



# Assistant Project Manager (Interior Design)

Residence and Kitchen/ Commercial and Hospital/ Academic Institution/ Hospitality/ Retail Fitout and Exhibition

QP Code: FFS/Q0205

Version: 1.0

NSQF Level: 6

Furniture and Fittings Skill Council || 407-408, DLF City Court, M G Road, Sikanderpur  
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## **FFS/Q0205: Assistant Project Manager (Interior Design)**

### **Brief Job Description**

The Assistant Project Manager plays the role of assisting in conducting business development and client servicing activities of various projects. The person is responsible for defining scope of work, planning of teams and resources, reviewing design dockets and manage financial transactions. The individual will perform procurement and vendor management, quality checks, on-site supervisions and client handovers

### **Personal Attributes**

The individual must be proficient in software management. The individual must have an strong written and verbal communication skills. He must be capable of preparing estimates, visiting sites, work under pressure. The individual must have knowledge of designing and functioning. The individual must be a team player skilled in multitasking a good listener with skills to comprehend and communicate.

### **Applicable National Occupational Standards (NOS)**

#### **Compulsory NOS:**

1. [FFS/N0225: Assist in business development and client servicing for different project categories](#)
2. [FFS/N0226: Assist in defining final scope of work and financial transactions for assigned projects](#)
3. [FFS/N0227: Assist in planning teams and resources for the assigned projects and defining reporting mechanism](#)
4. [FFS/N0228: Assist in review/approval of design dockets, procurement, and vendor management of the assigned projects](#)
5. [FFS/N0229: Assist in supervision of onsite installation, quality control and client handover for assigned 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](#)

#### **Electives**(mandatory to select at least one):

##### Elective 1: Residence and Kitchen

1. [FFS/N0230: Assist in management of assigned interior design projects for Residence and Kitchen](#)

Elective 2: Commercial and Hospital

1. [FFS/N0231: Assist in management of assigned Commercial and Hospital interior design projects](#)

Elective 3: Academic Institution

1. [FFS/N0232: Assist in management of assigned interior design projects for Academic Institutions segment](#)

Elective 4: Hospitality

1. [FFS/N0233: Assist in management of assigned interior design projects under Hospitality segment](#)

Elective 5: Retail Fitout and Exhibition

1. [FFS/N0234: Assist in management of assigned interior design projects under Retail Fitout and Exhibitions segment](#)

**Qualification Pack (QP) Parameters**

<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>Country</b>	India
<b>NSQF Level</b>	6
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3432.0100

<b>Minimum Educational Qualification &amp; Experience</b>	<p>12th Class with 7 Years of experience (Relevant work experience) OR 12th Class/I.T.I (1 Year) with 5 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 5- Interior Designer) with 3 Years of experience (Relevant work experience)</p>
<b>Minimum Level of Education for Training in School</b>	Not Applicable
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	NA
<b>NSQC Approval Date</b>	
<b>Version</b>	1.0

## **FFS/N0225: Assist in business development and client servicing for different project categories**

### **Description**

This unit describes the performance outcomes required to assist in performing business development activities and client interactions for multiple projects

### **Scope**

The scope covers the following :

- Assist in business development activities
- Assist in client servicing and related activities

### **Elements and Performance Criteria**

#### *Assist in business development activities*

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

- PC1.** assist in preparing business development and marketing strategies
- PC2.** assist in preparation and revision of company profile and product/service catalogues
- PC3.** assist in planning and execution of promotional activities and events
- PC4.** assist in preparation and maintenance of records of the pipeline of prospective clients
- PC5.** follow up with the prospective clients for generation of new business opportunities

#### *Assist in client servicing and related activities*

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

- PC6.** arrange virtual/physical meetings with the prospective clients
- PC7.** assist in analyzing the first-hand information shared by the client like project details, drawings, layouts, design docket, preferences, etc.
- PC8.** assist in preparing for client meetings and making intro presentations
- PC9.** ensure taking meeting notes about client inputs and project requirements, and proper record-keeping in assigned formats like Minutes of the Meeting, Project File, etc
- PC10.** build and maintain rapport and healthy professional relationship with the clients, client POCs, other agencies

### **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 a business development plan and the steps involved in preparing it.
- KU10.** the company profile along with different services and products offered by them
- KU11.** how to create a successful event marketing and promotion plan
- KU12.** how to prioritize clients based on existing project timelines and schedules
- KU13.** how to effectively follow up with your potential clients
- KU14.** the process guide to effectively structure, organize and run a client meeting
- KU15.** the process guide for interpreting and analyzing client details for the feasibility of project execution
- KU16.** the product and services offered by the company within execution feasibility based on client requirement
- KU17.** the importance of preparing a presentation based on target audience requirement
- KU18.** the usage of various documentation formalities in record-keeping client information
- KU19.** the importance of using effective notes keeping techniques
- KU20.** the importance of communicating and maintaining an effective working relationship with the clients, client POCs, other agencies

## 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 business development activities</i>	<b>10</b>	<b>26</b>	<b>10</b>	<b>2</b>
<b>PC1.</b> assist in preparing business development and marketing strategies	3	7	2	1
<b>PC2.</b> assist in preparation and revision of company profile and product/service catalogues	2	5	2	-
<b>PC3.</b> assist in planning and execution of promotional activities and events	2	5	2	-
<b>PC4.</b> assist in preparation and maintenance of records of the pipeline of prospective clients	1	4	2	-
<b>PC5.</b> follow up with the prospective clients for generation of new business opportunities	2	5	2	1
<i>Assist in client servicing and related activities</i>	<b>10</b>	<b>29</b>	<b>10</b>	<b>3</b>
<b>PC6.</b> arrange virtual/physical meetings with the prospective clients	2	6	2	-
<b>PC7.</b> assist in analyzing the first-hand information shared by the client like project details, drawings, layouts, design docket, preferences, etc.	2	7	2	1
<b>PC8.</b> assist in preparing for client meetings and making intro presentations	2	7	2	1
<b>PC9.</b> ensure taking meeting notes about client inputs and project requirements, and proper record-keeping in assigned formats like Minutes of the Meeting, Project File, etc	2	5	2	1
<b>PC10.</b> build and maintain rapport and healthy professional relationship with the clients, client POCs, other agencies	2	4	2	-
<b>NOS Total</b>	<b>20</b>	<b>55</b>	<b>20</b>	<b>5</b>



## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0225
<b>NOS Name</b>	Assist in business development and client servicing for different project categories
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **FFS/N0226: Assist in defining final scope of work and financial transactions for assigned projects**

### **Description**

This unit describes the performance outcomes required to assist in determining the final scope of work and monitor the financial transactions for multiple projects

### **Scope**

The scope covers the following :

- Assist in defining scope of work as per first-hand information from the client and site survey/recce
- Assist in preparing estimates, quotations and negotiations

