

Model Curriculum

Junior Assistant- Door Installation

SECTOR: Furniture & Fittings
SUB-SECTOR: Architectural Fittings- Doors/
Windows
OCCUPATION: Installation
REF ID: FFS/Q6105, V1.0
NSQF LEVEL: 2

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

FURNITURE & FITTINGS SKILLS COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/Qualification Pack: 'Junior Assistant-Door Installation' QP No. 'FFS/Q6105, V 1.0, NSQF Level 2'

Date of Issuance: May 15th, 2018

Valid up to*: September 22nd, 2022

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



Authorized Signatory
(Furniture & Fittings Skill Council)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	06
3. Annexure: Assessment Criteria	07

Junior Assistant- Door Installation

FFS/Q6105

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of “Junior Assistant- Door Installation- FFS/Q6105”, in the “Furniture & Fittings” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Junior Assistant- Door Installation – FFS/Q6105		
Qualification Pack Name & Reference ID	FFS/Q6105, Version 1.0		
Version No.	1.0	Version Update Date	04/10/2019
Pre-requisites to Training	Class 5 th		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • select basic tools, equipment and materials required for installation of doors/ windows; • carry out preparatory work • assist the installer in installation of doors/ windows • assist in maintaining tools and equipment • follow environmental, health and safety norms of workplace • work effectively with all stakeholders by following organisational rules and regulations 		

This course encompasses 5 out of 5 National Occupational Standards (NOS), of “Junior Assistant- Door Installation- FFS/Q6105” Qualification Pack issued by “Furniture & Fittings Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction to the furniture and fittings industry Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Discuss about the furniture and fittings industry Explain the role and responsibilities of junior assistant – door installation and its job opportunities in the industry Discuss about career path of junior assistant – door installation 	
2	Understanding the organizational context/ company/ employer Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code FFS/N6107	<ul style="list-style-type: none"> Explain the importance of code of conduct, policies, manuals, rules, and regulation followed in a typical organization Describe organization structure and hierarchy followed in a typical organization Describe functions of different divisions/ teams of an organization 	
3	Health and safety at workplace Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00	<ul style="list-style-type: none"> Explain the importance of maintaining a healthy and safe work environment Differentiate between the potential risk, hazard and threat at the workplace List the safety, ergonomic, physical, biological, and chemical hazards at workplace Explain the precautionary measures to be taken to prevent different hazards Discuss the ways of undertaking the first aid activities in case of different types of accidents 	Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, first aid box, different types of fire extinguisher

	<p>Corresponding NOS Code FFS/N8601</p>	<ul style="list-style-type: none"> • Demonstrate the use of personal protective equipment/ protective clothing • Demonstrate how to keep correct body posture while standing, working, lifting and carrying heavy materials • List various do's and don'ts of good housekeeping practices • Demonstrate the methods of doing basic safety checks for all machines, tools, and electrical equipment before work • Explain various safety signs/ instructions • Discuss the restrictions imposed on harmful materials while working at workplace 	
4	<p>Handling emergencies</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code FFS/N8601</p>	<ul style="list-style-type: none"> • List the precautionary measures for prevention of accidents at the workplace • List various common causes and types of fires • List the common types of fire extinguishers • Demonstrate the use of fire extinguishers on different types of fires • Describe the evacuation procedures to be followed in case of an emergency, accident, fire, or a natural calamity • Demonstrate how to free a person from electrocution • Demonstrate the correct rescue techniques applied during fire hazards • Explain the importance of responding promptly and accurately to an accident situation 	<p>Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, first aid box, different types of fire extinguisher</p>
5	<p>Communication skills</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code FFS/N8801</p>	<ul style="list-style-type: none"> • State the importance of possessing effective communication skills • Explain the importance of setting up good working relationship with others • Explain the significance of active listening, correct receiving of information and instructions • Describe the importance of seeking assistance/ clarification from supervisor/ senior • Describe the importance of discipline, ethics, and integrity for professional success • Explain the reporting protocol in case of queries on procedures, products, or any problem • Demonstrate how to communicate effectively with others 	
6	<p>Teamwork</p> <p>Theory Duration (hh:mm) 04:00</p>	<ul style="list-style-type: none"> • Discuss the importance of coordination with colleagues to achieve work objectives • Explain the importance of sharing information with team wherever and whenever required to enhance quality and productivity at workplace • Discuss how to manage interpersonal conflict 	

