



Interior Designer (Without Electives)

QP Code: FFS/Q0204

Version: 1.0

NSQF Level: 5

Furniture and Fittings Skill Council || 407-408, DLF City Court, M G Road, Sikanderpur
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FFS/Q0204: Interior Designer (Without Electives)

Brief Job Description

The Interior Designer plays the role of assisting in understanding client requirements of various projects and defining the scope of work. The person is responsible for developing design concepts and overseeing the drawings, mood boards and presentations. The individual will perform material selection, sketching and monitor the on-site installation and procurement.

Personal Attributes

The individual must be able to understand the client requirement and client taste. The individual must have strong ability to research and design concepts as per client choices. He must be capable of selecting the materials as per client choice and budget. The individual must work with teams to execute the approved designs. The individual must provide design solutions and possess good communication skills to work with client and the team.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N0220: Assist in client servicing and defining scope of work for different projects](#)
2. [FFS/N0221: Project management & supervision in line with the finalized/approved scope of work for respective projects](#)
3. [FFS/N0222: Ensure development of Interior design concepts/plans for multiple projects](#)
4. [FFS/N0223: Assist in finalizing of Project design docket, selection of material and execution of various projects](#)
5. [FFS/N0224: Assist in procurement management and site installation of multiple projects](#)
6. [FFS/N8204: Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices](#)
7. [FFS/N8206: Undertake entrepreneurship and business development activities](#)
8. [FFS/N8207: Supervise health and safety protocols for project designing at the workplace](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation

Occupation	Interior Designing
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3432.0100
Minimum Educational Qualification & Experience	<p>12th Class with 4 Years of experience (Relevant work experience) OR 12th Class/I.T.I (1 Year) with 3 Years of experience (Relevant work experience) OR Graduate (In any field) with 3 Years of experience (Relevant work experience) OR Graduate (In relevant field) with 1 Year of experience (Relevant work experience) OR Certificate-NSQF (Level 4- Assistant Interior Designer) with 2 Years of experience (Relevant work experience)</p>
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	1.0

FFS/N0220: Assist in client servicing and defining scope of work for different projects

Description

This unit describes the performance outcomes required to assist in performing client interactions and determine scope of work for multiple projects

Scope

The scope covers the following :

- Identify the nature/type of project in line with client requirements
- Conduct site survey/recce to determine tentative scope of work
- Define the scope of work and assist in project planning and estimation

Elements and Performance Criteria

Identify the nature/type of project in line with client requirements

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

- PC1.** analyze the project details based on client interaction and first-hand information like layouts & drawings, design references, FF&Es, etc.
- PC2.** analyze the worksite layouts for interpreting site conditions, products type requirements, design requirements, etc. and determine the stage of the project
- PC3.** determine the nature/type of project, need for conducting the site survey/recce, etc.

Conduct site survey/recce to determine tentative scope of work

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

- PC4.** assign a concerned team for site survey/recce and instruct them about site layouts and project requirements
- PC5.** perform site survey with the client and concerned teams in coordination with external agencies based on the project's scope of work
- PC6.** supervise the preparation and timely submission of the recce reports, including the site pictures and measurements details
- PC7.** analyze the site survey/recce reports in line with the client's first-hand information, initial brief, and determine the tentative scope of work

Define the scope of work and assist in project planning and estimation

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

- PC8.** prepare the project plan, block estimates (based on square feet), quotations, timelines in line with the indicative scope of work
- PC9.** participate in internal and client interaction to ascertain the final scope of work for projects
- PC10.** ensure proper maintenance and update of the project records, like Project Files, Design Dockets, Minutes of the Meeting, Quotations, finale scope of work, etc.

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 importance of analyzing client profession, past projects/issues faced, future requirements, the purpose of designing, style of designing elements for project deliberations
- KU10.** the process of gathering client background and information to assess client profile
- KU11.** how to analyze and interpret worksite layouts and blueprints
- KU12.** the various stages involved in project designing and execution
- KU13.** different types of project theme/style, targeted audience, utilities offered by the company
- KU14.** abilities and knowledge of an individual in the group, workload
- KU15.** the fundamentals of client-vendor alliance and analyzing worksite neighborhood for the scope of project execution
- KU16.** the role of maintaining effective communication with client POCs and external agencies
- KU17.** the various documentation requisites involved in site survey/recce activity
- KU18.** how to interpret and analyze the recce report and various factors involved in recce report development
- KU19.** the relevant basics of rate estimation, market rates, vendor prices, etc.
- KU20.** how to prepare a project plan based on project timeline and schedules
- KU21.** the role of a project plan, block estimates (based on square feet), quotations, timelines in the scope of work
- KU22.** the importance of transparent communication in sharing relevant information with concerned persons
- KU23.** the process of analyzing and interpreting project details for defining a Final Scope of Work (FSOW)
- KU24.** the various documentation formalities associated with the record-keeping of the project execution work

