



Assistant Furniture Designer

QP Code: FFS/Q0106

NSQF Level: 4

Furniture and Fittings Skill Council || 407-408, DLF City Court, M G Road, Sikanderpur
Gurgaon - 122002

Qualification Pack

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FFS/Q0106: Assistant Furniture Designer

Brief Job Description

A Design Assistant wooden/modular furniture is responsible to design interior and exterior of furniture's. S/he would study, research and plan various styles of furniture designs, select suitable materials, generate sample designs and coordinate with craftsmen or production department staff for getting sample product ready as per design.

Personal Attributes

This job requires an eye for details, styles and market trends. He/she should have flair for art and drawings. He/she should have basic mathematical skills, should possess good written and excellent sketching skills. He/she should be patient for strenuous long hours of working under stringent deadlines. H/she should be highly imaginative, creative and analytic along with being a voracious reader and keen listener too.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N0109: Research and creation of furniture design concept](#)
2. [FFS/N0110: Create a scale model and build a furniture prototype](#)
3. [FFS/N8601: Ensure health and safety at workplace](#)
4. [FFS/N8801: Work effectively with others](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture, Modular Furniture
Occupation	Design- Wooden/Modular furniture
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2163.0400

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Minimum Educational Qualification & Experience	12th Class with 1-2 Years of experience relevant experience OR 12th Class OR 12th Class
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Computer basics, knowledge of Computer Aided Design, Coral Draw, Photoshop and other computer design tools
Minimum Job Entry Age	18 Years
Last Reviewed On	12/07/2017
Next Review Date	12/07/2020
NSQC Approval Date	03/08/2018
Version	1.0

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FFS/N0109: Research and creation of furniture design concept

Description

This unit is about undertaking research , prioritizing activities and creating a design concept for various type of furniture.

Scope

This unit/task covers the following:

- Furniture design objective and research
- Prioritize work activities to achieve desired results
- Create Design concept
- Furniture design drawing and approval

Elements and Performance Criteria

Furniture design objective and research

To be competent, the user/individual on the job must be able to:

- PC1.** take clear instructions from design in charge/supervisor or client about design objective and purpose of the furniture piece to be designed e.g. decorative, functional, for individual client, for mass production etc.
- PC2.** identify the type of furniture to be designed, i.e. Chair/sofa/table/ cupboard/ cabinet/kitchen modular furniture etc
- PC3.** evaluate the size of furniture to be designed, the style of the furniture e.g. modern, contemporary, classical , placement of furniture (office, home or any other location) and kind of usage of furniture.
- PC4.** identify the visual impact it should have (whether to complement or contrast the surrounding) and whether the designed furniture piece will be a focal piece or blend with surroundings.
- PC5.** conduct market research for latest designs , fixtures/fittings, style ,trends , wooden material /other material like ply board, fibre board etc. with the help of various websites, catalogues.
- PC6.** identify and extract the information from research materials about recycling /best use of waste material which can be used/incorporated with the target piece of furniture, if allowed
- PC7.** make a detailed note of researched data for future reference

Prioritise work activities to achieve desired results

To be competent, the user/individual on the job must be able to:

- PC8.** prepare a plan marking out the activities to be done
- PC9.** make a clear understanding of kind of furniture piece to be designed along with the materials to be used for furniture manufacturing and other requirements of for designing furniture
- PC10.** sync timelines with processes involved to complete work in given time

Create design concept

To be competent, the user/individual on the job must be able to:

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- PC11.** arrange and organize all the researched data for analysis along with previously gained knowledge to create a design concept
- PC12.** organize all ideas for design concept and discuss the same with seniors/peers to finalize/shortlist one or two ideas for creating new designs
- PC13.** convert these conceptualized ideas onto a paper by making of few basic rough design sketches
- PC14.** observe and visualize all the sketches drawn to come up with final design paper sketch
- PC15.** consult with design in charge/supervisor & incorporate any ideas/feedback/inputs received and seek approval

Furniture design drawing approval

To be competent, the user/individual on the job must be able to:

