped to NOS/N0214 v 1.0*

### Terminal Outcomes:

- Demonstrate effective reporting techniques while managing work on-site for a residence project.
- Discuss the selection, sorting, and approval process for design drafts and relevant material finishes.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the common knowledge sharing tools for effective communication with team members.</li> <li>• Differentiate between direct and indirect reporting.</li> <li>• List all the required documentation to perform validation of design drafts in a residence project.</li> <li>• List various types of interior design elements based on design specification requirements of residence projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable knowledge sharing tools to instruct team members on assigned tasks.</li> <li>• Perform validation of design drafts based on required design specifications in a residence project.</li> <li>• Perform sorting and selection of different materials and finishes based on required specifications of residence projects.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 22: Procurement process for execution of residence projects

*Mapped to NOS/N0214 v 1.0*

### Terminal Outcomes:

- Discuss the process of preparing and approving various documents in a procurement docket of a residence project.
- Deploy efficient work monitoring plan for a residence project execution.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the documentation formalities required for material procurement of a residence project.</li> <li>• Explain the process of designing and validating necessary documents like Bill of Quantity (BOQ), specification sheet, tender documents, etc. in the material procurement process.</li> <li>• State the importance of regular monitoring for on-site installation work in a residence project.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to prepare various documentation formalities for the material procurement process of a residence project.</li> <li>• Demonstrate the steps involved in performing effective monitoring of on-site installation.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 23: On the Job Training for residence projects

*Mapped to NOS/N0214 v 1.0*

<b>Mandatory Duration:</b> 90:00	<b>Recommended Duration:</b> 00.00
<b>Module Name:</b> On the Job Training	
<b>Location:</b> On Site	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>• Demonstrate effective communication skills during client deliberations</li> <li>• Demonstrate how to use different designing and drafting tools.</li> <li>• Demonstrate how to use various designing software's.</li> <li>• Demonstrate the creativity that is central to any type of decorating and design project</li> <li>• Create the visual presentation to show to clients</li> <li>• Demonstrate the process of running errands, answering phones, or even contacting clients to obtain important information</li> <li>• Analyze, search, sort, and select the required material specifications and finishes</li> <li>• Select the appropriate theme, style and layout based on design requirements.</li> <li>• Demonstrate variety of tasks, from sourcing furniture and fixtures to creating floor plans and other documents.</li> <li>• Employ suitable skills to manage client relationships and oversee projects from start to finish</li> <li>• Creating design drafts using computer design software or hand drafting tools such as pencils or charcoal</li> <li>• Conducting research related to interior design trends and market conditions to identify opportunities for new products or services</li> <li>• Communicating with contractors, architects, and other subcontractors to ensure that projects are completed on time and within budget</li> <li>• Incorporate various safety related practices during designing of residence projects.</li> <li>• Maintain a safe and secure environment at the manufacturing plant.</li> <li>• Maintain compliance with the organizational, environmental- related guidelines.</li> <li>• Coordinate with supervisors and colleges for job work information.</li> </ul>	

## Module 24: Performing site supervision during a recce for kitchen projects

*Mapped to NOS/N0215 v 1.0*

### Terminal Outcomes:

- Explain various interior decor elements associated with the designing of kitchen projects.
- Deploy suitable methods to plan and monitor the site survey and recce at the worksite for kitchen projects.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List various elements of interior decor like ventilation, colour, lighting, Vaastu shastra, symmetry, etc. for the kitchen project.</li> <li>• Discuss the SOP for conducting site survey and recce for the kitchen project.</li> <li>• State the importance of preparing and validating a measurement sheet and recce reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret the different elements of interior designing like style, theme, services, etc. based on client interactions for a kitchen project.</li> <li>• Employ suitable methods to ensure tasks are planned and sequenced in conjunction with others involved in or affected by the work.</li> <li>• Examine the worksite for the execution of measurement and marking activities based on specified instructions.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 25: Developing concepts and designs for kitchen projects

