

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Furniture & Fittings Skill Council
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Name and contact details of individual dealing with the submission

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Name: Ms Shabana Parween
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List of documents submitted in support of the Qualifications File

1. Model Curriculum
2. Industry validations
3. Communication with Line Ministry
4. Documents supporting the need for this Qualification
 - Skill gap report conducted by BCG and FICCI
 - Skill gap report conducted by FFSC
 - Skill gap report conducted by KPMG
5. Affiliation and accreditation norms
 - Guidelines for accreditation, affiliation and continuous monitoring of training centres
 - Grading metrics for accreditation standards
6. Assessment guidelines
 - Assessment Strategy (derived from Model curriculum)
 - Evaluation matrix for Assessment Agencies
 - Criteria of empanelment of Assessment Agencies
7. Occupational Map and Career Progression Path
8. Functional Analysis
9. Qualification Pack

SUMMARY

1	Qualification Title:	Master Carpenter
2	Qualification Code, if any	FFS/Q2204
3	NCO code and occupation	NCO-2015/7115.0300
4	Nature and purpose of the Qualification (Please specify whether Qualification is short term or long term)	<p>Nature of the Qualification: The Qualification is for the short-term training and Recognition of Prior Learning (RPL) (skilling, reskilling and upskilling)</p> <p>Purpose of the Qualification: The Qualification is developed:</p> <ul style="list-style-type: none"> • To skill the unemployed candidates by imparting the short-term skill development training • To allow people from other sectors to learn new skills to deal with changes in the workforce and market • To meet the requirement of the industry to provide entry-level semi-skilled manpower in this Qualification • To recognize the skills of the candidates who are already in this job role
5	Body/bodies which will award the Qualification	Furniture & Fittings Skill Council (FFSC)
6	The body which will accredit providers to offer courses leading to the Qualification	Furniture & Fittings Skill Council (FFSC)
7	Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy)	Yes Attached as supporting file
8	Occupation(s) to which the Qualification gives access	Furniture Installation (Carpenters and Installers), Furniture Production –

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		(Joinery, Cabinet Making Assembly), and Furniture After-Sales
9	Job description of the occupation	The Master Carpenter plays the primary role of project supervision at the worksite. The person is responsible for assisting in client coordination and vendor management of the materials while ensuring quality management. The individual will also perform and guide team members in fabrication, assembly, installation, maintenance, repair, alteration, and finishing of various types of products using hand tools while conforming to plans and specifications.
10	Licensing requirements	Not applicable
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	Not applicable
12	Level of the Qualification in the NSQF	5
13	Anticipated volume of training/learning required to complete the Qualification	690 Hours (480 +210 (OJT) hours)
14	An indicative list of training tools required to deliver this Qualification	Model Curriculum may be referred to, attached as Supporting document
15	Entry requirements and recommendations and minimum age	ITI/ Govt recognised Diploma (1 Year in Carpentry) with 5 Years of relevant experience Or Graduate with 4 Years of relevant experience Or Certificate-NSQF (Level 4- Carpenter) with 2 Years of relevant experience Minimum job entry age 18 years

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16	Progression from the Qualification (Please show Professional and academic progression)	Supervisor- Furniture Installation The occupational map is attached as a supporting document which shows the professional progression.	
17	Arrangements for the Recognition of Prior Learning (RPL)	Yes	
18	International comparability where known (research evidence to be provided)	Not applicable	
19	Date of a planned review of the Qualification.	3 years post the date of NSQC approval NSQC date: 27 th Jan 2022 Validity till: 27 th Jan 2025	
20	The formal structure of the Qualification Mandatory components		
	Title of component and identification code/NOSs/ Learning outcomes	Estimated size (learning hours)	Level
	Bridge Module-1 Introduction	48	5
	FFS/N2220- Assist in product costing and resource planning for on-site activities of the various projects	88	5
	FFS/N2221- Ensure proper work allocation and team management for the projects	56	5
	FFS/N2222- Perform and review the fabrication, assembly, finishing, and installation activities for different projects	164	5
	FFS/N8203- Maintain health, safety, and greening practices at the worksite	20	4
	FFS/N8204- Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices	24	4

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	FFS/N8206- Undertake entrepreneurship and business development activities	56	4
	Bridge Module-2 World Skills Competition and various opportunities	24	5
	On-the Job Training	210	5
	Sub Total (A)	690	
	Optional components (Not Applicable)		
	Title of component and identification code/NOSs/ Learning outcomes	Estimated size (learning hours)	Level
	Not Applicable		
	Sub Total (B)		

<u>Total (A+B)</u>	<u>690</u> <u>(480 + 210 hours</u> <u>(OJT))</u>	
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SECTION 1
ASSESSMENT

