



Assistant Interior Designer (With Electives)

Residence/ Kitchen/ Commercial/ Hospitality/ Academic Institutions/ Retail Fitout and Exhibition

QP Code: FFS/Q0203

Version: 1.0

NSQF Level: 4

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

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FFS/Q0203: Assistant Interior Designer (With Electives)

Brief Job Description

The Assistant Interior Designer plays the role of assisting in various client servicing activities and onsite recce. The person is responsible for assisting in designing concepts and project execution. The individual will assist in procurement and vendor management, quality checks, on-site supervisions and client handovers.

Personal Attributes

The individual must be able to visualize and understand the design concepts. The individual must have an strong research skills. He must be capable of creating digital renders or sketches using software's or hand tools. The individual must have knowledge of client interaction activities. The individual must provide a good support to the seniors and good communication skills to coordinate for the project execution.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N0210: Assist in client servicing and onsite supervision during survey/recce](#)
2. [FFS/N0211: Assist in the development of interior concepts and designs](#)
3. [FFS/N0212: Assist in execution and monitoring of the interior design project](#)
4. [FFS/N0213: Assist in the procurement process and on-site installation](#)
5. [FFS/N8204: Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices](#)
6. [FFS/N8206: Undertake entrepreneurship and business development activities](#)
7. [FFS/N8207: Supervise health and safety protocols for project designing at the workplace](#)

Electives(mandatory to select at least one):

Elective 1: Residence

1. [FFS/N0214: Assist in preparation and execution of interior design concepts/plans for residence projects](#)

Elective 2: Kitchen

1. [FFS/N0215: Assist in preparation and execution of interior design concepts/plans for Kitchen](#)

[projects](#)

Elective 3: Commercial

1. [FFS/N0216: Assist in preparation and execution of interior design concepts/plans for commercial projects](#)

Elective 4: Hospitality

1. [FFS/N0217: Assist in preparation and execution of interior design concepts/plans for Hospitality projects](#)

Elective 5: Academic Institutions

1. [FFS/N0218: Assist in preparation and execution of interior design concepts/plans for Academic Institutions projects](#)

Elective 6: Retail Fitout and Exhibition

1. [FFS/N0219: Assist in preparation and execution of interior design concepts/plans for Retail Fitout and Exhibition projects](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3432.0100

<p>Minimum Educational Qualification & Experience</p>	<p>10th Class with 4 Years of experience Relevant work experience OR 10th Class + I.T.I (1 year) with 3 Years of experience Relevant work experience OR 12th Class with 2 Years of experience Relevant work experience OR 12th Class/I.T.I (1 year) with 1 Year of experience Relevant work experience OR Graduate (in any field) with 1 Year of experience Relevant work experience OR Certificate-NSQF (Level 3 certificate [Draughtsperson (Interior Design)]) with 2 Years of experience Relevant work experience</p>
<p>Minimum Level of Education for Training in School</p>	<p>Not Applicable</p>
<p>Pre-Requisite License or Training</p>	<p>NA</p>
<p>Minimum Job Entry Age</p>	<p>16 Years</p>
<p>Last Reviewed On</p>	<p>NA</p>
<p>Next Review Date</p>	<p>NA</p>
<p>NSQC Approval Date</p>	<p></p>
<p>Version</p>	<p>1.0</p>

FFS/N0210: Assist in client servicing and onsite supervision during survey/recce

Description

This unit describes the performance outcomes required to assist in performing client servicing activities and supervise site recce to understand site requirements.

Scope

The scope covers the following :

- Assist in interpreting first-hand info from client
- Conduct site survey for project designing
- Supervise measurements and markings activities at the worksite

Elements and Performance Criteria

Assist in interpreting first-hand info from client

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

- PC1.** assist in identifying and assessing client requirements in terms of needs, style or theme, utilities, areas, services, etc.
- PC2.** assist in determining different types of furniture and interior products based on client interactions
- PC3.** assist in interpreting the site layouts/drawings and design references
- PC4.** assist in maintaining and presenting the first-hand information in an appropriate format

Conduct site survey for project designing

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

- PC5.** supervise the planning of tools, materials, and equipment required for recce operation
- PC6.** assist the supervisor and manage teams during the onsite recce/survey
- PC7.** analyze the worksite for health and safety conditions based on space plan and highlight the differences, if any
- PC8.** interpret the technicality of Mechanical, Electrical, and Plumbing (MEP) at the worksite
- PC9.** interpret the scope of work at the worksite based on client requirements

Supervise measurements and markings activities at the worksite

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

- PC10.** ensure appropriate planning for the site measurement and marking processes
- PC11.** monitor the measurement and marking activities at the worksite
- PC12.** ensure timely preparation and submission of the recce report
- PC13.** valid the recce report based on-site measurements and space plan

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the relevant basics of different styles and themes in project designing like traditional, standard, modern, etc.
- KU10.** the different materials specifications like veneers, laminates, wallpapers, lights, rugs, etc.
- KU11.** the various elements involved in interior decor like theme, layout, ventilation, color, lighting, Vastu shastra, symmetry, etc.
- KU12.** the importance of project design based on the purpose and future utility
- KU13.** how to interpret different types of furniture required and their styles from project blueprints and layouts
- KU14.** how to interpret the placement of architectural elements such as doors, windows, staircases, MEP, masonry structures, etc.
- KU15.** the various documentation pre-requisites related to initial client deliberations
- KU16.** the basics of effective notes making techniques for assigned job work
- KU17.** the process of identification of necessary materials, tools, and equipment based on the site plan and recce requirements
- KU18.** the process guide for performing the recce operation
- KU19.** the various health and safety hazards associated with the worksite
- KU20.** the precautions associated with the health and safety protocols at the worksite
- KU21.** the various elements of MEP and construction details at the worksite affecting project designing
- KU22.** the various design elements involved in identifying the tentative scope of work based on client requirements
- KU23.** how to validate the list of tools and equipment required for recce operation
- KU24.** the importance of work monitoring during site survey/ recce operation
- KU25.** the process of preparing a recce report based on worksite recce/survey
- KU26.** the importance of time management during job work execution
- KU27.** the process of validating the recce report based on project specifications

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various software's such as Word, Excel, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in interpreting first-hand info from client</i>	7	16	8	2
PC1. assist in identifying and assessing client requirements in terms of needs, style or theme, utilities, areas, services, etc.	2	4	2	1
PC2. assist in determining different types of furniture and interior products based on client interactions	2	4	2	1
PC3. assist in interpreting the site layouts/drawings and design references	2	4	2	-
PC4. assist in maintaining and presenting the first-hand information in an appropriate format	1	4	2	-
<i>Conduct site survey for project designing</i>	8	20	9	2
PC5. supervise the planning of tools, materials, and equipment required for recce operation	2	4	2	1
PC6. assist the supervisor and manage teams during the onsite recce/survey	1	4	1	-
PC7. analyze the worksite for health and safety conditions based on space plan and highlight the differences, if any	2	4	2	-
PC8. interpret the technicality of Mechanical, Electrical, and Plumbing (MEP) at the worksite	2	4	2	1
PC9. interpret the scope of work at the worksite based on client requirements	1	4	2	-
<i>Supervise measurements and markings activities at the worksite</i>	5	16	6	1
PC10. ensure appropriate planning for the site measurement and marking processes	1	4	2	-
PC11. monitor the measurement and marking activities at the worksite	1	4	1	1
PC12. ensure timely preparation and submission of the recce report	1	4	1	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. valid the recce report based on-site measurements and space plan	2	4	2	-
NOS Total	20	52	23	5

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0210
NOS Name	Assist in client servicing and onsite supervision during survey/recce
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0211: Assist in the development of interior concepts and designs

Description

This unit describes the performance outcomes required to assist in developing designs and concepts as per client requirements and preferences.