*Mapped to NOS/N0215 v 1.0*

### Terminal Outcomes:

- Prepare, modify and review the design drafts, mood boards, and models for the kitchen projects.
- State the significance of effective market research and product catalogues in interior design.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• State the role of market research during effective client deliberation and design finalization in kitchen projects.</li> <li>• Explain various features of a project budget and timelines and how to calculate them.</li> <li>• State the role and significance of concepts. Renders and mood board elements in kitchen project designing and approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable methods to evaluate the design specifications based on trends, styles, new products, materials, etc.</li> <li>• Demonstrate the steps involved in budget planning and project execution based on Final Scope of Work (FSOW).</li> <li>• Prepare design drafts, mood boards, and models based on specified design requirements in a kitchen project.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 26: Project execution and monitoring for kitchen projects

*Mapped to NOS/N0215 v 1.0*

### Terminal Outcomes:

- Demonstrate effective reporting techniques while managing work on-site for a kitchen project.
- Discuss the selection, sorting, and approval process for design drafts and relevant material finishes.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the common knowledge sharing tools for effective communication with team members.</li> <li>• Differentiate between direct and indirect reporting.</li> <li>• List all the required documentation to perform validation of design drafts in a kitchen project.</li> <li>• List various types of interior design elements based on design specification requirements of kitchen projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable knowledge sharing tools to instruct team members on assigned tasks.</li> <li>• Perform validation of design drafts based on required design specifications in a kitchen project.</li> <li>• Perform sorting and selection of different materials and finishes based on required specifications of kitchen projects.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 27: Procurement process for execution of kitchen projects

*Mapped to NOS/N0215 v 1.0*

### Terminal Outcomes:

- Discuss the process of preparing and approving various documents in a procurement docket of a kitchen project.
- Deploy efficient work monitoring plan for a kitchen project execution.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the documentation formalities required for material procurement of a kitchen project.</li> <li>• Explain the process of designing and validating necessary documents like Bill of Quantity (BOQ), specification sheet, tender documents, etc. in the material procurement process.</li> <li>• State the importance of regular monitoring for on-site installation work in a kitchen project.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to prepare various documentation formalities for the material procurement process of a kitchen project.</li> <li>• Demonstrate the steps involved in performing effective monitoring of on-site installation.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 28: On the Job Training for kitchen projects

Mapped to NOS/N0215 v 1.0

<b>Mandatory Duration:</b> 90:00	<b>Recommended Duration:</b> 00.00
<b>Module Name: On the Job Training</b>	
<b>Location: On Site</b>	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>• Demonstrate effective communication skills during client deliberations</li> <li>• Demonstrate how to use different designing and drafting tools.</li> <li>• Demonstrate how to use various designing software's.</li> <li>• Demonstrate the creativity that is central to any type of decorating and design project</li> <li>• Create the visual presentation to show to clients</li> <li>• Demonstrate the process of running errands, answering phones, or even contacting clients to obtain important information</li> <li>• Analyze, search, sort, and select the required material specifications and finishes</li> <li>• Select the appropriate theme, style and layout based on design requirements.</li> <li>• Demonstrate variety of tasks, from sourcing furniture and fixtures to creating floor plans and other documents.</li> <li>• Employ suitable skills to manage client relationships and oversee projects from start to finish</li> <li>• Creating design drafts using computer design software or hand drafting tools such as pencils or charcoal</li> <li>• Conducting research related to interior design trends and market conditions to identify opportunities for new products or services</li> <li>• Communicating with contractors, architects, and other subcontractors to ensure that projects are completed on time and within budget</li> <li>• Incorporate various safety related practices during designing of kitchen projects.</li> <li>• Maintain a safe and secure environment at the manufacturing plant.</li> <li>• Maintain compliance with the organizational, environmental- related guidelines.</li> <li>• Coordinate with supervisors and colleges for job work information.</li> </ul>	