<p>21</p>	<p>Body/E odies will carry out an assessment: The affiliated Assessment Bodies of Furniture & Fittings Skill Council will do the assessment. The list of Assessment Agencies is:</p> <p>SL. NO ASSESSMENT AGENCY NAME</p> <table border="1"> <tr><td>1</td><td>ACE Assessments Pvt Ltd</td></tr> <tr><td>2</td><td>Demorgia Consulting Services Pvt Ltd</td></tr> <tr><td>3</td><td>IAssess Consultants LLP</td></tr> <tr><td>4</td><td>Induslynk Training Services Pvt. Ltd. (Mercer Mettl)</td></tr> <tr><td>5</td><td>Intouch Professional Services Private Limited</td></tr> <tr><td>6</td><td>Radiant Infonet Pvt. Ltd.</td></tr> <tr><td>7</td><td>SP Institute of Workforce Development Pvt Ltd (SPIWD)</td></tr> <tr><td>8</td><td>TAG Assessors Guild Pvt Ltd</td></tr> <tr><td>9</td><td>Virtual SaaS Pvt Ltd</td></tr> </table>	1	ACE Assessments Pvt Ltd	2	Demorgia Consulting Services Pvt Ltd	3	IAssess Consultants LLP	4	Induslynk Training Services Pvt. Ltd. (Mercer Mettl)	5	Intouch Professional Services Private Limited	6	Radiant Infonet Pvt. Ltd.	7	SP Institute of Workforce Development Pvt Ltd (SPIWD)	8	TAG Assessors Guild Pvt Ltd	9	Virtual SaaS Pvt Ltd
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<p>22</p>	<p>How will the RPL assessment be managed, and who will carry it out?</p> <p>FFSC follows the guidelines of funding agencies for the RPL. Pradhan Mantri Kaushal Vikas Yojna (PMKVY), Ministry of Skill Development & Entrepreneurship and guidelines of Corporations under the Ministry of Social Justice and Empowerment are followed to implement respective RPL programs.</p> <p>The RPL will be based on the parameters and assessment criteria of the FFSC RPL assessment process as mentioned in the approved Qualification. The candidates with prior learning experience will be identified by FFSC/ affiliated Training Partner/ Skill Ambassadors/ or any other authorized body. In addition, the candidates will be identified by door-to-door mobilization/mobilization camps/ print and social media advertisements etc.</p> <p>The mobilized candidates will be counselled and oriented about the NSQF framework. The existing competency will be mapped with the appropriate NSQF level of the concerned job role for the assessment. The significant steps of RPL will be:</p> <ol style="list-style-type: none"> 1) Cluster mapping and identification of the suitable candidates 2) Mobilization, counselling, and pre-screening of the candidates 3) Candidate registration and batch creation 4) Conduct of RPL training program 5) Assessment after the training program by affiliated assessment agencies 6) Evaluation of assessment result 7) Issuance of the NCVET certificate to the successful candidate 																		

	<p>FFSC will carry out RPL for both funded and paid RPL programs under various categories according to the requirement. The categories of RPL which can be executed are:</p> <ol style="list-style-type: none"> 1. RPL Type -1 (in camps/ centres) 2. RPL Type-2 (in Employer premise) 3. RPL Type-3 (On-demand) 4. RPL Type-4 (Best-in-class employers) 5. RPL Type-5 (Online RPL)
<p>23</p>	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable, and fair and show that these are in line with the requirements of the NSQF.</p> <p>Empaneled Assessment Agencies will do the assessment. These assessors would be aligned to assess as per the laid down criteria. Only the TOA-certified Assessor is eligible to conduct the assessment.</p> <p>Assessment Agency would conduct assessment only at the training centers of Training Partner or designated testing centers authorized by FFSC.</p> <p>Each National Occupational Standard (NOS) has been assigned weightage. Therein each Performance Criteria in the NOS has been given marks for theory/ practical/ project/viva based on relative importance and criticality of function.</p> <p>This will facilitate the preparation of question bank/paper sets for the Qualification. Each of these paper sets/question banks created by the Assessment Agency will be validated by the industry subject matter experts of FFSC.</p> <p>The following tools are proposed to be used for the final assessment:</p> <ol style="list-style-type: none"> i. Written Test: This will comprise Multiple-Choice Questions. An online system for this will be preferred. ii. Practical Test: This will comprise a test job/ assignment to be done as per the briefing following appropriate working steps, using necessary tools, equipment, and instruments.

Through observation, it will be possible to ascertain the candidate's aptitude, attention to detail, quality consciousness, etc. The Assessor will measure the end product to gauge the level of his skill achievements.

iii. **Structured Interview/viva:** This tool will be used to assess the conceptual understanding and the behavioral aspects regarding the job role and the specific task at hand.

iv. Project Test:

During the training period, each trainee will be given a project to be developed within a given time frame. The same project will be evaluated on the assessment date by the Assessor.