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>Identify the nature/type of project in line with client requirements</i>	8	15	6	2
PC1. analyze the project details based on client interaction and first-hand information like layouts & drawings, design references, FF&Es, etc.	2	5	2	1
PC2. analyze the worksite layouts for interpreting site conditions, products type requirements, design requirements, etc. and determine the stage of the project	3	5	2	-
PC3. determine the nature/type of project, need for conducting the site survey/recce, etc.	3	5	2	1
<i>Conduct site survey/recce to determine tentative scope of work</i>	9	20	8	1
PC4. assign a concerned team for site survey/recce and instruct them about site layouts and project requirements	2	5	2	-
PC5. perform site survey with the client and concerned teams in coordination with external agencies based on the project's scope of work	2	5	2	-
PC6. supervise the preparation and timely submission of the recce reports, including the site pictures and measurements details	2	5	2	-
PC7. analyze the site survey/recce reports in line with the client's first-hand information, initial brief, and determine the tentative scope of work	3	5	2	1
<i>Define the scope of work and assist in project planning and estimation</i>	8	15	6	2
PC8. prepare the project plan, block estimates (based on square feet), quotations, timelines in line with the indicative scope of work	3	5	2	1
PC9. participate in internal and client interaction to ascertain the final scope of work for projects	2	5	2	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. ensure proper maintenance and update of the project records, like Project Files, Design Dockets, Minutes of the Meeting, Quotations, finale scope of work, etc.	3	5	2	1
NOS Total	25	50	20	5

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0220
NOS Name	Assist in client servicing and defining scope of work for different projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0221: Project management & supervision in line with the finalized/approved scope of work for respective projects

Description

This unit describes the performance outcomes required to perform project management and supervision activities

Scope

The scope covers the following :

- Prepare project plan & allocate resources for various projects
- Ensure proper supervision, monitoring and timely update of various projects
- Ensure proper handling of team grievances/queries and conduct of training programs

Elements and Performance Criteria

Prepare project plan & allocate resources for various projects

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

- PC1.** prepare project plan, define delivery timelines, team requirements, etc. in line with finalized scope of work
- PC2.** ensure proper demarcation of team and resources for an effective execution as per the project timelines of the respective project
- PC3.** prepare and allocate team budgets for the project execution purposes
- PC4.** assist supervisor in devising an effective work monitoring plan for the project

Ensure proper supervision, monitoring and timely update of various projects

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

- PC5.** define the work timelines and schedules for the design team based on task delegation
- PC6.** organize regular work review meetings with the team to get feedback and updates
- PC7.** assist in performing client inspections and ensure suggested changes get implemented
- PC8.** identify and intimate senior authorities in case of cost changes during project execution and take requisite approvals, if required
- PC9.** prepare and maintain approvals and handover documents of multiple projects

Ensure proper handling of team grievances/queries and conduct of training programs

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

- PC10.** ensure proper documentation of the departmental works for record-keeping
- PC11.** ensure that queries, concerns, and requests of the colleagues are addressed efficiently and accurately in line with organization policies
- PC12.** conduct team building and training activities to ensure the quality and efficiency

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 fundamental of advanced project planning tools and software's
- KU10.** how to estimate the time required for completion of different stages in a project
- KU11.** the basic principles governing which tasks get delegated to the appropriate person and their importance
- KU12.** the process of budget planning and the usage of tools and techniques for estimating the cost
- KU13.** how to prepare a work monitoring plan and various elements involved in it
- KU14.** the various drivers which affect the planning of work timeline and schedules
- KU15.** the process guide to design work timelines and schedules based on team and tasks delegation
- KU16.** the significance of feedback mechanism and work inputs on the efficiency of the process
- KU17.** the relevance of parameters like products quality, approved specifications, work status, work add-on, etc. in worksite visits with clients
- KU18.** the steps involved in identification and approval of cost deviation during project execution
- KU19.** the steps involved in the preparation of project closure and handover report
- KU20.** the various documentation requirements at the organization and worksite related to work execution
- KU21.** how to ensure the accountability, responsiveness, and user-friendliness of the organization based on grievance redressal mechanism
- KU22.** the process of grievance redressal mechanism in resolving queries, concerns, or requests
- KU23.** the role of team building and training activities in performance management of employees
- KU24.** the importance of selecting appropriate means of training delivery mode and training delivery plan