### **Elements and Performance Criteria**

#### *Assist in defining scope of work as per first-hand information from the client and site survey/recce*

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

- PC1.** assist in identifying project type, preferences in design, material, style, furniture, utilities, services quality standards etc.
- PC2.** analyze the need and scope of site survey/recce based on the first-hand information and client intro meeting
- PC3.** plan and organize the site survey/recce in coordination with client POCs and internal Interior Design/Installation teams
- PC4.** assist in performing site survey with the client and concerned teams, and monitoring the recce activities
- PC5.** supervise the preparation and timely submission of the recce reports including the site pictures and measurements details
- PC6.** assist in defining final scope of work and resources required for the same

#### *Assist in preparing estimates, quotations and negotiations*

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

- PC7.** coordinate with different teams like design team, accounts team, vendors for preparing estimate and related documents
- PC8.** assist in preparing the project proposal factoring the client budget, and the timelines for the project execution
- PC9.** facilitate negotiations, approvals, project closure formalities like agreement preparation, contract sign off, etc.
- PC10.** assist in gauging impact of proposed changes/deviation during execution on project timelines & budget
- PC11.** facilitate approval of additional scope of work and respective quotation from the client
- PC12.** assist in financial transactions, payment coordination, record-keeping and updates

### **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 identifying design, material, style, furniture, utilities, services quality standards, etc. for the scope of project execution
- KU10.** the various types of materials, product types, utilities, etc. based on project theme and style
- KU11.** the importance of conducting site survey/recce and its various parameters in defining the scope of work
- KU12.** the process of planning and organizing a site survey/recce along with its importance in maintaining quality standards
- KU13.** the step involved in executing a site survey/recce
- KU14.** the various elements of a recce report and the documentation formalities associated with it
- KU15.** the process guide for converting a Tentative Scope of Work (TSOW) into Final Scope of Work (FSOW) along with its approval procedures
- KU16.** how to prepare project estimates and associated documents in consultation with various internal teams
- KU17.** the process guide for preparing a project proposal and various elements involved in it
- KU18.** the technicalities associated with performing client negotiations, approvals, and project handover
- KU19.** the importance of synergy between approved project specification and on-site project execution
- KU20.** the process of facilitating and approvals based on additional services from clients
- KU21.** the importance and usage of different financial methods and gateways

## **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 defining scope of work as per first-hand information from the client and site survey/recce</i>	<b>11</b>	<b>26</b>	<b>11</b>	<b>3</b>
<b>PC1.</b> assist in identifying project type, preferences in design, material, style, furniture, utilities, services quality standards etc.	2	4	2	1
<b>PC2.</b> analyze the need and scope of site survey/recce based on the first-hand information and client intro meeting	1	2	1	-
<b>PC3.</b> plan and organize the site survey/recce in coordination with client POCs and internal Interior Design/Installation teams	2	4	2	-
<b>PC4.</b> assist in performing site survey with the client and concerned teams, and monitoring the recce activities	2	6	2	1
<b>PC5.</b> supervise the preparation and timely submission of the recce reports including the site pictures and measurements details	2	4	1	-
<b>PC6.</b> assist in defining final scope of work and resources required for the same	2	6	3	1
<i>Assist in preparing estimates, quotations and negotiations</i>	<b>14</b>	<b>24</b>	<b>9</b>	<b>2</b>
<b>PC7.</b> coordinate with different teams like design team, accounts team, vendors for preparing estimate and related documents	2	4	2	-
<b>PC8.</b> assist in preparing the project proposal factoring the client budget, and the timelines for the project execution	4	6	2	-
<b>PC9.</b> facilitate negotiations, approvals, project closure formalities like agreement preparation, contract sign off, etc.	2	6	2	1
<b>PC10.</b> assist in gauging impact of proposed changes/deviation during execution on project timelines & budget	1	2	1	-
<b>PC11.</b> facilitate approval of additional scope of work and respective quotation from the client	2	2	1	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> assist in financial transactions, payment coordination, record-keeping and updates	2	4	1	1
<b>NOS Total</b>	<b>25</b>	<b>50</b>	<b>20</b>	<b>5</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0226
<b>NOS Name</b>	Assist in defining final scope of work and financial transactions for assigned projects
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **FFS/N0227: Assist in planning teams and resources for the assigned projects and defining reporting mechanism**

### **Description**

This unit describes the performance outcomes required to assist in team planning and resource management and defines a standard reporting system to monitor work progress

### **Scope**

The scope covers the following :

- Assist in planning resources as per finalized scope of work for the project
- Assist in organizing teams and define supervision and reporting mechanism for various projects
- Assist in preparing reporting mechanism for various projects

### **Elements and Performance Criteria**

#### *Assist in planning resources as per finalized scope of work for the project*

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

- PC1.** assist in preparing estimates of raw material and products required for the project/s, like Tiles/ Marbles, Wallpapers, Paints, Glass, Light, POP, Sanitary, Fabric, Rugs, Curtains
- PC2.** study in-house material library and conduct market research/visits to keep vendor options updated
- PC3.** assist in raising tenders, inviting quotations and delivery timelines, terms and conditions from various vendors
- PC4.** participate in the review process and share inputs/suggestions for shortlisting right vendor partners

#### *Assist in organizing teams and define supervision and reporting mechanism for various projects*

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

- PC5.** assist in estimating nature/types of teams required as per finalized scope of work
- PC6.** define tasks of each team along with timelines, ownership, Gantt charts, estimates, etc.
- PC7.** define task updates and feedback mechanism for regular periodic updates

#### *Assist in preparing reporting mechanism for various projects*

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

- PC8.** devise a work monitoring system for the project, highlighting key milestones for review
- PC9.** plan regular on-site inspections in line with key milestones and process to factor changes
- PC10.** assist in defining client visits/inspection protocols and feedback mechanism

### **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 various estimation tools and techniques for calculating material quantity in interior designing
- KU10.** the process of maintaining an in-house material library using appropriate software and tools
- KU11.** how to prepare and maintain tenders, quotations from multiple vendors
- KU12.** the parameters involved in shortlisting and approval of vendor partners
- KU13.** the documentation requisites associated with vendor selection and management
- KU14.** the role and responsibilities of teams in different departments for task delegation
- KU15.** the usage and importance of various planning tools and techniques in team and task delegations
- KU16.** the importance of ensuring regular project updates and feedback in maintaining quality during project execution
- KU17.** how to prepare a work monitoring plan and various elements involved in it
- KU18.** the importance of performing routine on-site inspection and process of mitigating irregularities
- KU19.** the importance of standard protocols and guidelines in effective site visits and inspections

