

## **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 Finisher – Bamboo Furniture (Option: Wood and Metal) - Annexure 1
2. Qualification Pack of Finisher – Bamboo Furniture (Option: Wood and Metal) - Annexure 2
3. List of QP/NOS validating industries – Annexure 3
4. Skill gap study - Annexure 4
5. Model Curriculum
6. List of Assessment Agencies

### **Model Curriculum include the following:**

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

**SUMMARY**

1	<b>Qualification Title</b>	Finisher – Bamboo Furniture (Option: Wood and Metal)
2	<b>Qualification Code, if any</b>	FFS/Q4104
3	<b>NCO code and occupation</b>	NCO-2015/7317.0300/7522.2000/8122
4	<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               <ul style="list-style-type: none"> <li>- a Qualification Pack (QP)</li> <li>- short term training</li> </ul> </li> <li>The main purpose of the qualification               <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</li> </ul> </li> <li>- Finisher carries out different activities involved in giving bamboo furniture a finished look as required by the client. The job holder must comply with relevant health and safety standards while carrying out the tasks and handling chemicals. He/she performs job duties independently as per given work instructions and is responsible for own outcomes.</li> <li>- The individual at work prepares the wooden/metal furniture surface for painting , polishing and assists the senior in various process of painting/polishing on wooden furniture (such as applying staining of colour, paint, coatings, polish etc) and on metal furniture (applying putty, primer/paint, powder coat etc) to achieve the desired finish as per company's standards and/or customer's requirements.</li> </ul>
5	<b>Body/bodies which will award the qualification</b>	Furniture & Fittings Skill Council (FFSC)
6	<b>Body which will accredit providers to offer courses leading to the qualification</b>	Furniture & Fittings Skill Council (FFSC)
7	<b>Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)</b>	Yes

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8	<b>Occupation(s) to which the qualification gives access</b>	Finishing Finisher – Bamboo Furniture (Option: Wood and Metal)
9	<b>Job description of the occupation</b>	<ul style="list-style-type: none"> <li>- Finisher carries out different activities involved in giving bamboo furniture a finished look as required by the client. The job holder must comply with relevant health and safety standards while carrying out the tasks and handling chemicals. He/she performs job duties independently as per given work instructions and is responsible for own outcomes.</li> <li>- The individual at work prepares the wooden/metal furniture surface for painting , polishing and assists the senior in various process of painting/polishing on wooden furniture (such as applying staining of colour, paint, coatings, polish etc) and on metal furniture (applying putty, primer/paint, powder coat etc) to achieve the desired finish as per company’s standards and/or customer’s requirements.</li> <li>- The person should have good eyesight, hand eye coordination and the eye for detail. He should be able to take and comply with instructions and should be result oriented. He should have the ability to handle strong chemical odours while working with different finishing materials.</li> </ul>
10	<b>Licensing requirements</b>	NA
11	<b>Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)</b>	NA
12	<b>Level of the qualification in the NSQF</b>	Level 3
13	<b>Anticipated volume of training/learning required to complete the qualification</b>	270 hours With Option: 510 hours
14	<b>Indicative list of training tools required to deliver this qualification</b>	<ul style="list-style-type: none"> <li>- Personal protective equipment, gloves, safety shoes, earplugs, goggles, nose mask, first aid, different types of fire extinguisher Brush, spray gun, blow torch, sand papers</li> </ul>

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		(grit 60, 80, 100, 120, 150), muslin cloth, thinner, stain, rag cloth, polish, fillers, sealer, clear varnish, adhesive, wall putti, acrylic paint, oil pad, roller coating, lacquer coating (primer, sealer, top coat), sand paper etc	
15	<b>Entry requirements and/or recommendations and minimum age</b>	Class V	
16	<b>Progression from the qualification (Please show Professional and academic progression)</b>	Lead Painter/ Polisher	
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>	-	
19	<b>Date of planned review of the qualification.</b>	22/09/2022	
20	<b>Formal structure of the qualification</b>		
	<b>Mandatory components</b>		
	<b>Title of component and identification code/NOSs/Learning outcomes</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
	<b>FFS/N 4107:</b> Prepare for finishing the bamboo furniture	94	3
	<b>FFS/N 4108:</b> Carry out finishing activities	120	3
	<b>FFS/N 8401:</b> Quality control	24	3
	<b>FFS/N 8601:</b> Ensure health and safety at workplace	16	<b>Common across levels</b>
	<b>FFS/N 8801:</b> Work effectively with others	16	<b>Common across levels</b>

