

## **CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

### **Name and address of submitting body:**

Furniture & Fittings Skill Council,  
407-408, 4th Floor, Sikanderpur, DLF City Court, MG Rd,  
Gurgaon, Haryana-122002

### **Name and contact details of individual dealing with the submission**

**Name:** Mr. Gurpal Singh

**Position in the organisation:** Chief Executive Officer

**Address if different from above:** Address same as above

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### **List of documents submitted in support of the Qualifications File**

1. Career Map of Lead Furniture Maker - Bamboo (Option: Round Bamboo Furniture Maker) -Annexure 1
2. Qualification Pack of Lead Furniture Maker – bamboo (Option: Round Bamboo Furniture Maker)- Annexure 2
3. List of QP/NOS validating companies – Annexure 3
4. Sector Study- Annexure 4
5. Model Curriculum
6. List of Assessment Agencies

### **Model Curriculum includes the following:**

- **Indicative list of tools/equipment to conduct the training**
- **Trainers qualification**
- **Lesson Plan**
- **Distribution of training duration into theory/practical**

**SUMMARY**

<b>1</b>	<b>Qualification Title</b>	Lead Furniture Maker –Bamboo (Option: Round Bamboo Furniture Maker)
<b>2</b>	<b>Qualification Code, if any</b>	FFS/Q4102
<b>3</b>	<b>NCO code and occupation</b>	NCO-2015/ 7317.0300
<b>4</b>	<b>Nature and purpose of the qualification (Please specify whether qualification is short term or long term)</b>	<ul style="list-style-type: none"> <li>- Nature of the qualification</li> <li>- a Qualification Pack (QP)</li> <li>- short term training</li> </ul> <p>The main purpose of the qualification</p> <ul style="list-style-type: none"> <li>- to get unemployed people into work</li> <li>- to upgrade the skills of people already in work</li> <li>- to allow people in particular sectors to learn new skills to deal with technological change</li> <li>- to give people with vocational/professional skills access to higher education courses.</li> <li>- The furniture maker is responsible for making full range of rough and finished product including making components, joining and assembling of parts using various hand and power tools. He should have thorough knowledge of methods, materials, tools, and equipment used.</li> </ul>
<b>5</b>	<b>Body/bodies which will award the qualification</b>	Furniture & Fittings Skill Council (FFSC)
<b>6</b>	<b>Body which will accredit providers to offer courses leading to the qualification</b>	Furniture & Fittings Skill Council (FFSC)
<b>7</b>	<b>Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)</b>	Yes
<b>8</b>	<b>Occupation(s) to which the qualification gives access</b>	Furniture Maker-Bamboo
<b>9</b>	<b>Job description of the occupation</b>	The furniture maker-bamboo is responsible for making full range of rough and finished product including making components, joining and assembling of parts using various hand and power tools. He should have thorough knowledge of methods, materials, tools, and equipment used.
<b>10</b>	<b>Licensing requirements</b>	NA
<b>11</b>	<b>Statutory and Regulatory</b>	NA

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	<b>requirement of the relevant sector (documentary evidence to be provided)</b>	
12	<b>Level of the qualification in the NSQF</b>	Level 4
13	<b>Anticipated volume of training/learning required to complete the qualification</b>	270 hours Total - With Option: 360 hours
14	<b>Indicative list of training tools required to deliver this qualification</b>	Hand Tools: dado, chisel set, dropping knife, width seizers, scissors, hammer, round planer/knot remover, scrapper, blow torch, vice, grinder, , hand plane, V-shaped knife, pointed knife, mallet, wood saw, hacksaw, pliers, hand drill and bits, sand container, pencil, marker, measuring tape, steel rule, staple gun etc. Power Tools: power saw, power drill, hand cutting machine, hand splicer, surface planer, trowel, tumbler, etc. Material: e.g. treated bamboo of required diameter, adhesive, sand paper, nails, cane (3-4mm for binding), wood pegs, bending wire, nut bolt etc
15	<b>Entry requirements and/or recommendations and minimum age</b>	Class VIII 18 years
16	<b>Progression from the qualification (Please show Professional and academic progression)</b>	Master (Supervisor ) Furniture Maker (Level 5)
17	<b>Arrangements for the Recognition of Prior learning (RPL)</b>	RPL arrangements and policies are in line with the guidelines of Pradhan Mantri Kaushal Vikas Yojna II, Ministry of Skill Development & Entrepreneurship
18	<b>International comparability where known (research evidence to be provided)</b>	This qualification has been compared with courses being offered by other skilling council and no matching course has been found
19	<b>Date of planned review of the qualification.</b>	22 <sup>nd</sup> Sep 2022
20	<b>Formal structure of the qualification</b>  <b>Mandatory components</b>	

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	<b>Title of component and identification code/NOSs/Learning outcomes</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
	<b>FFS/N4103:</b> Prepare for bamboofurniture making	<b>100</b>	<b>4</b>
	<b>FFS/N4104:</b> Make bamboofurniture Components	<b>106</b>	<b>4</b>
	<b>FFS/N8401:</b> Quality Control	<b>32</b>	<b>4</b>
	<b>FFS/N8601:</b> Ensure healthand safety at workplace	<b>16</b>	<b>Common across levels</b>
	<b>FFS/N8801:</b> work effectively withothers	<b>16</b>	<b>Common across level 1-4</b>
	<b>Sub Total (A)</b>	<b>270</b>	<b>4</b>

**Optional components**

	<b>Title of component and identification code/NOSs/ Learning outcomes</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
	<b>FFS/N4101:</b> Prepare to make round bamboo furniture	<b>40</b>	<b>4</b>
	<b>FFS/N4102:</b> Make round bamboo furniture	<b>50</b>	<b>4</b>
	<b>Sub Total (B)</b>	<b>90</b>	<b>4</b>

<b>Total (A+B)</b>	<b>360</b>	<b>Level 4</b>
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**SECTION 1**  
**ASSESSMENT**

21	<p><b>Body/Bodies which will carry out assessment:</b> The affiliated Assessment Bodies of Furniture &amp; Fittings Skill Council will do the assessment. The list of Assessment Agencies is attached as Annexure.</p>
22	<p><b>How will RPL assessment be managed and who will carry it out?</b>          The skill gap study shows that there are candidates who have prior learning experience in the Furniture &amp; Fittings Sector and can be certified. Such candidates can apply to FFSC for assessment and certification of their skills. The Training partner/ Industry will identify and mobilize the candidates. Documentation for such candidates will be done by the Training Provider / Industry. After the 2 days of orientation on the third day the assessment will be conducted. Certificates of successful candidates will be dispatched to the TP / Industry for distribution to the candidates. The RPL assessment and certifications will be done according to the guideline of Pradhan Mantri Kaushal Vikas Yojna (PMKVY), Ministry of Skill Development and Entrepreneurship (MSDE)/ of the funding agency.</p>
23	<p><b>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.</b></p> <p>Assessment will be based on the concept of Independent Assessors empaneled with Assessment Agencies, identified, selected, trained and certified on Assessment techniques. 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>Ideally, the assessment will be a continuous process comprising of:</p> <p>A. Mid- term assessment</p> <p>B. Term / Final Assessment</p> <p>Each National Occupational Standard (NOS) in the respective QPs will be assigned weightage. Therein each Performance Criteria in the NOS will be assigned marks for theory and / or practical based on relative importance and criticality of function.</p> <p>This will facilitate preparation of question bank / paper sets for each of the QPs. Each of these papers sets / question bank so created by the</p>