## Module 29: Performing site supervision during a recce for commercial projects

*Mapped to NOS/N0216 v 1.0*

### Terminal Outcomes:

- Explain various interior decor elements associated with the designing of commercial projects.
- Deploy suitable methods to plan and monitor the site survey and recce at the worksite for commercial projects.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List various elements of interior decor like ventilation, colour, lighting, Vaastu shastra, symmetry, etc. for the commercial project.</li> <li>• Discuss the SOP for conducting site survey and recce for the commercial project.</li> <li>• State the importance of preparing and validating a measurement sheet and recce reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret the different elements of interior designing like style, theme, services, etc. based on client interactions for a commercial project.</li> <li>• Employ suitable methods to ensure tasks are planned and sequenced in conjunction with others involved in or affected by the work.</li> <li>• Examine the worksite for the execution of measurement and marking activities based on specified instructions.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 30: Developing concepts and designs for commercial projects

*Mapped to NOS/N0216 v 1.0*

### Terminal Outcomes:

- Prepare, modify and review the design drafts, mood boards, and models for the commercial projects.
- State the significance of effective market research and product catalogues in interior design.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• State the role of market research during effective client deliberation and design finalization in commercial projects.</li> <li>• Explain various features of a project budget and timelines and how to calculate them.</li> <li>• State the role and significance of concepts. Renders and mood board elements in commercial project designing and approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable methods to evaluate the design specifications based on trends, styles, new products, materials, etc.</li> <li>• Demonstrate the steps involved in budget planning and project execution based on Final Scope of Work (FSOW).</li> <li>• Prepare design drafts, mood boards, and models based on specified design requirements in a commercial project.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 31: Project execution and monitoring for commercial projects

Mapped to NOS/N0216 v 1.0

### Terminal Outcomes:

- Demonstrate effective reporting techniques while managing work on-site for a commercial project.
- Discuss the selection, sorting, and approval process for design drafts and relevant material finishes.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the common knowledge sharing tools for effective communication with team members.</li> <li>• Differentiate between direct and indirect reporting.</li> <li>• List all the required documentation to perform validation of design drafts in a commercial project.</li> <li>• List various types of interior design elements based on design specification requirements of commercial projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable knowledge sharing tools to instruct team members on assigned tasks.</li> <li>• Perform validation of design drafts based on required design specifications in a commercial project.</li> <li>• Perform sorting and selection of different materials and finishes based on required specifications of commercial projects.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 32: Procurement process for execution of commercial projects

*Mapped to NOS/N0216 v 1.0*

### Terminal Outcomes:

- Discuss the process of preparing and approving various documents in a procurement docket of a commercial project.
- Deploy efficient work monitoring plan for a commercial project execution.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the documentation formalities required for material procurement of a commercial project.</li> <li>• Explain the process of designing and validating necessary documents like Bill of Quantity (BOQ), specification sheet, tender documents, etc. in the material procurement process.</li> <li>• State the importance of regular monitoring for on-site installation work in a commercial project.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to prepare various documentation formalities for the material procurement process of a commercial project.</li> <li>• Demonstrate the steps involved in performing effective monitoring of on-site installation.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 33: On the Job Training for commercial projects