- PC16.** make a furniture design drawing of final sketch with the help of computer software package (CAD, Coral Draw etc.)
- PC17.** draw plan, views, sections and other design structure with the help of software for designing furniture piece.
- PC18.** include all dimensions such as construction details, material used, products finishes, and manufacturing technics, joineries, used in making of the furniture.
- PC19.** ensure to add design elements and features to this furniture drawing
- PC20.** get approval from design in charge/supervisor for the target furniture design drawing and its related aspects like dimensions of target furniture etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** About the organisation procedures and formalities to be completed during work
- KU2.** Statutory responsibilities under organisational rules and regulations, escalation hierarchy and code of conduct
- KU3.** Organisation processes and products and services
- KU4.** About terminology, abbreviations, symbols, dimension matrix etc.
- KU5.** Common hazards in the work area and workplace procedures for dealing with them
- KU6.** Contact person in case of queries on procedure or products
- KU7.** Proper disposal system for waste and by-product
- KU8.** About organizations capability and expertise in developing select design range for specific furniture category
- KU9.** About the organizations regular buyers and their tastes and preferences
- KU10.** Roles and responsibilities in executing the work and support requirement from subordinates
- KU11.** Measurement length, width & depth in MKS & FPS system and its application
- KU12.** Marking out and measuring accurately
- KU13.** Reading and interpreting 2D / 3D drawings
- KU14.** Knowledge about the various types of furniture and furniture parts like types of legs, back, seats, skirting etc. and their drawings . (Eg- chairs, bed, sofa, base unit/wall unit, cabinets, crockery units, entertainment units, study table, dressing table, shelves/drawers etc.)

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- KU15.** About history and style of furniture
- KU16.** Knowledge about materials and its properties
- KU17.** Knowledge about furniture drawing preparation
- KU18.** Current market trends and customer preferences
- KU19.** Effective communication and presentation skills
- KU20.** Safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU21.** Standard operating procedures
- KU22.** Common issues troubleshooting knowledge
- KU23.** About standard size and dimension of furniture
- KU24.** Furniture ergonomics
- KU25.** About design software like Auto-CAD, CorelDraw, Photoshop etc.
- KU26.** About furniture material e.g. wood, MDF etc. and their properties
- KU27.** Knowledge about joineries and all kind of furniture finishes etc.
- KU28.** Knowledge about furniture making techniques, process and step involved.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Document records related to customer requirements, product designs and their requirements as per the design, material, and applications.
- GS2.** Keeping a record of all the designs that have been made and developed for future reference.
- GS3.** Drawing and sketching skills
- GS4.** Read and understand the labelling codes/package details as per company procedures
- GS5.** Read and interpret the process required for conducting the assigned work
- GS6.** Read internal information documents sent by internal teams
- GS7.** Computer skill and research techniques
- GS8.** Read and comprehend written instructions describing new design details from clients and also from external forums such as websites and blogs.
- GS9.** Keep abreast with latest trend by reading brochures, pamphlets, magazines and incorporating them in the design.
- GS10.** Discuss task lists, schedules and activities
- GS11.** Share best practices with peers
- GS12.** Seek information from customers and other sources in order to understand trend and customer requirements
- GS13.** Effectively communicate with team members and customers
- GS14.** Attentively listen and comprehend the information given by the speaker
- GS15.** Communicate clearly on the issues being faced and clarify queries
- GS16.** Ability to troubleshoot common concerns faced
- GS17.** Analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue

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- GS18.** Find damaged and/or defective products /hardware and perform minor repairs or reject them
- GS19.** Plan ,organize and prioritize the work order and jobs received
- GS20.** Plan to utilize time and equipment's effectively
- GS21.** Plan and organize the designs and the related material intended to be used or their substitutes in case of scarcity/unavailability of a particular.
- GS22.** Plan and select the materials depending upon the budget of the company
- GS23.** Ability to concentrate on task and ability to complete with time limits
- GS24.** Assist in record keeping and proper documentation
- GS25.** Select design and materials that are customer friendly and practical.
- GS26.** Understand customer requirements and their priority and respond appropriately
- GS27.** Being courteous with customers and ability to handle different types of customers
- GS28.** Being aware of different customer cultures/faiths and responding appropriately
- GS29.** Support in charge/supervisor in solving problems by detailing and discussing the possible solutions
- GS30.** Ability to quickly identify common causes of errors and help in resolution
- GS31.** Arrange or seek help to select for material, style or any issue faced in case of new design development.
- GS32.** Analyze the type of design to be used w.r.t its relevance, popularity with customers
- GS33.** Apply domain information/knowledge and assess day to day tasks through experience and observation, to identify control measures to solve issues
- GS34.** Provide suggestions to further streamline process
- GS35.** Use acquired knowledge of the work and process and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
- GS36.** Use reasoning skills to identify and resolve basic problems