<p>Assessment Agency will be validated by the industry subject matter experts through FFSC, especially with regard to the practical test and the defined tolerances, finish, accuracy etc.</p> <p>The following tools are proposed to be used for final assessment:</p> <p>i. <i>Written Test</i>: This will comprise of Multiple Choice Questions. Online system for this will be preferred.</p> <p>ii. <i>Practical Test</i>: This will comprise a test job to be prepared as per project briefing following appropriate working steps, using necessary tools, equipment and instruments.</p> <p>Through observation it will be possible to ascertain candidate's aptitude, attention to details, quality consciousness etc. The end product will be measured against the pre-decided MCQ filled by the Assessor to gauge the level of his skill achievements.</p> <p>iii. <i>Structured Interview</i>: This tool will be used to assess the conceptual understanding and the behavioral aspects as regards the job role and the specific task at hand.</p>
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Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

## **ASSESSMENT EVIDENCE**

**Complete a grid for each component as listed in “Formal structure of the the qualification” in the Summary.**

*NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.*

**24. Assessment evidences**

**Title of Component:**

**Lead Furniture Maker - Bamboo (Option: Round Bamboo Furniture Maker)**

**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role:** Lead Furniture Maker -Bamboo (Option: Round Bamboo Furniture Maker)

**Qualification Pack:** FFS/Q4102

**Sector Skill Council:** Furniture & Fittings Skill Council

**Guidelines for Assessment**

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

<b>Compulsory NOS</b>		<b>Marks Allocation</b>			
<b>Total Marks: 500+200= 700</b>					
<b>Assessable Outcomes</b>	<b>Assessment Criteria</b>	<b>Total Marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
FFS/N4103 Prepare for bamboo furniture	PC1. obtain job instructions from responsible personnel  Job instruction: design, structural characteristics, frame instruction, durability	100	5	2	3

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making	factor, appearance, color, type of finish etc.			
	PC2. interact with supervisor in order to understand the client requirement	5	2	3
	PC3. read and confirm that the given instructions and design are complete and correct	6	6	0
	PC4. plan out an efficient sequence of work as per the job requirement and specification	5	5	0
	PC5. obtain appropriate hand tools, power tools and material suitable to carry out the given tasks  <p>Hand Tools: e.g. dao, chisel set, dropping knife, width seizers, scissors, hammer, round planer/knot remover, scrapper, blow touch, vice, grinder, thicknesser, hand plane, V-shaped knife, pointed knife, mallet, wood saw, hacksaw, pliers, hand drill and bits, sand container, pencil, marker, measuring tape, steel rule, staple gun etc.</p> <p>Power Tools: e.g. power saw, power drill, hand cutting machine, hand splicer, surface planer, trowel, tumbler, shovel etc.</p> <p>Material: e.g. treated bamboo of required diameter, adhesive, sand paper, nails, cane (3-4 mm for binding), wood pegs, bending wire, nut bolt etc.</p>	6	0	6

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PC6. report on any shortage or defect of tools and materials to the concerned person before commencement of work	6	0	6
PC7. check that the selected tools & machines are in safe working condition and ready for use	5	0	5
PC8. check the bamboo for treatment against insects, fungus and other weather exposures	7	0	7
PC9. check the bamboo for any splits that can affect the bamboo furniture strength and its making process	7	0	7
PC10. use approved procedures to inspect bamboo visually for any possible defects as per required standard parameters prior to work  Defects: splinters, cracks, unwanted cavities, exposed to fungus or any other insects, size/diameter variation, waviness, etc.	6	3	3
PC11. read and interpret the details from design/drawings relevant to bamboo furniture making	6	6	0
PC12. read and understand manufacturer's specification of material and its uses	6	6	0
PC13. identify the surfaces and dimensions as per the drawing	6	0	6
PC14. read and understand the scope of work	6	6	0
PC15. interact with client to decide on the procurement of material	6	0	6

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	PC16. suggest cost to the client considering bamboo furniture styles , durability, patterns, comfort, modern appearance etc.		6	1	5
	PC17. prepare and provide cost estimate to the client after evaluating various factors  Various Factors: type of furniture, type of finish, cost of labour for complex design, cost of raw material etc.		6	3	3
		<b>Total</b>	<b>100</b>	<b>40</b>	<b>60</b>
FFS/N 4104 Make bamboo furniture components	PC1. read and confirm that the given instructions and design are correct		1	1	0
	PC2. obtain appropriate materials and tools suitable to carry out marking activities		1	0	1
	PC3. identify the surfaces and dimensions as per the drawing		1	1	0
	PC4. take the size of the bamboo furniture component from the design and mark the same on bamboo culms		1	0	1
	PC5. make markings using pencil and ruler or measuring tape as per drawing specification		2	1	1
	PC6. hold the pieces correctly to take measurements		1	0	1
	PC7. calculate height and width as per design		2	2	0
	PC8. carryout marking activities using templates		2	1	1
	PC9. carry out markings to guide activities of subordinates for		3	0	3