Mapped to NOS/N0216 v 1.0

<b>Mandatory Duration:</b> 90:00	<b>Recommended Duration:</b> 00.00
<b>Module Name:</b> On the Job Training	
<b>Location:</b> On Site	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>• Demonstrate effective communication skills during client deliberations</li> <li>• Demonstrate how to use different designing and drafting tools.</li> <li>• Demonstrate how to use various designing software's.</li> <li>• Demonstrate the creativity that is central to any type of decorating and design project</li> <li>• Create the visual presentation to show to clients</li> <li>• Demonstrate the process of running errands, answering phones, or even contacting clients to obtain important information</li> <li>• Analyze, search, sort, and select the required material specifications and finishes</li> <li>• Select the appropriate theme, style and layout based on design requirements.</li> <li>• Demonstrate variety of tasks, from sourcing furniture and fixtures to creating floor plans and other documents.</li> <li>• Employ suitable skills to manage client relationships and oversee projects from start to finish</li> <li>• Creating design drafts using computer design software or hand drafting tools such as pencils or charcoal</li> <li>• Conducting research related to interior design trends and market conditions to identify opportunities for new products or services</li> <li>• Communicating with contractors, architects, and other subcontractors to ensure that projects are completed on time and within budget</li> <li>• Incorporate various safety related practices during designing of commercial projects.</li> <li>• Maintain a safe and secure environment at the manufacturing plant.</li> <li>• Maintain compliance with the organizational, environmental- related guidelines.</li> <li>• Coordinate with supervisors and colleges for job work information.</li> </ul>	

## Module 34: Performing site supervision during a recce for hospitality projects

*Mapped to NOS/N0217 v 1.0*

### Terminal Outcomes:

- Explain various interior decor elements associated with the designing of hospitality projects.
- Deploy suitable methods to plan and monitor the site survey and recce at the worksite for hospitality projects.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List various elements of interior decor like ventilation, colour, lighting, Vaastu shastra, symmetry, etc. for the hospitality project.</li> <li>• Discuss the SOP for conducting site survey and recce for the hospitality project.</li> <li>• State the importance of preparing and validating a measurement sheet and recce reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret the different elements of interior designing like style, theme, services, etc. based on client interactions for a hospitality project.</li> <li>• Employ suitable methods to ensure tasks are planned and sequenced in conjunction with others involved in or affected by the work.</li> <li>• Examine the worksite for the execution of measurement and marking activities based on specified instructions.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 35: Developing concepts and designs for hospitality projects

*Mapped to NOS/N0217 v 1.0*

### Terminal Outcomes:

- Prepare, modify and review the design drafts, mood boards, and models for the hospitality projects.
- State the significance of effective market research and product catalogues in interior design.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• State the role of market research during effective client deliberation and design finalization in hospitality projects.</li> <li>• Explain various features of a project budget and timelines and how to calculate them.</li> <li>• State the role and significance of concepts. Renders and mood board elements in hospitality project designing and approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable methods to evaluate the design specifications based on trends, styles, new products, materials, etc.</li> <li>• Demonstrate the steps involved in budget planning and project execution based on Final Scope of Work (FSOW).</li> <li>• Prepare design drafts, mood boards, and models based on specified design requirements in a hospitality project.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 36: Project execution and monitoring for hospitality projects

*Mapped to NOS/N0217 v 1.0*

### Terminal Outcomes:

- Demonstrate effective reporting techniques while managing work on-site for a hospitality project.
- Discuss the selection, sorting, and approval process for design drafts and relevant material finishes.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the common knowledge sharing tools for effective communication with team members.</li> <li>• Differentiate between direct and indirect reporting.</li> <li>• List all the required documentation to perform validation of design drafts in a hospitality project.</li> <li>• List various types of interior design elements based on design specification requirements of hospitality projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable knowledge sharing tools to instruct team members on assigned tasks.</li> <li>• Perform validation of design drafts based on required design specifications in a hospitality project.</li> <li>• Perform sorting and selection of different materials and finishes based on required specifications of hospitality projects.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	



## Module 37: Procurement process for execution of hospitality projects

*Mapped to NOS/N0217 v 1.0*

### Terminal Outcomes:

- Discuss the process of preparing and approving various documents in a procurement docket of a hospitality project.
- Deploy efficient work monitoring plan for a hospitality project execution.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the documentation formalities required for material procurement of a hospitality project.</li> <li>• Explain the process of designing and validating necessary documents like Bill of Quantity (BOQ), specification sheet, tender documents, etc. in the material procurement process.</li> <li>• State the importance of regular monitoring for on-site installation work in a hospitality project.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to prepare various documentation formalities for the material procurement process of a hospitality project.</li> <li>• Demonstrate the steps involved in performing effective monitoring of on-site installation.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 38: On the Job Training for hospitality projects