Scope

The scope covers the following :

- Assist in design deliberation, research and record-keeping
- Assist in project planning & budgeting as per Final Scope of Work
- Develop interior design drafts, mood boards and models as per proposed Interior Design options

Elements and Performance Criteria

Assist in design deliberation, research and record-keeping

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

- PC1.** assist in defining the Tentative Scope of Work (TSOW) as per site recce and client requirement
- PC2.** assist in evaluating design trends, styles, new products, materials, etc. as per client requirements
- PC3.** maintain and use the product and material catalogs for the design development process
- PC4.** prepare and maintain the required documents for the project like Project files, Minutes of Meeting (MOM), etc.

Assist in project planning & budgeting as per Final Scope of Work

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

- PC5.** assist in determining project timelines in terms of designing and team availability
- PC6.** assess the team requirements for the project execution purposes
- PC7.** participate in the project budgeting and timeline discussions with the supervisor
- PC8.** assist in preparing documents like Final Scope of Work (FSOW), Material Sheet, Detailed Design Instructions for project planning in consultation with the supervisor

Develop interior design drafts, mood boards, and models as per proposed Interior Design options

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

- PC9.** develop 3D models and renders using appropriate Computer-Aided Design (CAD) software
- PC10.** supervise the design draughting and sketching based on client specifications
- PC11.** design mood boards as per client preference and brief
- PC12.** create miniatures models of the products as required
- PC13.** prepare project presentation for client discussion including proposed concepts, materials, finishes, etc. based on client's requirement
- PC14.** propose the possible alternatives with the supervisor and incorporate the changes as per the client/project team's feedback

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the relevance of Tentative Scope of Work (TSOW) in project execution
- KU10.** the process guide for defining Tentative Scope of Work (TSOW)
- KU11.** different types of styles, materials, themes, products, etc. based on interior design usage
- KU12.** how to identify and perform market research based on key indicators of client requirements
- KU13.** the various techniques associated with the management of data for products and material catalogs
- KU14.** the importance of products and material catalogs in the client deliberation and design discussions
- KU15.** the various documentation requisites involved in client meetings and deliberations
- KU16.** the process of calculating time consumed during the different project execution
- KU17.** how to create a project timeline and the various variables contributing to it
- KU18.** the process of evaluating workforce and material based on project execution requirement
- KU19.** the basics of budget estimation tools, direct cost (labor, material, travel costs, etc.), indirect costs (office, equipment, administrative costs, etc.), and understanding of current costs in the market
- KU20.** the steps involved in the conversion of a tentative scope of work to the final scope of work
- KU21.** the various design details required during project execution
- KU22.** the process of concept presentations through 2D and 3D renderings
- KU23.** the usage of different Computer-Aided Design (CAD) software's like 3DS Max, SketchUp, Revit, etc. in the project designing stage
- KU24.** the process of preparing and interpreting the project engineering drawings
- KU25.** the usage of various drafting software's like AutoCAD, Coral Draw, Photoshop, etc.
- KU26.** the role of the color wheel, color palette, material applications, concepts, styles, etc. in designing a mood board
- KU27.** the significance of mood board in the project designing stage
- KU28.** the process of creating miniature models based on 3D renders and design drafts
- KU29.** the process guide on how to present the project details in an efficient format for client discussion and approvals
- KU30.** how to create and manage a change request

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in design deliberation, research and record-keeping</i>	5	12	-	-
PC1. assist in defining the Tentative Scope of Work (TSOW) as per site recce and client requirement	2	4	-	-
PC2. assist in evaluating design trends, styles, new products, materials, etc. as per client requirements	1	4	-	-
PC3. maintain and use the product and material catalogs for the design development process	1	-	-	-
PC4. prepare and maintain the required documents for the project like Project files, Minutes of Meeting (MOM), etc.	1	4	-	-
<i>Assist in project planning & budgeting as per Final Scope of Work</i>	4	14	8	2
PC5. assist in determining project timelines in terms of designing and team availability	1	3	2	1
PC6. assess the team requirements for the project execution purposes	1	3	2	-
PC7. participate in the project budgeting and timeline discussions with the supervisor	1	4	2	-
PC8. assist in preparing documents like Final Scope of Work (FSOW), Material Sheet, Detailed Design Instructions for project planning in consultation with the supervisor	1	4	2	1
<i>Develop interior design drafts, mood boards, and models as per proposed Interior Design options</i>	6	34	12	3
PC9. develop 3D models and renders using appropriate Computer-Aided Design (CAD) software	1	8	4	1
PC10. supervise the design draughting and sketching based on client specifications	1	4	-	-
PC11. design mood boards as per client preference and brief	1	8	4	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. create miniatures models of the products as required	1	4	-	-
PC13. prepare project presentation for client discussion including proposed concepts, materials, finishes, etc. based on client's requirement	1	8	4	1
PC14. propose the possible alternatives with the supervisor and incorporate the changes as per the client/project team's feedback	1	2	-	-
NOS Total	15	60	20	5

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0211
NOS Name	Assist in the development of interior concepts and designs
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0212: Assist in execution and monitoring of the interior design project

Description

This unit describes the performance outcomes required to supervise the execution of the interior design projects.

Scope

The scope covers the following :

- Manage the teams under direct or indirect reporting
- Prepare detailed design specifications as per approved designs
- Assist in the selection of materials and finishes

Elements and Performance Criteria

Manage the teams under direct or indirect reporting

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

- PC1.** delegate tasks and responsibilities to the respective team members and coordinate
- PC2.** instruct the team members on the project timeline and targets for the assigned tasks
- PC3.** monitor the performance of the teams and improvise as required

Prepare detailed design specifications as per approved designs

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

- PC4.** analyze and interpret worksite layouts like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc. for the design project
- PC5.** prepare the Approved For Construction (AFC) drawings based on design integrations of MEP consultant drawings
- PC6.** validate the drafts prepared by the drafting teams or external agencies
- PC7.** ensure incorporation of changes in the drawings/designs and timely approvals

Assist in the selection of materials and finishes

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

- PC8.** assist in sorting and selection of all the required materials like Tiles/ Marbles, Wallpapers, Paints, Glass, Light, Plaster of Paris (POP), Sanitary, Curtains, etc. with the supervisor
- PC9.** assist in the selection of furniture type, artifacts, fabrics, rugs, surface finish, etc. as per the client approved mood board/ color palettes
- PC10.** ensure client signoff on the approved details and preparation of all the requisite documents

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards

- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the basic principles governing which tasks get delegated to the appropriate person and their importance
- KU10.** the importance of knowledge management and the usage of various knowledge sharing tools associated with it
- KU11.** the usage of KPIs to evaluate and monitor the teams for performance management
- KU12.** the various construction elements at the worksite affecting interior designing
- KU13.** different types of materials, methods, and tools involved in construction or repair work
- KU14.** the process of preparing and maintaining Approved for Construction (AFC) drawings and their characteristics
- KU15.** the importance of AFC mark in the designs and drawings for the overall construction work and its activities.
- KU16.** the various technical considerations involved in preparing a design draft
- KU17.** the various pre-requisites involved in performing design drafts validation
- KU18.** the process guide for incorporating and approvals of suggested changes in the drawing/designs
- KU19.** the properties of different types of materials and finishes like Tiles/Marble, Wallpaper, Paints, Glass, Light, Plaster of Paris (POP), Sanitary, Curtains, etc.
- KU20.** the relevant basics of different types of material finishes like artifacts, fabrics, rugs, surface finish, etc. and their role in the interior designing process
- KU21.** the various pre-requisites involved in client signoff activity based on approved project details