- For each Qualification, assessment criteria have been developed, which describe the weightage for each NOS/Performance criteria (PC) and assigned marks based on each NOS separately
- The question bank will be developed by the subject matter experts to assess the theoretical and practical knowledge.
- The affiliated assessment agency will carry out the assessment process on the date proposed after completing the training.
- The result of the assessment will be shared by the assessment body to FFSC for review and compliance; after that result will be processed, and certificates will be generated.
- Assessments shall be conducted in the regional languages in case of any specific requirement from the concerned Training Institutions.
- For ensuring the impartial assessment, it will be ensured that the Assessment Agencies are not involved in any type of training delivery with respect to this project.

The detailed guideline and strategy can be referred at:

- Assessment Strategy (derived from Model curriculum)
- Evaluation matrix for Assessment Agencies
- Criteria of empanelment of Assessment Agencies

24. Assessment evidences

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Minimum Aggregate Passing % at QP Level: 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above to successfully clear the Qualification Pack assessment.)

Minimum Passing % at NOS Level: 70

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Criteria

FS/N2220: Assist in product costing and resource planning for on-site activities of the various projects

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Interpret the scope of work for assigned projects	5	10	5	0
PC1. coordinate with internal teams to understand and define the project requirement	1	2	-	-
PC2. identify personnel, implements, and material resources as per project requirement	1	3	1	-
PC3. assist in creating a project implementation plan with proposed stages and timelines	1	3	3	-
PC4. assist in the documentation of the deliverables based on the scope of the project	2	2	1	-
Assist in coordination with internal teams and external agencies	6	8	0	0
PC5. assist in the identification of different stakeholders and their roles in project execution	1	2	-	-
PC6. assist in analyzing client needs and resolution of queries with appropriate remedial actions	2	2	-	-
PC7. coordinate with client POCs for any site instructions and inspection of works	1	-	-	-
PC8. maintain records of client interaction in accordance with organizational guidelines	2	4	-	-
Prepare product and project cost estimates	6	14	10	0
PC9. evaluate products details and production requirements based on the scope of work	2	4	3	-

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PC10. identify various tools, equipment, materials, and finishes to be employed in manufacturing the product for cost estimates	1	4	3	-
PC11. prepare a realistic budget with appropriate allocations to the relevant cost centers involved in the manufacturing process	2	4	3	-
PC12. instruct and guide team to ensure they perform in line with estimated cost	1	2	1	-
Ensure arrangement of resources for conducting site survey, recce, and project execution	7	19	10	0
PC13. plan and organize the site survey and recce in accordance with the scope of work	1	4	2	-
PC14. supervise the measurement and marking activities during physical site survey and recce	1	4	2	-
PC15. validate the measurement sheet based on project layout and requirements	1	4	2	--
PC16. plan the assembly and installation requirements based on worksite conditions	2	3	2	-
PC17. ensure compliance with organizations policies, procedures, guidelines, and client requirements during site survey and recce	2	4	2	-
NOS Total	24	51	25	0

FFS/N2221: Ensure proper work allocation and team management for the projects

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Allocate and monitor activities assigned to various teams for different projects	5	15	5	0
PC1. assist supervisor in devising an effective work monitoring plan for the project	1	3	1	-
PC2. ensure proper demarcation of team and resources for an effective execution	1	3	1	-
PC3. monitor the internal process and procedures for smooth working and coordination	1	3	1	-
PC4. organize regular work review meetings with the team to get feedback and updates	1	3	1	-
PC5. provide regular project updates to senior management	1	3	1	-
Assist in vendor management and ensuring timely availability of resources on-site	12	22	6	0
PC6. assist in evaluating the procurement plan in line with the budget and required quality	2	4	1	-
PC7. assist in reviewing the process of inviting, comparison and selecting quotations	2	4	1	-
PC8. assist in preparing and maintaining records related to quotations invited, bids received, and invoices	2	3	1	-
PC9. assist in compliance of the statutory and regulatory requirements by the vendors related to the work area	2	3	1	-
PC10. ensure proper planning and execution of loading/ unloading/ handling/ storage operations at the worksite	2	4	1	-

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PC11. ensure availability of various resources at the worksite required during project execution	2	4	1	-
Address grievances, if any, and ensure due redressal in line with organizational guidelines	8	17	10	0
PC12. assist supervisor in devising an effective grievance redressal mechanism	2	4	1	-
PC13. ensure that queries, concerns, and requests of the colleagues are addressed efficiently and accurately in accordance with organization policies	2	3	3	-
PC14. assist in designing a performance management system to address the grievances	2	5	3	-
PC15. conduct appropriate training of the team to ensure the quality and efficiency	2	5	3	-
NOS Total	25	54	21	0