## 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 planning resources as per finalized scope of work for the project</i>	<b>10</b>	<b>20</b>	<b>8</b>	<b>2</b>
<b>PC1.</b> assist in preparing estimates of raw material and products required for the project/s, like Tiles/ Marbles, Wallpapers, Paints, Glass, Light, POP, Sanitary, Fabric, Rugs, Curtains	3	6	2	-
<b>PC2.</b> study in-house material library and conduct market research/visits to keep vendor options updated	2	4	2	1
<b>PC3.</b> assist in raising tenders, inviting quotations and delivery timelines, terms and conditions from various vendors	3	6	2	-
<b>PC4.</b> participate in the review process and share inputs/suggestions for shortlisting right vendor partners	2	4	2	1
<i>Assist in organizing teams and define supervision and reporting mechanism for various projects</i>	<b>7</b>	<b>14</b>	<b>6</b>	<b>1</b>
<b>PC5.</b> assist in estimating nature/types of teams required as per finalized scope of work	3	6	2	-
<b>PC6.</b> define tasks of each team along with timelines, ownership, Gantt charts, estimates, etc.	2	4	2	1
<b>PC7.</b> define task updates and feedback mechanism for regular periodic updates	2	4	2	-
<i>Assist in preparing reporting mechanism for various projects</i>	<b>8</b>	<b>16</b>	<b>6</b>	<b>2</b>
<b>PC8.</b> devise a work monitoring system for the project, highlighting key milestones for review	3	6	2	-
<b>PC9.</b> plan regular on-site inspections in line with key milestones and process to factor changes	2	4	2	1
<b>PC10.</b> assist in defining client visits/inspection protocols and feedback mechanism	3	6	2	1
<b>NOS Total</b>	<b>25</b>	<b>50</b>	<b>20</b>	<b>5</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0227
<b>NOS Name</b>	Assist in planning teams and resources for the assigned projects and defining reporting mechanism
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **FFS/N0228: Assist in review/approval of design docket, procurement, and vendor management of the assigned projects**

### **Description**

This unit describes the performance outcomes required to assist in validating the design docket, procurement and vendor management

### **Scope**

The scope covers the following :

- Assist in review and approval of design concepts/plans
- Assist in procurement of the raw material/products and vendor management for assigned projects

### **Elements and Performance Criteria**

#### *Assist in review and approval of design concepts/plans*

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

- PC1.** assist in allocation of project work to concerned teams as per timelines
- PC2.** monitor the process of design docket development for assigned projects
- PC3.** review and approve the concepts, drawings, mood boards, 3D renders, miniatures, etc. prepared by the teams on parameters of scope, budget and delivery timelines
- PC4.** ensure supervisor and client feedbacks are shared with the team and incorporated
- PC5.** ensure necessary approvals on all the design, drawings, materials, finishes etc. for execution purposes

#### *Assist in procurement of the raw material/products and vendor management for assigned projects*

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

- PC6.** assist in comparison of the quotations as per final scope of work and negotiation with the shortlisted vendor partners
- PC7.** assist in defining the terms of payment and delivery timeline before approval of the purchase orders
- PC8.** conduct interim and final quality checks before final dispatch or delivery, as per the nature of the raw material/products ordered
- PC9.** ensure proper record keeping and managing queries/grievances related to procurement process
- PC10.** assist in approval of invoices and release of payment to the vendor partners

### **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 assess team's skillset and capacity for task delegations
- KU10.** the process guide for preparing and maintaining a design docket
- KU11.** the importance of project execution parameters in the review and approval process of the concepts, drawings, mood boards, 3D renders, miniatures, etc.
- KU12.** the process of documenting and implementing client and supervisor feedbacks
- KU13.** the importance of review and approval of design, material, and finish specifications
- KU14.** the correlation between vendor quotation and Final Scope Of Work (FSOW)
- KU15.** the factors contributing to finalizing terms of payments
- KU16.** the role of delivery timeline and schedule for issuing purchase orders
- KU17.** the importance of performing Quality Checks (QC) at regular intervals
- KU18.** the process of procurement grievance redressal mechanism in resolving queries, concerns, or requests
- KU19.** the importance of an efficient and effective grievance redress mechanism for the procurement process
- KU20.** how to approve an invoice for payment and various factors contributing to 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>Assist in review and approval of design concepts/plans</i>	<b>10</b>	<b>35</b>	<b>15</b>	<b>3</b>
<b>PC1.</b> assist in allocation of project work to concerned teams as per timelines	2	5	3	-
<b>PC2.</b> monitor the process of design docket development for assigned projects	2	5	3	1
<b>PC3.</b> review and approve the concepts, drawings, mood boards, 3D renders, miniatures, etc. prepared by the teams on parameters of scope, budget and delivery timelines	2	10	3	1
<b>PC4.</b> ensure supervisor and client feedbacks are shared with the team and incorporated	2	5	3	1
<b>PC5.</b> ensure necessary approvals on all the design, drawings, materials, finishes etc. for execution purposes	2	10	3	-
<i>Assist in procurement of the raw material/products and vendor management for assigned projects</i>	<b>10</b>	<b>20</b>	<b>5</b>	<b>2</b>
<b>PC6.</b> assist in comparison of the quotations as per final scope of work and negotiation with the shortlisted vendor partners	2	4	1	1
<b>PC7.</b> assist in defining the terms of payment and delivery timeline before approval of the purchase orders	2	4	1	-
<b>PC8.</b> conduct interim and final quality checks before final dispatch or delivery, as per the nature of the raw material/products ordered	2	4	1	1
<b>PC9.</b> ensure proper record keeping and managing queries/grievances related to procurement process	2	4	1	-
<b>PC10.</b> assist in approval of invoices and release of payment to the vendor partners	2	4	1	-
<b>NOS Total</b>	<b>20</b>	<b>55</b>	<b>20</b>	<b>5</b>



## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0228
<b>NOS Name</b>	Assist in review/approval of design docket, procurement, and vendor management of the assigned projects
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **FFS/N0229: Assist in supervision of onsite installation, quality control and client handover for assigned projects**

### **Description**

This unit describes the performance outcomes required to assist in supervising site installation, quality check and project handovers

### **Scope**

The scope covers the following :

- Assist in allocation and supervision of assigned tasks for various projects
- Assist in conducting quality check, reporting and final handover of the assigned projects

### **Elements and Performance Criteria**

#### *Assist in allocation and supervision of assigned tasks for various projects*

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

- PC1.** assign appropriate team & delegate respective tasks with delivery timelines
- PC2.** ensure the required raw material and interior products are delivered timely as per plan
- PC3.** coordinate between various agencies, sub-contractors, client POCs, and approval authorities to ensure timely completion of inter-connected or dependent tasks
- PC4.** develop and maintain documentation formats for record keeping of the projects
- PC5.** assist in handling team's feedback, queries, grievances and resolving any issues/conflicts which may hinder the work
- PC6.** ensure requisite team training on material usage, effective and efficient task management, etc.