Mapped to NOS/N0217 v 1.0

<b>Mandatory Duration:</b> 90:00	<b>Recommended Duration:</b> 00.00
<b>Module Name:</b> On the Job Training	
<b>Location:</b> On Site	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>• Demonstrate effective communication skills during client deliberations</li> <li>• Demonstrate how to use different designing and drafting tools.</li> <li>• Demonstrate how to use various designing software's.</li> <li>• Demonstrate the creativity that is central to any type of decorating and design project</li> <li>• Create the visual presentation to show to clients</li> <li>• Demonstrate the process of running errands, answering phones, or even contacting clients to obtain important information</li> <li>• Analyze, search, sort, and select the required material specifications and finishes</li> <li>• Select the appropriate theme, style and layout based on design requirements.</li> <li>• Demonstrate variety of tasks, from sourcing furniture and fixtures to creating floor plans and other documents.</li> <li>• Employ suitable skills to manage client relationships and oversee projects from start to finish</li> <li>• Creating design drafts using computer design software or hand drafting tools such as pencils or charcoal</li> <li>• Conducting research related to interior design trends and market conditions to identify opportunities for new products or services</li> <li>• Communicating with contractors, architects, and other subcontractors to ensure that projects are completed on time and within budget</li> <li>• Incorporate various safety related practices during designing of hospitality projects.</li> <li>• Maintain a safe and secure environment at the manufacturing plant.</li> <li>• Maintain compliance with the organizational, environmental- related guidelines.</li> <li>• Coordinate with supervisors and colleges for job work information.</li> </ul>	

## Module 39: Performing site supervision during a recce for academic institution projects

*Mapped to NOS/N0218 v 1.0*

### Terminal Outcomes:

- Explain various interior decor elements associated with the designing of academic institution projects.
- Deploy suitable methods to plan and monitor the site survey and recce at the worksite for academic institution projects.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List various elements of interior decor like ventilation, colour, lighting, Vaastu shastra, symmetry, etc. for the academic institution project.</li> <li>• Discuss the SOP for conducting site survey and recce for the academic institution project.</li> <li>• State the importance of preparing and validating a measurement sheet and recce reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret the different elements of interior designing like style, theme, services, etc. based on client interactions for an academic institution project.</li> <li>• Employ suitable methods to ensure tasks are planned and sequenced in conjunction with others involved in or affected by the work.</li> <li>• Examine the worksite for the execution of measurement and marking activities based on specified instructions.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 40: Developing concepts and designs for academic institution projects

*Mapped to NOS/N0218 v 1.0*

### Terminal Outcomes:

- Prepare, modify and review the design drafts, mood boards, and models for the academic institution projects.
- State the significance of effective market research and product catalogues in interior design.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• State the role of market research during effective client deliberation and design finalization in academic institution projects.</li> <li>• Explain various features of a project budget and timelines and how to calculate them.</li> <li>• State the role and significance of concepts. Renders and mood board elements in academic institution project designing and approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable methods to evaluate the design specifications based on trends, styles, new products, materials, etc.</li> <li>• Demonstrate the steps involved in budget planning and project execution based on Final Scope of Work (FSOW).</li> <li>• Prepare design drafts, mood boards, and models based on specified design requirements in an academic institution project.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 41: Project execution and monitoring for academic institution projects