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	cutting				
	PC10. cut bamboo culms in different sizes using cutting machine as per markings and design specification	100	3	2	1
	PC11. check and ensure that the cut pieces are as per given specification and quality		1	0	1
	PC12. minimise waste by following correct cutting techniques		1	1	0
	PC13. take safety precautions while carrying out cutting activities		1	1	0
	PC14. use appropriate hand tools, power tools and material suitable to carry out the given tasks		4	2	2
	<p>Hand Tools: e.g. dao, chisel set, dropping knife, width seizers, scissors, hammer, round planer/knot remover, scrapper, blow torch, vice, grinder, thicknesser, hand plane, V-shaped knife, pointed knife, mallet, wood saw, hacksaw, pliers, hand drill and bits, sand container, pencil, marker, measuring tape, steel rule, staple gun etc.</p> <p>Power Tools: e.g. power saw, power drill, hand cutting machine, hand splicer, surface planer, trowel, tumbler, sovel etc.</p> <p>Material: e.g. treated bamboo of required diameter, adhesive, sand paper, nails, cane (3-4mm for binding), wood pegs, bending wire, nut</p>				

	bolt etc.				
	<p>PC15. procure material as per bamboo furniture component requirement and design specification</p> <p>Material: treated bamboo of different diameter as per design requirement, battens made of bamboo, finished bamboo sticks, bamboo dowels etc.</p> <p>Component requirement: Selection of material is done in accordance with required properties like strength or flexibility that vary with different furniture components</p>		2	1	1
	<p>PC16. bend the bamboo culms for making furniture components using appropriate method</p> <p>Appropriate method: fill the culms with sand; apply heat using a blow torch, in proximity to the portion to be bent, Move the blow torch back and forth, so as not to crack the bamboo culm. Single point heating should be avoided, Bend the culm by applying force on opposite ends, .Cool the bend of the culm with water to fix the fibers, in order to maintain its position, Continue to apply heating and cooling till the desired curve has been obtained.</p>		2	0	2
	<p>PC17. make different furniture components from bamboo culms</p>		2	0	2

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	<p>Furniture components: leg poles, stool leg support, mortise frame, bamboo or wooden plugs, surface supporting battens, bamboo nails, surface strips, concealing belt, flattened bamboo surface, back rest support, back rest, flat spokes, seat surface etc.</p>				
	<p>PC18. make leg poles using appropriate technique</p> <p>Appropriate technique: cut the required number of legs out of a single culm, ensure that each leg pole has a node at one end for strength reasons, check if all the pieces are vertically upright and equal in length, make both the cut ends perpendicular to the culm length.</p>	2	0	2	
	<p>PC19. make bent mortise using appropriate technique</p> <p>Appropriate technique: determine the mortise groove length, mark reference lines on the culm, make a template stick, mark the culm using template stick, cut the mortise grooves, make the double pins and finally apply heat bending to bend the mortise</p>	4	0	4	
	<p>PC20. make surface support battens from bamboo culms of appropriate thickness for strength as per design specification</p> <p>Appropriate thickness: approx. 8-10 mm thickness is</p>	2	0	2	

	normally used. For special cases follow the design specification			
	<p>PC21. make flattened bamboo surface mat board manually using appropriate technique</p> <p>Appropriate technique: split the culm in 2 halves, remove the inner nodes and put the halves on the ground with the opened side down, make multiple slits using an axe starting from one end of the culm, while crushing move towards the middle of the culm and then start at other end making sure that the starting point of the slit is not in line with the slits made from the other side, after making the bamboo flat, glue it to a veneer ply, cut the crushed bamboo surface into desired shape and size for their application</p>	2	0	2
	<p>PC22. follow appropriate process of nailing in bamboo while making furniture</p> <p>Appropriate process: nailing without pre-boring frequently results in splitting. moreover, nails tend to become loose with time and may also corrode, both increase the risk of fungal attack</p>	1	0	1
	<p>PC23. make different kinds of joinery components of bamboo to assemble bamboo furniture</p> <p>Joinery components: plug joint, pin joint, U-cut joint, C-</p>	4	1	3

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shaped joint, flat spokes, round spokes etc.			
PC24. make joints pin for bamboo furniture joining	4	1	3
PC25. make bamboo plugs to be used for joining that tightly fit in the cavity of the leg poles	4	1	3
PC26. make pointed bamboo nails for furniture joining by tapering the bamboo	4	1	3
PC27. make dowels of bamboo or wood for assembling furniture	4	1	3
PC28. make different kind of bamboo joints and connections  Different joints: tongue and groove joint, male and female joint, bolt fastening joint, Overlapping joint, Horizontal joints Vertical joint, double butt bent joint, etc.  Connections: friction-tight rope connection, plug-in/bolt connection, positive fitting connection, interlocking connection etc.	4	1	3
PC29. identify and make different joints using various techniques	4	1	3
PC30. join bamboo using different lashing techniques	4	1	3
PC31. Assemble bamboo furniture using joint appropriately	4	1	3

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	PC32. adjust the surface strips across the battens and fix them with nails or weave them together with fibre, removing any surplus material		2	1	1
	PC33. Assemble bamboo furniture using cane and nail fitting		4	1	3
	PC34. assemble bamboo furniture using hollow bamboo joining technique		4	1	3
	PC35. fix leg poles with the support of bend mortise grooves using appropriate technique		3	2	1
	PC36. fix the supporting poles to the leg poles as per design specification using various joining techniques		4	2	2
	PC37. fix the battens to the frame using nails, preferably made of bamboo		1	0	1
	PC38. assemble back rest and back rest support		1	1	0
	PC39. remove or chisel of the surplus material to get a smooth surface using appropriate tools		1	0	1
	PC40. fill any cracks or unwanted cavities with the mix of saw dust and glue		1	0	1
	PC41. sand the surface for smoothness		1	0	1
	PC42. seal the joints neatly with glue/adhesive		1	0	1
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
FFS/N8401	PC1. check and use raw material as per the specified quality	100	9	4	5

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Quality Control	standards				
	PC2. identify defects and communicate to the appropriate personnel when raw material do not confirm to quality standards		9	4	5
	PC3. check for any irregularities like splinters, protruding nails, cracks and unwanted cavities		9	3	6
	PC4. check for symmetry and right angles		9	0	9
	PC5. check for proper assembly of all bamboo furniture parts		9	0	9
	PC6. check for structural strength by applying load on bamboo furniture made		9	0	9
	PC7. identify amendable or adjustable defects and modify them		9	0	9
	PC8. carry out quality checks at specified intervals according to instructions		9	9	0
	PC9. perform through check of joints for strength and durability		9	0	9
	PC10. check and ensure that the final finish of the product is as per client requirement and design specification		10	5	5
	PC11. take appropriate action for fault rectification		9	0	9
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
FFS/N 8601 Ensure	PC1. work safely at all times, complying with health and safety legislation, regulations	100	3	2	1

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health and safety at workplace	and other relevant guidelines			
	PC2. ensure that health and safety instructions applicable to the work place are being followed	3	1	2
	PC3. check the worksite for any possible health and safety hazards	3	1	2
	PC4. follow manufacturers' instructions and job specifications relating to safe use of materials specifically chemicals and power equipment	3	1	2
	PC5. ensure safe handling and disposal of waste and debris	3	0	3
	PC6. identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel  Hazards: sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.	3	1	2
	PC7. undertake first aid activities in case of any accident, if required and asked to do so	3	0	3
	PC8. select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines  Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety	3	1	2