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Furniture design objective and research</i>	11	24	-	-
PC1. take clear instructions from design in charge/supervisor or client about design objective and purpose of the furniture piece to be designed e.g. decorative, functional, for individual client, for mass production etc.	2	3	-	-
PC2. identify the type of furniture to be designed, i.e. Chair/sofa/table/ cupboard/ cabinet/kitchen modular furniture etc	1	2	-	-
PC3. evaluate the size of furniture to be designed, the style of the furniture e.g. modern, contemporary, classical , placement of furniture (office, home or any other location) and kind of usage of furniture.	2	5	-	-
PC4. identify the visual impact it should have (whether to complement or contrast the surrounding) and whether the designed furniture piece will be a focal piece or blend with surroundings.	1	4	-	-
PC5. conduct market research for latest designs , fixtures/fittings, style ,trends , wooden material /other material like ply board, fibre board etc. with the help of various websites, catalogues.	2	5	-	-
PC6. identify and extract the information from research materials about recycling /best use of waste material which can be used/incorporated with the target piece of furniture, if allowed	2	3	-	-
PC7. make a detailed note of researched data for future reference	1	2	-	-
<i>Prioritise work activities to achieve desired results</i>	6	11	-	-
PC8. prepare a plan marking out the activities to be done	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. make a clear understanding of kind of furniture piece to be designed along with the materials to be used for furniture manufacturing and other requirements of for designing furniture	2	5	-	-
PC10. sync timelines with processes involved to complete work in given time	2	3	-	-
<i>Create design concept</i>	6	15	-	-
PC11. arrange and organize all the researched data for analysis along with previously gained knowledge to create a design concept	1	2	-	-
PC12. organize all ideas for design concept and discuss the same with seniors/peers to finalize/shortlist one or two ideas for creating new designs	1	2	-	-
PC13. convert these conceptualized ideas onto a paper by making of few basic rough design sketches	1	4	-	-
PC14. observe and visualize all the sketches drawn to come up with final design paper sketch	1	4	-	-
PC15. consult with design in charge/supervisor & incorporate any ideas/feedback/inputs received and seek approval	2	3	-	-
<i>Furniture design drawing approval</i>	7	20	-	-
PC16. make a furniture design drawing of final sketch with the help of computer software package (CAD, Coral Draw etc.)	2	5	-	-
PC17. draw plan, views, sections and other design structure with the help of software for designing furniture piece.	1	4	-	-
PC18. include all dimensions such as construction details, material used, products finishes, and manufacturing technics, joineries, used in making of the furniture.	2	3	-	-
PC19. ensure to add design elements and features to this furniture drawing	1	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC20. get approval from design in charge/supervisor for the target furniture design drawing and its related aspects like dimensions of target furniture etc.	1	4	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0109
NOS Name	Research and creation of furniture design concept
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture, Modular Furniture
Occupation	Design- Wooden/Modular furniture
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	03/08/2018

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FFS/N0110: Create a scale model and build a furniture prototype

Description

This unit is about creating a scale model and building a prototype furniture

Scope

This unit/task covers the following:

- Create a scale model
- Build a prototype and test

Elements and Performance Criteria

Create a scale model

To be competent, the user/individual on the job must be able to:

- PC1.** select materials such as card board, small sticks or other materials to create scale model of the designed furniture
- PC2.** draw a layouts on card board sheet as per furniture dimension, cut cardboard as per drawn layout. Join these cut card board piece together, as per shape and size of furniture
- PC3.** add sticks or other chosen material to display the feature and details of the furniture piece
- PC4.** review all sizes and proportions of scale, also review all joineries and making techniques of furniture
- PC5.** analyse and conduct a visual inspection to identify any problems that are present or may arise in scale model, before proceeding to prototype sample
- PC6.** present to seniors and seek approval , incorporate feedback for getting a furniture prototype sample ready

Build a prototype and test

To be competent, the user/individual on the job must be able to:

- PC7.** give detail drawings & specification to the craftsman /carpenter to get the furniture prototype ready
- PC8.** ensure all the collected raw materials or sample materials are of standard quality
- PC9.** make sure all cut size of wood pieces are as per given layout
- PC10.** check structure of prototype and analyze all joineries and techniques used are correct
- PC11.** analyze look and appearance of the prototype sample and check for any errors that didnt show up in the small scale. They should be worked out with the prototype
- PC12.** review and get the furniture prototype tested by supervisors. E.g. checking for levelling, balance, strengths, durability, longevity etc.
- PC13.** Ensure that the prototype finish is as per instruction and quality standard
- PC14.** review prototype in consultation with the supervisor and /or team keeping in view the ability and capacity of the organization in terms of equipment/material to be used, labor skills, etc.
- PC15.** develop a new prototype or make changes in this existing prototype sample as per feedback or inputs received

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PC16. get signoff/approval of this final prototype from the supervisor

PC17. assist in compliance with procedural documentation and if required take the photograph of the finished furniture prototype to make a portfolio/record purpose

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations experience and expertise working with various types of materials like wood, plastics, metals etc.
- KU2.** About organisation processes, organisation products and services, code of conduct and escalation hierarchy
- KU3.** Knowledge of machines used/availability with respect to the type of materials being worked upon.
- KU4.** The organisation procedures and formalities to be completed during work
- KU5.** Statutory responsibilities under organizational legislation and regulations
- KU6.** Knowledge about terminology, abbreviations, symbols, dimension matrix etc
- KU7.** About various types of designs of the products
- KU8.** Organizations capability and expertise in developing select design range for specific furniture category.
- KU9.** Knowledge about the organizations regular buyers and their tastes and preferences.
- KU10.** Roles and responsibilities in executing the work and support requirement from subordinates.
- KU11.** Types of materials used in the selected product category, their trade names and availability in the market
- KU12.** Material characteristics with reference to product category like construction, dimensional properties, durability etc.
- KU13.** Measurement length, width & depth in MKS & FPS system, standard sizes and its application with accuracy
- KU14.** Reading and interpreting 2D / 3D drawings
- KU15.** Knowledge about the various types of furniture and furniture parts like types of legs, back, seats, skirting etc. and their drawings . (Eg- chairs, bed, sofa, base unit/wall unit, cabinets, crockery units, entertainment units, study table, dressing table, shelves/drawers etc.)
- KU16.** About history and style of furniture.
- KU17.** About furniture making drawings and measurements.
- KU18.** Current market trends and customer preferences
- KU19.** Effective communication and presentation skills
- KU20.** Safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU21.** Standard operating procedures
- KU22.** Common issues troubleshooting knowledge
- KU23.** Furniture ergonomics
- KU24.** About design software like Auto-CAD, CorelDraw, Photoshop etc
- KU25.** Furniture material e.g. wood, MDF etc. and their properties

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KU26. About joineries and all kind of furniture finishes etc

KU27. Basic knowledge about furniture making techniques, process and step involved.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Document records related to the past experience of the company with the types of design and materials used.
- GS2.** Document records related to customer requirements, product designs and their requirements as per the design, material, and applications.
- GS3.** Keep a record of all the designs that have been made and developed for future reference.
- GS4.** Drawing and sketching skills
- GS5.** Read and comprehend the requirements in case of a unique design/material to be used and its availability in the market.
- GS6.** Read and interpret the process required for conducting the assigned work
- GS7.** Read internal information documents sent by internal teams
- GS8.** Computer skill and research techniques
- GS9.** Keep abreast with latest trend by reading brochures, pamphlets, magazines and incorporating them in the design
- GS10.** Speaking in vernacular language would serve as an advantage while communicating with the workers.
- GS11.** Discuss task lists, schedules and activities
- GS12.** Share best practices with peers
- GS13.** Seek information from customers and other sources in order to understand trend and customer requirements
- GS14.** Effectively communicate with team members and customers
- GS15.** Attentively listen and comprehend the information given by the speaker
- GS16.** Communicate clearly on the issues being faced and clarify queries
- GS17.** Take decisions in joineries, in selecting prototype size and other materials.
- GS18.** Take decisions regarding finalizing of the material keeping its availability and cost in mind
- GS19.** Analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS20.** Ability to troubleshoot common concerns faced
- GS21.** Plan, organize and prioritize the work order and jobs received.
- GS22.** Plan and organize the designs and the related material intended to be used or their substitutes in case of scarcity/unavailability of a particular material.
- GS23.** Plan the design and select the material as per prototype keeping in mind the budget and timelines
- GS24.** Ability to concentrate on task and ability to complete with time limits
- GS25.** Assist in record keeping and proper documentation.
- GS26.** Understand customer requirements and time lines and respond as per their needs.
- GS27.** Select design and materials that are customer friendly and readily available in market.