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>Prepare project plan & allocate resources for various projects</i>	8	24	8	2
PC1. prepare project plan, define delivery timelines, team requirements, etc. in line with finalized scope of work	2	8	2	1
PC2. ensure proper demarcation of team and resources for an effective execution as per the project timelines of the respective project	2	6	2	-
PC3. prepare and allocate team budgets for the project execution purposes	2	6	2	-
PC4. assist supervisor in devising an effective work monitoring plan for the project	2	4	2	1
<i>Ensure proper supervision, monitoring and timely update of various projects</i>	10	15	8	3
PC5. define the work timelines and schedules for the design team based on task delegation	2	5	2	1
PC6. organize regular work review meetings with the team to get feedback and updates	2	2	2	-
PC7. assist in performing client inspections and ensure suggested changes get implemented	2	2	2	-
PC8. identify and intimate senior authorities in case of cost changes during project execution and take requisite approvals, if required	2	3	1	1
PC9. prepare and maintain approvals and handover documents of multiple projects	2	3	1	1
<i>Ensure proper handling of team grievances/queries and conduct of training programs</i>	6	12	4	-
PC10. ensure proper documentation of the departmental works for record-keeping	2	4	2	-
PC11. ensure that queries, concerns, and requests of the colleagues are addressed efficiently and accurately in line with organization policies	2	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. conduct team building and training activities to ensure the quality and efficiency	2	4	2	-
NOS Total	24	51	20	5

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0221
NOS Name	Project management & supervision in line with the finalized/approved scope of work for respective projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0222: Ensure development of Interior design concepts/plans for multiple projects

Description

This unit describes the performance outcomes required to validate the design concepts and plans for various projects

Scope

The scope covers the following :

- Perform research on latest trends, developments, and legal guidelines
- Develop design concepts/plans in coordination with concerned teams
- Ensure preparation of the mood boards, 3D renders, miniatures, drawings/layouts

Elements and Performance Criteria

Perform research on latest trends, developments, and legal guidelines

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

- PC1.** ensure that the requisite designing work is carried out in line with current government policies and taxations
- PC2.** perform thorough study on the market, latest trends and upcoming trends/ developments in terms of design solutions
- PC3.** perform research on different material and vendors for Tiles/ Marbles, Wallpapers, Paints, Glass, Light, Plaster of Paris (POP), Sanitary, Fabric, Rugs, Curtains etc

Develop design concepts/plans in coordination with concerned teams

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

- PC4.** visualize design concepts in line with client brief and finalized scope of work
- PC5.** perform design discussions with the concerned teams about the space management, project timelines, budget and design alternatives, etc.
- PC6.** organize regular work review meetings with the team to get feedback and updates on project designing

Ensure preparation of the mood boards, 3D renders, miniatures, drawings/layouts

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

- PC7.** perform client discussion on drafts of mood boards, 3D renders, miniatures and implement suggested changes based on feedback
- PC8.** facilitate and guide team members in development of the mood boards, miniatures/models, 3D renders factoring in terms of color palette, finishes, materials, etc. and supervise the designing process
- PC9.** review the preparation of miniatures/models, 3D renders and provide requisite feedback/changes

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 importance of being updated with new policies and keeping a record of the existing ones for the designing process
- KU10.** how to identify and perform market research based on key indicators of client requirements
- KU11.** the parameters involved in shortlisting and approval of vendor partners
- KU12.** the documentation requisites associated with vendor selection and management
- KU13.** the fundamentals of idea development, design patterns, aesthetics, Vastu shastra, light effects, heat effects, space understanding, building structures, client needs, and style preference in the design visualization process
- KU14.** the significance of space management, project timelines, budget and design alternatives, etc. in finalizing project designs
- KU15.** the significance of feedback mechanism and work inputs on the efficiency of the process
- KU16.** the fundamentals of matching concept, 3D renders and models, visualizing feasibility, colour palette and their effects, etc. for development of mood boards, 3D renders, miniatures
- KU17.** the importance of project execution parameters in the review and approval process of the concepts, drawings, mood boards, 3D renders, miniatures, etc.
- KU18.** the process guide for preparing miniatures/models and 3D render using appropriate tools and software's