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	footwear, gloves, aprons etc.				
	PC9. maintain correct body posture while standing and working for long hours and carrying heavy materials		3	0	3
	PC10. lift, carry or move heavy furniture and accessories from one place to another using approved safe working practices		3	0	3
	PC11. handle all required tools, machines , materials & equipment safely		4	2	2
	PC12. adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings		4	2	2
	PC13. take safety measures while handling glass, heavy wood, materials, chemicals etc.		3	0	3
	PC14. apply good housekeeping practices at all times  Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces		3	0	3
	PC15. report accident/incident report to authorised personal		3	2	1
	PC16. perform basic safety checks before operation of all machines, tools and electrical equipment		3	1	2
	PC17. follow recommended material handling procedure to control damage and personal injury		3	2	1

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	PC18. follow safe working practices at all times		3	1	2
	PC19. follow appropriate procedure in case a of fire emergency		3	1	2
	PC20. follow electrical safety measures while working with electrically powered tools & equipment		3	1	2
	PC21. follow agreed work location procedures in the event of an emergency or an accident		4	2	2
	PC22. follow emergency and evacuation procedures in case of accidents, fires, natural calamities		3	1	2
	PC23. check and ensure general health and safety equipment are available at work site  General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)		3	1	2
	PC24. comply with restrictions imposed on harmful chemicals inside work area during working hours		4	2	2
	PC25. correctly demonstrate rescue techniques applied during fire hazard		3	0	3
	PC26. demonstrate good housekeeping in order to prevent fire hazards		3	0	3
	PC27. demonstrate the correct use of a fire extinguisher		3	0	3

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	PC28. demonstrate how to free a person from electrocution		3	1	2
	PC29. respond promptly and appropriately to an accident situation or medical emergency		3	0	3
	PC30. participate in emergency procedures  Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work		3	0	3
	PC31. use the various appropriate fire extinguishers on different types of fires correctly  Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc.  These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)		3	1	2

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	PC32. state methods of accident prevention in the work environment  Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors		3	3	0
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
FFS/N 8801  Work effectively with others	PC1. seek assistance from supervisor or any such appropriate authority as and when required	100	3	1	2
	PC2. ask questions and seek clarifications on work tasks whenever required		3	1	2
	PC3. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		5	5	0
	PC4. identify and report any possible deviations to appropriate authority		3	1	2
	PC5. address the problems effectively and report if required to immediate supervisor appropriately		5	2	3
	PC6. receive instructions clearly from superiors and respond effectively on the same		3	1	2
	PC7. follow escalation matrix in case of any grievance		5	4	1

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PC8. accurately receive information and instructions from the supervisor related to one's work	5	3	2
PC9. coordinate and cooperate with colleagues to achieve work objectives	5	0	5
PC10. display courteous behaviour at all times	5	0	5
PC11. respond politely to customer queries and other team members	5	1	4
PC12. follow work place dress code	5	0	5
PC13. keep work area in a tidy and organized state	5	0	5
PC14. adhere to time lines and quality standards	5	2	3
PC15. follow organizational policies and procedures	4	4	0
PC16. share information with team wherever and whenever required to enhance quality and productivity at work place	5	2	3
PC17. work together with co-workers in a synchronized manner	5	0	5
PC18. communicate with others clearly, at a pace and in a manner that helps them to understand	5	2	3
PC19. show respect to other and their work	5	0	5
PC20. display active listening skills while interacting with others at work	5	0	5
PC21. demonstrate responsible and	5	0	5

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	disciplined behaviors at the workplace				
	PC22. disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.		4	1	3
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>

**Option: FFS/Q4101- Round Bamboo Furniture Maker**

<b>Optional NOS</b>		<b>Marks Allocation</b>			
<b>Total Marks: 500+200= 700</b>					
<b>Assessable Outcomes</b>	<b>Assessment Criteria</b>	<b>Total Marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
FFS/N 4101 Prepare to make round bamboo furniture	PC1. obtain job instructions from responsible personnel  Job instruction: design, structural characteristics, frame instruction, durability factor, appearance, color, type of finish etc.	100	5	2	3
	PC2. interact with supervisor in order to understand the client requirement		5	2	3
	PC3. read and confirm that the given instructions and design are complete and correct		6	6	0
	PC4. plan out an efficient sequence of work as per the job requirement and specification		5	5	0
	PC5. obtain appropriate hand tools, power tools and material suitable to carry out the given tasks  Hand Tools: e.g. dao, chisel set, dropping knife, width seizers, scissors, hammer, round planer/knot		6	0	6

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	<p>remover, scrapper, blow touch, vice, grinder, thicknesser, hand plane, V-shaped knife, pointed knife, mallet, wood saw, hacksaw, pliers, hand drill and bits, sand container, pencil, marker, measuring tape, steel rule, staple gun etc.</p> <p>Power Tools: e.g. power saw, power drill, hand cutting machine, hand splicer, surface planer, trowel, tumbler, sovel etc.</p> <p>Material: e.g. treated bamboo of required diameter, adhesive, sand paper, nails, cane, wood pegs, bending wire, nut bolt etc.</p>				
	<p>PC6. report on any shortage or defect of tools and materials to the concerned person before commencement of work</p>	6	0	6	
	<p>PC7. check that the selected tools &amp; machines are in safe working condition and ready for use</p>	5	0	5	
	<p>PC8. check the bamboo for treatment against insects, fungus and other weather exposures</p>	7	0	7	
	<p>PC9. check the bamboo for any splits that can affect the furniture strength and its making process</p>	7	0	7	
	<p>PC10. use approved procedures to inspect bamboo visually for any possible defects as per required standard parameters prior to work</p> <p>Defects: splinters, cracks, unwanted cavities, exposed to fungus or any other insects, size/diameter variation, waviness, etc.</p>	6	3	3	
	<p>PC11. read and interpret the details from design/drawings relevant to</p>	6	6	0	

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	furniture making				
	PC12. read and understand manufacturer's specification of material and its uses		6	3	3
	PC13. identify the surfaces and dimensions as per the drawing		6	0	6
	PC14. read and understand the scope of work		6	0	6
	PC15. interact with client to decide on the procurement of material		6	0	6
	PC16. suggest cost to the client considering furniture styles , durability, patterns, comfort, modern appearance etc.		6	1	5
	PC17. prepare and provide cost estimate to the client after evaluating various factors  Various Factors: type of furniture, type of finish, cost of labour for complex design cost of raw material etc.		6	2	4
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
FFS/N 4102 Make round bamboo furniture	PC1. read and confirm that the given instructions and design are correct	100	3	1	2
	PC2. obtain appropriate materials and tools suitable to carry out marking activities		3	0	3
	PC3. identify the surfaces and dimensions as per the drawing		3	0	3
	PC4. take the size of the furniture component from the design and mark the same on bamboo culms		4	2	2
	PC5. make markings using pencil and ruler or measuring tape as per		3	1	2