FFS/N2222: Perform and review the fabrication, assembly, finishing and installation activities for different projects

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Interpret information from project design docket and drawings	4	5	4	0
PC1. analyze the layouts and key elements of the engineering drawings	1	1	1	-
PC2. interpret Geometric Dimensioning and Tolerancing (GD&T) symbols in the drawings	1	-	1	-
PC3. identify the sequence of operations required for project execution based on drawing details	-	2	1	-
PC4. explain need for any modifications/changes required in the drawing	1	2	1	-
PC5. ensure proper storage and management of the drawings in an easily accessible place	1	-	-	-
Supervise and review the on-site work of various teams	6	11	7	0
PC6. plan the optimized processes at the various bays of the workshop to ensure smooth operations	-	2	1	-
PC7. select the correct materials as per the drawings and specifications	1	2	1	-
PC8. ensure that the placement of materials, tools, and equipment on the designated bays for effective work execution	-	3	1	-
PC9. ensure that the equipment and tools in maintained appropriately	1	1	1	-

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PC10. ensure availability of the appropriate personal protective equipment to all people working on the bays of the workshop	1	1	1	-
PC11. ensure that the appropriate floor and machine guards are in place	1	1	1	-
PC12. ensure regular cleaning and maintenance of worksite during project execution	1	1	1	-
PC13. identify and prevent hazards and control risks at work site according to company requirements	1	-	-	-
Perform the required fabrication, assembly, finishing and installation operations directly and/or via teams	0	15	9	0
PC14. prepare the job cards in accordance with the production process flow	-	2	1	-
PC15. select and safely use hand and power tools to cut joints safely and accurately	-	1	1	-
PC16. perform required woodworking operation based on product specifications	-	3	1	-
PC17. prepare accurate joints and intersections with no gaps and attach the members neatly using appropriate fasteners	-	3	2	-
PC18. accurately assemble and erect structures without damage to components, personal risk, the risk to others, or property	-	3	2	-
PC19. perform finishing to a specification, with attention to surface finishes and avoidance of damage or unsightly marking of components	-	3	2	-

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Perform the installation operations directly and/or via teams	0	13	7	0
PC20. perform the installation and fitting of required hardware and accessories on the product	-	8	4	-
PC21. install the product based on design specifications and layout details	-	5	3	-
Schedule and conduct periodic quality checks of products/projects	4	10	5	0
PC22. plan and organize quality checks in accordance with project execution timelines	1	2	1	-
PC23. ensure appropriate action gets taken for fault rectification in consultation with the supervisor	1	2	1	-
PC24. check for structural strength and load-bearing capacity by applying load on the finished furniture	1	2	1	-
PC25. ensure that all the product dimensions and finishes comply with the desired details	-	3	1	-
PC26. ensure compliance to all the requisite documents post completion of the project	1	1	1	-
NOS Total	14	52	32	0

FFS/N8203: Maintain health, safety, and greening practices at the worksite

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain health and hygiene protocols	6	8	16	5
PC1. comply with health and personal hygiene- related protocols	1	1	2	1

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PC2. maintain adequate inventory of cleaning materials and consumables	1	1	2	1
PC3. identify and report poor organizational practices concerning hygiene, food handling, cleaning	1	1	2	-
PC4. ensure that the trash cans or waste collection points are cleared	1	1	2	1
PC5. maintain records for cleanliness and maintenance schedule	-	1	2	-
PC6. use appropriate personal protective equipment compatible with the work and compliant with relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, etc.	1	1	2	1
PC7. wear clean clothes as per the dress code of the worksite	-	1	2	-
PC8. wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	1	1	2	1
Dealing with emergencies	3	4	8	3
PC9. use emergency equipment in accordance with manufacturers' specifications as per requirement	-	1	2	-
PC10. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	1	1	2	1
PC11. respond promptly and appropriately to an accident situation or medical emergency	1	1	2	1
PC12. undertake first aid activities in case of an accident, if required and asked to do so	1	1	2	1