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>Perform research on latest trends, developments, and legal guidelines</i>	6	12	6	-
PC1. ensure that the requisite designing work is carried out in line with current government policies and taxations	2	4	2	-
PC2. perform thorough study on the market, latest trends and upcoming trends/ developments in terms of design solutions	2	4	2	-
PC3. perform research on different material and vendors for Tiles/ Marbles, Wallpapers, Paints, Glass, Light, Plaster of Paris (POP), Sanitary, Fabric, Rugs, Curtains etc	2	4	2	-
<i>Develop design concepts/plans in coordination with concerned teams</i>	6	20	6	2
PC4. visualize design concepts in line with client brief and finalized scope of work	2	10	3	1
PC5. perform design discussions with the concerned teams about the space management, project timelines, budget and design alternatives, etc.	2	5	2	1
PC6. organize regular work review meetings with the team to get feedback and updates on project designing	2	5	1	-
<i>Ensure preparation of the mood boards, 3D renders, miniatures, drawings/layouts</i>	6	25	8	3
PC7. perform client discussion on drafts of mood boards, 3D renders, miniatures and implement suggested changes based on feedback	2	5	2	1
PC8. facilitate and guide team members in development of the mood boards, miniatures/models, 3D renders factoring in terms of color palette, finishes, materials, etc. and supervise the designing process	2	10	3	1
PC9. review the preparation of miniatures/models, 3D renders and provide requisite feedback/changes	2	10	3	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	18	57	20	5

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0222
NOS Name	Ensure development of Interior design concepts/plans for multiple projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0223: Assist in finalizing of Project design docket, selection of material and execution of various projects

Description

This unit describes the performance outcomes required to finalize design dockets and select finish material for different projects

Scope

The scope covers the following :

- Ensure requisite approvals and sign offs
- Check and approve project drawings and specifications
- Ensure proper material selection and approval of finishes

Elements and Performance Criteria

Ensure requisite approvals and sign offs

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

PC1. propose and finalize the design alternatives, renders, models, mood boards with the client

PC2. seek requisite approvals from client and supervisor on the Final Scope of Work (FSOW)

Check and approve project drawings and specifications

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

PC3. instruct the concerned teams to adhere specific construction parameters affecting project designing like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc.

PC4. perform checking of technical details in project designs based on specified instructions

PC5. validate the Approved for Construction (AFC) drawings and specifications including installation and functioning of the proposed products

PC6. ensure the prepared drawings are in line with the specified timeline, budget, and material

Ensure proper material selection and approval of finishes

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

PC7. perform final selection of the project materials including Tiles/ Marbles, Wallpapers, Paints, Glass, Light, POP, Sanitary, Curtains, etc.

PC8. select and approve surface finish, furniture fittings, fabrics, rugs, etc. based on approved project designs

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 correlation between an Idea, 3D Model, Mood Boards, and Technical Drawings
- KU10.** the importance of taking requisite project approvals and record-keeping of the same
- KU11.** the effect of different MEP parameters on the design solutions
- KU12.** the various technicality related to the strength, look, and durability of a design
- KU13.** the correlation between product drawings, installation factors, and transportation factors while preparing Approved for Construction (AFC) drawings
- KU14.** the importance of AFC mark in the designs and drawings for the overall construction work and its activities.
- KU15.** the process guide to validate the final drawings and the factors contributing to their accuracy
- KU16.** the interconnection between material specifications, material cost, and ergonomics in the overall design
- KU17.** the properties of different materials and finishes like Tiles/Marble, Wallpaper, Paints, Glass, Light, Plaster of Paris (POP), Sanitary, Curtains, etc.
- KU18.** the relevant basics of different types of material finishes like artifacts, fabrics, rugs, surface finish, etc. and their role in the interior designing process

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>Ensure requisite approvals and sign offs</i>	3	10	4	1
PC1. propose and finalize the design alternatives, renders, models, mood boards with the client	2	5	2	1
PC2. seek requisite approvals from client and supervisor on the Final Scope of Work (FSOW)	1	5	2	-
<i>Check and approve project drawings and specifications</i>	8	30	10	2
PC3. instruct the concerned teams to adhere specific construction parameters affecting project designing like electrical, plumbing, Reflected Ceiling Plan (RCP), flooring, etc.	2	5	2	-
PC4. perform checking of technical details in project designs based on specified instructions	2	10	3	1
PC5. validate the Approved for Construction (AFC) drawings and specifications including installation and functioning of the proposed products	2	10	3	1
PC6. ensure the prepared drawings are in line with the specified timeline, budget, and material	2	5	2	-
<i>Ensure proper material selection and approval of finishes</i>	4	20	6	2
PC7. perform final selection of the project materials including Tiles/ Marbles, Wallpapers, Paints, Glass, Light, POP, Sanitary, Curtains, etc.	2	10	3	1
PC8. select and approve surface finish, furniture fittings, fabrics, rugs, etc. based on approved project designs	2	10	3	1
NOS Total	15	60	20	5