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	drawing specification				
	PC6. hold the pieces correctly to take measurements		2	0	2
	PC7. calculate height and width as per design		3	3	0
	PC8. carryout marking activities using templates		4	2	2
	PC9. carry out markings to guide activities of subordinates for cutting		3	0	3
	<p>PC10. use appropriate hand tools, power tools and material suitable to carry out the given tasks</p> <p>Hand Tools: e.g. dao, chisel set, dropping knife, width seizers, scissors, hammer, round planer/knot remover, scrapper, blow torch, vice, grinder, thicknesser, hand plane, V-shaped knife, pointed knife, mallet, wood saw, hacksaw, pliers, hand drill and bits, sand container, pencil, marker, measuring tape, steel rule, staple gun etc.</p> <p>Power Tools: e.g. power saw, power drill, hand cutting machine, hand splicer, surface planer, trowel, tumbler, sovel etc.</p> <p>Material: e.g. treated bamboo of required diameter, adhesive, sand paper, nails, cane (3-4mm for binding), wood pegs, bending wire, nut bolt etc.</p>		3	0	3
	<p>PC11. procure material as per furniture component requirement and design specification</p> <p>Material: treated bamboo of different diameter as per design requirement, battens made of bamboo, furniture</p>		3	1	2

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	<p>frame components, bamboo dowels etc.</p> <p>Component requirement: Selection of material is done in accordance with required properties like strength or flexibility that vary with different furniture components</p>				
	<p>PC12. cut bamboo culms in different sizes using cutting machine as per markings and design specification</p>		3	0	3
	<p>PC13. check and ensure that the cut pieces are as per given specification and quality</p>		2	1	1
	<p>PC14. minimise waste by following correct cutting techniques</p>		1	0	1
	<p>PC15. drill holes in bamboo as per design specification using drill machine</p>		4	2	2
	<p>PC16. make furniture frame by inserting frame rails into drilled holes</p>		4	0	4
	<p>PC17. join furniture frame using adhesive and pegs</p>		4	0	4
	<p>PC18. assemble furniture components using hollow bamboo joining technique</p>		4	0	4
	<p>PC19. perform binding of joints using cane and nail fitting</p>		4	0	4
	<p>PC20. join bamboo using different lashing techniques</p> <p>Different lashing techniques: square lashing, round lashing, diagonal lashing, shear lashing, tripod lashing, floor lashing, or ladder lashing</p>		4	0	4
	<p>PC21. weave the seat, back and other parts as per design requirement</p>		4	0	4

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PC22. remove or chisel of the surplus material to get a smooth surface using appropriate tools	2	0	2	
PC23. fill any cracks or unwanted cavities with the mix of saw dust and glue	3	0	3	
PC24. sand the surface for smoothness	2	0	2	
PC25. return all the used tools and materials safely to the appropriate personal	5	3	2	
PC26. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	4	4	0	
PC27. maintain correct body posture while sitting and working for long hours and carrying heavy materials	4	0	4	
PC28. lift, carry or move heavy furniture from one place to another using approved safe working practices	4	0	4	
PC29. select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines  Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.	4	2	2	
PC30. follow electrical safety measures while working with electrically powered tools & equipment	4	2	2	
	<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>

**SECTION 2**  
**25. EVIDENCE OF LEVEL**

**OPTION A**

<b>Title/Name of qualification/component: Lead Furniture Maker-Bamboo (Option: Round Bamboo Furniture Maker)</b>			
<b>Level: 4</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the job role relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
Process	<p>The incumbent works in familiar and predictable routine making furniture using various tools and techniques.                      The situation of clear choice (descriptor of level 4) is evident through the following examples:</p> <ul style="list-style-type: none"> <li>• verify material quality using defined preliminary checks</li> <li>• use approved procedures to inspect bamboo visually for any possible defects as per required standard parameters prior to work</li> <li>• read and interpret the details from design/drawings relevant to furniture making</li> <li>• prepare and provide cost estimate to the client after evaluating various factors</li> <li>• carryout marking activities using templates</li> </ul>	Prepares person to/carry out processes that are repetitive, on a regular basis, with little application of understanding, more of practice.	4

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Title/Name of qualification/component: Lead Furniture Maker-Bamboo (Option: Round Bamboo Furniture Maker) Level: 4			
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> <li>procure material as per furniture component requirement to make furniture components</li> <li>make different kinds of joinery components of bamboo to assemble bamboo furniture</li> <li>assemble furniture components using different joints</li> <li>ensure that the finished work meets the required standard</li> </ul>		
Professional knowledge	<p>The incumbent has factual knowledge of field of knowledge or study (bamboo furniture making) Examples:</p> <ul style="list-style-type: none"> <li>different types of tools, materials and their uses</li> <li>how to carryout marking and measuring activities for own work and to support the activities of the subordinates</li> <li>knowledge of terminology, pictorial representation, symbols, etc. related to furniture making</li> <li>Basic measurements units, calculations</li> </ul>	Use material, tools and applications in a limited context	4

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Title/Name of qualification/component: Lead Furniture Maker-Bamboo (Option: Round Bamboo Furniture Maker) Level: 4			
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
	and mathematics <ul style="list-style-type: none"> <li>• how to interact with client to decide on the procurement of material to maintain a positive image about the organisation</li> <li>• how to make different furniture components</li> <li>• how to make different kinds of joinery components of bamboo to assemble bamboo furniture</li> <li>• how to assemble furniture components using different joints</li> </ul>		
Professional skill	Most of the work involves recall and demonstration of practical skill, is routine and repetitive and in a narrow range of application. The incumbent also uses appropriate rule and tool and quality concepts to complete their work. This is evident through: <ul style="list-style-type: none"> <li>• use appropriate techniques, tools equipment and machines to make bamboo furniture and joinery</li> <li>• use approved procedures to inspect bamboo visually for any possible defects as per required standard parameters prior to work</li> <li>• read and interpret the details from</li> </ul>	Limited service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality.	4

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Title/Name of qualification/component: Lead Furniture Maker-Bamboo (Option: Round Bamboo Furniture Maker) Level: 4			
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>design/drawings relevant to furniture making</p> <ul style="list-style-type: none"> <li>• prepare and provide cost estimate to the client after evaluating various factors</li> <li>• carryout marking activities using templates</li> <li>• procure material as per furniture component requirement to make furniture components</li> <li>• make different kinds of joinery components of bamboo to assemble bamboo furniture</li> <li>• assemble furniture components using different joints</li> <li>• ensure that the finished work meets the required standard</li> </ul>		
Core skill	<p>The incumbent needs language to communicate written or oral, with required clarity, to interact with customers, various supervisors, personnel and teams, confirm requirements and communicate the same for shared understanding. Also prepare a range of routine documentation.</p> <p>fill logs, forms and formats in local language or Hindi for recording quantity and</p>	Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.	4