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	<b>Sub Total (A)</b>	<b>270</b>	<b>3</b>
	<b>Optional components</b>		
	<b>Title of component and identification code/NOSs/ Learning outcomes</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
	<b>FFS/N0119:</b> Finishing work (staining, polishing) on wooden furniture	60	3
	<b>FFS/N0120</b> Finishing work (painting) on wooden furniture	60	3
	<b>FFS/N2101</b> Finishing work (painting/polishing) on metallic / steel fabricated furniture	60	3
	<b>FFS/N2102</b> Finishing work (powder coating) on metallic/steel fabricated furniture	60	3
	<b>Sub Total (B)</b>	<b>240</b>	<b>3</b>

<b>Total (A+B)</b>	<b>510</b>	<b>Level 3</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)/ 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 done by empaneled Assessment Agencies. 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 distinct steps:</p> <ul style="list-style-type: none"> <li>A. Mid- term assessment</li> <li>B. Term / Final Assessment</li> </ul> <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 Assessment Agency will be validated by the industry subject matter experts</p>

<p>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:**

**Finisher – Bamboo Furniture (Option: Wood and Metal)**

**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role:** Finisher – Bamboo Furniture (Option: Wood and Metal)

**Qualification Pack:** FFS/Q4104

**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. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

<b>Compulsory NOS</b>		<b>Marks Allocation</b>			
<b>Total Marks: 500+400= 900</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 4107 Prepare for finishing bamboo furniture	PC1. obtain job instructions from responsible personnel  Job instruction: type of finish, color, effect, material required etc.	100	2	1	1
	PC2. read and confirm that the given instructions and the finish specifications are complete and correct		3	1	2



<p>PC3. obtain appropriate materials, hand and power tools/machines suitable to carry out the given tasks</p> <p>Tools and materials: e.g. brush, spray gun, blow torch, sand papers (grit 60, 80, 100, 120, 150), muslin cloth, thinner, stain, rag cloth, polish, fillers, sealer, clear varnish, adhesive, wall putti, acrylic paint etc.</p>	2	0	2
<p>PC4. check the material procured with the order document</p>	2	0	2
<p>PC5. interact with supervisor in order to understand the client requirement and scope of work</p>	2	1	1
<p>PC6. plan out an efficient sequence of work as per the job requirement and specification</p>	2	0	2
<p>PC7. loading and unloading of bamboo furniture if required</p>	2	1	1
<p>PC8. indentify and check the material before starting the finishing activities</p>	2	0	2
<p>PC9. report any shortage or defect of materials to the concerned person before commencement of work</p>	2	0	2
<p>PC10. arrange the material in the order you will using them to quickly find the right material when you need it without damage and time wastage</p>	4	2	2

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PC11. check that the selected tools & equipment are in safe working condition and ready for use	2	0	2
PC12. check that the gun pressure is appropriate for spraying	3	0	3
PC13. check for flaws like scratches, cracks, milling marks, glue, pin holes and other imperfections on the surface of bamboo furniture	2	0	2
PC14. fill pin holes with fillers carefully wherever required	2	1	1
PC15. perform sanding on bamboo surface by hand or by portable power sander and as per sequence  Appropriate sequence: Start with sandpaper that has a grain of about 60 or 80-grit and move forward, Sand paper no. 60/80/100/120no, are normally used for sanding in increasing order	5	1	4
PC16. identify the requirement and repeat the rounds of sanding till he/she gets the smooth required surface	2	0	2
PC17. wipe with rag and remove any dust particle or excess material	3	0	3
PC18. check whether the surface is ready for staining and polishing	2	2	0
PC19. check and follow the manufacturer's recommendation strictly	2	0	2

	incase of bleaching as it is a very strong chemical			
	PC20. bleach the discolored (if required) bamboo before staining, polishing, painting or varnishing	2	0	2
	PC21. prepare the bleach solution as per given specification	3	1	2
	PC22. soak the bamboo in bleach solution completely for uniform result	3	1	2
	PC23. handle the bamboo and the beach solution carefully and safely	4	2	2
	PC24. remove the bamboo from the solution and wash	6	3	3
	PC25. dry the bleached bamboo appropriately  Appropriately: avoid direct sunlight on bamboo slivers/ sticks, keep them away from dust, pile the bamboo in correct standing order for drying etc.	6	0	6
	PC26. return all the used tools and materials safely to their appropriate storage area	4	2	2
	PC27. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	3	0	3
	PC28. maintain correct body posture while standing and working for long hours and carrying heavy materials	3	0	3

