



Lead Sofa Maker - Wooden Furniture

QP Code: FFS/Q0107

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/Q0107: Lead Sofa Maker - Wooden Furniture

Brief Job Description

Lead sofa maker is a skilled trade of making upholstered articles. Sofa maker is required to make furniture that is covered with fabric or leather. He/she would prepare the sofa frame, provide furniture with padding, springs, webbings and cover with soft materials such as leather, suede or other fabrics. Also called as sofa maker.

Personal Attributes

Lead sofa maker must have the ability to carry out tasks and multitasking ability and good planning skills. S/he should be physically fit, have attention to detail and ability to work (measure and cut material) with good mathematical skills and accuracy. S/he should have knowledge of hand and power tools, attention to detail, arm steadiness and ability to visualize the end product along with creative bent of mind.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N0111: Plan and organize work to meet expected outcome of making sofa](#)
2. [FFS/N0112: Prepare sofa frame and perform webbing, springs, & padding work](#)
3. [FFS/N0113: Perform fabric laying and cushioning work](#)
4. [FFS/N8501: Maintain work area, tools and machines](#)
5. [FFS/N8601: Ensure health and safety at workplace](#)
6. [FFS/N8801: Work effectively with others](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture
Occupation	Production- Sofa Maker
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL

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Minimum Educational Qualification & Experience	8th Class with 3-5 Years of experience relevant experience OR 8th Class OR 8th Class
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Usage of power tools and basic carpentry skills- suggested but not mandatory
Minimum Job Entry Age	18 Years
Last Reviewed On	12/07/2017
Next Review Date	12/07/2020
NSQC Approval Date	19/12/2018
Version	1.0

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FFS/N0111: Plan and organize work to meet expected outcome of making sofa

Description

This OS unit is about planning and organizing work before initiating the work of preparing sofa frame and related upholstery work

Elements and Performance Criteria

Work Assessment and planning

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

- PC1.** understand and evaluate the nature of work & requirement in terms of layout, design via discussions with the client and supervisor
- PC2.** identify style, pattern, shapes, dimensions and detailing of work needed on the sofa arm rest /back/legs as per client needs
- PC3.** identify upholstery covering material/fabric e.g. leather, vinyl etc.
- PC4.** get clarity on the cost budget and timelines before work initiation
- PC5.** ensure compliance to all the required documentation
- PC6.** seek approval from supervisor incase of any changes in the design sketch basis suggestion/ inputs received
- PC7.** plan and organize the activities/steps to be taken to execute the work in accordance with the timeline/schedule and the sequence
- PC8.** agree upon working parameters like space to work, lighting etc. with the supervisor and the client, if the work is to be conducted at the client site
- PC9.** prepare design sketch in absence of sketch/drawings and seek requisite approvals along with incorporating suggestions/feedback
- PC10.** get approval/signoff from the requisite authority before initiating the work basis the design and on all the decided details of sofa and fabric/material to be used

Tool planning and material gathering

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

- PC11.** select and organize the appropriate tools and equipments such as hammer, pliers, chisel, ruler, planning tools, measuring tape, driller machine , v-tool, planning tools (e.g. electric planer, hand plane) , sanding tools (e.g. sand paper, belt sander) etc.
- PC12.** check if the required tools and equipments /machines are in proper working condition
- PC13.** report on any shortage or defect of raw materials to the supervisor /concerned person and raise a request if any specific tool/equipment is needed for the work
- PC14.** gather the required raw materials used in making sofa e.g. structure/wood, springs, planks of wood, webbing materials, foam or other padding materials, glue/adhesives, nails, screw, fabric etc. and undertake the procurement process if in shortage post superior approval
- PC15.** arrange/place the raw materials and tools in an appropriate sequential manner