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Title/Name of qualification/component: Lead Furniture Maker-Bamboo (Option: Round Bamboo Furniture Maker) Level: 4			
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>quality of work figures, defects identified or rectified, measurement of opening and post work and other related information, etc. whenever needed.</p> <p>take notes/instructions related to work in local language or Hindi from supervisor/client</p> <p>document site measurement and material requirement as per design</p> <p>provide client with all relevant work</p>		
Responsibility	<p>The incumbent works with responsibility for own work and learning, which is evident from the incumbent's deliverables and also there is no responsibility for the learning of others therefore this is not level 5.</p> <p>For example:</p> <p>use approved procedures to rectify any defects that are within one's competency level and ensure that the finished work meets the required standard</p> <p>ensure that the work gets complete as per client requirement maintaining quality</p>	No responsibility; works under instruction and close supervision.	4

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<b>Title/Name of qualification/component: Lead Furniture Maker-Bamboo (Option: Round Bamboo Furniture Maker)</b>			
<b>Level: 4</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the job role relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
	standards and they conform to the given job specification		

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**SECTION 3**  
**EVIDENCE OF NEED**

26	<b>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?</b>		
	<b>Basis</b>	<b>In case of SSC</b>	<b>In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</b>
	Need of the qualification	<p>Industry interactions carried out while creating occupational maps and prioritization of job roles for Qualification Pack development, the mentioned qualification was indicated as a key requirement by the industry. Governing Council of FFSC shared the final approval for the development of the role. The qualification has also been validated and its need endorsed by some of the leading industry players and other small and medium enterprises.</p> <p>In addition, the skill requirement study has indicated that the Indian furniture and fittings industry has grown over the years. The market is estimated to be about ~90,000 Cr and is expected to grow at 15% rate for the next decade. Further, this sector is witnessing a strong growth due to increased construction activities in metro cities and tier II cities, changing lifestyles, increasing disposable income along with changing consumer aspirations.</p> <p>A number of foreign players are entering the Indian markets via tie ups with Indian players or via setting up their subsidiaries, giving a choice to Indian market. Entry of major world player like IKEA into the Indian markets would help in</p>	<p>The Submitting Body would produce any reputable and reliable research reports, such as labour market information reports; occupational mapping or similar research carried out by Ministry/State/Any other authentic source forecasting the demand for the proposed qualification</p>

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	<p>improving the overall quality standards among small and medium players and increase brand awareness among the customers. It is further expected that for small players, partnership with IKEA would push for becoming more organised. Further, it would also push for more skilling in jobs to improve manpower efficiency.</p> <p>Evidence of the qualification is supported by validations. The complete list of validating companies has been enclosed as an annexure to the Q file.</p> <ul style="list-style-type: none"> <li>• Large unemployed unskilled rural population where lack of access to training and technology prevails for bamboo furniture related job roles</li> <li>• Skilled traditional artisans have lesser idea about modern tools and technology</li> <li>• Skill certification can be done for both newly trained workers and existing furniture makers</li> <li>• Through training on these job roles the sector may move towards organised industry</li> </ul>	
Industry Relevance	FFSC has taken validations of the job roles from at least 30 industry bodies (10-large, 10-small, 10-medium). The Qualification has been developed on the basis of relevance and inputs of industry.	Industry engagement list attached
Usage of the qualification	<p>The Qualification has been developed on the basis of relevance and inputs of industry.</p> <p>85% of the furniture&amp; fittings industry is unorganised. Most of the candidates go for self-employment. Even if the candidates who opt for wage employment unable to</p>	<p>Placement details attached</p> <p>The submitting body would submit the details of trained and placed data in the proposed qualification (if an existing</p>

		<p>produce the offer letter due to highly unorganised sector.</p> <p>The TP would submit details of the employment details (wherever applicable) to the funding agencies.</p>	<p>qualification is being proposed for NSQF alignment) Information about the success of the qualification should be given (eg. uptake figures, examples of use in recruitment and placement rates (if known) should be given. However, many of the bodies that do not have placement tracking mechanism established in place would provide necessary endorsements by the state/ ministry stating that a tracking mechanism would be institutionalized and placement records shall be provided annually or later, depending on length of qualification.</p>
	<p>Estimated uptake</p>	<p>As per Skill Gap Report, the furniture &amp; fittings industry is growing and is expected to grow at 15% CAGR. It is estimated that there would be increase in demand of manpower for bamboo sector. The demand for the Bamboo Furniture Maker shall also increase in the coming years in line with the overall bamboo furniture industry growth.</p>	<p>The Submitting Body should submit the estimated uptake by reflecting the number of the takers for this qualification for at least two years from submission of the qualification</p>

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27	<p><b>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</b></p> <p>Communication with Ministry of Housing and Urban Affairs and Ministry of Micro, Small &amp; Medium Enterprises</p>
28	<p><b>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</b></p> <p>The qualification discussed above is checked for any duplication across sectors. Given the qualification is niche to Furniture sector, there is no duplication or pre-existing similar qualifications. The Q file has been checked in National Qualification Registrar. No existing course found with same content and duration.</p> <p>This QP has been developed keeping in mind the industry requirements The qualification has been approved by Qualification Review Committee (QRC), NSDC.</p>
29	<p><b>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</b></p> <p>The qualification packs will be reviewed and checked for relevance and currency as per industry standards, after a period of 3 years. Also, there will be a sustainability plan in place to maintain relevance of the final QP.</p> <p>This QP is set to be revised post Sep 2022.</p> <p>This QP is set to be revised in three years' time post NSQC approval. Any institution/ individual can send feedback, which will be considered during next review cycle. Communication will be sent for feedback to all the main stakeholders one month prior to the review of the qualification pack.</p> <p>A formal review is scheduled in three years' time.</p>

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

- List of QP NOS validating companies- Annexure 3
- Skill Gap study – Annexure 4

**SECTION 4**  
**EVIDENCE OF PROGRESSION**

30	<p><b>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other</b></p>
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	<p><b>qualifications in this sector?</b> <b>Show the career map here to reflect the clear progression</b></p> <ol style="list-style-type: none"><li>1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large scale organizations.</li><li>2. Exploring various lateral career opportunities for the discussed qualification</li><li>3. Ensuring that there is a clear role up in terms of performance criteria qualification experience and skill requirement from lower NSQF Level to higher levels in the hierarchy.</li></ol> <p>Please refer to the career path as per Annexure 1 which clearly defines the career path</p>
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Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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**Annexure 1: Career Map of Lead Furniture Maker -Bamboo**