*Mapped to NOS/N0218 v 1.0*

### Terminal Outcomes:

- Demonstrate effective reporting techniques while managing work on-site for an academic institution project.
- Discuss the selection, sorting, and approval process for design drafts and relevant material finishes.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the common knowledge sharing tools for effective communication with team members.</li> <li>• Differentiate between direct and indirect reporting.</li> <li>• List all the required documentation to perform validation of design drafts in an academic institution project.</li> <li>• List various types of interior design elements based on design specification requirements of academic institution projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable knowledge sharing tools to instruct team members on assigned tasks.</li> <li>• Perform validation of design drafts based on required design specifications in an academic institution project.</li> <li>• Perform sorting and selection of different materials and finishes based on required specifications of academic institution projects.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 42: Procurement process for execution of academic institution projects

*Mapped to NOS/N0218 v 1.0*

### Terminal Outcomes:

- Discuss the process of preparing and approving various documents in a procurement docket of an academic institution project.
- Deploy efficient work monitoring plan for an academic institution project execution.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the documentation formalities required for material procurement of an academic institution project.</li> <li>• Explain the process of designing and validating necessary documents like Bill of Quantity (BOQ), specification sheet, tender documents, etc. in the material procurement process.</li> <li>• State the importance of regular monitoring for on-site installation work in an academic institution project.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to prepare various documentation formalities for the material procurement process of an academic institution project.</li> <li>• Demonstrate the steps involved in performing effective monitoring of on-site installation.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 43: On the Job Training for academic institution projects

Mapped to NOS/N0218 v 1.0

<b>Mandatory Duration:</b> 90:00	<b>Recommended Duration:</b> 00.00
<b>Module Name:</b> On the Job Training	
<b>Location:</b> On Site	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>• Demonstrate effective communication skills during client deliberations</li> <li>• Demonstrate how to use different designing and drafting tools.</li> <li>• Demonstrate how to use various designing software's.</li> <li>• Demonstrate the creativity that is central to any type of decorating and design project</li> <li>• Create the visual presentation to show to clients</li> <li>• Demonstrate the process of running errands, answering phones, or even contacting clients to obtain important information</li> <li>• Analyze, search, sort, and select the required material specifications and finishes</li> <li>• Select the appropriate theme, style and layout based on design requirements.</li> <li>• Demonstrate variety of tasks, from sourcing furniture and fixtures to creating floor plans and other documents.</li> <li>• Employ suitable skills to manage client relationships and oversee projects from start to finish</li> <li>• Creating design drafts using computer design software or hand drafting tools such as pencils or charcoal</li> <li>• Conducting research related to interior design trends and market conditions to identify opportunities for new products or services</li> <li>• Communicating with contractors, architects, and other subcontractors to ensure that projects are completed on time and within budget</li> <li>• Incorporate various safety related practices during designing of academic institution projects.</li> <li>• Maintain a safe and secure environment at the manufacturing plant.</li> <li>• Maintain compliance with the organizational, environmental- related guidelines.</li> <li>• Coordinate with supervisors and colleges for job work information.</li> </ul>	

## Module 44: Performing site supervision during a recce for retail fitout and exhibition projects

*Mapped to NOS/N0219 v 1.0*

### Terminal Outcomes:

- Explain various interior decor elements associated with the designing of retail fitout and exhibition projects.
- Deploy suitable methods to plan and monitor the site survey and recce at the worksite for retail fitout and exhibition projects.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List various elements of interior decor like ventilation, colour, lighting, Vaastu shastra, symmetry, etc. for the retail fitout and exhibition project.</li> <li>• Discuss the SOP for conducting site survey and recce for the retail fitout and exhibition project.</li> <li>• State the importance of preparing and validating a measurement sheet and recce reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret the different elements of interior designing like style, theme, services, etc. based on client interactions for a retail fitout and exhibition project.</li> <li>• Employ suitable methods to ensure tasks are planned and sequenced in conjunction with others involved in or affected by the work.</li> <li>• Examine the worksite for the execution of measurement and marking activities based on specified instructions.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	



## Module 45: Developing concepts and designs for retail fitout and exhibition projects

*Mapped to NOS/N0219 v 1.0*

### Terminal Outcomes:

- Prepare, modify and review the design drafts, mood boards, and models for the retail fitout and exhibition projects.
- State the significance of effective market research and product catalogues in interior design.