Precautionary measures to avoid work hazards	3	4	10	2
PC13. ensure that safety instructions applicable to the work place are being followed	-	1	2	-
PC14. monitor the usage of harmful chemicals inside the work area as per the specified guidelines only	1	1	2	-
PC15. plan out the routine cleaning of tools, machines, and equipment	-	1	2	-
PC16. employ an effective process to dispose off the hazardous material and wastage	1	1	2	1
PC17. employ safe working practices to perform a lift, carry or move heavy wooden furniture and accessories from one place to another	1	1	2	1
Ensure material conservation and optimization of resources	5	5	14	4
PC18. plan out the process to ensure optimal material utilization	1	1	2	1
PC19. collect information on the pattern of electricity and fuel consumption	-	1	2	-
PC20. identify possibilities of using renewable energy and environment-friendly fuels	1	1	2	-
PC21. plan the implementation of energy-efficient systems in a phased manner	-	1	2	1
PC22. plan and utilize the reusable materials and wastage in the process	1	1	2	1
PC23. perform segregation of waste based on the type of material	1	1	2	1

PC24. ensure to keep the electrical appliances in OFF position when not in use	1	1	2	-
NOS Total	17	21	48	14

FFS/N8204: Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Interaction with supervisors	1	5	12	-
PC1. seek assistance and clarifications from supervisor or any such appropriate authority as and when required	-	1	2	-
PC2. interpret instructions clearly from superiors and respond effectively on the same	-	1	2	-
PC3. engage in decision making by providing relevant facts and figures	-	1	2	-
PC4. achieve productivity and quality of work as per the company procedure	1	-	2	-
PC5. follow escalation matrix in case of any grievance and report any unresolved problem to the supervisor immediately	-	1	2	-
PC6. document the completed work schedule in the desired format and handover to the supervisor	-	1	2	-
Communicate effectively with co-workers	2	7	14	2
PC7. coordinate and cooperate with colleagues to achieve work objectives	1	1	2	-
PC8. communicate to team members/ subordinates for appropriate work technique and method	-	1	2	-

PC9. communicate with co-workers clearly, concisely, and at a pace and in a manner that helps them to understand	-	1	2	1
PC10. maintain the etiquette, use polite language, demonstrate responsible and disciplined behaviours to the colleagues	1	1	2	1
PC11. pass on essential information to colleagues in line with organizational	1	1	2	-
PC12. take the necessary initiatives to resolve the issues while working in team	-	1	2	-
PC13. prioritize team and organization goals above personal goals	-	1	2	-
Follow gender and PwD sensitive practices at the worksite	10	13	26	8
PC14. ensure a conducive environment for all the genders at the worksite	1	1	2	-
PC15. ensure gender neutral practices are followed at the worksite	1	1	2	1
PC16. communicate with everyone without any personal bias based on gender, disability, caste, religion, colour, sexual orientation, and culture	-	1	2	-
PC17. ensure equal participation of the people across different genders in the process	1	1	2	1
PC18. treat women equally across both the horizontal as well as vertical segregation of roles in the workplace	1	1	2	-
PC19. report incidents of any harassment and discrimination to the appropriate	1	1	2	1
PC20. practice appropriate verbal and non-verbal communication while interaction with persons with disability (PwD)	-	1	2	1

PC21. adapt communication styles and behaviour that are in line with the organisation's policies for people with disabilities	1	1	2	-
PC22. assist colleagues with disability in a manner without causing any damage to their self-respect	-	1	2	-
PC23. encourage appropriate behaviour and conduct with people across genders and PwD	1	1	2	1
PC24. identify relevant medical and infra support requirements for PwD.	1	1	2	1
PC25. ensure to adhere with the guidelines laid in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act	1	1	2	1
PC26. the right way to use the laws, acts, and provisions defined for PwD by the statutory bodies	1	1	2	1
NOS Total	13	25	52	10

FFS/N8206: Undertake entrepreneurship and business development activities

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understand entrepreneurial and business development activities</i>	10	14	32	-
PC1. identify the target customers and assess their needs and expectations concerning the quality and price of the products/ services	-	2	4	-
PC2. identify various types of furniture entrepreneurship/ business	2	2	4	-

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PC3. ensure compliance with the government structural reforms and framework along with the applicable rules and regulations while setting up the enterprise/ business	2	2	4	-
PC4. undertake competition analysis to assess the market condition of a products/ services	2	-	4	-
PC5. conduct a risk assessment and identify opportunities for scaling up the business	2	2	4	-
PC6. develop a resource plan for the business and estimate costs for the same	-	2	4	-
PC7. identify avenues for relevant skills and knowledge development for oneself in preparation for entrepreneurial activity	2	2	4	-
PC8. identify personnel who can assist in supporting business development, by providing guidance and feedback	-	2	4	-
<i>Understand digital aspects of a business</i>	6	2	12	-
PC9. identify and select the suitable digital technologies for project implementation and promotions	2	-	4	-
PC10. analyze the different e-commerce opportunities available for product/service promotions	2	-	4	-
PC11. ensure effective utilization of social media platforms for promotions and marketing of the product/service	2	2	4	-
<i>Understand the financial aspects of a business</i>	4	4	16	-
PC12. implement processes that help in minimizing costs and maximizing	2	-	4	-