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor

- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various software's such as Word, Excel, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage the teams under direct or indirect reporting</i>	6	5	3	1
PC1. delegate tasks and responsibilities to the respective team members and coordinate	2	2	1	-
PC2. instruct the team members on the project timeline and targets for the assigned tasks	2	2	2	1
PC3. monitor the performance of the teams and improvise as required	2	1	-	-
<i>Prepare detailed design specifications as per approved designs</i>	8	30	8	2
PC4. analyze and interpret worksite layouts like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc. for the design project	2	8	2	1
PC5. prepare the Approved For Construction (AFC) drawings based on design integrations of MEP consultant drawings	2	8	2	1
PC6. validate the drafts prepared by the drafting teams or external agencies	2	6	2	-
PC7. ensure incorporation of changes in the drawings/designs and timely approvals	2	8	2	-
<i>Assist in the selection of materials and finishes</i>	6	20	9	2
PC8. assist in sorting and selection of all the required materials like Tiles/ Marbles, Wallpapers, Paints, Glass, Light, Plaster of Paris (POP), Sanitary, Curtains, etc. with the supervisor	2	8	4	1
PC9. assist in the selection of furniture type, artifacts, fabrics, rugs, surface finish, etc. as per the client approved mood board/ color palettes	2	8	4	1
PC10. ensure client signoff on the approved details and preparation of all the requisite documents	2	4	1	-
NOS Total	20	55	20	5

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0212
NOS Name	Assist in execution and monitoring of the interior design project
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0213: Assist in the procurement process and on-site installation

Description

This unit describes the performance outcomes required to assist in the procurement procedures and on-site installation of the project.

Scope

The scope covers the following :

- Assist in preparation of procurement details and procurement of approved material
- Assist in monitoring onsite coordination, installation, and client handover

Elements and Performance Criteria

Assist in preparation of procurement details and procurement of approved material

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

- PC1.** optimize and estimate material requirements as per the assigned scope of work
- PC2.** prepare the necessary documents for materials procurement like Bill Of Quantity (BOQ), Furniture Fittings & Equipment (FF&E), specification sheet, tender documents, etc.
- PC3.** check and approve the product drawings and quotations received from various vendors
- PC4.** assist in the inspection of procurement orders
- PC5.** ensure exchange of relevant information with the internal teams and external agencies

Assist in monitoring onsite coordination, installation, and client handover

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

- PC6.** assist in conducting worksite visits with client and supervisor and incorporate suggested feedback
- PC7.** monitor on-site assembly and installation process and perform regular intrinsic quality checks
- PC8.** suggest corrective actions in case of deviations from the approved drawings/concepts or suggested improvisations
- PC9.** assist in the preparation of the completion report and client handover as per instructions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed

- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the process guide for optimization of material using appropriate tools and equipment
- KU10.** the relevant basics of work breakdown structures (WBS) for project estimation
- KU11.** the relevant basics of various pre-requisites and documentation requirements in material procurement
- KU12.** the key specifications in a product drawing affecting the accuracy of the vendor's quotation
- KU13.** the relevance of various quality indicators like durability, strengths, installation factors, etc. in checking the quality of procured material
- KU14.** the basics of different knowledge-sharing tools and communication methods based on internal teams and external agencies' usage
- KU15.** the relevance of parameters like products quality, approved specifications, work status, work add-on, etc. in worksite visits with clients
- KU16.** the various quality parameters associated with the assembly and installation of the products at the worksite
- KU17.** the process guide for corrective and preventive measures in case of deviation or modification on approved specifications
- KU18.** the steps involved in the preparation of project closure and handover report

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various software's such as Word, Excel, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preparation of procurement details and procurement of approved material</i>	14	25	8	2
PC1. optimize and estimate material requirements as per the assigned scope of work	3	3	1	-
PC2. prepare the necessary documents for materials procurement like Bill Of Quantity (BOQ), Furniture Fittings & Equipment (FF&E), specification sheet, tender documents, etc.	3	6	2	1
PC3. check and approve the product drawings and quotations received from various vendors	3	6	2	1
PC4. assist in the inspection of procurement orders	3	6	2	-
PC5. ensure exchange of relevant information with the internal teams and external agencies	2	4	1	-
<i>Assist in monitoring onsite coordination, installation, and client handover</i>	13	23	12	3
PC6. assist in conducting worksite visits with client and supervisor and incorporate suggested feedback	2	6	4	1
PC7. monitor on-site assembly and installation process and perform regular intrinsic quality checks	4	8	4	1
PC8. suggest corrective actions in case of deviations from the approved drawings/concepts or suggested improvisations	3	3	2	-
PC9. assist in the preparation of the completion report and client handover as per instructions	4	6	2	1
NOS Total	27	48	20	5

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0213
NOS Name	Assist in the procurement process and on-site installation
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	NA

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

Description

This unit describes the performance outcomes required to communicate and coordinate with team members including subordinates, co-workers, and supervisors while ensuring gender and PwD sensitive practices at the worksite.

Scope

The scope covers the following :

- Interaction with supervisors
- Communicate effectively with co-workers
- Follow gender and PwD sensitive practices at the worksite

Elements and Performance Criteria

Interaction with supervisors

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

- PC1.** seek assistance and clarifications from supervisor or any such appropriate authority as and when required
- PC2.** interpret instructions clearly from superiors and respond effectively on the same
- PC3.** engage in decision making by providing relevant facts and figures
- PC4.** achieve productivity and quality of work as per the company procedure
- PC5.** follow escalation matrix in case of any grievance and report any unresolved problem to the supervisor immediately
- PC6.** document the completed work schedule in the desired format and handover to the supervisor

Communicate effectively with co-workers

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

- PC7.** coordinate and cooperate with colleagues to achieve work objectives
- PC8.** communicate to team members/ subordinates for appropriate work technique and method
- PC9.** communicate with co-workers clearly, concisely, and at a pace and in a manner that helps them to understand
- PC10.** maintain the etiquette, use polite language, demonstrate responsible and disciplined behaviours to the colleagues
- PC11.** pass on essential information to colleagues in line with organizational requirements
- PC12.** take the necessary initiatives to resolve the issues while working in team
- PC13.** prioritize team and organization goals above personal goals

Follow gender and PwD sensitive practices at the worksite

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

- PC14.** ensure a conducive environment for all the genders at the worksite
- PC15.** ensure gender neutral practices are followed at the worksite

- PC16.** communicate with everyone without any personal bias based on gender, disability, caste, religion, colour, sexual orientation, and culture
- PC17.** ensure equal participation of the people across different genders in the process
- PC18.** treat women equally across both the horizontal as well as vertical segregation of roles in the workplace
- PC19.** report incidents of any harassment and discrimination to the appropriate authority
- PC20.** practice appropriate verbal and non-verbal communication while interaction with persons with disability (PwD)
- PC21.** adapt communication styles and behaviour that are in line with the organisation's policies for people with disabilities
- PC22.** assist colleagues with disability in a manner without causing any damage to their self-respect
- PC23.** encourage appropriate behaviour and conduct with people across genders and PwD
- PC24.** identify relevant medical and infra support requirements for PwD.
- PC25.** ensure to adhere with the guidelines laid in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act
- PC26.** the right way to use the laws, acts, and provisions defined for PwD by the statutory bodies

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** basic concepts of work productivity including waste reduction, efficient material usage and optimization of time
- KU9.** the escalation matrix and procedure of expressing grievances appropriately
- KU10.** importance of teamwork and collaboration
- KU11.** importance of effective communication and establishing working relationships with others
- KU12.** the professional code of conduct, work ethics, and discipline
- KU13.** the importance of understanding problems from your colleague's perspective and how to provide support, where necessary, to resolve these
- KU14.** expressing and addressing interpersonal conflict effectively
- KU15.** importance of managing and prioritizing work based on project requirements
- KU16.** organization standards and guidelines on gender inclusivity, PwD, POSH, etc