<b>Duration: 09:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• State the role of market research during effective client deliberation and design finalization in retail fitout and exhibition projects.</li> <li>• Explain various features of a project budget and timelines and how to calculate them.</li> <li>• State the role and significance of concepts. Renders and mood board elements in retail fitout and exhibition project designing and approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable methods to evaluate the design specifications based on trends, styles, new products, materials, etc.</li> <li>• Demonstrate the steps involved in budget planning and project execution based on Final Scope of Work (FSOW).</li> <li>• Prepare design drafts, mood boards, and models based on specified design requirements in a retail fitout and exhibition project.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 46: Project execution and monitoring for retail fitout and exhibition projects

*Mapped to NOS/N0219 v 1.0*

### Terminal Outcomes:

- Demonstrate effective reporting techniques while managing work on-site for a retail fitout and exhibition project.
- Discuss the selection, sorting, and approval process for design drafts and relevant material finishes.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the common knowledge sharing tools for effective communication with team members.</li> <li>• Differentiate between direct and indirect reporting.</li> <li>• List all the required documentation to perform validation of design drafts in a retail fitout and exhibition project.</li> <li>• List various types of interior design elements based on design specification requirements of retail fitout and exhibition projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Employ suitable knowledge sharing tools to instruct team members on assigned tasks.</li> <li>• Perform validation of design drafts based on required design specifications in a retail fitout and exhibition project.</li> <li>• Perform sorting and selection of different materials and finishes based on required specifications of retail fitout and exhibition projects.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 47: Procurement process for execution of retail fitout and exhibition projects

*Mapped to NOS/N0219 v 1.0*

### Terminal Outcomes:

- Discuss the process of preparing and approving various documents in a procurement docket of a retail fitout and exhibition project.
- Deploy efficient work monitoring plan for a retail fitout and exhibition project execution.

<b>Duration: 06:00</b>	<b>Duration: 12:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List all the documentation formalities required for material procurement of a retail fitout and exhibition project.</li> <li>• Explain the process of designing and validating necessary documents like Bill of Quantity (BOQ), specification sheet, tender documents, etc. in the material procurement process.</li> <li>• State the importance of regular monitoring for on-site installation work in a retail fitout and exhibition project.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to prepare various documentation formalities for the material procurement process of a retail fitout and exhibition project.</li> <li>• Demonstrate the steps involved in performing effective monitoring of on-site installation.</li> </ul>
<b>Classroom Aids</b>	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
<b>Tools, Equipment, and Other Requirements</b>	
Designing/Drafting Tools and Equipment, Designing software and systems	

## Module 48: On the Job Training for retail fitout and exhibition projects

Mapped to NOS/N0219 v 1.0

<b>Mandatory Duration:</b> 90:00	<b>Recommended Duration:</b> 00.00
<b>Module Name:</b> On the Job Training	
<b>Location:</b> On Site	
<b>Terminal Outcomes</b>	
<ul style="list-style-type: none"> <li>• Demonstrate effective communication skills during client deliberations</li> <li>• Demonstrate how to use different designing and drafting tools.</li> <li>• Demonstrate how to use various designing software's.</li> <li>• Demonstrate the creativity that is central to any type of decorating and design project</li> <li>• Create the visual presentation to show to clients</li> <li>• Demonstrate the process of running errands, answering phones, or even contacting clients to obtain important information</li> <li>• Analyze, search, sort, and select the required material specifications and finishes</li> <li>• Select the appropriate theme, style and layout based on design requirements.</li> <li>• Demonstrate variety of tasks, from sourcing furniture and fixtures to creating floor plans and other documents.</li> <li>• Employ suitable skills to manage client relationships and oversee projects from start to finish</li> <li>• Creating design drafts using computer design software or hand drafting tools such as pencils or charcoal</li> <li>• Conducting research related to interior design trends and market conditions to identify opportunities for new products or services</li> <li>• Communicating with contractors, architects, and other subcontractors to ensure that projects are completed on time and within budget</li> <li>• Incorporate various safety related practices during designing of retail fit out and exhibition projects.</li> <li>• Maintain a safe and secure environment at the manufacturing plant.</li> <li>• Maintain compliance with the organizational, environmental- related guidelines.</li> <li>• Coordinate with supervisors and colleges for job work information.</li> </ul>	