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** about various organizational processes and procedures, code of conduct, reporting matrix and escalation hierarchy etc.
- KU2.** organisation products and services
- KU3.** information about the organisation clients and previous design developed
- KU4.** relevant safety and security procedures/manuals to be followed
- KU5.** waste disposal policy
- KU6.** about organisation documentation and reporting policy
- KU7.** work specifications and interpret them accurately
- KU8.** tools and equipments needed and their usage and safe handling
- KU9.** preparing , reading and interpreting 2d / 3d drawings
- KU10.** process of taking measurement and design finalisation
- KU11.** taking measurements of length, width & depth of various materials and accordingly cutting, sticking, stitching etc. with accuracy
- KU12.** kinds of furniture raw material and their properties
- KU13.** about budget estimation tools, direct cost (labour , material, travel costs etc.), indirect costs (office, equipment, administrative costs etc.) and understanding of current costs in the market
- KU14.** materials/hardware e.g. type of wood, foam , springs, padding fabrics, muslin, upholstery fabric, nails, adhesives etc. used in sofa making and procurement of same from vendors
- KU15.** current market trends and customer preferences
- KU16.** effective communication and presentation skills
- KU17.** safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU18.** standard operating procedures
- KU19.** common issues troubleshooting knowledge

Generic Skills (GS)

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

- GS1.** document the information communicated /observations if any related to process
- GS2.** write reports, information documents for own / internal departments/ internal teams reference
- GS3.** keep updated with latest trends and knowledge by reading magazines/research material
- GS4.** read and interpret the process required for conducting the assigned work
- GS5.** read internal information documents sent by internal teams
- GS6.** discuss task lists, schedules and activities
- GS7.** effectively communicate with team members and customers
- GS8.** attentively listen and comprehend the information given by the speaker
- GS9.** communicate clearly on the issues being faced and clarify queries
- GS10.** share best practices with peers

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- GS11.** ability to troubleshoot common concerns faced
- GS12.** take appropriate decisions related to own responsibilities to deliver within prescribed time and as per quality standards
- GS13.** plan ,organize and prioritize the work order and jobs received
- GS14.** ability to organize and conduct installation in optimal manner
- GS15.** plan to utilize time and equipment's effectively
- GS16.** ability to concentrate on task and ability to complete with time limits
- GS17.** assist in record keeping and proper documentation
- GS18.** understand customer requirements and time lines and respond as per their needs
- GS19.** being courteous with customers and ability to handle different types of customers
- GS20.** being aware of different customer cultures/faiths and responding appropriately
- GS21.** support lead/manager in solving problems by detailing and discussing the possible solutions
- GS22.** ability to quickly identify common causes of errors and help in resolution
- GS23.** apply domain information/knowledge and assess day to day tasks through experience and observation, to identify control measures to solve issues
- GS24.** provide suggestions to further streamline process
- GS25.** use reasoning skills to identify and resolve basic problems
- GS26.** use acquired knowledge of the process and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work Assessment and planning</i>	17	51	-	-
PC1. understand and evaluate the nature of work & requirement in terms of layout, design via discussions with the client and supervisor	3	7	-	-
PC2. identify style, pattern, shapes, dimensions and detailing of work needed on the sofa arm rest /back/legs as per client needs	2	6	-	-
PC3. identify upholstery covering material/fabric e.g. leather, vinyl etc.	2	6	-	-
PC4. get clarity on the cost budget and timelines before work initiation	2	4	-	-
PC5. ensure compliance to all the required documentation	1	4	-	-
PC6. seek approval from supervisor incase of any changes in the design sketch basis suggestion/ inputs received	1	4	-	-
PC7. plan and organize the activities/steps to be taken to execute the work in accordance with the timeline/schedule and the sequence	2	6	-	-
PC8. agree upon working parameters like space to work, lighting etc. with the supervisor and the client, if the work is to be conducted at the client site	1	5	-	-
PC9. prepare design sketch in absence of sketch/drawings and seek requisite approvals along with incorporating suggestions/feedback	2	4	-	-
PC10. get approval/signoff from the requisite authority before initiating the work basis the design and on all the decided details of sofa and fabric/material to be used	1	5	-	-
<i>Tool planning and material gathering</i>	8	24	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. select and organize the appropriate tools and equipments such as hammer, pliers, chisel, ruler, planning tools, measuring tape, driller machine , v-tool, planning tools (e.g. electric planer, hand plane) , sanding tools (e.g. sand paper, belt sander) etc.	2	5	-	-
PC12. check if the required tools and equipments /machines are in proper working condition	2	6	-	-
PC13. report on any shortage or defect of raw materials to the supervisor /concerned person and raise a request if any specific tool/equipment is needed for the work	1	4	-	-
PC14. gather the required raw materials used in making sofa e.g. structure/wood, springs, planks of wood, webbing materials, foam or other padding materials, glue/adhesives, nails, screw, fabric etc. and undertake the procurement process if in shortage post superior approval	2	5	-	-
PC15. arrange/place the raw materials and tools in an appropriate sequential manner	1	4	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0111
NOS Name	Plan and organize work to meet expected outcome of making sofa
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture
Occupation	Production- Sofa Maker
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	19/12/2018