#### *Assist in conducting quality check, reporting and final handover of the assigned projects*

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

- PC7.** assist in conducting periodic intrinsic and external quality checks of the projects
- PC8.** ensure deviations and client feedback is factored and necessary action is taken
- PC9.** assist in compliance with the statutory and regulatory requirements related to the worksite
- PC10.** assist in ensuring on timely completion of each stage and work updates
- PC11.** 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 delegate tasks effectively and their importance
- KU10.** the process of segregation of materials and products requirement at the worksite based on project execution stages
- KU11.** the importance of effective coordination between various internal and external agencies for project execution
- KU12.** the various pre-requisites involved in preparing and maintaining project records
- KU13.** the process of grievance redressal mechanism in resolving queries, concerns, or requests
- KU14.** how to formulate a training plan of an employee based on the Key Result Areas (KRA's) and expected deliverables
- KU15.** the several characteristics that are prerequisites while designing an effective performance management system and what purpose(s) the system will serve
- KU16.** how to measure the effectiveness of the performance management system
- KU17.** how to manage client feedback, project deviation, and the process of their rectifications
- KU18.** how to identify critical stages during project execution
- KU19.** 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>Assist in allocation and supervision of assigned tasks for various projects</i>	<b>12</b>	<b>28</b>	<b>10</b>	<b>3</b>
<b>PC1.</b> assign appropriate team & delegate respective tasks with delivery timelines	2	8	2	1
<b>PC2.</b> ensure the required raw material and interior products are delivered timely as per plan	2	4	2	-
<b>PC3.</b> coordinate between various agencies, sub-contractors, client POCs, and approval authorities to ensure timely completion of inter-connected or dependent tasks	2	4	2	1
<b>PC4.</b> develop and maintain documentation formats for record keeping of the projects	2	4	2	-
<b>PC5.</b> assist in handling team's feedback, queries, grievances and resolving any issues/conflicts which may hinder the work	2	4	1	1
<b>PC6.</b> ensure requisite team training on material usage, effective and efficient task management, etc.	2	4	1	-
<i>Assist in conducting quality check, reporting and final handover of the assigned projects</i>	<b>10</b>	<b>25</b>	<b>10</b>	<b>2</b>
<b>PC7.</b> assist in conducting periodic intrinsic and external quality checks of the projects	2	8	2	1
<b>PC8.</b> ensure deviations and client feedback is factored and necessary action is taken	2	4	2	-
<b>PC9.</b> assist in compliance with the statutory and regulatory requirements related to the worksite	2	-	2	1
<b>PC10.</b> assist in ensuring on timely completion of each stage and work updates	2	5	2	-
<b>PC11.</b> ensure review and timely submission of the completion report and client handover	2	8	2	-
<b>NOS Total</b>	<b>22</b>	<b>53</b>	<b>20</b>	<b>5</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0229
<b>NOS Name</b>	Assist in supervision of onsite installation, quality control and client handover for assigned projects
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	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>	<b>1</b>	<b>5</b>	<b>12</b>	-
<b>PC1.</b> seek assistance and clarifications from supervisor or any such appropriate authority as and when required	-	1	2	-
<b>PC2.</b> interpret instructions clearly from superiors and respond effectively on the same	-	1	2	-
<b>PC3.</b> engage in decision making by providing relevant facts and figures	-	1	2	-
<b>PC4.</b> achieve productivity and quality of work as per the company procedure	1	-	2	-
<b>PC5.</b> follow escalation matrix in case of any grievance and report any unresolved problem to the supervisor immediately	-	1	2	-
<b>PC6.</b> document the completed work schedule in the desired format and handover to the supervisor	-	1	2	-
<i>Communicate effectively with co-workers</i>	<b>2</b>	<b>7</b>	<b>14</b>	<b>2</b>
<b>PC7.</b> coordinate and cooperate with colleagues to achieve work objectives	1	1	2	-
<b>PC8.</b> communicate to team members/ subordinates for appropriate work technique and method	-	1	2	-
<b>PC9.</b> communicate with co-workers clearly, concisely, and at a pace and in a manner that helps them to understand	-	1	2	1
<b>PC10.</b> maintain the etiquette, use polite language, demonstrate responsible and disciplined behaviours to the colleagues	1	1	2	1
<b>PC11.</b> pass on essential information to colleagues in line with organizational requirements	-	1	2	-
<b>PC12.</b> 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
<b>PC13.</b> prioritize team and organization goals above personal goals	-	1	2	-
<i>Follow gender and PwD sensitive practices at the worksite</i>	<b>10</b>	<b>13</b>	<b>26</b>	<b>8</b>
<b>PC14.</b> ensure a conducive environment for all the genders at the worksite	1	1	2	-
<b>PC15.</b> ensure gender neutral practices are followed at the worksite	1	1	2	1
<b>PC16.</b> communicate with everyone without any personal bias based on gender, disability, caste, religion, colour, sexual orientation, and culture	-	1	2	-
<b>PC17.</b> ensure equal participation of the people across different genders in the process	1	1	2	1
<b>PC18.</b> treat women equally across both the horizontal as well as vertical segregation of roles in the workplace	1	1	2	-
<b>PC19.</b> report incidents of any harassment and discrimination to the appropriate authority	1	1	2	1
<b>PC20.</b> practice appropriate verbal and non-verbal communication while interaction with persons with disability (PwD)	-	1	2	1
<b>PC21.</b> adapt communication styles and behaviour that are in line with the organisation's policies for people with disabilities	1	1	2	-
<b>PC22.</b> assist colleagues with disability in a manner without causing any damage to their self-respect	-	1	2	-
<b>PC23.</b> encourage appropriate behaviour and conduct with people across genders and PwD	1	1	2	1
<b>PC24.</b> identify relevant medical and infra support requirements for PwD.	1	1	2	1
<b>PC25.</b> 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
<b>PC26.</b> the right way to use the laws, acts, and provisions defined for PwD by the statutory bodies	1	1	2	1
<b>NOS Total</b>	<b>13</b>	<b>25</b>	<b>52</b>	<b>10</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N8204
<b>NOS Name</b>	Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQF Clearance Date</b>	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>	<b>10</b>	<b>14</b>	<b>32</b>	-
<b>PC1.</b> identify the target customers and assess their needs and expectations concerning the quality and price of the products/ services	-	2	4	-
<b>PC2.</b> identify various types of furniture entrepreneurship/ business opportunities	2	2	4	-
<b>PC3.</b> 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	-
<b>PC4.</b> undertake competition analysis to assess the market condition of a products/ services	2	-	4	-
<b>PC5.</b> conduct a risk assessment and identify opportunities for scaling up the business	2	2	4	-
<b>PC6.</b> develop a resource plan for the business and estimate costs for the same	-	2	4	-
<b>PC7.</b> identify avenues for relevant skills and knowledge development for oneself in preparation for entrepreneurial activity	2	2	4	-
<b>PC8.</b> identify personnel who can assist in supporting business development, by providing guidance and feedback	-	2	4	-
<i>Understand digital aspects of a business</i>	<b>6</b>	<b>2</b>	<b>12</b>	-
<b>PC9.</b> identify and select the suitable digital technologies for project implementation and promotions	2	-	4	-
<b>PC10.</b> analyze the different e-commerce opportunities available for product/service promotions	2	-	4	-
<b>PC11.</b> 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>	<b>4</b>	<b>4</b>	<b>16</b>	-