- KU17.** gender differences, gender diversity, gender issues, consequences of gender-based behavior, legislation, etc.
- KU18.** importance of gender-neutral behavior at the worksite
- KU19.** harassment and discrimination based on gender, disability, caste, religion, and culture and how to recognize it
- KU20.** key elements of active listening and assertive communication
- KU21.** organizational guidelines, prevalent legislation, and accessibility norms and processes to support PwD at the worksite
- KU22.** how to assist people with special needs at the worksite the importance of displaying empathy towards PwD
- KU23.** various medical and infra conditions associated with PWD at the worksite
- KU24.** the methods of workplace communication

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interaction with supervisors</i>	1	5	12	-
PC1. seek assistance and clarifications from supervisor or any such appropriate authority as and when required	-	1	2	-
PC2. interpret instructions clearly from superiors and respond effectively on the same	-	1	2	-
PC3. engage in decision making by providing relevant facts and figures	-	1	2	-
PC4. achieve productivity and quality of work as per the company procedure	1	-	2	-
PC5. follow escalation matrix in case of any grievance and report any unresolved problem to the supervisor immediately	-	1	2	-
PC6. document the completed work schedule in the desired format and handover to the supervisor	-	1	2	-
<i>Communicate effectively with co-workers</i>	2	7	14	2
PC7. coordinate and cooperate with colleagues to achieve work objectives	1	1	2	-
PC8. communicate to team members/ subordinates for appropriate work technique and method	-	1	2	-
PC9. communicate with co-workers clearly, concisely, and at a pace and in a manner that helps them to understand	-	1	2	1
PC10. maintain the etiquette, use polite language, demonstrate responsible and disciplined behaviours to the colleagues	1	1	2	1
PC11. pass on essential information to colleagues in line with organizational requirements	-	1	2	-
PC12. take the necessary initiatives to resolve the issues while working in team	-	1	2	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. prioritize team and organization goals above personal goals	-	1	2	-
<i>Follow gender and PwD sensitive practices at the worksite</i>	10	13	26	8
PC14. ensure a conducive environment for all the genders at the worksite	1	1	2	-
PC15. ensure gender neutral practices are followed at the worksite	1	1	2	1
PC16. communicate with everyone without any personal bias based on gender, disability, caste, religion, colour, sexual orientation, and culture	-	1	2	-
PC17. ensure equal participation of the people across different genders in the process	1	1	2	1
PC18. treat women equally across both the horizontal as well as vertical segregation of roles in the workplace	1	1	2	-
PC19. report incidents of any harassment and discrimination to the appropriate authority	1	1	2	1
PC20. practice appropriate verbal and non-verbal communication while interaction with persons with disability (PwD)	-	1	2	1
PC21. adapt communication styles and behaviour that are in line with the organisation's policies for people with disabilities	1	1	2	-
PC22. assist colleagues with disability in a manner without causing any damage to their self-respect	-	1	2	-
PC23. encourage appropriate behaviour and conduct with people across genders and PwD	1	1	2	1
PC24. identify relevant medical and infra support requirements for PwD.	1	1	2	1
PC25. ensure to adhere with the guidelines laid in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act	1	1	2	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC26. the right way to use the laws, acts, and provisions defined for PwD by the statutory bodies	1	1	2	1
NOS Total	13	25	52	10

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8204
NOS Name	Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQF Clearance Date	27/01/2022

FFS/N8206: Undertake entrepreneurship and business development activities

Description

This unit describes the performance outcomes required to develop entrepreneurship and business development skills for starting a new venture.

Scope

The scope covers the following :

- Understand entrepreneurial and business development activities
- Understand digital aspects of a business
- Understand the financial aspects of a business

Elements and Performance Criteria

Understand entrepreneurial and business development activities

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

- PC1.** identify the target customers and assess their needs and expectations concerning the quality and price of the products/ services
- PC2.** identify various types of furniture entrepreneurship/ business opportunities
- PC3.** ensure compliance with the government structural reforms and framework along with the applicable rules and regulations while setting up the enterprise/ business
- PC4.** undertake competition analysis to assess the market condition of a products/ services
- PC5.** conduct a risk assessment and identify opportunities for scaling up the business
- PC6.** develop a resource plan for the business and estimate costs for the same
- PC7.** identify avenues for relevant skills and knowledge development for oneself in preparation for entrepreneurial activity
- PC8.** identify personnel who can assist in supporting business development, by providing guidance and feedback

Understand digital aspects of a business

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

- PC9.** identify and select the suitable digital technologies for project implementation and promotions
- PC10.** analyze the different e-commerce opportunities available for product/service promotions
- PC11.** ensure effective utilization of social media platforms for promotions and marketing of the product/service

Understand the financial aspects of a business

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

- PC12.** implement processes that help in minimizing costs and maximizing profits
- PC13.** set a pricing strategy for the product/service based on the value of the product and modify pricing as and when required
- PC14.** prepare a basic business plan for the furniture entrepreneurship/ business activities

PC15. identify appropriate sources of funding for the furniture entrepreneurship/ business activities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the process of identifying and evaluating the target customers needs and expectations concerning the quality and price of the produce
- KU9.** how to analyze the demand and supply of the relevant product/ service in the market
- KU10.** how to identify different types of furniture entrepreneurship/ business opportunities
- KU11.** the relevant government schemes and programs available in the sector
- KU12.** the importance of ensuring compliance with the government structural reforms and framework, along with the applicable rules and regulations
- KU13.** how to analyze the strength and weaknesses of the current industries offering the exact product/ service
- KU14.** the importance, elements of, and tools and techniques for - risk analysis and minimization
- KU15.** the relevant basic business terminologies and implementation strategies
- KU16.** the relevance of different entrepreneurial skills like communication, management, human resource management, etc.
- KU17.** the importance of selecting the appropriate team and work resources for efficient execution of a project
- KU18.** the terminologies associated with cloud computing, artificial intelligence, AR/VR, IoT, etc., and their significance
- KU19.** the various e-marketing opportunities available in the sector
- KU20.** the usage of different social media platforms like YouTube, Facebook, WhatsApp, etc.
- KU21.** the critical factors affecting project costing and timeline for execution
- KU22.** how to select the price range of product based on market condition and business growth analysis
- KU23.** how to prepare a basic business plan for the furniture entrepreneurship/business activities
- KU24.** how to identify the proper authorities for the financing of furniture entrepreneurship/ businesses

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understand entrepreneurial and business development activities</i>	10	14	32	-
PC1. identify the target customers and assess their needs and expectations concerning the quality and price of the products/ services	-	2	4	-
PC2. identify various types of furniture entrepreneurship/ business opportunities	2	2	4	-
PC3. ensure compliance with the government structural reforms and framework along with the applicable rules and regulations while setting up the enterprise/ business	2	2	4	-
PC4. undertake competition analysis to assess the market condition of a products/ services	2	-	4	-
PC5. conduct a risk assessment and identify opportunities for scaling up the business	2	2	4	-
PC6. develop a resource plan for the business and estimate costs for the same	-	2	4	-
PC7. identify avenues for relevant skills and knowledge development for oneself in preparation for entrepreneurial activity	2	2	4	-
PC8. identify personnel who can assist in supporting business development, by providing guidance and feedback	-	2	4	-
<i>Understand digital aspects of a business</i>	6	2	12	-
PC9. identify and select the suitable digital technologies for project implementation and promotions	2	-	4	-
PC10. analyze the different e-commerce opportunities available for product/service promotions	2	-	4	-
PC11. ensure effective utilization of social media platforms for promotions and marketing of the product/service	2	2	4	-
<i>Understand the financial aspects of a business</i>	4	4	16	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. implement processes that help in minimizing costs and maximizing profits	2	-	4	-
PC13. set a pricing strategy for the product/service based on the value of the product and modify pricing as and when required	2	-	4	-
PC14. prepare a basic business plan for the furniture entrepreneurship/ business activities	-	2	4	-
PC15. identify appropriate sources of funding for the furniture entrepreneurship/ business activities	-	2	4	-
NOS Total	20	20	60	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8206
NOS Name	Undertake entrepreneurship and business development activities
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQ Clearance Date	27/01/2022

FFS/N8207: Supervise health and safety protocols for project designing at the workplace

Description

This unit describes the performance outcomes required to supervise health and safety protocols to be taken care of while working at the workplace or site.