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FFS/N0112: Prepare sofa frame and perform webbing, springs, & padding work

Description

This OS unit is about making of sofa structure, webbing, spring and padding work in upholstery work

Scope

This unit/task covers the following:

- Prepare sofa frame
- Perform webbing and spring work
- Perform padding

Elements and Performance Criteria

Prepare sofa frame

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

- PC1.** collect the wood for sofa frame and inspect the same to ensure it is free from defects
- PC2.** initiate the work for sofa frame by undertaking measurements and cutting the wood into sections using appropriate tools and equipments
- PC3.** ensure thickness of all cut wooden sections are strong enough to allow for heavy tension webbing
- PC4.** join all the cut pieces of wood together by using proper joineries ,adhesives and hardware (e.g. screws etc.) via usage of tools and ensure its done with accuracy and efficiency
- PC5.** undertake frame inspection to ensure that it is as per the design finalized and has proper support, balance to hold all padding and fabric work, post integrating all the sofa frame pieces together
- PC6.** incorporate any suggestions/feedback received from supervisor/team mates during visual/physical inspection

Perform webbing and spring work

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

- PC7.** undertake measurement of all the area of the frame where work is to be done i.e. the main frame including the seat, back, armrest etc.
- PC8.** initiate by cutting the webbing strips (e.g. jute strips) long enough so that the ends can be folded into wooden frame
- PC9.** interweave the cut strips together by stretching across the frame and fasten by usage of appropriate nails and hardware via hand/power tools
- PC10.** gather the springs of the appropriate size and fix them onto the fixed webbing strips of the sofa frame (e.g. at the front , back /arm rest) with flax twine
- PC11.** secure the springs by covering it with burlap or any sturdy cloth/material

Perform padding

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

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- PC12.** take the measurement of the areas of the sofa where padding work need to be done post installation of springs
- PC13.** cut the padding sheets (e.g. burlap or foam or any other synthetic/other fiber material) with neatness and accuracy as per measurements
- PC14.** fix the padding sheets upon the frame using appropriate adhesives
- PC15.** cover the padding sheets with muslin cloth
- PC16.** remove all the debris from the site and clean the work area in accordance with organization policy

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about various organizational processes
- KU2.** organisation procedures and the formalities to be completed during delivery and installation
- KU3.** about organisation products and services
- KU4.** information about the organisation clients
- KU5.** relevant safety and security procedures to be followed
- KU6.** work specifications and interpret them accurately
- KU7.** tools and equipments needed and their usage and safe handling
- KU8.** reading and interpreting 2d / 3d design drawings
- KU9.** taking measurements of length, width & depth of various materials and accordingly cutting, sticking, stitching etc. with accuracy
- KU10.** carpentry skills for preparing wooden frame for sofa
- KU11.** various elements of sofa making e.g. for sofa frame- kind of wood , kind of fabric, foam, cushions etc. to have effective interaction and discussion with client for understanding client requirements
- KU12.** materials/hardware and the process of sofa making. e.g. kind of wood, springs, webbing strips, padding fabrics, muslin, upholstery fabric, nails, adhesives etc. used in sofa making
- KU13.** current market trends and customer preferences
- KU14.** safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU15.** common issues troubleshooting knowledge
- KU16.** waste disposal procedures and guidelines