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

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N8206
<b>NOS Name</b>	Undertake entrepreneurship and business development activities
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQ Clearance Date</b>	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>	<b>5</b>	<b>26</b>	<b>16</b>	-
<b>PC1.</b> comply with health and personal hygiene-related protocols	1	3	2	-
<b>PC2.</b> coordinate with other designers to identify possible hazards within project designing during construction and subsequent maintenance	-	4	2	-
<b>PC3.</b> analyze the existing health and safety plan or safety line	-	4	2	-
<b>PC4.</b> identify and report poor organizational practices concerning hygiene, food handling, cleaning	1	3	2	-
<b>PC5.</b> 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	-
<b>PC6.</b> plan, manage and monitor the health and safety in the execution phase concerning designing	1	3	2	-
<b>PC7.</b> wear clean clothes as per the dress code of the worksite	-	3	2	-
<b>PC8.</b> 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>	<b>4</b>	<b>20</b>	<b>6</b>	-
<b>PC9.</b> use emergency equipment in accordance with manufacturers' specifications as per requirement	-	4	1	-
<b>PC10.</b> follow emergency and evacuation procedures in case of accidents, fires, natural calamities	1	4	1	-
<b>PC11.</b> 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
<b>PC12.</b> undertake first aid activities in case of an accident, if required and asked to do so	1	3	1	-
<b>PC13.</b> communicate necessary control measures to concerned team members	1	3	1	-
<b>PC14.</b> ensure that safety instructions applicable to the work place are being followed	1	3	1	-
<i>Ensure material conservation and optimization of resources</i>	<b>3</b>	<b>15</b>	<b>5</b>	-
<b>PC15.</b> plan out the process in project designing to ensure optimal material utilization	1	3	1	-
<b>PC16.</b> collect information on the pattern of electricity and fuel consumption	-	3	1	-
<b>PC17.</b> identify possibilities of using renewable energy and environment-friendly fuels in project designs	1	3	1	-
<b>PC18.</b> plan the implementation of energy-efficient systems in a phased manner	-	3	1	-
<b>PC19.</b> plan and utilize the reusable materials and wastage in the designing process	1	3	1	-
<b>NOS Total</b>	<b>12</b>	<b>61</b>	<b>27</b>	-



## National Occupational Standards (NOS) Parameters

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

## **FFS/N0230: Assist in management of assigned interior design projects for Residence and Kitchen**

### **Description**

This unit describes the performance outcomes required to assist in managing delegated Residence & Kitchen Projects

### **Scope**

The scope covers the following :

- Assist in business development and client servicing for Residence and Kitchen projects
- Assist in defining final scope of work and financial transactions for assigned Residence and Kitchen projects
- Assist in planning teams and resources, and defining reporting mechanisms for the assigned Residence and Kitchen projects
- Assist in approval of design dockets, procurement, and vendor management of the assigned Residence and Kitchen projects
- Assist in supervision of onsite installation, quality control and client handover for assigned Residence and Kitchen projects

### **Elements and Performance Criteria**

#### *Assist in business development and client servicing for Residence and Kitchen projects*

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

- PC1.** Assist in business development activities
- PC2.** Assist in client servicing and related activities

#### *Assist in defining final scope of work and financial transactions for assigned Residence and Kitchen projects*

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

- PC3.** Assist in defining scope of work as per first-hand information from the client and site survey/recce
- PC4.** Assist in preparing estimates, quotations and negotiations

#### *Assist in planning teams and resources, and defining reporting mechanisms for the assigned Residence and Kitchen projects*

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

- PC5.** Assist in planning resources as per finalized scope of work for the project
- PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects
- PC7.** Assist in preparing reporting mechanism for various projects

#### *Assist in approval of design dockets, procurement, and vendor management of the assigned Residence and Kitchen projects*

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

- PC8.** Assist in review and approval of design concepts/plans

- PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects

*Assist in supervision of onsite installation, quality control and client handover for assigned Residence and Kitchen projects*

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

- PC10.** Assist in allocation and supervision of assigned tasks for various projects
- PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects

## 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 a business development plan and the steps involved in preparing it for residence and kitchen project plan
- KU10.** the process guide for interpreting and analyzing client details for the feasibility of project execution for residence and kitchen project
- KU11.** the process guide for defining a scope of work for the assigned residence and kitchen project
- KU12.** how to prepare project estimates and related documents in consultation with various internal teams
- KU13.** the process of analyzing and interpreting required material, tools, equipment based on key stages of project execution at on-site
- KU14.** the usage and importance of various planning tools and techniques in team and task delegations
- KU15.** the importance of standard protocols and guidelines in conducting site visits and inspections for residence and kitchen projects
- KU16.** the importance of project execution parameters in the review and approval process of the concepts, drawings, mood boards, 3D renders, miniatures, etc. for residence and kitchen projects
- KU17.** the correlation between vendor quotation and Final Scope Of Work (FSOW)
- KU18.** the various factors contributing to the allocation of tasks and responsibilities to concerned teams

**KU19.** the importance of performing timely quality checking and reporting to the supervisor

## **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 business development and client servicing for Residence and Kitchen projects</i>	<b>3</b>	<b>5</b>	<b>9</b>	-
<b>PC1.</b> Assist in business development activities	2	3	5	-
<b>PC2.</b> Assist in client servicing and related activities	1	2	4	-
<i>Assist in defining final scope of work and financial transactions for assigned Residence and Kitchen projects</i>	<b>3</b>	<b>6</b>	<b>10</b>	-
<b>PC3.</b> Assist in defining scope of work as per first-hand information from the client and site survey/recce	2	3	5	-
<b>PC4.</b> Assist in preparing estimates, quotations and negotiations	1	3	5	-
<i>Assist in planning teams and resources, and defining reporting mechanisms for the assigned Residence and Kitchen projects</i>	<b>3</b>	<b>8</b>	<b>11</b>	-
<b>PC5.</b> Assist in planning resources as per finalized scope of work for the project	1	4	5	-
<b>PC6.</b> Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	-
<b>PC7.</b> Assist in preparing reporting mechanism for various projects	1	2	3	-
<i>Assist in approval of design docket, procurement, and vendor management of the assigned Residence and Kitchen projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-
<b>PC8.</b> Assist in review and approval of design concepts/plans	2	4	5	-
<b>PC9.</b> Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	-
<i>Assist in supervision of onsite installation, quality control and client handover for assigned Residence and Kitchen projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC10.</b> Assist in allocation and supervision of assigned tasks for various projects	1	4	5	-
<b>PC11.</b> Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	-
<b>NOS Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0230
<b>NOS Name</b>	Assist in management of assigned interior design projects for Residence and Kitchen
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **FFS/N0231: Assist in management of assigned Commercial and Hospital interior design projects**