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- GS28.** Being courteous with customers and ability to handle different types of customers
- GS29.** Being aware of different customer cultures/faiths and responding appropriately
- GS30.** Support in charge/supervisor in solving problems by detailing and discussing the possible solutions
- GS31.** Ability to quickly identify common causes of errors and help in resolution
- GS32.** Arrange or seek help to select for material, style and tackles in case of new design development.
- GS33.** Analyze the type of design/material to be used for the design and its popularity in the market.
- GS34.** Analyze and study the relevance of the design with the design and product category.
- GS35.** Apply domain information/knowledge and assess day to day tasks through experience and observation, to identify control measures to solve issues
- GS36.** Provide suggestions to further streamline the process
- GS37.** Use acquired knowledge of the work and process and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
- GS38.** Use reasoning skills to identify and resolve basic problems

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Create a scale model</i>	10	22	-	-
PC1. select materials such as card board, small sticks or other materials to create scale model of the designed furniture	2	3	-	-
PC2. draw a layouts on card board sheet as per furniture dimension, cut cardboard as per drawn layout. Join these cut card board piece together, as per shape and size of furniture	2	4	-	-
PC3. add sticks or other chosen material to display the feature and details of the furniture piece	1	4	-	-
PC4. review all sizes and proportions of scale, also review all joineries and making techniques of furniture	2	4	-	-
PC5. analyse and conduct a visual inspection to identify any problems that are present or may arise in scale model, before proceeding to prototype sample	1	4	-	-
PC6. present to seniors and seek approval , incorporate feedback for getting a furniture prototype sample ready	2	3	-	-
<i>Build a prototype and test</i>	20	48	-	-
PC7. give detail drawings & specification to the craftsman /carpenter to get the furniture prototype ready	2	3	-	-
PC8. ensure all the collected raw materials or sample materials are of standard quality	1	4	-	-
PC9. make sure all cut size of wood pieces are as per given layout	1	4	-	-
PC10. check structure of prototype and analyze all joineries and techniques used are correct	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. analyze look and appearance of the prototype sample and check for any errors that didnt show up in the small scale. They should be worked out with the prototype	2	5	-	-
PC12. review and get the furniture prototype tested by supervisors. E.g. checking for levelling, balance, strengths, durability, longevity etc.	2	5	-	-
PC13. Ensure that the prototype finish is as per instruction and quality standard	2	4	-	-
PC14. review prototype in consultation with the supervisor and /or team keeping in view the ability and capacity of the organization in terms of equipment/material to be used, labor skills, etc.	2	5	-	-
PC15. develop a new prototype or make changes in this existing prototype sample as per feedback or inputs received	2	5	-	-
PC16. get signoff/approval of this final prototype from the supervisor	2	6	-	-
PC17. assist in compliance with procedural documentation and if required take the photograph of the finished furniture prototype to make a portfolio/record purpose	2	3	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0110
NOS Name	Create a scale model and build a furniture prototype
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture, Modular Furniture
Occupation	Design- Wooden/Modular furniture
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	03/08/2018

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FFS/N8601: Ensure health and safety at workplace

Description

This OS unit covers health, safety and security at the workplace. This includes procedures and practices that candidate need to follow to help maintain a healthy, safe and secure work environment.