Generic Skills (GS)

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

- GS1.** document the information communicated /observations if any related to process
- GS2.** write reports, information documents to internal departments/ internal teams
- GS3.** keep updated with latest trends and knowledge by reading magazines/research material
- GS4.** read and interpret the process required for conducting the assigned work

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- GS5.** read internal information documents sent by internal teams
- GS6.** discuss task lists, schedules and activities
- GS7.** effectively communicate with team members and customers
- GS8.** attentively listen and comprehend the information given by the speaker
- GS9.** communicate clearly on the issues being faced and clarify queries
- GS10.** share best practices with peers
- GS11.** ability to troubleshoot common concerns faced
- GS12.** take appropriate decisions related to own responsibilities to deliver within prescribed time and as per quality standards
- GS13.** analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS14.** plan ,organize and prioritize the work order and jobs received
- GS15.** ability to organize and conduct installation in optimal manner
- GS16.** plan to utilize time and equipment's effectively
- GS17.** ability to concentrate on task and ability to complete with time limits
- GS18.** assist in record keeping and proper documentation
- GS19.** understand customer requirements and time lines and respond as per their needs
- GS20.** being courteous with customers and ability to handle different types of customers
- GS21.** being aware of different customer cultures/faiths and responding appropriately
- GS22.** support lead/manager in solving problems by detailing and discussing the possible solutions
- GS23.** ability to quickly identify common causes of errors and help in resolution
- GS24.** apply domain information/knowledge and assess day to day tasks through experience and observation, to identify control measures to solve issues
- GS25.** provide suggestions to further streamline process
- GS26.** use reasoning skills to identify and resolve basic problems
- GS27.** use acquired knowledge of the process and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare sofa frame</i>	10	25	-	-
PC1. collect the wood for sofa frame and inspect the same to ensure it is free from defects	2	4	-	-
PC2. initiate the work for sofa frame by undertaking measurements and cutting the wood into sections using appropriate tools and equipments	2	5	-	-
PC3. ensure thickness of all cut wooden sections are strong enough to allow for heavy tension webbing	1	4	-	-
PC4. join all the cut pieces of wood together by using proper joineries ,adhesives and hardware (e.g. screws etc.) via usage of tools and ensure its done with accuracy and efficiency	2	5	-	-
PC5. undertake frame inspection to ensure that it is as per the design finalized and has proper support, balance to hold all padding and fabric work, post integrating all the sofa frame pieces together	2	4	-	-
PC6. incorporate any suggestions/feedback received from supervisor/team mates during visual/physical inspection	1	3	-	-
<i>Perform webbing and spring work</i>	8	26	-	-
PC7. undertake measurement of all the area of the frame where work is to be done i.e. the main frame including the seat, back, armrest etc.	1	4	-	-
PC8. initiate by cutting the webbing strips (e.g. jute strips) long enough so that the ends can be folded into wooden frame	1	5	-	-
PC9. interwove the cut strips together by stretching across the frame and fasten by usage of appropriate nails and hardware via hand/power tools	2	6	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. gather the springs of the appropriate size and fix them onto the fixed webbing strips of the sofa frame (e.g. at the front , back /arm rest) with flax twine	2	6	-	-
PC11. secure the springs by covering it with burlap or any sturdy cloth/material	2	5	-	-
<i>Perform padding</i>	7	24	-	-
PC12. take the measurement of the areas of the sofa where padding work need to be done post installation of springs	1	5	-	-
PC13. cut the padding sheets (e.g. burlap or foam or any other synthetic/other fiber material) with neatness and accuracy as per measurements	2	6	-	-
PC14. fix the padding sheets upon the frame using appropriate adhesives	2	6	-	-
PC15. cover the padding sheets with muslin cloth	1	4	-	-
PC16. remove all the debris from the site and clean the work area in accordance with organization policy	1	3	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0112
NOS Name	Prepare sofa frame and perform webbing, springs, & padding work
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture
Occupation	Production- Sofa Maker
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	19/12/2018