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	PC29. lift, carry or move heavy bamboo furniture and accessories from one place to another using approved safe working practices		3	1	2
	PC30. ensure that the work area is free of clutters to carry out activities smoothly		3	0	3
	PC31. 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, safety footwear, gloves, aprons, warning signs and tapes, fire extinguisher, first aid kit		4	2	2
	PC32. follow electrical safety measures while working with electrically powered tools & equipment		5	2	3
	PC33. follow safety measures while handling strong chemicals		5	1	4
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
FFS/N 4108 Carry out finishing activities	PC1. burn the bamboo with blow torch appropriately to get desired results  Appropriately: maintain the appropriate distance between the bamboo and the blow torch, burn at a pace that give desired uniform color, burn lightly (for lesser time) to get	100	3	1	2

	light effect on bamboo and for longer duration for darker effect			
	PC2. make different pattern/design on bamboo by revolving it in circular motion against the blow torch	2	0	2
	PC3. perform sanding on bamboo surface by hand using sand paper to give it a smooth surface	2	0	2
	PC4. identify the requirement and repeat the rounds of sanding till he/she gets the smooth required surface	3	1	2
	PC5. wipe with rag and remove any dust particle or excess material	2	0	2
	PC6. clean the bamboo with wet cloth and leave for drying in sun for appropriate time	2	0	2
	PC7. prepare the solution of adhesive and water as per manufacturer's specification	2	1	1
	PC8. apply the coat of adhesive solution on bamboo and leave for drying	2	0	2
	PC9. finish the furniture or its components by applying the coat of clear varnish with the help of the spray gun	2	0	2
	PC10. check the bamboo before staining for clean, grease free and smooth surface	3	1	2
	PC11. perform sanding on bamboo surface by hand	3	1	2

using sand paper to give it a smooth surface			
PC12. wipe with rag and remove any dust particle or excess material	1	0	1
PC13. select and apply matching filler to close the pores of the bamboo	3	0	3
PC14. match the color of the stain with the design specification	2	1	1
PC15. stain the wood with the brush or pad/ball of clean rag	3	1	2
PC16. follow the correct process of staining  Correct process: apply the stain using brush or pad, spread the stain liberally and evenly, work with the grain, blend wet edges as quickly as possible, distribute the color evenly, absorb the excess stain by cloth	4	1	3
PC17. sand lightly as per requirement and apply wash coat to prevent color from bleeding	3	1	2
PC18. finish the furniture with top coat of clear varnish, lacquer, or polishing using a spray gun	2	0	2
PC19. perform sanding on bamboo surface by hand using sand paper to give it a smooth surface	3	0	3
PC20. wipe with rag and remove any dust particle or	4	2	2

excess material			
PC21. clean the bamboo with wet cloth and leave for drying in sun for appropriate time	2	0	2
PC22. apply wall putti to fill the pores	2	0	2
PC23. perform sanding again to get a smooth surface to painting	2	0	2
PC24. select the paint color as per design specification	2	0	2
PC25. apply a thin and even coat of acrylic paint on the bamboo with hand brush and keep it for drying	3	0	3
PC26. match the color with the design specification and apply another coat if required	2	0	2
PC27. finish the furniture or its components by applying the coat of clear varnish with the help of the spray gun	2	0	2
PC28. select appropriate finish depending upon the type of coloring technique and the final effect required	3	0	3
PC29. check and decipher whether the finishing material (lacquer, varnish etc.) can be used directly for finishing or need to be diluted by thinner	2	2	0
PC30. check the labels for appropriate solvents, , mixing quantity, time between coats and precautions for use	3	3	0
PC31. apply the finish coat by hand or by natural bristle	3	0	3