Elements and Performance Criteria

Health and Safety

To be competent, the user/individual on the job must be able to:

- PC1.** work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines
- PC2.** ensure that health and safety instructions applicable to the work place are being followed
- PC3.** check the worksite for any possible health and safety hazards
- PC4.** Follow manufacturers instructions and job specifications relating to safe use of materials specifically chemicals and power equipment
- PC5.** ensure safe handling and disposal of waste and debris
- 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.
- PC7.** undertake first aid activities in case of any accident, if required and asked to do so
- 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 footwear, gloves, aprons etc.
- PC9.** maintain correct body posture while standing and working for long hours and carrying heavy materials
- PC10.** lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices
- PC11.** handle all required tools, machines , materials & equipment safely
- PC12.** adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings
- PC13.** take safety measures while handling glass, heavy wood, materials, chemicals etc.
- PC14.** apply good housekeeping practices at all times
Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces
- PC15.** report accident/incident report to authorized personal
- PC16.** perform basic safety checks before operation of all machines, tools and electrical equipment
- PC17.** follow recommended material handling procedure to control damage and personal injury
- PC18.** follow safe working practices at all times

Dealing with Emergencies

To be competent, the user/individual on the job must be able to:

- PC19.** follow appropriate procedure in case a of fire emergency

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- PC20.** follow electrical safety measures while working with electrically powered tools & equipment
- PC21.** follow agreed work location procedures in the event of an emergency or an accident
- PC22.** follow emergency and evacuation procedures in case of accidents, fires, natural calamities
- 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)
- PC24.** Comply with restrictions imposed on harmful chemicals inside work area during working hours
- PC25.** correctly demonstrate rescue techniques applied during fire hazard
- PC26.** demonstrate good housekeeping in order to prevent fire hazards
- PC27.** demonstrate the correct use of a fire extinguisher
- PC28.** demonstrate how to free a person from electrocution
- PC29.** respond promptly and appropriately to an accident situation or medical emergency
- 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
- 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)
- 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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational procedures for safe handling of equipment and machine operations
- KU2.** how to respond to emergency situation in line with organisational procedures
- KU3.** reporting protocol and documentation required
- KU4.** whom to contact in case of an emergency
- KU5.** Where to get the list of contact in case of an emergency in the organization
- KU6.** common health and safety hazards in a work environment and related precautions
- KU7.** organizational procedures for safe handling of tools and equipment
- KU8.** how to respond to an emergency situation
- KU9.** potential risks and threats
- KU10.** organizational reporting protocol
- KU11.** health and safety practices at work place
- KU12.** potential hazards and risks which may be present at furniture and fittings related workplace

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- KU13.** storage and handling of hazardous substances
- KU14.** importance of good housekeeping
- KU15.** procedure to be followed for safe disposal of waste
- KU16.** safe working practices in a furniture and fittings related workplace
- KU17.** how to deal with an accident which involve human life
- KU18.** different types of personal protective equipment and their use
- KU19.** how to follow safe working practices while at work
- KU20.** different risks associated with the use of electrical equipment
- KU21.** preventative and remedial actions to be taken in the case of exposure to toxic materials, Exposure: ingested, contact with skin, inhaled Preventative action: ventilation, masks, protective clothing/ equipment); Remedial action: immediate first aid, report to supervisor Toxic materials: solvents, flux, lead
- KU22.** importance of using protective clothing/equipment while working
- KU23.** Various causes of fire
- KU24.** techniques of using the different fire extinguishers
- KU25.** different type of fire extinguishers and their use
- KU26.** various types of safety signs and what they mean
- KU27.** Appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries, etc.
- KU28.** importance of safe lifting practices and correct body postures
- KU29.** list of names (and job titles if applicable), and the contact details of all the people responsible for health and safety in a workplace

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in Hindi or local language
- GS2.** fill logs, forms and formats in local language or Hindi for recording quantity and quality of work figures, defects and other related information, etc. whenever needed
- GS3.** document measurement appropriately whenever required
- GS4.** read all organizational and equipment related health and safety manuals and documents
- GS5.** read and comprehend safety related documents
- GS6.** communicate effectively with team members, supervisors, managers etc
- GS7.** seek clarification on any unclear instructions in locally understood language
- GS8.** take decisions of once own roles and responsibilities
- GS9.** decide on material requirement for related to once work
- GS10.** decide on to accept or reject a work piece on the basis of quality parameter
- GS11.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS12.** plan word as per job specification
- GS13.** plan and organize cleaning and maintenance activities