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FFS/N0113: Perform fabric laying and cushioning work

Description

This OS unit is about performing upholstery work i.e., cutting the fabric, attaching fabric on the frame and providing finishing touches

Scope

This unit/task covers the following:

- Attach fabric to padded frame
- Making cushions
- Review post completion

Elements and Performance Criteria

Attach fabric to padded frame

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

- PC1.** undertake measurement of the padded frame to know the amount of fabric requirement
- PC2.** prepare patterns on cardboard and transfer the same on the fabric
- PC3.** cut the fabric panels by following the pattern along with providing appropriate seam allowance and also mark with chalk along the top corner to identify the top/front side of the fabric.
- PC4.** initiate sewing the cut pieces together.
- PC5.** place the fabric panels on to the padded frame and attach them to the padded frame. (e.g. by sewing/gluing depending upon the fabric
- PC6.** ensure attention is paid to pattern alignment and for neatness at the folds or corners

Making Cushions

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

- PC7.** prepare patterns and transfer the same to the foam/rubber in accordance with design finalised
- PC8.** cut the foam/rubber material in accordance to the pattern with accuracy and ensure neatness
- PC9.** cover the foam with a thin layer of fibre/foam, if required and then cover the cushions with the stitched fabric in line with the sofa frame fabric placement and fix/place them on the sofa seat and back
- PC10.** fill the stitched fabric with loose fibre mixed with crumbled pieces of foam for additional loose cushions
- PC11.** ensure attention is paid to details e.g. edges of cut foam, covering foam with fabric and placement on sofa in line with the design etc.

Review post completion

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

- PC12.** add skirts, piping or lace to the sofa as per the design requirement.

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- PC13.** conduct post preparation check of the sofa with respect to fabric layering, sofa levelling, cleanliness of work etc
- PC14.** conduct any on site modifications that may be required and touch up if needed
- PC15.** gather all the tools and remove from the site
- PC16.** remove all the debris from the site and clean the work area
- PC17.** take note of inputs/ feedback received by supervisor/client to incorporate at work.
- PC18.** ensure completion of the Procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of work in compliance to customer requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about various organizational processes
- KU2.** organisation procedures and the formalities to be completed during delivery and installation
- KU3.** about organisation products and services
- KU4.** information about the organisation clients
- KU5.** relevant safety and security procedures to be followed
- KU6.** work specifications and interpret them accurately
- KU7.** tools and equipments needed and their usage and safe handling
- KU8.** reading and interpreting 2D / 3D design drawings
- KU9.** taking measurements of length, width & depth of various materials and accordingly cutting, sticking, stitching etc. with accuracy
- KU10.** kinds of fabric and their cutting and stitching/sticking with threads/glues etc
- KU11.** kinds of cushioning material available and their properties
- KU12.** various kinds of lace to finish the product
- KU13.** knowledge about procedural documentation to be done
- KU14.** current market trends and customer preferences
- KU15.** safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU16.** standard operating procedures
- KU17.** common issues troubleshooting knowledge
- KU18.** waste disposal procedures and guidelines

Generic Skills (GS)

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

- GS1.** document the information communicated /observations if any related to process
- GS2.** write reports, information documents to internal departments/ internal teams
- GS3.** keep updated with latest trends and knowledge by reading magazines/research material
- GS4.** read and interpret the process required for conducting the assigned work