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PC13. set a pricing strategy for the product/service based on the value of the product and modify pricing as and when required	2	-	4	-
PC14. prepare a basic business plan for the furniture entrepreneurship/ business activities	-	2	4	-
PC15. identify appropriate sources of funding for the furniture entrepreneurship/ business activities	-	2	4	-
NOS Total	20	20	60	-

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Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N2220. Assist in product costing and resource planning for on-site activities of the various projects	24	51	25	0	100	20
FFS/N2221. Ensure proper work allocation and team management for the projects	25	54	21	0	100	20
FFS/N2222. Perform and review the fabrication, assembly, finishing, and installation activities for different projects	14	54	32	0	100	20
FFS/N8203. Maintain health, safety, and greening practices at the worksite	17	21	48	14	100	15
FFS/N8204. Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices	13	25	52	10	100	15
FFS/N8206. Undertake entrepreneurship and business development	20	20	60	0	100	10
Total	113	225	238	24	600	100

NSQF QUALIFICATION FILE

SECTION 2

25. EVIDENCE OF LEVEL

OPTION B

Title/Name of qualification/component: Master Carpenter		
Level: 5		
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors
<p>Process</p> <p>NSQF Level Descriptor: Job that requires well developed skill, with clear choice of procedures in similar contest.</p>	<p>Following is the few processes wise key requirements of the job role:</p> <ul style="list-style-type: none"> - Assist in product costing and production planning for various projects at the worksite - Ensure project execution and quality management of on-site work - Perform fabrication, assembly, finishing and installation for various projects 	<p>As mentioned in the key requirements, the person carries out the different tasks in a familiar, routine and situation with a clear choice of procedures.</p> <p>The job requirements match with the NSQF level 5 descriptor. Hence the level is pegged at 5.</p>
<p>Professional knowledge</p> <p>NSQF Level Descriptor: Knowledge of facts, principles, processes and general concepts, in a field of work or study.</p>	<p>Following are the few professional knowledge requirements of the job role:</p> <ul style="list-style-type: none"> - Process of interpreting project details based on client specifications - Different types of materials, fittings and equipment used in woodworking and application requirement - Different tools and equipment used in surveying, their areas of applications and storage procedures - Advanced mathematics and geometry skills 	<p>According to the key requirements, the person the person should have knowledge about basic facts, and knowledge required for the job role.</p> <p>The job requirements match with the NSQF level 5 descriptor. Hence, the level is kept as 5.</p>

NSQF QUALIFICATION FILE

<p>Professional skill</p> <p>NSQF Level Descriptor: A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information.</p>	<p>Following are the few professional skills required for the job role</p> <ul style="list-style-type: none"> - Preparation of the work area for recce - Assist in vendor management for various projects - Supervise the resource management at different worksites - Monitor work activities of various teams during project execution - Ensure grievance redressal and performance management of the teams 	<p>The person demonstrates his/ her practical skills, which are routine and repetitive in a narrow range of applications.</p> <p>The job requirements match with the NSQF level 5 descriptor. Therefore, the level is pegged at 5.</p>
<p>Core skill</p> <p>NSQF Level Descriptor: Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication.</p>	<p>The job role demands that the person should be able to understand and possess the skills such as:</p> <ul style="list-style-type: none"> - The relevant basics of various factors contributing to the procurement plan evaluation - The indicators that assist in evaluating suppliers and their supplies like price, quality, supply reliability, stock range, delivery schedules, warranties, etc. - The various methods of maintaining and monitoring vendor performance 	<p>The person understands the basic arithmetic and algebraic principle, basic understanding of social and natural environments. He/she is able to communicate by writing and speaking.</p> <p>The job requirements match with the NSQF level 5 descriptor. Therefore, the level is kept as 5.</p>

NSQF QUALIFICATION FILE

	<ul style="list-style-type: none"> - Checking documentation thoroughly and repeatedly before processing - Required document compliances for effective vendor management 	
<p>Responsibility</p> <p>NSQF Level Descriptor: Responsibility for own work and learning and some responsibility for others' works and learning.</p>	<p>Few of the key responsibilities:</p> <ul style="list-style-type: none"> - Work constructively and collaboratively with others - Apply domain knowledge/ information and assess day to day tasks through experience and observation - Use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities 	<p>The person has responsibility for his/ her own work and learning along with the subordinates.</p> <p>The job requirements match with the NSQF level 5 descriptor. Hence the level is kept at 5.</p>

SECTION 3

EVIDENCE OF NEED

26	What evidence is there that the Qualification is needed? What is the estimated uptake of this Qualification and what is the basis of this estimate?	
	Basis	In the case of SSC
	Need of the Qualification	FFSC follows an intensive, detailed process for Qualification development, which requires industry involvement at each level. FFSC has an Industry-led Sub-Committee, called the "FFSC's Board of Standards (BoS)," dedicated to the development of