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- GS14.** work and deliver output as per client requirement and satisfaction
- GS15.** identify any defects in materials, tools and equipment and ways to resolve them
- GS16.** determine timely correction of errors to minimize rejection of pieces or rework
- GS17.** analyse the situation and take appropriate actions while dealing with team members
- GS18.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and Safety</i>	17	39	-	-
PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	2	1	-	-
PC2. ensure that health and safety instructions applicable to the work place are being followed	1	2	-	-
PC3. check the worksite for any possible health and safety hazards	1	2	-	-
PC4. Follow manufacturers instructions and job specifications relating to safe use of materials specifically chemicals and power equipment	1	2	-	-
PC5. ensure safe handling and disposal of waste and debris	-	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.	1	2	-	-
PC7. undertake first aid activities in case of any accident, if required and asked to do so	-	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 footwear, gloves, aprons etc.	-	3	-	-
PC9. maintain correct body posture while standing and working for long hours and carrying heavy materials	-	3	-	-
PC10. lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. handle all required tools, machines , materials & equipment safely	2	2	-	-
PC12. adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings	-	3	-	-
PC13. take safety measures while handling glass, heavy wood, materials, chemicals etc.	-	3	-	-
PC14. apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces	2	1	-	-
PC15. report accident/incident report to authorized personal	1	2	-	-
PC16. perform basic safety checks before operation of all machines, tools and electrical equipment	2	1	-	-
PC17. follow recommended material handling procedure to control damage and personal injury	1	2	-	-
PC18. follow safe working practices at all times	1	2	-	-
<i>Dealing with Emergencies</i>	13	31	-	-
PC19. follow appropriate procedure in case a of fire emergency	1	2	-	-
PC20. follow electrical safety measures while working with electrically powered tools & equipment	2	2	-	-
PC21. follow agreed work location procedures in the event of an emergency or an accident	1	2	-	-
PC22. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	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)	1	3	-	-
PC24. Comply with restrictions imposed on harmful chemicals inside work area during working hours	-	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC25. correctly demonstrate rescue techniques applied during fire hazard	-	3	-	-
PC26. demonstrate good housekeeping in order to prevent fire hazards	-	3	-	-
PC27. demonstrate the correct use of a fire extinguisher	2	1	-	-
PC28. demonstrate how to free a person from electrocution	1	2	-	-
PC29. respond promptly and appropriately to an accident situation or medical emergency	-	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	-	-
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)	1	2	-	-
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	-	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8601
NOS Name	Ensure health and safety at workplace
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	

Qualification Pack

FFS/N8801: Work effectively with others

Description

This OS unit is about communicating and coordinating with team members including subordinates and superiors.

Elements and Performance Criteria

Interaction with Seniors

To be competent, the user/individual on the job must be able to:

- PC1.** seek assistance from supervisor or any such appropriate authority as and when required
- PC2.** ask questions and seek clarifications on work tasks whenever required handling procedures
- PC3.** seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel
- PC4.** identify and report any possible deviations to appropriate authority
- PC5.** address the problems effectively and report if required to immediate supervisor appropriately
- PC6.** Receive instructions clearly from superiors and respond effectively on the same
- PC7.** follow escalation matrix in case of any grievance
- PC8.** accurately receive information and instructions from the supervisor related to ones work

Work effectively

To be competent, the user/individual on the job must be able to:

- PC9.** coordinate and cooperate with colleagues to achieve work objectives
- PC10.** display courteous behaviour at all times
- PC11.** respond politely to customer queries and other team members
- PC12.** follow work place dress code
- PC13.** keep work area in a tidy and organized state
- PC14.** adhere to time lines and quality standards
- PC15.** follow organizational policies and procedures
- PC16.** share information with team wherever and whenever required to enhance quality and productivity at work place
- PC17.** work together with co-workers in a synchronized manner
- PC18.** communicate with others clearly, at a pace and in a manner that helps them to understand
- PC19.** show respect to other and their work
- PC20.** display active listening skills while interacting with others at work
- PC21.** Demonstrate responsible and disciplined behaviors at the workplace disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions
- KU2.** reporting structure, inter-dependent functions, lines and procedures in the work area
- KU3.** relevant people and their responsibilities within the work area
- KU4.** escalation matrix and procedures for reporting work and employment relate issue clarifications and support
- KU5.** importance of working effectively with others to achieve organizations goals
- KU6.** importance of effective communication and establishing good working relationships with other
- KU7.** responsibilities and objectives of the role
- KU8.** own roles and responsibilities
- KU9.** principle of furniture and fittings manufacturing and installation
- KU10.** importance of having correct understanding of work task and objective
- KU11.** how to keep work area clean and tidy and its importance
- KU12.** applicable quality standards for assigned work task and objective
- KU13.** Reporting procedure in case of deviations
- KU14.** importance and need of supporting co-workers facing problems for smooth functioning of work
- KU15.** different type of people that one is required to communicate and coordinate within the organization
- KU16.** various components of communication cycle
- KU17.** importance of active listening
- KU18.** importance of discipline and ethics for professional success
- KU19.** what constitutes disciplined behavior for a working professional
- KU20.** expressing and addressing grievances appropriately and effectively
- KU21.** importance and ways of managing interpersonal conflict effectively