### **Description**

This unit describes the performance outcomes required to assist in managing delegated Commercial and Hospital interior design projects

### **Scope**

The scope covers the following :

- Assist in business development and client servicing for Commercial projects
- Assist in defining final scope of work and financial transactions for assigned Commercial projects
- Assist in planning teams and resources, and defining reporting mechanisms for the assigned Commercial projects
- Assist in approval of design docket, procurement, and vendor management of the assigned Commercial projects
- Assist in supervision of onsite installation, quality control and client handover for assigned Commercial projects

### **Elements and Performance Criteria**

#### *Assist in business development and client servicing for Commercial projects*

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

- PC1.** Assist in business development activities
- PC2.** Assist in client servicing and related activities

#### *Assist in defining final scope of work and financial transactions for assigned Commercial projects*

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

- PC3.** Assist in defining scope of work as per first-hand information from the client and site survey/recce
- PC4.** Assist in preparing estimates, quotations and negotiations

#### *Assist in planning teams and resources, and defining reporting mechanisms for the assigned Commercial projects*

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

- PC5.** Assist in planning resources as per finalized scope of work for the project
- PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects
- PC7.** Assist in preparing reporting mechanism for various projects

#### *Assist in approval of design docket, procurement, and vendor management of the assigned Commercial projects*

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

- PC8.** Assist in review and approval of design concepts/plans
- PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects



*Assist in supervision of onsite installation, quality control and client handover for assigned Commercial projects*

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

**PC10.** Assist in allocation and supervision of assigned tasks for various projects

**PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects

## **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 a business development plan and the steps involved in preparing it for commercial and hospital project plan
- KU10.** the process guide for interpreting and analyzing client details for the feasibility of project execution for commercial and hospital project
- KU11.** the process guide for defining a scope of work for the assigned commercial and hospital project
- KU12.** how to prepare project estimates and related documents in consultation with various internal teams
- KU13.** the process of analyzing and interpreting required material, tools, equipment based on key stages of project execution at on-site
- KU14.** the usage and importance of various planning tools and techniques in team and task delegations
- KU15.** the importance of standard protocols and guidelines in conducting site visits and inspections for commercial and hospital projects
- KU16.** the importance of project execution parameters in the review and approval process of the concepts, drawings, mood boards, 3D renders, miniatures, etc. for commercial and hospital projects
- KU17.** the correlation between vendor quotation and Final Scope Of Work (FSOW)
- KU18.** the various factors contributing to the allocation of tasks and responsibilities to concerned teams
- KU19.** the importance of performing timely quality checking and reporting to the supervisor

## **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 business development and client servicing for Commercial projects</i>	<b>3</b>	<b>5</b>	<b>9</b>	-
<b>PC1.</b> Assist in business development activities	2	3	5	-
<b>PC2.</b> Assist in client servicing and related activities	1	2	4	-
<i>Assist in defining final scope of work and financial transactions for assigned Commercial projects</i>	<b>3</b>	<b>6</b>	<b>10</b>	-
<b>PC3.</b> Assist in defining scope of work as per first-hand information from the client and site survey/recce	2	3	5	-
<b>PC4.</b> Assist in preparing estimates, quotations and negotiations	1	3	5	-
<i>Assist in planning teams and resources, and defining reporting mechanisms for the assigned Commercial projects</i>	<b>3</b>	<b>8</b>	<b>11</b>	-
<b>PC5.</b> Assist in planning resources as per finalized scope of work for the project	1	4	5	-
<b>PC6.</b> Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	-
<b>PC7.</b> Assist in preparing reporting mechanism for various projects	1	2	3	-
<i>Assist in approval of design docket, procurement, and vendor management of the assigned Commercial projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-
<b>PC8.</b> Assist in review and approval of design concepts/plans	2	4	5	-
<b>PC9.</b> Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	-
<i>Assist in supervision of onsite installation, quality control and client handover for assigned Commercial projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC10.</b> Assist in allocation and supervision of assigned tasks for various projects	1	4	5	-
<b>PC11.</b> Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	-
<b>NOS Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	<b>-</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0231
<b>NOS Name</b>	Assist in management of assigned Commercial and Hospital interior design projects
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **FFS/N0232: Assist in management of assigned interior design projects for Academic Institutions segment**

### **Description**

This unit describes the performance outcomes required to assist in managing delegated Academic Institutions segment interior design projects

### **Scope**

The scope covers the following :

- Assist in business development and client servicing for Academic Institution projects
- Assist in defining final scope of work and financial transactions for assigned Academic Institution projects
- Assist in planning teams and resources, and defining reporting mechanisms for the assigned Academic Institution projects
- Assist in approval of design dockets, procurement, and vendor management of the assigned Academic Institution projects
- Assist in supervision of onsite installation, quality control and client handover for assigned Academic Institution projects

### **Elements and Performance Criteria**

#### *Assist in business development and client servicing for Academic Institution projects*

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

- PC1.** Assist in business development activities
- PC2.** Assist in client servicing and related activities

#### *Assist in defining final scope of work and financial transactions for assigned Academic Institution projects*

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

- PC3.** Assist in defining final scope of work as per first-hand information from the client and site survey/recce
- PC4.** Assist in preparing estimates, quotations and negotiations

#### *Assist in planning teams and resources, and defining reporting mechanisms for the assigned Academic Institution projects*

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

- PC5.** Assist in planning resources as per finalized scope of work for the project
- PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects
- PC7.** Assist in preparing reporting mechanism for various projects

#### *Assist in approval of design dockets, procurement, and vendor management of the assigned Academic Institution projects*

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

- PC8.** Assist in review and approval of design concepts/plans
- PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects

*Assist in supervision of onsite installation, quality control and client handover for assigned Academic Institution projects*

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

**PC10.** Assist in allocation and supervision of assigned tasks for various projects

**PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects

## **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 a business development plan and the steps involved in preparing it for academic institutions project plan
- KU10.** the process guide for interpreting and analyzing client details for the feasibility of project execution for academic institutions project
- KU11.** the process guide for defining a scope of work for the assigned academic institutions project
- KU12.** how to prepare project estimates and related documents in consultation with various internal teams
- KU13.** the process of analyzing and interpreting required material, tools, equipment based on key stages of project execution at on-site
- KU14.** the usage and importance of various planning tools and techniques in team and task delegations
- KU15.** the importance of standard protocols and guidelines in conducting site visits and inspections for academic institutions projects
- KU16.** the importance of project execution parameters in the review and approval process of the concepts, drawings, mood boards, 3D renders, miniatures, etc. for academic institutions projects
- KU17.** the correlation between vendor quotation and Final Scope Of Work (FSOW)
- KU18.** the various factors contributing to the allocation of tasks and responsibilities to concerned teams
- KU19.** the importance of performing timely quality checking and reporting to the supervisor