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- GS5.** read internal information documents sent by internal teams
- GS6.** discuss task lists, schedules and activities
- GS7.** effectively communicate with team members and customers
- GS8.** attentively listen and comprehend the information given by the speaker
- GS9.** communicate clearly on the issues being faced and clarify queries
- GS10.** share best practices with peers
- GS11.** ability to troubleshoot common concerns faced
- GS12.** take appropriate decisions related to own responsibilities to deliver within prescribed time and as per quality standards
- GS13.** analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS14.** plan ,organize and prioritize the work order and jobs received
- GS15.** ability to organize and conduct installation in optimal manner
- GS16.** plan to utilize time and equipment's effectively
- GS17.** ability to concentrate on task and ability to complete with time limits
- GS18.** assist in record keeping and proper documentation
- GS19.** understand customer requirements and time lines and respond as per their needs
- GS20.** support lead/manager in solving problems by detailing and discussing the possible solutions
- GS21.** ability to quickly identify common causes of errors and help in resolution
- GS22.** apply domain information/knowledge and assess day to day tasks through experience and observation, to identify control measures to solve issues
- GS23.** provide suggestions to further streamline process
- GS24.** use reasoning skills to identify and resolve basic problems
- GS25.** use acquired knowledge of the process and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Attach fabric to padded frame</i>	9	23	-	-
PC1. undertake measurement of the padded frame to know the amount of fabric requirement	1	4	-	-
PC2. prepare patterns on cardboard and transfer the same on the fabric	2	4	-	-
PC3. cut the fabric panels by following the pattern along with providing appropriate seam allowance and also mark with chalk along the top corner to identify the top/front side of the fabric.	2	5	-	-
PC4. initiate sewing the cut pieces together.	1	3	-	-
PC5. place the fabric panels on to the padded frame and attach them to the padded frame. (e.g. by sewing/gluing depending upon the fabric	2	4	-	-
PC6. ensure attention is paid to pattern alignment and for neatness at the folds or corners	1	3	-	-
<i>Making Cushions</i>	8	22	-	-
PC7. prepare patterns and transfer the same to the foam/rubber in accordance with design finalised	2	4	-	-
PC8. cut the foam/rubber material in accordance to the pattern with accuracy and ensure neatness	2	4	-	-
PC9. cover the foam with a thin layer of fibre/foam, if required and then cover the cushions with the stitched fabric in line with the sofa frame fabric placement and fix/place them on the sofa seat and back	2	5	-	-
PC10. fill the stitched fabric with loose fibre mixed with crumbled pieces of foam for additional loose cushions	1	4	-	-
PC11. ensure attention is paid to details e.g. edges of cut foam, covering foam with fabric and placement on sofa in line with the design etc.	1	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Review post completion</i>	8	30	-	-
PC12. add skirts, piping or lace to the sofa as per the design requirement.	1	5	-	-
PC13. conduct post preparation check of the sofa with respect to fabric layering, sofa levelling, cleanliness of work etc	1	4	-	-
PC14. conduct any on site modifications that may be required and touch up if needed	1	5	-	-
PC15. gather all the tools and remove from the site	1	4	-	-
PC16. remove all the debris from the site and clean the work area	1	4	-	-
PC17. take note of inputs/ feedback received by supervisor/client to incorporate at work.	1	4	-	-
PC18. ensure completion of the Procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of work in compliance to customer requirement	2	4	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0113
NOS Name	Perform fabric laying and cushioning work
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture
Occupation	Production- Sofa Maker
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	19/12/2018

Qualification Pack

FFS/N8501: Maintain work area, tools and machines

Description

This OS unit is about organizing / maintaining work area and activities to ensure tools and machines are maintained as per norms