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	brush or foam brush				
	PC32. check for and sand off any bristles that appear after the first finish coat	3	1	2	
	PC33. apply finish by brush following correct process  Correct process: side to side, front to back, completing the stroke etc.	4	1	3	
	PC34. determine the number of coats required to get the desired final finishing	3	1	2	
	PC35. apply finish by spray gun using correct process  Correct process: appropriate distance, correct pressure etc.	3	1	2	
	PC36. choose appropriate tool for applying finishes as per the work requirement  Tools: rags, brushes, rubbing pads and spray guns	4	2	2	
	PC37. follow the appropriate process to apply finish  Appropriate process: apply the first finish coat, let the first finish coat dry completely, sand again, remove the dust with a tack rag or a vacuum and then apply the second coat and so on till one get the required finish, no sanding after the final coat	6	3	3	
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
FFS/N 8401 Quality Control	PC1. check and use raw material as per the specified quality standards	100	9	4	5

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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 furniture parts	9	0	9
PC6. check for structural strength by applying load on 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	5	0	5
PC10. check and ensure that the final finish of the product is as per client requirement and design specification	5	2	3
PC11. take appropriate action for fault rectification	9	0	9
PC12. Check for appropriate moisture content in bamboo for quality processing	4	0	4
PC13. Check the quality of mat boards prepared	5	3	2

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		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
FFS/N 8601 Ensure health and safety at workplace	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines		3	2	1
	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	2	1
	PC5. ensure safe handling and disposal of waste and debris	100	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		3	1	2

<p>compatible to the work and compliant to relevant occupational health and safety guidelines</p> <p>Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.</p>			
<p>PC9. maintain correct body posture while standing and working for long hours and carrying heavy materials</p>	3	0	3
<p>PC10. lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices</p>	3	0	3
<p>PC11. handle all required tools, machines , materials &amp; equipment safely</p>	4	2	2
<p>PC12. adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings</p>	4	2	2
<p>PC13. take safety measures while handling glass, heavy wood, materials, chemicals etc.</p>	3	0	3
<p>PC14. apply good housekeeping practices at all times</p> <p>Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces</p>	3	0	3

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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
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

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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
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,	3	1	2

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	<p>propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc.</p> <p>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)</p>				
	<p>PC32. state methods of accident prevention in the work environment</p> <p>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</p>		3	2	1
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
FFS/N 8801 Work effectively with others	<p>PC1. seek assistance from supervisor or any such appropriate authority as and when required</p>	<b>100</b>	3	1	2
	<p>PC2. ask questions and seek clarifications on work tasks whenever required</p>		3	1	2



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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
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

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	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 disciplined behaviors at the workplace		5	0	5
	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>
<b>(Option: Wood and Metal)</b>					
<b>Optional NOS</b>		<b>Marks Allocation</b>			
<b>Total Marks: 500+400= 900</b>					
<b>FFS/N0119 (Finishing work (staining, polishing) on wooden</b>	PC1. understand the specifications of furniture finish from client/lead	<b>100</b>	4	1	3

furniture)

PC2. decide the wood finishing techniques to be used to get the desired finishes.		4	1	3
PC3. list out required tools and accordingly arrange for them such as brushes, scrapers, sand papers, putty, stainer, thinner blades, spray gun and machines etc.		3	1	2
PC4. check if required tools and equipment/machines are in proper working condition		2	0	2
PC5. select and organise/procure for the appropriate materials and mixing ingredients such as stainer, chalk mitti, putty, water, base colour, varnishes etc.		3	1	2
PC6. report on any shortage or defect of raw materials to the concerned person and undertake procurement as needed		3	1	2
PC7. clean the work area before starting the process		3	1	2
PC8. place the furniture and clean the furniture surface and remove if any adhesive, dirt etc. remained at the surface		4	1	3
PC9. check for any defect		3	1	2

like nail head on wooden surface , blemishes such as nail holes, or split in the wood etc. and assist in smoothing the surface by hammering nail heads, filling the blemishes with fillers or putty or sealer coat of shellac mixed with sprit.				
PC10. apply sand paper of different grit along the wooden grain to smooth the wooden surface.		4	1	3
PC11. clean the surface by applying vacuum to remove all trace of dust , grit and wipe the surface with rag dampened with paint thinner		4	1	3
PC12. remove the paint/polish by applying paint remover/thinner evenly on the surface of furniture using bristle brush if furniture is old and painted		3	1	2
PC13. check all the surface preparation work such as sanding, filling and cleaning are completed as per required finishing specification		2	0	2
PC14. assess the requirement and decide on the use of water stain or oil stain		3	1	2
PC15. arrange the required colour of pigmented		3	1	2