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0223
NOS Name	Assist in finalizing of Project design docket, selection of material and execution of various projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	NA

FFS/N0224: Assist in procurement management and site installation of multiple projects

Description

This unit describes the performance outcomes required to assist in procuring materials and manage site installation

Scope

The scope covers the following :

- Supervise procurement process
- Assist in vendors exploration and materials selection
- Monitor onsite coordination, installation and client handover

Elements and Performance Criteria

Supervise procurement process

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

- PC1.** assist in evaluating the procurement plan in line with the budget and required quality
- PC2.** supervise the preparation of tender documents like Bill of Quantity (BOQ), material specification sheet, Furniture Fittings & Equipment (FF&E), etc.
- PC3.** ensure proper monitoring of the material calculation and optimization processes

Assist in vendors exploration and materials selection

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

- PC4.** conduct market research, visits, prototyping, etc. for selection of proper vendors
- PC5.** ensure the requisite approvals on the shop drawings received from multiple vendors
- PC6.** perform review/inspection of the procured materials

Monitor onsite coordination, installation and client handover

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

- PC7.** supervise the on-site project installation process
- PC8.** perform regular quality checks of the installation work at on-site and redressal of variations
- PC9.** assist in compliance with the statutory and regulatory requirements related to the worksite
- PC10.** ensure review and timely submission of the completion report 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.** how to prepare a procurement plan based on delivery timelines, budget, project planning, and various components involved in it
- KU10.** the factors and sub-factors that reflect the areas of importance while evaluating a procurement plan
- KU11.** the fundamentals of tender documents and their elements
- KU12.** the steps involved in preparing a tender document and how to calculate various elements involved in it
- KU13.** the fundamental of material calculation and optimization using appropriate software's tools and techniques
- KU14.** how to identify and assess suitable vendors based on market research
- KU15.** how to analyze the shop drawings based on assembly and installation process requirements
- KU16.** the importance of synergy between vendor's shop drawings and required material specifications
- KU17.** the process guide for conduction Quality Checking (QC) of procured materials
- KU18.** the usage and importance of quality tests based on different materials speciation's
- KU19.** the various techniques and methods associated with the installation process and the usage of relevant tools
- KU20.** the process of preparing a project closure and handover report and various elements involved in it

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>Supervise procurement process</i>	6	18	6	2
PC1. assist in evaluating the procurement plan in line with the budget and required quality	2	8	2	1
PC2. supervise the preparation of tender documents like Bill of Quantity (BOQ), material specification sheet, Furniture Fittings & Equipment (FF&E), etc.	2	8	2	1
PC3. ensure proper monitoring of the material calculation and optimization processes	2	2	2	-
<i>Assist in vendors exploration and materials selection</i>	6	24	6	2
PC4. conduct market research, visits, prototyping, etc. for selection of proper vendors	2	8	2	1
PC5. ensure the requisite approvals on the shop drawings received from multiple vendors	2	8	2	1
PC6. perform review/inspection of the procured materials	2	8	2	-
<i>Monitor onsite coordination, installation and client handover</i>	8	13	8	1
PC7. supervise the on-site project installation process	2	4	2	-
PC8. perform regular quality checks of the installation work at on-site and redressal of variations	2	4	2	-
PC9. assist in compliance with the statutory and regulatory requirements related to the worksite	2	1	2	-
PC10. ensure review and timely submission of the completion report and client handover	2	4	2	1
NOS Total	20	55	20	5

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0224
NOS Name	Assist in procurement management and site installation of multiple projects
Sector	Furniture & Fittings
Sub-Sector	Interior Design & Installation
Occupation	Interior Designing
NSQF Level	5
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

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/N0220.Assist in client servicing and defining scope of work for different projects	25	50	20	5	100	15
FFS/N0221.Project management & supervision in line with the finalized/approved scope of work for respective projects	24	51	20	5	100	15
FFS/N0222.Ensure development of Interior design concepts/plans for multiple projects	18	57	20	5	100	25
FFS/N0223.Assist in finalizing of Project design docket, selection of material and execution of various projects	15	60	20	5	100	20
FFS/N0224.Assist in procurement management and site installation of multiple projects	20	55	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

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
Total	147	379	239	35	800	100

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
KRA	Key Result Area
FSOW	Final Scope of Work
POC	Point Of Contact
SOP	Standard Operating Procedure
MOM	Minutes Of Meeting
AFC	Approved for Construction
RCP	Reflected Ceiling Plan
BOQ	Bill of Quantity
AR	Augmented Reality
VR	Virtual Reality
IoT	Internet of Things

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.