Scope

The scope covers the following :

- Manage health and safety protocols at the workplace
- Precautionary measures to deal with emergencies
- Ensure material conservation and optimization of resources

Elements and Performance Criteria

Manage health and safety protocols at the workplace

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

- PC1.** comply with health and personal hygiene-related protocols
- PC2.** coordinate with other designers to identify possible hazards within project designing during construction and subsequent maintenance
- PC3.** analyze the existing health and safety plan or safety line
- PC4.** identify and report poor organizational practices concerning hygiene, food handling, cleaning
- PC5.** use appropriate personal protective equipment compatible with the work and compliant with relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, safety footwear, etc.
- PC6.** plan, manage and monitor the health and safety in the execution phase concerning designing
- PC7.** wear clean clothes as per the dress code of the worksite
- PC8.** wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.

Precautionary measures to deal with emergencies

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

- PC9.** use emergency equipment in accordance with manufacturers' specifications as per requirement
- PC10.** follow emergency and evacuation procedures in case of accidents, fires, natural calamities
- PC11.** respond promptly and appropriately to an accident situation or medical emergency
- PC12.** undertake first aid activities in case of an accident, if required and asked to do so
- PC13.** communicate necessary control measures to concerned team members
- PC14.** ensure that safety instructions applicable to the work place are being followed

Ensure material conservation and optimization of resources

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

- PC15.** plan out the process in project designing to ensure optimal material utilization

- PC16.** collect information on the pattern of electricity and fuel consumption
- PC17.** identify possibilities of using renewable energy and environment-friendly fuels in project designs
- PC18.** plan the implementation of energy-efficient systems in a phased manner
- PC19.** plan and utilize the reusable materials and wastage in the designing process

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the process guide of designing, planning, and implementing a health and safety plan
- KU10.** the various organizational practices associated with working at the worksite
- KU11.** importance of work ethics, dress code, and personal hygiene
- KU12.** the different cleaning methods for workplace sanitization
- KU13.** the operational and relevant guidelines for usage and handling of different emergency equipment
- KU14.** the organizations legislative requirements and emergency procedures
- KU15.** the process and role in responding to an emergency in line with organizational procedures
- KU16.** the basic first aid process and techniques in case of an emergency
- KU17.** the importance of control measures while working at the worksite and the techniques associated with them
- KU18.** various types of safety signs and what they mean
- KU19.** importance of material usage planning and utilization
- KU20.** the difference between renewable and non-renewable energy

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.

- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage health and safety protocols at the workplace</i>	5	26	16	-
PC1. comply with health and personal hygiene-related protocols	1	3	2	-
PC2. coordinate with other designers to identify possible hazards within project designing during construction and subsequent maintenance	-	4	2	-
PC3. analyze the existing health and safety plan or safety line	-	4	2	-
PC4. identify and report poor organizational practices concerning hygiene, food handling, cleaning	1	3	2	-
PC5. use appropriate personal protective equipment compatible with the work and compliant with relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, safety footwear, etc.	1	3	2	-
PC6. plan, manage and monitor the health and safety in the execution phase concerning designing	1	3	2	-
PC7. wear clean clothes as per the dress code of the worksite	-	3	2	-
PC8. wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	1	3	2	-
<i>Precautionary measures to deal with emergencies</i>	4	20	6	-
PC9. use emergency equipment in accordance with manufacturers' specifications as per requirement	-	4	1	-
PC10. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	1	4	1	-
PC11. respond promptly and appropriately to an accident situation or medical emergency	-	3	1	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. undertake first aid activities in case of an accident, if required and asked to do so	1	3	1	-
PC13. communicate necessary control measures to concerned team members	1	3	1	-
PC14. ensure that safety instructions applicable to the work place are being followed	1	3	1	-
<i>Ensure material conservation and optimization of resources</i>	3	15	5	-
PC15. plan out the process in project designing to ensure optimal material utilization	1	3	1	-
PC16. collect information on the pattern of electricity and fuel consumption	-	3	1	-
PC17. identify possibilities of using renewable energy and environment-friendly fuels in project designs	1	3	1	-
PC18. plan the implementation of energy-efficient systems in a phased manner	-	3	1	-
PC19. plan and utilize the reusable materials and wastage in the designing process	1	3	1	-
NOS Total	12	61	27	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8207
NOS Name	Supervise health and safety protocols for project designing at the workplace
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0214: Assist in preparation and execution of interior design concepts/plans for residence projects

Description

This unit describes the performance outcomes required to assist in preparing and executing the designs for residential projects

Scope

The scope covers the following :

- Assist in client servicing and onsite supervision during survey/recce of residence projects
- Assist in the development of interior concepts and designs for residence projects
- Assist in execution and monitoring of residence projects
- Assist in the procurement process and on-site installation of residence projects

Elements and Performance Criteria

Assist in client servicing and onsite supervision during survey/recce of residence projects

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

- PC1.** Assist in interpreting first-hand information from the client
- PC2.** Conduct site survey for project designing purposes
- PC3.** Supervise measurements and markings activities at the worksite

Assist in the development of interior concepts and designs for residence projects

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

- PC4.** Assist in design deliberation, research and record-keeping
- PC5.** Assist in project planning & budgeting as per Final Scope of Work
- PC6.** Develop interior design drafts, mood boards and models for as per proposed Interior Design options

Assist in execution and monitoring of residence projects

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

- PC7.** Manage the teams under direct or indirect reporting
- PC8.** Prepare detailed design specifications as per approved designs
- PC9.** Assist in the selection of materials and finishes

Assist in the procurement process and on-site installation of residence projects

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

- PC10.** Assist in preparation of procurement details and procurement of the approved material
- PC11.** Assist in monitoring onsite coordination, installation and client handover

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the relevant basics of style, themes, furniture requirements, Vaastu Shastra, etc. for the residential project
- KU10.** the various elements of MEP and construction details at the worksite affecting residential project designing
- KU11.** the importance of work monitoring during site survey/ recce operation and validating the recce reports for a residential project
- KU12.** how to identify and perform market research and the various techniques associated with the management of data for products and material catalogues in a residential project
- KU13.** the fundamentals of timeline and budget estimation tools, direct cost (labor, material, travel costs, etc.), indirect costs (office, equipment, administrative costs, etc.), and understanding of current costs in the market for a residential project
- KU14.** the process of concept presentations, spatial arrangements, mood boards for residential projects
- KU15.** the importance of knowledge management and the usage of various knowledge-sharing tools associated with it
- KU16.** the relevant basics of direct and indirect reporting systems
- KU17.** the various technical considerations involved in preparing a design draft of residential projects
- KU18.** the relevant basics of different types of material and finishes like furniture, wall paints, floorings, artifacts, fabrics, rugs, surface finish, etc. and their role in the interior designing process
- KU19.** the relevant basics of various pre-requisites and documentation requirements in material procurement of a residential project
- KU20.** the relevance of parameters like products quality, approved specifications, work status, work add-on, etc. in worksite monitoring for a residential project