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powder or liquid stainer etc. and prepare the staining material using appropriate solvent (water or oil)				
PC16. assist lead/seniors in applying of stain on wooden surface of furniture piece		3	1	2
PC17. apply sand paper of fine grit and assist in applying another coat of stain		3	1	2
PC18. assess surface coating material requirement .i.e. varnish, shellac or lacquer finish, prepare and mix with required consistency		3	1	2
PC19. assist lead/seniors in applying of surface coating work and ensure work-piece achieves the required characteristics and meets the finishing specification		3	1	2
PC20. discuss the nature of work and finishes such as matt, satin or glossy finish etc. and follow the instruction of lead/seniors on the job		4	1	3
PC21. check all the staining and surface coating completed to ensure it is as per required finishing specification		3	1	2
PC22. mix the top coat liquid		3	1	2

	with appropriate thinner and hardener place appropriately for application			
	PC23. fill prepared mixture in spray gun in appropriate manner	3	1	2
	PC24. assist senior in spray of top coat on the wooden surface.	3	1	2
	PC25. let the surface dry and rub the work surface to remove dust, etc., formed on the surface after spraying of top coat	3	1	2
	PC26. assist lead/senior in applying of glazing and toning techniques used to highlight the details in the woodwork by applying coat of transparent pigmented liquid over or between coats of finish, wherever necessary	3	1	2
	PC27. assist senior in applying of pickling of liming traditional finishing processes used to accentuate the wood grain, by using two contrasting colours: a base colour and another colour rubbed into the grain., wherever necessary	3	1	2
	PC28. support in applying of bleaching techniques used to lighten the	3	1	2

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	natural colour of wood or to remove discoloration caused by moisture or applying distressing technique finish, wherever required				
	PC29. conduct a visual check and rectify any errors to ensure delivery is as per standards		2	1	1
	PC30. gather all the tools post work completion and place accordingly		2	1	1
	PC31. ensure minimal wastage of material .		3	1	2
	PC32. remove all the debris from the site and clean the work area in accordance with organization policy		3	1	2
	PC33. take note of inputs/ feedback received during work to incorporate in future		2	0	2
			<b>100</b>	<b>30</b>	<b>70</b>
<b>FFS/N0120 (Finishing work (painting) on wooden furniture)</b>	PC1. understand the specifications of furniture finish from client/lead	<b>100</b>	4	1	3
	PC2. decide the wood finishing techniques to be used to get the desired finishes		4	1	3
	PC3. list out required tools and accordingly arrange for them such as brushes, rollers,		3	1	2



	painting bucket, stirrers, scrapers, sand papers, putty blades, spray gun and machines etc.			
PC4.	check if required tools and equipment/machines are in proper working condition	3	1	2
PC5.	select and organise/procure for the appropriate materials and mixing ingredients such as stainer, chalk mitti, putty, water primer, base colour, tint base, colorants, varnishes, enamel, etc.	4	1	3
PC6.	report on any shortage or defect of raw materials to the concerned person and undertake procurement as needed	3	1	2
PC7.	clean the work area before starting the process	3	1	2
PC8.	place the furniture and clean the furniture surface and remove if any adhesive, dirt etc. remained at the surface	3	1	2
PC9.	check for any defect like nail head on wooden surface, blemishes such as nail holes, or split in the	5	1	4

wood. Insert nail heads, and fill the blemishes with fillers or putty or sealer coat of shaltec mixed with sprit				
PC10. apply sand paper of different grit along the wooden grain to smooth the wooden surface		4	1	3
PC11. clean the surface by applying vacuum to remove all trace of dust , grit and wipe the surface with rag dampened with paint thinner		4	1	3
PC12. remove the paint/polish by applying paint remover evenly on the surface of furniture using bristle brush if furniture is old and painted		4	1	3
PC13. clean the surface to remove oil/grease/ dust using tag cloth, before applying paint on surface and cover all the surface area which would not be painted using mask paper		4	1	3
PC14. assist in spray of primer/use of roller brush on the surface to be painted (e.g. using air spray gun) and wait till primer dries		5	1	4