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in Hindi or local language
- GS2.** fill formats, logs and forms related to work in local language or Hindi/English
- GS3.** document measurement appropriately whenever required
- GS4.** read instructions from supervisor provided in local language or Hindi
- GS5.** read and understand manufacturers instructions and job specifications
- GS6.** interpret pictorial representations and written signs or instructions
- GS7.** read and interpret numbers written in Hindi or local language
- GS8.** understand safety symbols and basic warning signs wherever needed
- GS9.** communicate effectively with team members, supervisors, managers etc.
- GS10.** seek clarification on any unclear instructions in locally understood language
- GS11.** take decisions of once own roles and responsibilities

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- GS12.** decide on material requirement for related to once work
- GS13.** decide on to accept or reject a work piece on the basis of quality parameter
- GS14.** Plan and organize own work in a way that all activities are completed in time and as per specifications
- GS15.** plan word as per job specification
- GS16.** plan and organize cleaning and maintenance activities
- GS17.** work and deliver output as per client requirement and satisfaction
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- GS19.** determine timely correction of errors to minimize rejection of pieces or rework
- GS20.** analyse the situation and take appropriate actions while dealing with team members
- GS21.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interaction with Seniors</i>	18	15	-	-
PC1. seek assistance from supervisor or any such appropriate authority as and when required	1	2	-	-
PC2. ask questions and seek clarifications on work tasks whenever required handling procedures	1	2	-	-
PC3. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel	5	-	-	-
PC4. identify and report any possible deviations to appropriate authority	1	2	-	-
PC5. address the problems effectively and report if required to immediate supervisor appropriately	2	3	-	-
PC6. Receive instructions clearly from superiors and respond effectively on the same	1	2	-	-
PC7. follow escalation matrix in case of any grievance	4	2	-	-
PC8. accurately receive information and instructions from the supervisor related to ones work	3	2	-	-
<i>Work effectively</i>	12	55	-	-
PC9. coordinate and cooperate with colleagues to achieve work objectives	-	5	-	-
PC10. display courteous behaviour at all times	-	5	-	-
PC11. respond politely to customer queries and other team members	1	4	-	-
PC12. follow work place dress code	-	5	-	-
PC13. keep work area in a tidy and organized state	-	5	-	-
PC14. adhere to time lines and quality standards	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. follow organizational policies and procedures	4	-	-	-
PC16. share information with team wherever and whenever required to enhance quality and productivity at work place	2	3	-	-
PC17. work together with co-workers in a synchronized manner	-	6	-	-
PC18. communicate with others clearly, at a pace and in a manner that helps them to understand	3	3	-	-
PC19. show respect to other and their work	-	5	-	-
PC20. display active listening skills while interacting with others at work	-	5	-	-
PC21. Demonstrate responsible and disciplined behaviors at the workplace disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.	-	6	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8801
NOS Name	Work effectively with others
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	03/08/2018

Qualification Pack

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ 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 center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Recommended Pass % aggregate for QP : 70

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0109.Research and creation of furniture design concept	30	70	-	-	100	30
FFS/N0110.Create a scale model and build a furniture prototype	30	70	-	-	100	40
FFS/N8601.Ensure health and safety at workplace	30	70	-	-	100	20
FFS/N8801.Work effectively with others	30	70	-	-	100	10

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
Total	120	280	-	-	400	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.