## **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 business development and client servicing for Academic Institution projects</i>	<b>3</b>	<b>5</b>	<b>9</b>	-
<b>PC1.</b> Assist in business development activities	2	3	5	-
<b>PC2.</b> Assist in client servicing and related activities	1	2	4	-
<i>Assist in defining final scope of work and financial transactions for assigned Academic Institution projects</i>	<b>3</b>	<b>6</b>	<b>10</b>	-
<b>PC3.</b> Assist in defining final scope of work as per first-hand information from the client and site survey/recce	2	3	5	-
<b>PC4.</b> Assist in preparing estimates, quotations and negotiations	1	3	5	-
<i>Assist in planning teams and resources, and defining reporting mechanisms for the assigned Academic Institution projects</i>	<b>3</b>	<b>8</b>	<b>11</b>	-
<b>PC5.</b> Assist in planning resources as per finalized scope of work for the project	1	4	5	-
<b>PC6.</b> Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	-
<b>PC7.</b> Assist in preparing reporting mechanism for various projects	1	2	3	-
<i>Assist in approval of design docket, procurement, and vendor management of the assigned Academic Institution projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-
<b>PC8.</b> Assist in review and approval of design concepts/plans	2	4	5	-
<b>PC9.</b> Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	-
<i>Assist in supervision of onsite installation, quality control and client handover for assigned Academic Institution projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC10.</b> Assist in allocation and supervision of assigned tasks for various projects	1	4	5	-
<b>PC11.</b> Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	-
<b>NOS Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	<b>-</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0232
<b>NOS Name</b>	Assist in management of assigned interior design projects for Academic Institutions segment
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **FFS/N0233: Assist in management of assigned interior design projects under Hospitality segment**

### **Description**

This unit describes the performance outcomes required to assist in managing delegated Hospitality segment interior design projects

### **Scope**

The scope covers the following :

- Assist in business development and client servicing for hospitality projects
- Assist in defining final scope of work and financial transactions for assigned hospitality projects
- Assist in planning teams and resources, and defining reporting mechanisms for the assigned hospitality projects
- Assist in approval of design docket, procurement, and vendor management of the assigned hospitality projects
- Assist in supervision of onsite installation, quality control and client handover for assigned hospitality projects

### **Elements and Performance Criteria**

#### *Assist in business development and client servicing for Hospitality projects*

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

- PC1.** Assist in business development activities
- PC2.** Assist in client servicing and related activities

#### *Assist in defining final scope of work and financial transactions for assigned Hospitality projects*

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

- PC3.** Assist in defining scope of work as per first-hand information from the client and site survey/recce
- PC4.** Assist in preparing estimates, quotations and negotiations

#### *Assist in planning teams and resources, and defining reporting mechanisms for the assigned Hospitality projects*

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

- PC5.** Assist in planning resources as per finalized scope of work for the project
- PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects
- PC7.** Assist in preparing reporting mechanism for various projects

#### *Assist in approval of design docket, procurement, and vendor management of the assigned Hospitality projects*

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

- PC8.** Assist in review and approval of design concepts/plans
- PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects

*Assist in supervision of onsite installation, quality control and client handover for assigned Hospitality projects*

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

**PC10.** Assist in allocation and supervision of assigned tasks for various projects

**PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects

## **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 a business development plan and the steps involved in preparing it for hospitality project plan
- KU10.** the process guide for interpreting and analyzing client details for the feasibility of project execution for hospitality project
- KU11.** the process guide for defining a scope of work for the assigned hospitality project
- KU12.** how to prepare project estimates and related documents in consultation with various internal teams
- KU13.** the process of analyzing and interpreting required material, tools, equipment based on key stages of project execution at on-site
- KU14.** the usage and importance of various planning tools and techniques in team and task delegations
- KU15.** the importance of standard protocols and guidelines in conducting site visits and inspections for hospitality projects
- KU16.** the importance of project execution parameters in the review and approval process of the concepts, drawings, mood boards, 3D renders, miniatures, etc. for hospitality projects
- KU17.** the correlation between vendor quotation and Final Scope Of Work (FSOW)
- KU18.** the various factors contributing to the allocation of tasks and responsibilities to concerned teams
- KU19.** the importance of performing timely quality checking and reporting to the supervisor

## **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 business development and client servicing for Hospitality projects</i>	<b>3</b>	<b>5</b>	<b>9</b>	-
<b>PC1.</b> Assist in business development activities	2	3	5	-
<b>PC2.</b> Assist in client servicing and related activities	1	2	4	-
<i>Assist in defining final scope of work and financial transactions for assigned Hospitality projects</i>	<b>3</b>	<b>6</b>	<b>10</b>	-
<b>PC3.</b> Assist in defining scope of work as per first-hand information from the client and site survey/recce	2	3	5	-
<b>PC4.</b> Assist in preparing estimates, quotations and negotiations	1	3	5	-
<i>Assist in planning teams and resources, and defining reporting mechanisms for the assigned Hospitality projects</i>	<b>3</b>	<b>8</b>	<b>11</b>	-
<b>PC5.</b> Assist in planning resources as per finalized scope of work for the project	1	4	5	-
<b>PC6.</b> Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	-
<b>PC7.</b> Assist in preparing reporting mechanism for various projects	1	2	3	-
<i>Assist in approval of design docket, procurement, and vendor management of the assigned Hospitality projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-
<b>PC8.</b> Assist in review and approval of design concepts/plans	2	4	5	-
<b>PC9.</b> Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	-
<i>Assist in supervision of onsite installation, quality control and client handover for assigned Hospitality projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> Assist in allocation and supervision of assigned tasks for various projects	1	4	5	-
<b>PC11.</b> Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	-
<b>NOS Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	-



## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0233
<b>NOS Name</b>	Assist in management of assigned interior design projects under Hospitality segment
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## **FFS/N0234: Assist in management of assigned interior design projects under Retail Fitout and Exhibitions segment**

### **Description**

This unit describes the performance outcomes required to assist in managing delegated Retail Fitout and Exhibitions segment interior design projects

### **Scope**

The scope covers the following :

- Assist in business development and client servicing for Retail Fit out and Exhibitions projects
- Assist in defining final scope of work and financial transactions for assigned Retail Fit out and Exhibitions projects
- Assist in planning teams and resources, and defining reporting mechanisms for the assigned Retail Fit out and Exhibitions projects
- Assist in approval of design dockets, procurement, and vendor management of the assigned Retail Fit out and Exhibitions projects
- Assist in supervision of onsite installation, quality control and client handover for assigned Retail Fit out and Exhibitions projects

### **Elements and Performance Criteria**

#### *Assist in business development and client servicing for Retail Fit out and Exhibitions projects*

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

- PC1.** Assist in business development activities
- PC2.** Assist in client servicing and related activities