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization

- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in client servicing and onsite supervision during survey/recce of residence projects</i>	2	12	12	-
PC1. Assist in interpreting first-hand information from the client	1	4	4	-
PC2. Conduct site survey for project designing purposes	-	4	4	-
PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
<i>Assist in the development of interior concepts and designs for residence projects</i>	3	18	11	-
PC4. Assist in design deliberation, research and record-keeping	1	4	3	-
PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
<i>Assist in execution and monitoring of residence projects</i>	3	12	12	-
PC7. Manage the teams under direct or indirect reporting	1	4	2	-
PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
PC9. Assist in the selection of materials and finishes	1	4	5	-
<i>Assist in the procurement process and on-site installation of residence projects</i>	2	8	5	-
PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-
PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	10	50	40	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0214
NOS Name	Assist in preparation and execution of interior design concepts/plans for residence projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0215: Assist in preparation and execution of interior design concepts/plans for Kitchen projects

Description

This unit describes the performance outcomes required to assist in preparing and executing the designs for Kitchen projects

Scope

The scope covers the following :

- Assist in client servicing and onsite supervision during survey/recce of Kitchen projects
- Assist in the development of interior concepts and designs for Kitchen projects
- Assist in execution and monitoring of Kitchen projects
- Assist in the procurement process and on-site installation of Kitchen projects

Elements and Performance Criteria

Assist in client servicing and onsite supervision during survey/recce of Kitchen projects

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

- PC1.** Assist in interpreting first-hand information from the client
- PC2.** Conduct site survey for project designing purposes
- PC3.** Supervise measurements and markings activities at the worksite

Assist in the development of interior concepts and designs for Kitchen projects

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

- PC4.** Assist in design deliberation, research and record-keeping
- PC5.** Assist in project planning & budgeting as per Final Scope of Work
- PC6.** Develop interior design drafts, mood boards and models for as per proposed Interior Design options

Assist in execution and monitoring of Kitchen projects

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

- PC7.** Manage the teams under direct or indirect reporting
- PC8.** Prepare detailed design specifications as per approved designs
- PC9.** Assist in the selection of materials and finishes

Assist in the procurement process and on-site installation of Kitchen projects

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

- PC10.** Assist in preparation of procurement details and procurement of the approved material
- PC11.** Assist in monitoring onsite coordination, installation and client handover

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the relevant basics of style, themes, furniture requirements, Vaastu Shastra, etc. for the kitchen project
- KU10.** the various elements of MEP and construction details at the worksite affecting kitchen project designing
- KU11.** the importance of work monitoring during site survey/ recce operation and validating the recce reports for a kitchen project
- KU12.** how to identify and perform market research and the various techniques associated with the management of data for products and material catalogues in a kitchen project
- KU13.** the fundamentals of timeline and budget estimation tools, direct cost (labor, material, travel costs, etc.), indirect costs (office, equipment, administrative costs, etc.), and understanding of current costs in the market for a kitchen project
- KU14.** the process of concept presentations, spatial arrangements, mood boards for kitchen projects
- KU15.** the importance of knowledge management and the usage of various knowledge-sharing tools associated with it
- KU16.** the relevant basics of direct and indirect reporting systems
- KU17.** the various technical considerations involved in preparing a design draft of kitchen projects
- KU18.** the relevant basics of different types of material and finishes like furniture, wall paints, floorings, artifacts, fabrics, rugs, surface finish, etc. and their role in the interior designing process
- KU19.** the relevant basics of various pre-requisites and documentation requirements in material procurement of a kitchen project
- KU20.** the relevance of parameters like products quality, approved specifications, work status, work add-on, etc. in worksite monitoring for a kitchen project

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others

- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in client servicing and onsite supervision during survey/recce of Kitchen projects</i>	2	12	12	-
PC1. Assist in interpreting first-hand information from the client	1	4	4	-
PC2. Conduct site survey for project designing purposes	-	4	4	-
PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
<i>Assist in the development of interior concepts and designs for Kitchen projects</i>	3	18	11	-
PC4. Assist in design deliberation, research and record-keeping	1	4	3	-
PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
<i>Assist in execution and monitoring of Kitchen projects</i>	3	12	12	-
PC7. Manage the teams under direct or indirect reporting	1	4	2	-
PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
PC9. Assist in the selection of materials and finishes	1	4	5	-
<i>Assist in the procurement process and on-site installation of Kitchen projects</i>	2	8	5	-
PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-
PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	10	50	40	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0215
NOS Name	Assist in preparation and execution of interior design concepts/plans for Kitchen projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0216: Assist in preparation and execution of interior design concepts/plans for commercial projects

Description

This unit describes the performance outcomes required to assist in preparing and executing the designs for commercial projects

Scope

The scope covers the following :

- Assist in client servicing and onsite supervision during survey/recce of commercial projects
- Assist in the development of interior concepts and designs for commercial projects
- Assist in execution and monitoring of commercial projects
- Assist in the procurement process and on-site installation of commercial projects

Elements and Performance Criteria

Assist in client servicing and onsite supervision during survey/recce of commercial projects

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

- PC1.** Assist in interpreting first-hand information from the client
- PC2.** Conduct site survey for project designing purposes
- PC3.** Supervise measurements and markings activities at the worksite

Assist in the development of interior concepts and designs for commercial projects

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

- PC4.** Assist in design deliberation, research and record-keeping
- PC5.** Assist in project planning & budgeting as per Final Scope of Work
- PC6.** Develop interior design drafts, mood boards and models for as per proposed Interior Design options

Assist in execution and monitoring of commercial projects

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

- PC7.** Manage the teams under direct or indirect reporting
- PC8.** Prepare detailed design specifications as per approved designs
- PC9.** Assist in the selection of materials and finishes

Assist in the procurement process and on-site installation of commercial projects

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

- PC10.** Assist in preparation of procurement details and procurement of the approved material
- PC11.** Assist in monitoring onsite coordination, installation and client handover

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the relevant basics of style, themes, furniture requirements, Vaastu Shastra, etc. for the commercial project
- KU10.** the various elements of MEP and construction details at the worksite affecting commercial project designing
- KU11.** the importance of work monitoring during site survey/ recce operation and validating the recce reports for a commercial project
- KU12.** how to identify and perform market research and the various techniques associated with the management of data for products and material catalogues in a commercial project
- KU13.** the fundamentals of timeline and budget estimation tools, direct cost (labor, material, travel costs, etc.), indirect costs (office, equipment, administrative costs, etc.), and understanding of current costs in the market for a commercial project
- KU14.** the process of concept presentations, spatial arrangements, mood boards for commercial projects
- KU15.** the importance of knowledge management and the usage of various knowledge-sharing tools associated with it
- KU16.** the relevant basics of direct and indirect reporting systems
- KU17.** the various technical considerations involved in preparing a design draft of commercial projects
- KU18.** the relevant basics of different types of material and finishes like furniture, wall paints, floorings, artifacts, fabrics, rugs, surface finish, etc. and their role in the interior designing process
- KU19.** the relevant basics of various pre-requisites and documentation requirements in material procurement of a commercial project
- KU20.** the relevance of parameters like products quality, approved specifications, work status, work add-on, etc. in worksite monitoring for a commercial project