	Practical Duration (hh:mm) 04:00 Corresponding NOS Code FFS/N8801	<ul style="list-style-type: none"> Describe the significance of interacting politely with team members State the importance of following dress code at workplace Participate in team building activities effectively 	
7	Assisting in preparation of installation work Theory Duration (hh:mm) 32:00 Practical Duration (hh:mm) 56:00 Corresponding NOS Code FFS/N6107	<ul style="list-style-type: none"> List several types of doors, windows, architectural hardware and their uses List types of frames and glasses used for doors/ windows Identify different types of locks for doors/ windows List different types of fasteners, tools and equipment List different materials required for installation work List the steps need to be taken before commencement of work Discuss the importance of keeping work area clean before starting the work Demonstrate the process of checking the working condition of selected tools/machines Demonstrate the process of inspecting the materials/ hardware for any defects Discuss the importance of reporting any shortage or defect in materials/ hardware to the supervisor/ senior before commencement of work Demonstrate correct way of handling of tools and equipment 	Measuring tape, leveler, square, drill and bits, stapler, scissors and utility knife, screw drivers, hammer, chisel, sealant gun, saw, plumb line, electric screw driver, angle grinder, Allen key set in mm, dowels, nails, pliers Frame material (wood, aluminum, fiber glass, vinyl as per design), hinges, pivot, floor spring, hinges, shims, sealant etc. Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, warning signs and tapes, fire extinguisher, first aid box
8	Maintenance of work area, tools and machines Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 08:00 Corresponding NOS Code FFS/N8501	<ul style="list-style-type: none"> Explain types of waste produced at the worksite Explain contamination effects of dirt, water on products Demonstrate methods of minimizing waste and contamination Discuss common faults with the tools and equipment Explain the process to rectify the faulty equipment Explain safety hazards associated with routine maintenance of tools and equipment List several types of cleaning equipment and their usage Demonstrate methods of cleaning and maintaining tools, machines, consumables as per the manufacturer specification Demonstrate how to store cleaning tools and agents safely after use 	Measuring tape, leveler, square, drill and bits, stapler, scissors and utility knife, screw drivers, hammer, chisel, sealant gun, saw, plumb line, electric screw driver, angle grinder, Allen key set in mm, dowels, nails, pliers, etc. Frame material (wood, aluminum, fiber glass, vinyl as per design), hinges, pivot, floor spring, hinges, shims, sealant etc.

9	<p>Assist in installation activities</p> <p>Theory Duration (hh:mm) 44:00</p> <p>Practical Duration (hh:mm) 68:00</p> <p>Corresponding NOS Code FFS/N6108</p>	<ul style="list-style-type: none"> • Explain measurement units of installation work • Distinguish between fittings and fixing accessories • List step by step process of installation activities • Demonstrate way of assisting in measurement work • Demonstrate way of handling materials, tools during the installation of work • Demonstrate way of assisting while fixing the frame/ glass, handles, architectural fittings • Demonstrate the process of checking the alignment and level of opening 	<p>Measuring tape, leveler, square, drill and bits, stapler, scissors and utility knife, screw drivers, hammer, chisel, sealant gun, saw, plumb line, electric screw driver, angle grinder, Allen key set in mm, dowels, nails, pliers</p> <p>Frame material (wood, aluminum, fiber glass, vinyl as per design), hinges, pivot, floor spring, hinges, shims, sealant etc.</p> <p>Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, fire extinguisher, first aid box</p>
	<p>COMPULSORY NOS: Total Duration</p> <p>Theory Duration: 112:00</p> <p>Practical duration: 148:00</p>	<p>Unique Equipment Required:</p> <p>Measuring tape, leveler, square, drill and bits, stapler, scissors and utility knife, screw drivers, hammer, chisel, sealant gun, saw, plumb line, electric screw driver, angle grinder, Allen key set in mm, dowels, nails, pliers</p> <p>Frame material (wood, aluminum, fiber glass, vinyl as per design), hinges, pivot, floor spring, hinges, shims, sealant etc.</p> <p>Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, warning signs and tapes, fire extinguisher, first aid box</p> <p>Classroom Aids: Black board/ white board, chalk, duster, marker etc.</p>	

Grand Total Course Duration: **260 Hours, 0 minutes**

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

Trainer Prerequisites for Job role: “Junior Assistant- Door Installation/ Windows” mapped to Qualification Pack: “FFS/Q6105”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FFS/Q6105”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team, well-organized and focused, eager to learn and keep oneself updated with the latest trends in the mentioned field.
3	Minimum Educational Qualifications	Minimum 10 th pass Minimum age 25 year
4a	Domain Certification	Certified for Job Role: “Junior Assistant- Door Installation” mapped to QP: “FFS/Q6105”. Minimum 80% score as per respective SSC guidelines.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601”. Minimum accepted score 80% as per respective SSC guidelines.
5	Experience	<ul style="list-style-type: none"> • Minimum five year site experience in woodworking and modular furniture. • Minimum two years of relevant experience

Annexure: Assessment Criteria

Please refer to the QP PDF for the Assessment Criteria.