## Annexure

### Trainer Requirements

Trainer Prerequisites – either one of the 4 options						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Engineering (Civil, Mechanical), Architecture, Interior Design	5	Interior Design and Build/ Architecture	1	Preferable - Vocational or Academic Training	
Graduate	Any other discipline than covered above	6	Interior Design and Build/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
ITI/Diploma	Interior Designing/Architectural Drafting	6	Interior Design and Build/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
Certificate-NSQF	NSQF Level 4 Assistant Interior Designer (FFS/Q0203) or above	5	Interior Design and Build/ Architecture	1	Preferable - Vocational or Academic Training	Required- Work Experience and Recommendation letter from Employer, Certificates of Training from companies.  Preferable - Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.

### Trainer Certification

Domain Certification	Platform Certification
<p>Certified for Job Role: "Assistant Interior Designer" mapped to QP: "FFS/Q0203, v1.0" Level 4.</p> <p>The minimum accepted score as per FFSC guidelines will be 80%.</p>	<p>Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601, v1.0".</p> <p>The minimum accepted score will be 80% aggregate.</p>

## Assessor Requirements

### Assessor Prerequisites - either one of the 4 options

Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
<b>Graduate</b>	Engineering (Civil, Mechanical), Architecture, Interior Design	5	Interior Design and Build/ Architecture	1	Preferable - Vocational or Academic Training	
<b>Graduate</b>	Any other discipline than covered above	6	Interior Design and Build/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
<b>ITI/Diploma</b>	Interior Designing/Architectural Drafting	6	Interior Design and Build/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
<b>Certificate-NSQF</b>	NSQF Level 4 Assistant Interior Designer (FFS/Q0203) or above	5	Interior Design and Build/ Architecture	1	Preferable - Vocational or Academic Training	Required- Work Experience and Recommendation letter from Employer, Certificates of Training from companies.  Preferable - Additional Certification related to specialization in architecture or interior design sector (Software like AutoCAD, etc.), Communication Skills.

### Assessor Certification

Domain Certification	Platform Certification
<p>Certified for Job Role: "Assistant Interior Designer" mapped to QP: "FFS/Q0203, v1.0" Level 4.</p> <p>The minimum accepted score as per FFSC guidelines will be 80%.</p>	<p>Recommended that the Trainer is certified for the Job Role: "Assessor", mapped to the Qualification Pack: "MEP/Q2701, v1.0".</p> <p>The minimum accepted score will be 80% aggregate.</p>



## Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the learner 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 program.

## References

## Glossary

Term	Description
<b>Declarative Knowledge</b>	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.
<b>Key Learning Outcome</b>	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).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on-site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on-site
<b>Procedural Knowledge</b>	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.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
<b>Terminal Outcome</b>	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 and Abbreviations

Term	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
SOP	Standard Operating Procedure
AR	Augmented Reality
VR	Virtual Reality
OJT	On-the-Job Training
FF&E	Furniture Fixtures & Equipment
POC	Point of Contact
POSH	Prevention Of Sexual Harassment
CPR	Cardiopulmonary Resuscitation
AFC	Approved For Construction
MEP	Mechanical, Electrical, Plumbing
CAD	Computer Aided Software
POC	Point of Contact
FSOW	Final Scope of Work