PC15. sand the primed surface and check if any minute holes are left to be filled again and apply another coat of primer on the surface	4	1	3
PC16. check visually to ensure even finish	3	1	2
PC17. discuss the nature of work such as colour code and finishes (matt, satin or gloss) etc. and follow the instruction of lead/seniors on the job	4	1	3
PC18. check all the filling and primer coating done to ensure it is as per required finishing specification	3	1	2
PC19. prepare colour/top coat finishes in mentioned ratio of pigment, thinner and hardener as per specification/ instruction given by lead	4	1	3
PC20. assist in spray or use of foam roller to paint on the wooden surface using sprayer or use brush to paint the surface as required	5	1	4
PC21. remove masking, rub and buff the work surface to remove any grains/particle, etc., formed on the surface	5	1	4

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	after painting.				
	PC22. place all the ready product at an appropriate place and remove wastage from site		3	1	2
	PC23. conduct a visual check and rectify any errors to ensure delivery is as per standards		3	1	2
	PC24. gather all the tools post work completion and place accordingly		3	1	2
	PC25. ensure minimal wastage of material		3	1	2
	PC26. remove all the debris from the site and clean the work area in accordance with organization policy		3	1	2
	PC27. take note of inputs/ feedback received during work to incorporate in future		3	2	1
			<b>100</b>	<b>30</b>	<b>70</b>
<b>3</b> <b>FFS/N2101(Finishing work (painting/polishing) on metallic / steel fabricated furniture)</b>	PC1. understand the specifications of furniture finish from client/lead	<b>100</b>	4	1	3
	PC2. list out required tools and accordingly arrange them such as brushes, rollers, painting bucket, stirrers, scrapers, sand papers, putty blades, spray gun and		4	1	3

machines etc.				
PC3. check if required tools and equipment/machines are in proper working condition		3	1	2
PC4. select and arrange/procure the appropriate materials and mixing ingredients such as stainer, chalk mitti, putty, water primer, base colour, tint base, colorants, varnishes, enamel, etc.		3	1	2
PC5. report on any shortage or defect of raw materials to the concerned person		3	1	2
PC6. clean the work area before starting the process		3	1	2
PC7. place the furniture in an appropriate manner and wipe/clean the furniture surface to remove any adhesive, dirt etc.		3	1	2
PC8. clean and sand the metallic furniture to remove all loose mill scale, loose rust, loose paint from the surface		3	1	2
PC9. clean all bolts, nuts, welds, and field rivet heads etc. and remove rust (rust scale), weld slag, flux and weld spatter by use of		3	1	2

appropriate tools such as rotary or impact power tools				
PC10. remove the paint/polish by applying paint remover evenly on the surface of furniture using bristle brush if furniture is old and painted		4	1	3
PC11. remove all the fittings such as handles, lock etc. from the furniture, if fitted		3	1	2
PC12. clean the surface applying vacuum to remove all trace of dust and grit before applying paint/primer		4	1	3
PC13. fill blemishes or any depressions, holes on metallic surface by spreading putty evenly on the surface using Plastic/Steel Spreader		4	1	3
PC14. allow putty to dry as per company standards and apply sand paper on the surface where putty is applied to level the surface		4	1	3
PC15. clean the surface to remove oil/grease/dust using tag cloth and cover all the surface area of furniture which need not to be painted,		4	1	3

using mask paper				
PC16. spray or brush primer on the surface to be painted using air spray gun or paint brush		4	1	3
PC17. apply specified number of coats of appropriate primer to prevent any oxidization on metal and allow appropriate drying time between two subsequent primer coats as per company standards		4	1	3
PC18. check visually at regular intervals for even finish and to avoid later detection of any error		3	1	2
PC19. prepare colour in mentioned ratio of pigment, thinner and hardener by following standard procedure for effective mixing and dilution of paints and adding reducer/thinner/water to adjust viscosity of paint mix as per requirement		4	1	3
PC20. fill the paint in the fluid container and adjust controls for pressure in fluid container and size of the fluid orifice		3	1	2
PC21. spray paint on the metal surface in the designated paint area		5	1	4
PC22. apply appropriate coats		4	1	3