Bamboo and Cane Furniture																
Bamboo and Cane Furniture Design	RM Procurement & Store keeping - Bamboo & Cane Furniture		Bamboo and Cane Furniture Production												Sales & Distribution	
CEO																
Plant Head																
Unit Head																
	Purchase Manager /Store Manager - bamboo and cane furniture		Manager Production bamboo and cane furniture												Sales Manager	
Entrepreneur																
Design Supervisor bamboo and cane furniture			Master (supervisor) Furniture maker												Assistant Manager Sales	Assistant Manager Logistics
Design Assistant bamboo and cane furniture	Purchase lead - RM fittings		Lead Quality examiner- Bamboo and Cane furniture	Lead Furniture Maker-Bamboo					Lead Painter/Polisher- Bamboo and cane Furniture		Lead Cane Weaver /cane seat weaver- Bamboo and Cane Furniture			Round Bamboo Furniture Maker- Bamboo and Cane Furniture		
	Purchase executive- RM fittings	Store Keeper	Quality checker Bamboo and Cane furniture	Operator Bamboo Treatment- Bamboo and Cane Furniture	Operator- Cutting/splitting - Bamboo and Cane Furniture	Slivering machine operator- Bamboo and Cane Furniture	Operator- Assembling Bamboo and Cane Furniture	Moulded component Maker- Bamboo and Cane furniture	Packer - Bamboo and Cane Furniture	Finisher - Bamboo and Cane Furniture	Cane Weaver - Bamboo and Cane Furniture	Cane seat weaver - Bamboo and Cane Furniture	Mat board maker- Bamboo and Cane Furniture			

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**Annexure 2: Qualification Pack of Lead Furniture Maker-Bamboo (separate file)**

**Annexure 3: List of QP/NOS validating companies (separate file)**

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**ANNEX A**

**NSQF LEVEL DESCRIPTORS**

<b>LEVEL</b>	<b>Process required</b>	<b>Professional knowledge</b>	<b>Professional skill</b>	<b>Core skill</b>	<b>Responsibility</b>
<b>1</b>	Prepares person to/carry out process that are repetitive on regular basis require no previous practice,	Familiar with common trade terminology, instructional words, meanings and understanding.	Routine and repetitive, takes safety and security measures.	Reading and writing; addition, subtraction; personal financing; familiarity with social and religious diversity, hygiene and environment.	No responsibility; always works under continuous instruction and close supervision.
<b>2</b>	Prepares person to/carry out processes that are repetitive, on a regular basis, with little application of understanding, more of practice.	Material, tools and applications in a limited context, understands context of work and quality.	Limited service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality.	Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.	No responsibility; works under instruction and close supervision.
<b>3</b>	Person may carry out a job which may require limited range of activities routine and predictable.	Basic facts, process and principle applied in trade of employment.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social	Under close supervision. Some responsibility for own work within defined limit.

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LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
				and natural environment.	
<b>4</b>	Work in familiar, predictable, routine, situation of clear choice.	Factual knowledge of field of knowledge or study.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.	Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment.	Responsibility for own work and learning.
<b>5</b>	Job that requires well developed skill, with clear choice of procedures in familiar context.	Knowledge of facts, principles, processes and general concepts, in a field of work or study.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information.	Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication.	Responsibility for own work and learning and some responsibility for others' works and learning.

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LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
6	Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and non-standard practices.	Factual and theoretical knowledge in broad contexts within a field of work or study.	A range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study.	Reasonable good in mathematical calculation, understanding of social, political and reasonably good in data collecting organising information, and logical communication.	Responsibility for own work and learning and full responsibility for other's works and learning.
7	Requires a command of wide-ranging specialised theoretical and practical skills, involving variable routine and non-routine contexts.	Wide-ranging factual and theoretical knowledge in broad contexts within a field of work or study.	Wide range of cognitive and practical skills required to generate solutions to specific problems in a field of work of study.	Good logical and mathematical skill understanding of social political and natural environment and organising information, communication and presentation skill.	Full responsibility for output of group and development.
8	Comprehensive, cognitive, theoretical knowledge and practical skills to develop creative solutions to abstract problems. Undertakes self-study; demonstrates intellectual independence, analytical rigour and good communication.			Exercise management and supervision in the context of work/study having unpredictable changes; responsible for the work of others.	

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LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
9	Advanced knowledge and skill. Critical understanding of the subject, demonstrating mastery and innovation, completion of substantial research and dissertation.			Responsible for decision making in complex technical activities involving unpredictable work/study situations.	
10	Highly specialised knowledge and problem solving skill to provide original contribution to knowledge through research and scholarship.			Responsible for strategic decisions in unpredictable complex situations of work/study.	

**NSQF LEVEL OUTLINES**  
**NSQF levels related to the labour market**

**Level 1:** Work requiring knowledge, skills and aptitudes at level 1 will be routine, repetitive, and focused on limited tasks carried out under close supervision. In some sectors, people carrying out these job roles may be described as “helpers”.

Individuals in jobs which require level 1 qualifications **may** be expected to be able to read, write, add and subtract, but will not normally be required to have any previous knowledge or skills relating to the work<sup>1</sup>.

When employed, they will be instructed in their tasks and expected to learn and use the common terminology of the trade and acquire the basic skills necessary for the work.

Job holders at this level will be expected to carry out the tasks they are given safely and securely and to use hygienic and environmentally friendly practices. This means that they will be expected to take some responsibility for their own health and safety and that of fellow workers.

In working with others, they will be expected to respect the different social and religious backgrounds of their fellow workers.

**Level 2:** Work requiring knowledge, skills and aptitudes at level 2 will also be routine and repetitive, and tasks will be carried out under close supervision. The individuals will not be expected to deal independently with variables which affect the carrying out of the work. People carrying out these work roles may be described as “assistants” and the range of tasks they carry out will be limited.

Individuals in jobs which require level 2 qualifications will normally be expected to be able to read and write, add and subtract. Their work may involve taking and passing on messages.

They may also be expected to have some previous experience, knowledge and skills in the occupation. When employed, they will be instructed in their tasks and expected to acquire the practical skills necessary to assist skilled workers and/or give a limited service to customers. They will learn about, and use, the materials, tools and applications required to carry out basic tasks in an occupation. They may have to select the appropriate materials, tools and/or applications to carry out tasks.

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<sup>1</sup> In practice many workers at this level will have limited literacy and NOS and qualifications at this levels should reflect this – eg in relation to assessment.

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They will be expected to understand what constitutes quality in their job role and distinguish between good and bad quality in the context of the tasks they are given. Job holders at this level will be expected to carry out the tasks they are given safely and securely and to use hygienic and environmentally friendly practices. This means that they will be expected to take some responsibility for their own health and safety and that of fellow workers and, where appropriate, customers.

In working with others, they will be expected to respect the different social and religious backgrounds of their fellow workers, but their contribution to team work may be limited.