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization

- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in client servicing and onsite supervision during survey/recce of commercial projects</i>	2	12	12	-
PC1. Assist in interpreting first-hand information from the client	1	4	4	-
PC2. Conduct site survey for project designing purposes	-	4	4	-
PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
<i>Assist in the development of interior concepts and designs for commercial projects</i>	3	18	11	-
PC4. Assist in design deliberation, research and record-keeping	1	4	3	-
PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
<i>Assist in execution and monitoring of commercial projects</i>	3	12	12	-
PC7. Manage the teams under direct or indirect reporting	1	4	2	-
PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
PC9. Assist in the selection of materials and finishes	1	4	5	-
<i>Assist in the procurement process and on-site installation of commercial projects</i>	2	8	5	-
PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-
PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	10	50	40	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0216
NOS Name	Assist in preparation and execution of interior design concepts/plans for commercial projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0217: Assist in preparation and execution of interior design concepts/plans for Hospitality projects

Description

This unit describes the performance outcomes required to assist in preparing and executing the designs for Hospitality projects

Scope

The scope covers the following :

- Assist in client servicing and onsite supervision during survey/recce of Hospitality projects
- Assist in the development of interior concepts and designs for Hospitality projects
- Assist in execution and monitoring of Hospitality projects
- Assist in the procurement process and on-site installation of Hospitality projects

Elements and Performance Criteria

Assist in client servicing and onsite supervision during survey/recce of Hospitality projects

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

- PC1.** Assist in interpreting first-hand information from the client
- PC2.** Conduct site survey for project designing purposes
- PC3.** Supervise measurements and markings activities at the worksite

Assist in the development of interior concepts and designs for Hospitality projects

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

- PC4.** Assist in design deliberation, research and record-keeping
- PC5.** Assist in project planning & budgeting as per Final Scope of Work
- PC6.** Develop interior design drafts, mood boards and models for as per proposed Interior Design options

Assist in execution and monitoring of Hospitality projects

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

- PC7.** Manage the teams under direct or indirect reporting
- PC8.** Prepare detailed design specifications as per approved designs
- PC9.** Assist in the selection of materials and finishes

Assist in the procurement process and on-site installation of Hospitality projects

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

- PC10.** Assist in preparation of procurement details and procurement of the approved material
- PC11.** Assist in monitoring onsite coordination, installation and client handover

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the relevant basics of style, themes, furniture requirements, Vaastu Shastra, etc. for the hospitality project
- KU10.** the various elements of MEP and construction details at the worksite affecting hospitality project designing
- KU11.** the importance of work monitoring during site survey/ recce operation and validating the recce reports for a hospitality project
- KU12.** how to identify and perform market research and the various techniques associated with the management of data for products and material catalogues in a hospitality project
- KU13.** the fundamentals of timeline and budget estimation tools, direct cost (labor, material, travel costs, etc.), indirect costs (office, equipment, administrative costs, etc.), and understanding of current costs in the market for a hospitality project
- KU14.** the process of concept presentations, spatial arrangements, mood boards for hospitality projects
- KU15.** the importance of knowledge management and the usage of various knowledge-sharing tools associated with it
- KU16.** the relevant basics of direct and indirect reporting systems
- KU17.** the various technical considerations involved in preparing a design draft of hospitality projects
- KU18.** the relevant basics of different types of material and finishes like furniture, wall paints, floorings, artifacts, fabrics, rugs, surface finish, etc. and their role in the interior designing process
- KU19.** the relevant basics of various pre-requisites and documentation requirements in material procurement of a hospitality project
- KU20.** the relevance of parameters like products quality, approved specifications, work status, work add-on, etc. in worksite monitoring for a hospitality project

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization

- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in client servicing and onsite supervision during survey/recce of Hospitality projects</i>	2	12	12	-
PC1. Assist in interpreting first-hand information from the client	1	4	4	-
PC2. Conduct site survey for project designing purposes	-	4	4	-
PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
<i>Assist in the development of interior concepts and designs for Hospitality projects</i>	3	18	11	-
PC4. Assist in design deliberation, research and record-keeping	1	4	3	-
PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
<i>Assist in execution and monitoring of Hospitality projects</i>	3	12	12	-
PC7. Manage the teams under direct or indirect reporting	1	4	2	-
PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
PC9. Assist in the selection of materials and finishes	1	4	5	-
<i>Assist in the procurement process and on-site installation of Hospitality projects</i>	2	8	5	-
PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-
PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	10	50	40	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0217
NOS Name	Assist in preparation and execution of interior design concepts/plans for Hospitality projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0218: Assist in preparation and execution of interior design concepts/plans for Academic Institutions projects

Description

This unit describes the performance outcomes required to assist in preparing and executing the designs for Academic Institutions projects

Scope

The scope covers the following :

- Assist in client servicing and onsite supervision during survey/recce of Academic Institutions projects
- Assist in the development of interior concepts and designs for Academic Institutions projects
- Assist in execution and monitoring of Academic Institutions projects
- Assist in the procurement process and on-site installation of Academic Institutions projects

Elements and Performance Criteria

Assist in client servicing and onsite supervision during survey/recce of Academic Institutions projects

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

- PC1.** Assist in interpreting first-hand information from the client
- PC2.** Conduct site survey for project designing purposes
- PC3.** Supervise measurements and markings activities at the worksite

Assist in the development of interior concepts and designs for Academic Institutions projects

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

- PC4.** Assist in design deliberation, research and record-keeping
- PC5.** Assist in project planning & budgeting as per Final Scope of Work
- PC6.** Develop interior design drafts, mood boards and models for as per proposed Interior Design options

Assist in execution and monitoring of Academic Institutions projects

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

- PC7.** Manage the teams under direct or indirect reporting
- PC8.** Prepare detailed design specifications as per approved designs
- PC9.** Assist in the selection of materials and finishes

Assist in the procurement process and on-site installation of Academic Institutions projects

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

- PC10.** Assist in preparation of procurement details and procurement of the approved material
- PC11.** Assist in monitoring onsite coordination, installation and client handover

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the relevant basics of style, themes, furniture requirements, Vaastu Shastra, etc. for the academic institution project
- KU10.** the various elements of MEP and construction details at the worksite affecting academic institution project designing
- KU11.** the importance of work monitoring during site survey/ recce operation and validating the recce reports for a academic institution project
- KU12.** how to identify and perform market research and the various techniques associated with the management of data for products and material catalogues in a academic institution project
- KU13.** the fundamentals of timeline and budget estimation tools, direct cost (labor, material, travel costs, etc.), indirect costs (office, equipment, administrative costs, etc.), and understanding of current costs in the market for a academic institution project
- KU14.** the process of concept presentations, spatial arrangements, mood boards for academic institution projects
- KU15.** the importance of knowledge management and the usage of various knowledge-sharing tools associated with it
- KU16.** the relevant basics of direct and indirect reporting systems
- KU17.** the various technical considerations involved in preparing a design draft of academic institution projects
- KU18.** the relevant basics of different types of material and finishes like furniture, wall paints, floorings, artifacts, fabrics, rugs, surface finish, etc. and their role in the interior designing process
- KU19.** the relevant basics of various pre-requisites and documentation requirements in material procurement of a academic institution project
- KU20.** the relevance of parameters like products quality, approved specifications, work status, work add-on, etc. in worksite monitoring for a academic institution project

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization

- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in client servicing and onsite supervision during survey/recce of Academic Institutions projects</i>	2	12	12	-
PC1. Assist in interpreting first-hand information from the client	1	4	4	-
PC2. Conduct site survey for project designing purposes	-	4	4	-
PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
<i>Assist in the development of interior concepts and designs for Academic Institutions projects</i>	3	18	11	-
PC4. Assist in design deliberation, research and record-keeping	1	4	3	-
PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
<i>Assist in execution and monitoring of Academic Institutions projects</i>	3	12	12	-
PC7. Manage the teams under direct or indirect reporting	1	4	2	-
PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
PC9. Assist in the selection of materials and finishes	1	4	5	-
<i>Assist in the procurement process and on-site installation of Academic Institutions projects</i>	2	8	5	-
PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-
PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	10	50	40	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0218
NOS Name	Assist in preparation and execution of interior design concepts/plans for Academic Institutions projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0219: Assist in preparation and execution of interior design concepts/plans for Retail Fitout and Exhibition projects