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	of paint as per the requirements/specification and ensure appropriate drying time between two subsequent coats				
	PC23. remove masking and rub the work surface to remove any dust, etc., formed on the surface after spraying of paint coat		3	1	2
	PC24. polish the surface by buffing and check quality of finish		3	1	2
	PC25. conduct a visual check and rectify any errors to ensure delivery is as per standards		3	1	2
	PC26. gather all the tools post work completion and place accordingly		3	1	2
	PC27. ensure minimal wastage of material		3	1	2
	PC28. remove all the debris from the site and clean the work area in accordance with organization policy		3	1	2
	PC29. take note of inputs/feedback received during work to incorporate in future		3	1	2
			<b>100</b>	<b>20</b>	<b>80</b>
<b>4.FFS/N2102 (Finishing work (powder coating) on metallic / steel</b>	PC1. understand the specifications of furniture powder colour coat and finish	<b>100</b>	4	2	2

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fabricated furniture )		from client/lead				
	PC2.	decide the finishing techniques to be used to get the desired finishes i.e. applying of thermosets powder coat process or thermoplastics powder coat process		5	2	3
	PC3.	list out required tools and machines and accordingly arrange them, such as brushes, scrapers, sand papers, spray gun etc.		4	1	3
	PC4.	check if required tools and equipment/machines are in proper working condition		3	1	2
	PC5.	select and arrange/procure the appropriate materials and mixing ingredients		4	1	3
	PC6.	report on any shortage or defect of raw materials to the concerned person.		4	1	3
	PC7.	clean the work area before starting the process		3	1	2
	PC8.	separate out the fittings incase fitted and other furniture parts, any clamps, bolts etc that are not required to be coated from the		3	1	2

	metal furniture			
PC9.	clean the base metal of furniture piece thoroughly using beads or abrasive blasting to remove mill, rust scale and dirt etc.	4	1	3
PC10.	apply sandpaper or tools like bench grinder etc. to even out the surface as needed and clean the surface off the excess material	5	1	4
PC11.	apply chemical solvent to remove any grease, oil, or paint from furniture and for further protection and improving the surface, before applying powder coat on surface. For instance, apply acetone on the surface or wipe the surface with rag soaked in acetone and ensure to dry by air drying or in an oven	5	1	4
PC12.	place the furniture in appropriate manner in the designated paint booth/ area	4	1	3
PC13.	pick the colour approved and place it as per selected machine i.e spray gun or compressed air	5	2	3

spray.				
PC14. spray the powder coat to the furniture surface		6	2	4
PC15. check visually to ensure even powder coating work and has covered all the exposed surface of metal furniture		5	2	3
PC16. cure the furniture at an agreed norm temperature, e.g. between 175° to 190°C or as appropriate ,by using any flame less heat source		6	2	4
PC17. allow furniture piece to cool		3	1	2
PC18. check quality of finish and ensure that the work-piece achieves the required characteristics and meets the finishing specification		4	1	3
PC19. re assemble all the furniture fittings and place the ready product in an appropriate manner		5	1	4
PC20. check quality of finish and rectify any errors to ensure that the work-piece achieves the required characteristics and meets the finishing		4	1	3

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	specification				
	PC21. gather all the tools post work completion and place accordingly		3	1	2
	PC22. ensure minimal wastage of material		3	1	2
	PC23. remove all the debris from the site and clean the work area in accordance with organization policy		4	1	3
	PC24. take note of inputs/ feedback received during work to incorporate in future		4	1	3
			<b>100</b>	<b>30</b>	<b>70</b>

**SECTION 2**

**25. EVIDENCE OF LEVEL**

**OPTION A**

<b>Title/Name of qualification/component: Finisher – Bamboo Furniture (Option: Wood and Metal)</b>			
<b>Level: 3</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>
<b>Process</b>	<p>The incumbent routinely carries out activities of finishing and polishing and work requires limited range of that is routine and predictable. The situation is evident through the following examples:</p> <ul style="list-style-type: none"> <li>• check material and report any missing and low quality material</li> <li>• check for flaws like scratches, cracks, milling marks, glue, pin holes and other imperfections on the surface of bamboo furniture</li> <li>• perform sanding on bamboo surface by hand or by portable power sander</li> <li>• bleach the discolored (if required) bamboo before staining, polishing, painting or varnishing</li> <li>• carries out different activities involved in giving bamboo furniture a finished look as required by the client</li> </ul> <p>prepare the wooden/metal furniture surface for painting and polishing and assist senior on various process of</p>		<b>3</b>