NSQF QUALIFICATION FILE

		<p>Qualifications. BoS is formed with the support of the elected members of the Governing Council and Honorary Members from the Academic Institutions. Further, FFSC has a “National Occupational Standards (NOS) Group” comprising of Subject Matter Experts of various domains who work on developing Qualifications specific to sub-sector and occupations.</p> <p>FFSC also involves a minimum of 30 industry stakeholders for the development of the Qualifications.</p> <p>In addition, the skill requirement study conducted by Boston Consulting Group (BCG) in 2020 has indicated the furniture industry is growing and is expected to grow at 7-8% and 13-18% CAGR, respectively, for Home and Office Furniture. The furniture market is majorly dominated by the unorganized sector. The sector is witnessing strong growth due to increased construction activities in metro cities and tier-II cities, changing lifestyles, increasing disposable income, along changing consumer aspirations.</p> <p>FFSC also conducted a skill gap study to understand the need for the Qualification. According to the Skill Gap Report:</p> <ul style="list-style-type: none"> • Manpower during 2016-17: 7525 • Estimated for 2022: 14,853 • Estimated for 2025: 20,868 • Gap during 2022: 7328 • Gap during 2025: 1,33,43 <p>Skill Gap Studies are attached as Supporting document.</p>
	<p>Industry Relevance</p>	<p>FFSC has taken validations of the job roles from 32 industry bodies The Qualification has been developed based on relevance and inputs of the industry.</p> <p>The details of industry validation, attached as supporting documents.</p>

NSQF QUALIFICATION FILE

	Usage of the Qualification	The usage of the Qualification will be found in both organized and unorganized sub-sectors of the furniture industry. It will be used for reskilling, fresh skilling, upskilling training in schools, colleges, in-house training purposes, and basic apprenticeship programs etc.
	Estimated uptake	<p>FFSC has conducted research, analysis, and assessment of skill gaps in the furniture industry. Therefore, the estimation of the requirement of manpower has to be done based on the findings of the skill gap study and secondary research.</p> <ul style="list-style-type: none"> • Manpower during 2016-17: 7525 • Estimated for 2022: 14,853 • Estimated for 2025: 20,868
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidence</p> <p>FFSC has approached the concerned Line Ministry for the recommendations. The concurrence of Line Ministry concurrence is attached as supporting file.</p>	
28	<p>What steps were taken to ensure that the Qualification (s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>The Qualification has been checked for any duplication across the sectors. Given that Qualification is a niche to the Furniture sector, there is no duplication of pre-existing similar qualifications. National Qualification Registrar has also been checked for the Q file. No existing course was found with the same content and duration.</p> <p>This Qualification has been developed keeping in mind the industry requirements after consultation with the stakeholder.</p>	