Elements and Performance Criteria

Maintenance of workarea, tools and machines

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

- PC1.** handle materials, machinery, equipment and tools safely and correctly
- PC2.** use correct handling procedures
- PC3.** use materials to minimize waste
- PC4.** prepare and organize work
- PC5.** maintain a clean and hazard free working area
- PC6.** deal with work interruptions
- PC7.** maintain tools equipment and consumables
- PC8.** work in a comfortable position with the correct posture
- PC9.** use cleaning equipment and methods appropriate for the work to be carried out
- PC10.** dispose of waste safely in the designated location
- PC11.** store cleaning equipment safely after use
- PC12.** ensure safe and correct handling of materials, equipment and tools
- PC13.** maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies, and procedures followed in the company
- KU2.** expectations and responsibilities of the job role
- KU3.** the organizations rules, codes, guidelines and standards
- KU4.** statutory responsibilities, organizational legislation and regulations
- KU5.** contact person in case of queries on procedure or products
- KU6.** method to handle tools and equipment safely and the health and safety implications of not doing so
- KU7.** escalation matrix
- KU8.** relevant health and safety requirements applicable in the work place
- KU9.** who to approach for support in order to obtain work related instructions, clarifications and support
- KU10.** importance of following health, hygiene, safety and quality standards
- KU11.** work instructions and specifications and interpret them accurately

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- KU12.** method to make use of the information detailed in specifications and instructions
- KU13.** different ways of minimizing waste
- KU14.** effects of contamination on products i.e. dirt, water and from other work happening on the site
- KU15.** Common faults with equipment and the method to rectify them
- KU16.** maintenance procedures of tools, equipment and consumables as per manufacturers instructions
- KU17.** Hazards likely to be encountered when conducting routine maintenance
- KU18.** different types of cleaning equipment and substances and their use
- KU19.** safe working practices for cleaning and the method of carrying them out

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.** fill formats, logs and forms related to work in local language or Hindi/English
- GS4.** document measurement appropriately whenever required
- GS5.** read instructions from supervisor provided in local language or Hindi
- GS6.** read and understand manufacturers instructions and job specifications
- GS7.** interpret pictorial representations and written signs or instructions
- GS8.** read and interpret numbers written in Hindi or local language
- GS9.** understand safety symbols and basic warning signs wherever needed
- GS10.** communicate effectively with team members, supervisors, managers etc.
- GS11.** seek clarification on any unclear instructions in locally understood language
- GS12.** take decisions of once own roles and responsibilities
- GS13.** decide on material requirement for related to once work
- GS14.** decide on to accept or reject a work piece on the basis of quality parameter
- GS15.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS16.** plan word as per job specification
- GS17.** plan and organize cleaning and maintenance activities
- GS18.** work and deliver output as per client requirement and satisfaction
- GS19.** identify any defects in materials, tools and equipment and ways to resolve them
- GS20.** determine timely correction of errors to minimize rejection of pieces or rework
- GS21.** Analyse the situation and take appropriate actions while dealing with team members
- GS22.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintenance of workarea, tools and machines</i>				
PC1. handle materials, machinery, equipment and tools safely and correctly	4	4	-	-
PC2. use correct handling procedures	4	4	-	-
PC3. use materials to minimize waste	4	4	-	-
PC4. prepare and organize work	4	4	-	-
PC5. maintain a clean and hazard free working area	4	4	-	-
PC6. deal with work interruptions	4	4	-	-
PC7. maintain tools equipment and consumables	4	4	-	-
PC8. work in a comfortable position with the correct posture	4	4	-	-
PC9. use cleaning equipment and methods appropriate for the work to be carried out	4	4	-	-
PC10. dispose of waste safely in the designated location	5	3	-	-
PC11. store cleaning equipment safely after use	3	4	-	-
PC12. ensure safe and correct handling of materials, equipment and tools	3	4	-	-
PC13. maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration	3	3	-	-
NOS Total	50	50	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8501
NOS Name	Maintain work area, tools and machines
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

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
- GS18.** identify any defects in materials, tools and equipment and ways to resolve them
- 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/N0111.Plan and organize work to meet expected outcome of making sofa	25	75	-	-	100	20
FFS/N0112.Prepare sofa frame and perform webbing, springs, & padding work	25	75	-	-	100	20
FFS/N0113.Perform fabric laying and cushioning work	25	75	-	-	100	20

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N8501.Maintain work area, tools and machines	50	50	-	-	100	15
FFS/N8601.Ensure health and safety at workplace	30	70	-	-	100	15
FFS/N8801.Work effectively with others	30	70	-	-	100	10
Total	185	415	-	-	600	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.