#### *Assist in defining final scope of work and financial transactions for assigned Retail Fit out and Exhibitions projects*

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

- PC3.** Assist in defining final scope of work as per first-hand information from the client and site survey/recce
- PC4.** Assist in preparing estimates, quotations and negotiations

#### *Assist in planning teams and resources, and defining reporting mechanisms for the assigned Retail Fit out and Exhibitions projects*

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

- PC5.** Assist in planning resources as per finalized scope of work for the project
- PC6.** Assist in organizing teams and define supervision and reporting mechanism for various projects
- PC7.** Assist in preparing reporting mechanism for various projects

#### *Assist in approval of design dockets, procurement, and vendor management of the assigned Retail Fit out and Exhibitions projects*

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

- PC8.** Assist in review and approval of design concepts/plans

- PC9.** Assist in procurement of the raw material/products and vendor management for assigned projects

*Assist in supervision of onsite installation, quality control and client handover for assigned Retail Fit out and Exhibitions projects*

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

- PC10.** Assist in allocation and supervision of assigned tasks for various projects
- PC11.** Assist in conducting quality check, reporting and final handover of the assigned projects

## 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 a business development plan and the steps involved in preparing it for retail fitout and exhibition project plan
- KU10.** the process guide for interpreting and analyzing client details for the feasibility of project execution for retail fitout and exhibition project
- KU11.** the process guide for defining a scope of work for the assigned retail fitout and exhibition project
- KU12.** how to prepare project estimates and related documents in consultation with various internal teams
- KU13.** the process of analyzing and interpreting required material, tools, equipment based on key stages of project execution at on-site
- KU14.** the usage and importance of various planning tools and techniques in team and task delegations
- KU15.** the importance of standard protocols and guidelines in conducting site visits and inspections for retail fitout and exhibition projects
- KU16.** the importance of project execution parameters in the review and approval process of the concepts, drawings, mood boards, 3D renders, miniatures, etc. for retail fitout and exhibition projects
- KU17.** the correlation between vendor quotation and Final Scope Of Work (FSOW)
- KU18.** the various factors contributing to the allocation of tasks and responsibilities to concerned teams

**KU19.** the importance of performing timely quality checking and reporting to the supervisor

## **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 business development and client servicing for Retail Fit out and Exhibitions projects</i>	<b>3</b>	<b>5</b>	<b>9</b>	-
<b>PC1.</b> Assist in business development activities	2	3	5	-
<b>PC2.</b> Assist in client servicing and related activities	1	2	4	-
<i>Assist in defining final scope of work and financial transactions for assigned Retail Fit out and Exhibitions projects</i>	<b>3</b>	<b>6</b>	<b>10</b>	-
<b>PC3.</b> Assist in defining final scope of work as per first-hand information from the client and site survey/recce	2	3	5	-
<b>PC4.</b> Assist in preparing estimates, quotations and negotiations	1	3	5	-
<i>Assist in planning teams and resources, and defining reporting mechanisms for the assigned Retail Fit out and Exhibitions projects</i>	<b>3</b>	<b>8</b>	<b>11</b>	-
<b>PC5.</b> Assist in planning resources as per finalized scope of work for the project	1	4	5	-
<b>PC6.</b> Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	-
<b>PC7.</b> Assist in preparing reporting mechanism for various projects	1	2	3	-
<i>Assist in approval of design docket, procurement, and vendor management of the assigned Retail Fit out and Exhibitions projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-
<b>PC8.</b> Assist in review and approval of design concepts/plans	2	4	5	-
<b>PC9.</b> Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	-
<i>Assist in supervision of onsite installation, quality control and client handover for assigned Retail Fit out and Exhibitions projects</i>	<b>3</b>	<b>8</b>	<b>10</b>	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC10.</b> Assist in allocation and supervision of assigned tasks for various projects	1	4	5	-
<b>PC11.</b> Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	-
<b>NOS Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N0234
<b>NOS Name</b>	Assist in management of assigned interior design projects under Retail Fitout and Exhibitions segment
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Interior Design & Installation
<b>Occupation</b>	Interior Designing
<b>NSQF Level</b>	6
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	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/N0225.Assist in business development and client servicing for different project categories	20	55	20	5	100	15
FFS/N0226.Assist in defining final scope of work and financial transactions for assigned projects	25	50	20	5	100	10
FFS/N0227.Assist in planning teams and resources for the assigned projects and defining reporting mechanism	25	50	20	5	100	10
FFS/N0228.Assist in review/approval of design docket, procurement, and vendor management of the assigned projects	20	55	20	5	100	15
FFS/N0229.Assist in supervision of onsite installation, quality control and client handover for assigned projects	22	53	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



National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N8207.Supervise health and safety protocols for project designing at the workplace	12	61	27	-	100	5
<b>Total</b>	<b>157</b>	<b>369</b>	<b>239</b>	<b>35</b>	<b>800</b>	<b>75</b>

Elective: 1 Residence and Kitchen

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0230.Assist in management of assigned interior design projects for Residence and Kitchen	15	35	50	-	100	25
<b>Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	<b>-</b>	<b>100</b>	<b>25</b>

Elective: 2 Commercial and Hospital

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0231.Assist in management of assigned Commercial and Hospital interior design projects	15	35	50	-	100	25
<b>Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	<b>-</b>	<b>100</b>	<b>25</b>

Elective: 3 Academic Institution

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0232.Assist in management of assigned interior design projects for Academic Institutions segment	15	35	50	-	100	25

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
<b>Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	<b>-</b>	<b>100</b>	<b>25</b>

Elective: 4 Hospitality

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0233.Assist in management of assigned interior design projects under Hospitality segment	15	35	50	-	100	25
<b>Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	<b>-</b>	<b>100</b>	<b>25</b>

Elective: 5 Retail Fitout and Exhibition

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0234.Assist in management of assigned interior design projects under Retail Fitout and Exhibitions segment	15	35	50	-	100	25
<b>Total</b>	<b>15</b>	<b>35</b>	<b>50</b>	<b>-</b>	<b>100</b>	<b>25</b>

## Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>KRA</b>	Key Result Area
<b>FF&amp;E</b>	Furniture, Fixtures & Equipment
<b>MEP</b>	Mechanical, Electrical, and Plumbing
<b>LHS</b>	Left Hand Side
<b>RHS</b>	Right Hand Side
<b>PwD</b>	Person with Disability
<b>POSH</b>	Prevention Of Sexual Harassment
<b>AR</b>	Augmented Reality
<b>VR</b>	Virtual Reality
<b>IoT</b>	Internet of Things
<b>POC</b>	Point Of Contact
<b>FSOW</b>	Final Scope of Work
<b>TSOW</b>	Tentative Scope Of Work
<b>QC</b>	Quality Check
<b>SOP</b>	Standard Operating Procedure

## Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	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.

<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.