Description

This unit describes the performance outcomes required to assist in preparing and executing the designs for Retail Fitout and Exhibition projects

Scope

The scope covers the following :

- Assist in client servicing and onsite supervision during survey/recce of Retail Fitout and Exhibition projects
- Assist in the development of interior concepts and designs for Retail Fit out and Exhibition projects
- Assist in execution and monitoring of Retail Fit out and Exhibition projects
- Assist in the procurement process and on-site installation of Retail Fit out and Exhibition projects

Elements and Performance Criteria

Assist in client servicing and onsite supervision during survey/recce of Retail Fitout and Exhibition projects

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

- PC1.** Assist in interpreting first-hand information from the client
- PC2.** Conduct site survey for project designing purposes
- PC3.** Supervise measurements and markings activities at the worksite

Assist in the development of interior concepts and designs for Retail Fit out and Exhibition projects

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

- PC4.** Assist in design deliberation, research and record-keeping
- PC5.** Assist in project planning & budgeting as per Final Scope of Work
- PC6.** Develop interior design drafts, mood boards and models for as per proposed Interior Design options

Assist in execution and monitoring of Retail Fit out and Exhibition projects

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

- PC7.** Manage the teams under direct or indirect reporting
- PC8.** Prepare detailed design specifications as per approved designs
- PC9.** Assist in the selection of materials and finishes

Assist in the procurement process and on-site installation of Retail Fit out and Exhibition projects

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

- PC10.** Assist in preparation of procurement details and procurement of the approved material
- PC11.** Assist in monitoring onsite coordination, installation and client handover

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU9.** the relevant basics of style, themes, furniture requirements, Vaastu Shastra, etc. for the retail fitout and exhibition project
- KU10.** the various elements of MEP and construction details at the worksite affecting retail fitout and exhibition project designing
- KU11.** the importance of work monitoring during site survey/ recce operation and validating the recce reports for a retail fitout and exhibition project
- KU12.** how to identify and perform market research and the various techniques associated with the management of data for products and material catalogues in a retail fitout and exhibition project
- KU13.** the fundamentals of timeline and budget estimation tools, direct cost (labor, material, travel costs, etc.), indirect costs (office, equipment, administrative costs, etc.), and understanding of current costs in the market for a retail fitout and exhibition project
- KU14.** the process of concept presentations, spatial arrangements, mood boards for retail fitout and exhibition projects
- KU15.** the importance of knowledge management and the usage of various knowledge-sharing tools associated with it
- KU16.** the relevant basics of direct and indirect reporting systems
- KU17.** the various technical considerations involved in preparing a design draft of retail fitout and exhibition projects
- KU18.** the relevant basics of different types of material and finishes like furniture, wall paints, floorings, artifacts, fabrics, rugs, surface finish, etc. and their role in the interior designing process
- KU19.** the relevant basics of various pre-requisites and documentation requirements in material procurement of a retail fitout and exhibition project
- KU20.** the relevance of parameters like products quality, approved specifications, work status, work add-on, etc. in worksite monitoring for a retail fitout and exhibition project

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.

- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** read, write and interpret effectively while performing assigned tasks
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients
- GS11.** work efficiently with various softwares such as Word, Excel, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in client servicing and onsite supervision during survey/recce of Retail Fitout and Exhibition projects</i>	2	12	12	-
PC1. Assist in interpreting first-hand information from the client	1	4	4	-
PC2. Conduct site survey for project designing purposes	-	4	4	-
PC3. Supervise measurements and markings activities at the worksite	1	4	4	-
<i>Assist in the development of interior concepts and designs for Retail Fit out and Exhibition projects</i>	3	18	11	-
PC4. Assist in design deliberation, research and record-keeping	1	4	3	-
PC5. Assist in project planning & budgeting as per Final Scope of Work	1	4	3	-
PC6. Develop interior design drafts, mood boards and models for as per proposed Interior Design options	1	10	5	-
<i>Assist in execution and monitoring of Retail Fit out and Exhibition projects</i>	3	12	12	-
PC7. Manage the teams under direct or indirect reporting	1	4	2	-
PC8. Prepare detailed design specifications as per approved designs	1	4	5	-
PC9. Assist in the selection of materials and finishes	1	4	5	-
<i>Assist in the procurement process and on-site installation of Retail Fit out and Exhibition projects</i>	2	8	5	-
PC10. Assist in preparation of procurement details and procurement of the approved material	1	4	2	-
PC11. Assist in monitoring onsite coordination, installation and client handover	1	4	3	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	10	50	40	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0219
NOS Name	Assist in preparation and execution of interior design concepts/plans for Retail Fitout and Exhibition projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	NA

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 a minimum aggregate passing percentage of 70% for the QP and a minimum of 70% for each Core NOS.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to

successfully clear the Qualification Pack assessment.)

Minimum Passing % at NOS Level: 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0210.Assist in client servicing and onsite supervision during survey/recce	20	52	23	5	100	15
FFS/N0211.Assist in the development of interior concepts and designs	15	60	20	5	100	20
FFS/N0212.Assist in execution and monitoring of the interior design project	20	55	20	5	100	15
FFS/N0213.Assist in the procurement process and on-site installation	27	48	20	5	100	10
FFS/N8204.Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices	13	25	52	10	100	5
FFS/N8206.Undertake entrepreneurship and business development activities	20	20	60	-	100	5
FFS/N8207.Supervise health and safety protocols for project designing at the workplace	12	61	27	-	100	5
Total	127	321	222	30	700	75

Elective: 1 Residence

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0214. Assist in preparation and execution of interior design concepts/plans for residence projects	10	50	40	-	100	25
Total	10	50	40	-	100	25

Elective: 2 Kitchen

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0215. Assist in preparation and execution of interior design concepts/plans for Kitchen projects	10	50	40	-	100	25
Total	10	50	40	-	100	25

Elective: 3 Commercial

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0216. Assist in preparation and execution of interior design concepts/plans for commercial projects	10	50	40	-	100	25
Total	10	50	40	-	100	25

Elective: 4 Hospitality

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0217.Assist in preparation and execution of interior design concepts/plans for Hospitality projects	10	50	40	-	100	25
Total	10	50	40	-	100	25

Elective: 5 Academic Institutions

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0218.Assist in preparation and execution of interior design concepts/plans for Academic Institutions projects	10	50	40	-	100	25
Total	10	50	40	-	100	25

Elective: 6 Retail Fitout and Exhibition

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0219.Assist in preparation and execution of interior design concepts/plans for Retail Fitout and Exhibition projects	10	50	40	-	100	25
Total	10	50	40	-	100	25

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
KRA	Key Result Area
MEP	Mechanical Electrical Plumbing
FF&E	Furniture, Fixtures & Equipment
CAD	Computer-Aided Design
PwD	Person with Disability
POSH	Prevention Of Sexual Harassment
OHS	Occupational Health and Safety
LHS	Left Hand Side
RHS	Right Hand Side
FSOW	Final Scope Of Work
TSOW	Tentative Scope Of Work
MOM	Minutes Of Meeting
KPI	Key Performance Indicator
RCP	Reflected Ceiling Plan
AFC	Approved For Construction
POP	Plaster of Paris
WBS	Work Breakdown Structures
BOQ	Bill Of Quantity
QC	Quality Check
CAPA	Corrective Action Preventive Action
AR	Augmented Reality

VR	Virtual Reality
IoT	Internet of Things
POC	Point Of Contact
BOQ	Bill Of Quantity
SOP	Standard Operating Procedure

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.
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.