**Level 3:** Work requiring knowledge, skills and aptitudes at level 3 will be routine and predictable. Job holders will be responsible for carrying out a limited range of jobs under close supervision. Their work may require the completion of a number of related tasks. People carrying out these job roles may be described as “partly-skilled workers”.

Individuals in jobs which require level 3 qualifications will normally be expected to be able to communicate clearly in speech and writing and may be required to use arithmetic and algebraic processes. They will be expected to have previous knowledge and skills in the occupation and should know the basic facts, processes and principles applied in the trade for which they are qualified and be able to apply the basic skills of the trade to a limited range of straightforward jobs in the occupation.

They will be expected to understand what constitutes quality in their job role and more widely in the sector or sub-sector and to distinguish between good and bad quality in the context of the jobs they are given. Job holders at this level will be expected to carry out the jobs they are given safely and securely. They will work hygienically and in ways which show an understanding of environmental issues. This means that they will be expected to take responsibility for their own health and safety and that of fellow workers and, where appropriate, customers and/or clients.

In working with others, they will be expected to conduct themselves in ways which show a basic understanding of the social environment. They should be able to make a good contribution to team work.

**Level 4:** Work requiring knowledge, skills and aptitudes at level 4 will be carried out in familiar, predictable and routine situations. Job holders will be responsible for carrying out a range of jobs, some of which will require them to make choices about the approaches they adopt. They will be expected to learn and improve their practice on the job. People carrying out these jobs may be described as “skilled workers”.

Individuals in jobs which require level 4 qualifications should be able to communicate clearly in speech and writing and may be required to use arithmetic and algebraic processes. They will be expected to have previous knowledge and skills in the occupation in

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which they are employed, to appreciate the nature of the occupation and to understand and apply the rules which govern good practice. They will be able to make choices about the best way to carry out routine jobs where the choices are clear.

They will be expected to understand what constitutes quality in the occupation and will distinguish between good and bad quality in the context of their job roles. Job holders at this level will be expected to carry out their work safely and securely and take full account of the health and safety on colleagues and customers. They will work hygienically and in ways which show an understanding of environmental issues.

In working with others, they will be expected to conduct themselves in ways which show a basic understanding of the social and political environment. They should be able to guide or lead teams on work within their capability.

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**Level 5:** Work requiring knowledge, skills and aptitudes at level 5 will also be carried out in familiar situations, but also ones where problems may arise. Job holders will be able to make choices about the best procedures to adopt to address problems where the choices are clear.

Individuals in jobs which require level 5 qualifications will normally be responsible for the completion of their own work and expected to learn and improve their performance on the job. They will require well developed practical and cognitive skills to complete their work. They may also have some responsibility for others' work and learning. People carrying out these jobs may be described as "fully skilled workers" or "supervisors".

Individuals employed to carry out these jobs will be expected to be able to communicate clearly in speech and writing and may be required to apply mathematical processes. They should also be able to collect and organise information to communicate about the work. They will solve problems by selecting and applying methods, tools, materials and information.

They will be expected to have previous knowledge and skills in the occupation, and to know and apply facts, principles, processes and general concepts in the occupation.

They will be expected to understand what constitutes quality in the occupation and will distinguish between good and bad quality in the context of their work. They will be expected to operate hygienically and in ways which show an understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out or supervise.

In working with others, they will be expected to conduct themselves in ways which show an understanding of the social and political environment.

**Level 6:** Work requiring knowledge, skills and aptitudes at level 6 will require the use of both standard and non-standard practices. Job holders will carry out a broad range of work which will require a wide range of specialised technical skills backed by clear factual and theoretical knowledge.

Individuals in jobs which require level 6 qualifications will normally be responsible for the completion of their own work and expected to learn and improve their performance on the job. They are likely to have full responsibility for others' work and learning. People carrying out these jobs may be described as "master technicians" and "trainers".

Individuals employed to carry out these job roles will be expected to be able to communicate clearly in speech and writing and may be required to carry out mathematical calculations. They should also be able to collect data, organise information, and communicate logically about the work. They will solve problems by selecting and applying methods, tools, materials and information.

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They will be expected to have broad factual and theoretical knowledge applying to practice within the occupation, and a range of practical and cognitive skills. They will be able to generate solutions to problems which arise in their practice.

They will be expected to understand what constitutes quality in the occupation and to distinguish between good and bad quality in the context of all aspects of their work. They will be expected to work in ways which show an understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out or manage.

In working with others, they will be expected to conduct themselves in ways which show an understanding of the social and political environment.

**Level 7:** Work requiring knowledge, skills and aptitudes at level 7 will take place in contexts which combine the routine and the non-routine and are subject to variations. Job holders will carry out a broad range of work which requires wide-ranging specialised theoretical and practical skills.

Individuals in jobs which require level 7 qualifications will normally be responsible for the output and development of a work group within an organisation. People carrying out these job roles are likely to be graduates. They may be described as “managers” or “senior technicians”.

Individuals employed to carry out these job roles will be expected to be able to communicate clearly in speech and writing and are likely to be required to carry out mathematical calculations as part of their work. They should also be skilful in collecting and organising information to communicate logically about the work.

They will be expected to have wide-ranging factual and theoretical knowledge of practice within the occupation, and a wide range of specialised practical and cognitive skills. They will be able to generate solutions to problems which arise in their work.

They will be expected to understand what constitutes quality in the occupation and distinguish between good and bad quality in all aspects of their work. They will be expected to work in ways which show a good understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out and manage.

In working with others, they will be expected to conduct themselves in ways which show a good understanding of the social and political environment.

**Level 8:** Individuals in jobs which require level 8 qualifications will normally be responsible for managing the work of a team and developing the team. The work will involve dealing with unpredictable circumstances affecting the work.

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Their work will require the use of comprehensive knowledge and understanding of the occupational field and a commitment to self-development.

They will normally need an ability to develop creative solutions to problems requiring abstract thought. They will be required to show intellectual independence and a rigorous analytical ability. They will need to be good communicators.

**Level 9:** Individuals in jobs which require level 9 qualifications will normally be responsible for complex decision-making in unpredictable contexts.

They will have to exercise senior responsibility in an organisation and show mastery of the issues in the occupation and the ability to innovate.

Their work will require the use of advanced knowledge and skill. They may make contributions to knowledge in their field through research.

**Level 10:** Job Individuals in jobs which require level 10 qualifications will normally be responsible for strategic decision-making. The context of their work will be complex and unpredictable.

They are likely to be responsible for an organisation or a significant division of an organisation. They will have to provide leadership.

Their work will require highly specialised knowledge and problem-solving skills. They may make original contributions to knowledge in their field through research, scholarship or innovative practice.