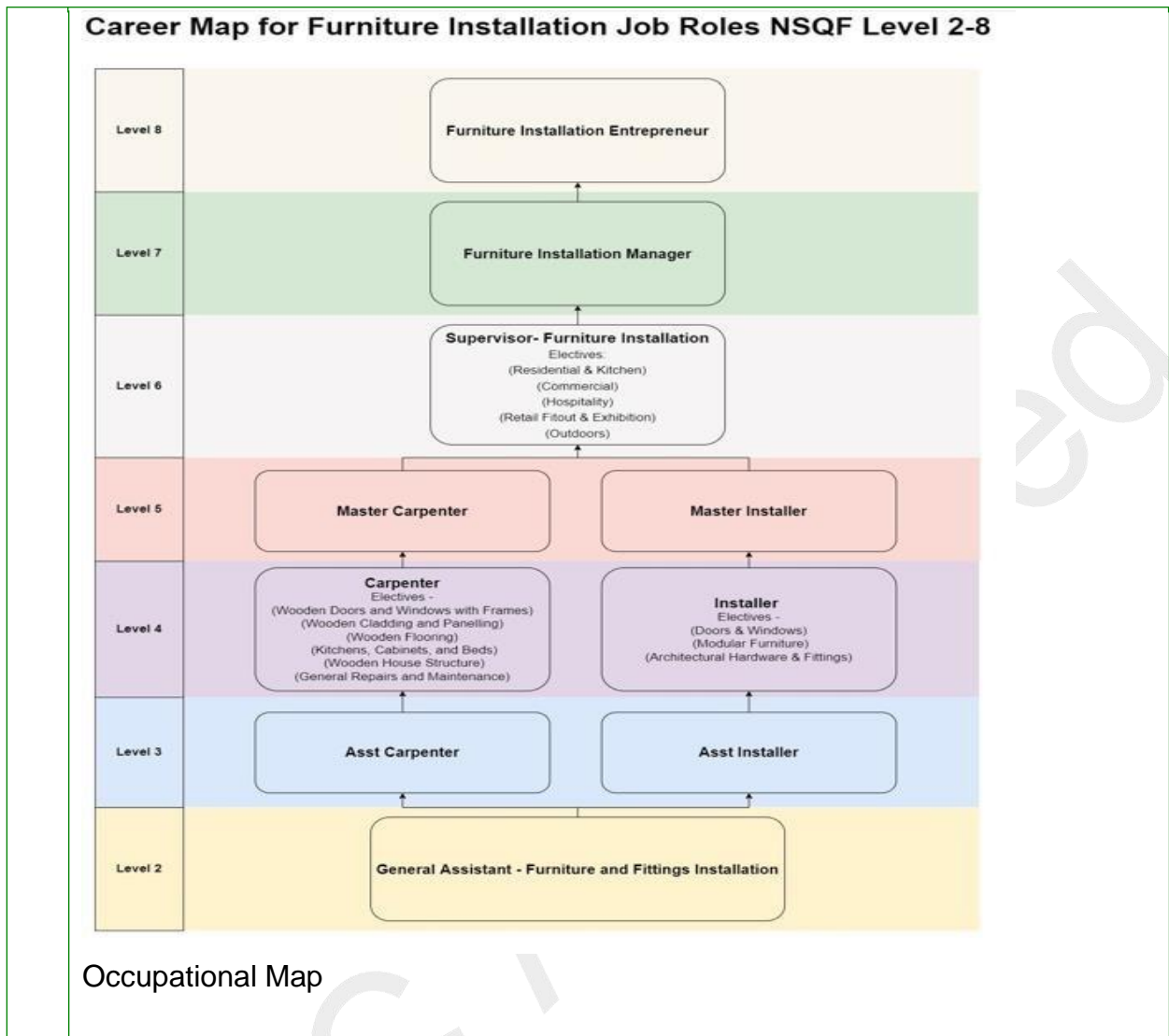
NSQF QUALIFICATION FILE

29	What arrangements are in place to monitor and review the Qualification (s)? What data will be used, and at what point will the Qualification (s) be revised or updated? Specify the review process here
	<p>The qualification packs will be reviewed and checked for relevance as per industry standards after 3 years of NSQC approval.</p>
	<p>Any institution/ individual can send feedback, which will be considered during the next review cycle. Communication will be sent for feedback to all the major stakeholders prior to the review of the qualifications. The Qualification will also be uploaded to the website of FFSC for feedback and suggestions for the review process.</p>

SECTION 4

EVIDENCE OF PROGRESSION

30	What steps have been taken to design this or other qualifications to ensure that there is a clear path to other qualifications in this sector? <i>Show the career map here to reflect the clear progression</i>
	<p>Online sessions, one to one meeting with industry experts were carried out to understand the career progression. In addition, the skill gap study of FFSC and secondary reports was also referred to understand the progression.</p>



NSQF QUALIFICATION FILE

Sub-Sectors		Furniture Sales, Installation & After Sales			
Occupations		Furniture Installation		Furniture After Sales & Restoration	
Occupation #		22		23	
Level 10	Leadership	CEO			
Level 9	Sr Mgmt	GM, Furniture Installation		GM, Furniture After Sales & Restoration	
Level 8	Mid Mgmt	Furniture Installation Entrepreneur		After Sales & Restoration Entrepreneur	
Level 7	Mid Mgmt	Furniture Installation Manager			
Level 6	Jr Mgmt	Supervisor - Furniture Installation Electives:		Supervisor - Furniture Customer Support	Supervisor - Furniture Restoration
Level 5	Jr Mgmt	Master Carpenter	Master Installer	Lead Furniture Customer Support	Lead Furniture Restorer
Level 4	Entry	Carpenter Electives - (Wooden Doors & Windows with Frames) (Wooden Cladding & Panellings) (Wooden Floorings) (Kitchen, Cabinets & Beds) (Wooden House Structure) (General Repairs and Maintenance)	Lead Installer Electives - (Doors & Windows) (Modular Furniture) (Architectural Hardware & Fittings)	Furniture Customer Support Officer	Furniture Restorer
Level 3	Entry	Asst Carpenter	Asst Installer	Asst Furniture Customer Support	Asst Furniture Restorer
Level 2	Entry	General Assistant - Furniture & Fittings Installation		Trainee - Furniture After Sales	Trainee - Furniture Restoration
Level 1	Entry				

For further horizontal mobility, the detailed occupational map can be referred (attached as Supporting document).