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<b>Title/Name of qualification/component: Finisher – Bamboo Furniture (Option: Wood and Metal)</b>			
<b>Level: 3</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>
	painting/polishing/powder coating on wooden/metal furniture to achieve the desired finish.		
<b>Professional knowledge</b>	<p>The incumbent needs basic facts, process and principle applied in trade of employment which in this case pertains to giving bamboo furniture a finished look.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• different types of tools, machines and material and their uses</li> <li>• different type of furniture finishes in bamboo</li> <li>• process of surface treatment and its importance</li> <li>• process of sanding by hand or by portable power sander</li> <li>• step by step process of coloring of bamboo using different techniques</li> </ul>	Material, tools and applications in a limited context, understands context of work and quality.	<b>3</b>
<b>Professional skill</b>	<p>The skills required for the job involve recall and demonstration of practical skill, which is routine and repetitive in narrow range of application which in this case pertains to giving bamboo furniture a finished look . This is evident through:</p> <ul style="list-style-type: none"> <li>• use approved procedures to check for flaws like scratches, cracks, milling marks, glue, pin holes</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.	<b>3</b>

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Title/Name of qualification/component: Finisher – Bamboo Furniture (Option: Wood and Metal) Level: 3			
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>• prepare appropriate solution for bleaching</li> <li>• perform sanding on bamboo surface by hand or by portable power sander</li> <li>• perform different type of colouring techniques as per client requirement or design specification</li> <li>• perform finishing activities of polishing as per approved procedures</li> </ul>		
<b>Core skill</b>	<p>The incumbent requires communication skills, written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles including understanding of basic financial transactions</p> <ul style="list-style-type: none"> <li>• fill logs, forms and formats in local language or Hindi for recording quantity and quality of work figures, defects identified or rectified, measurement of opening and post work and other related information, etc. whenever needed.</li> <li>• take notes/instructions related to work in local language or Hindi from supervisor/client</li> <li>• inform supervisor or co-workers of work related problems in any locally understood language</li> <li>• keep track of expenses</li> </ul>	Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.	<b>3</b>



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<b>Title/Name of qualification/component: Finisher – Bamboo Furniture (Option: Wood and Metal)</b>			
<b>Level: 3</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>
Responsibility	<p>and payments</p> <p>The incumbent works largely independently and according to laid down procedures. The incumbent also has some responsibility for work including delivery on time and as per schedules standards, but largely relies on supervisor instruction and checking.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>confirm that the given information or instructions are complete and correct</li> <li>when faced with difficult decisions seek clarification from the supervisor and understand the parameters used by the supervisor to arrive at the decision</li> </ul>	No responsibility; works under instruction and close supervision.	3

**SECTION 3**

**EVIDENCE OF NEED**

<b>26</b>	<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	Industry interactions carried out while creating occupational maps	NA

	<p>qualification</p>	<p>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 the furniture industry is growing and is expected to grow at 15% CAGR. The market for furniture is majorly dominated by unorganized sector. The 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>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> <p>Industry validation documents is attached separately.</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</li> </ul>	
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		towards organised industry	
	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.	NA
	Usage of the qualification	<p>The Qualification will be used by Ministries, industries and Training Partners for training and certification of the candidates.</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 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>	NA
	Estimated uptake	As per Skill Gap Report, the furniture & 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 Finisher shall also increase in the coming years in line with the overall bamboo furniture industry growth.	NA
<b>27</b>	<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>		
<b>28</b>	<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.</p> <p>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 qualifications in this sector?</b></p> <p><b><i>Show the career map here to reflect the clear progression</i></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</p>
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	the career path
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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 Finisher – Bamboo Furniture (Option: Wood and Metal)**

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 Bent Laminated Furniture Maker	Packer - Bamboo and Cane Furniture	<b>Finisher - Bamboo and Cane Furniture</b>	Cane Weaver - Bamboo and Cane Furniture	Cane seat weaver - Bamboo and Cane Furniture	Mat board maker- Bamboo and Cane Furniture			
Support Functions : HR/IT /Finance/Admin																
<small>Two additional job roles identified as allied segments to this sector are Interior Designers and Delivery and Installation As sistant-Ecommerce.                      The occupational map prepared above has NOS for entrepreneurial activities at NSQF level 5 job roles                      the job role of Packer, it is observed that in small/medium companies there is dotted line reporting to leadmaker and in large companies they are segregated roles                      Support functions data was not collected ,NSQF levels are mentioned in brackets</small>																

**Annexure 2: Qualification Pack of Finisher – Bamboo Furniture (Option: Wood and Metal) (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**

**Level1:** 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.