



# Cane Seat Weaver

QP Code: FFS/Q4106

NSQF Level: 3

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

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## FFS/Q4106: Cane Seat Weaver

### Brief Job Description

Cane seat weaver weaves cane on chairs with small holes drilled through the frame around the seat opening. If these seats are carefully woven, they will be strong and wear well, hence it requires a lot of precision in work.

### Personal Attributes

The person should have the eye for details and be able to work for long hours in sitting position. He should have hand flexibility to use various hand tools used for weaving. He should be able to take and comply with instructions and should be result oriented with positive attitude.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [FFS/N4111: Prepare to weave cane seat](#)
2. [FFS/N4112: Weave cane seat](#)
3. [FFS/N8601: Ensure health and safety at workplace](#)
4. [FFS/N8801: Work effectively with others](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Bamboo and Cane Furniture
<b>Occupation</b>	Cane Weaving
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7317.0500
<b>Minimum Educational Qualification &amp; Experience</b>	5th Class OR 5th Class OR 5th Class
<b>Minimum Level of Education for Training in School</b>	

<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	05/05/2016
<b>Next Review Date</b>	31/03/2020
<b>NSQC Approval Date</b>	
<b>Version</b>	1.0

## FFS/N4111: Prepare to weave cane seat

### Description

Cane seat weaver weaves cane on chairs with small holes drilled through the frame around the seat opening. If these seats are carefully woven, they will be strong and wear well, hence it requires a lot of precision in work. This unit covers the key skills and knowledge required to plan and prepare for weaving the cane seat on chair frame.

### Scope

This unit/task covers the following:

- Understand the work requirement
- Prepare work area for to weave
- Cane treatment before weaving

### Elements and Performance Criteria

#### *Understand the work requirement*

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

- PC1.** obtain job instructions from responsible personnel  
Job instruction: design, type of cane, type of chair frame, type of weave etc.
- PC2.** interact with supervisor in order to understand the client requirement
- PC3.** read and confirm that the given instructions and design are complete and correct
- PC4.** plan out an efficient sequence of work as per the job requirement and specification

#### *Prepare work area for to weave*

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

- PC5.** obtain appropriate tools and material suitable to carry out the given task  
hand tools: e.g. scissors, keyhole saw or shears, awl, ice-pick, knitting needle, wood file, steel rule, pencil, wooden pegs, long nose pliers, bowl, cloth, clamps, knife, razor blade, tack hammer, dull knife, weave rite tool, file etc. material: e.g. cane, binder, glycerin, water
- PC6.** report on any shortage or defect of tools and materials to the concerned person before commencement of work
- PC7.** check that the selected tools & machines are in safe working condition and ready for use
- PC8.** check the chair frame for any defects before weaving
- PC9.** remove dirt or excess material from the frame holes and seat rail before weaving
- PC10.** use a file to round the inside of the frame so no sharp edges will cut the cane while weaving
- PC11.** check and give the frame for refinish if required

#### *Cane treatment before weaving*

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

- PC12.** check the cane before weaving for any defects
- PC13.** prepare appropriate solution for cane treatment  
Appropriate solution: mix 1 1/2 tablespoon of glycerin in one cup of water (10% glycerin solution)
- PC14.** treat the cane with glycerin and water solution for appropriate time  
Appropriate time: min of 15-20 min or till it become soft and pliable for weaving

**PC15.** keep the work area clean as wet cane will collect dirt from an unclean floor

**PC16.** wipe the cane using a cloth before weaving

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** applicable legislation, standards, policies, and procedures followed in the company
- KU2.** one's roles, responsibilities and expectations of the job
- KU3.** the organizations rules, codes, guidelines and standards
- KU4.** statutory responsibilities, organizational legislation and regulations
- KU5.** contact person in case of queries on procedure or products
- KU6.** method to handle tools and equipment safely and the health and safety implications of not doing so
- KU7.** escalation matrix
- KU8.** grievance handling as per organizational procedures
- KU9.** relevant health and safety requirements applicable in the work place
- KU10.** point of contact to obtain work related instructions, clarifications and support
- KU11.** importance of following health, hygiene, safety
- KU12.** importance of following quality standards
- KU13.** organizational procedure and government policy of waste disposal
- KU14.** work target and review mechanism in the organization
- KU15.** general rules and regulations in a bamboo and cane sector
- KU16.** different type of chair frames and their weaving requirement
- KU17.** different type of cane used for weaving
- KU18.** importance of using personal protective equipment appropriate to the work
- KU19.** hazards and risks associated with furniture making and how to minimize accidents and injury to self and others
- KU20.** importance of maintaining healthy work environment
- KU21.** different types of tools, machines and material and their uses hand tools: e.g. scissors, keyhole saw or shears, awl, ice-pick, knitting needle, wood file, steel rule, pencil, wooden pegs, long nose pliers, bowl, cloth, clamps, knife, razor blade, tack hammer, dull knife, weave rite tool, file etc. material: e.g. cane, binder, glycerin, water
- KU22.** how to read work instructions and specification correctly and accurately
- KU23.** ones own roles and responsibility at work place
- KU24.** methods used to identify defects
- KU25.** relevant methods used to rectify defects
- KU26.** safe disposal of waste materials
- KU27.** cleaning and maintenance procedures
- KU28.** safety procedures to be followed as applicable

- KU29.** type of hazards and risk at work place and procedures for dealing with them hazards: poorly designed and rusted tools, repetitive movements, and stressful working conditions including insufficient rest periods, inadequate lighting and poor temperature control, sharp/pointed tools like knives, saw, hammer, etc
- KU30.** common mistakes in handling of materials that affect the quality of work
- KU31.** process to prepare the chair frame for cane seat weaving how to prepare appropriate solution for cane treatment
- KU32.** process of cane treatment

## **Generic Skills (GS)**

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

- GS1.** write in Hindi or local language
- GS2.** fill logs, forms and formats in local language or Hindi for recording quantity and quality of work figures, defects and other related information, etc. whenever needed
- GS3.** fill formats, logs and forms related to work in local language or Hindi/English
- GS4.** document measurement appropriately whenever required
- GS5.** read instructions from supervisor provided in local language or Hindi
- GS6.** read and understand manufacturers instructions and job specifications
- GS7.** interpret pictorial representations and written signs or instructions
- GS8.** read and interpret numbers written in Hindi or local language
- GS9.** understand safety symbols and basic warning signs wherever needed
- GS10.** communicate effectively with team members, supervisors, managers etc.
- GS11.** seek clarification on any unclear instructions in locally understood language
- GS12.** take decisions of once own roles and responsibilities
- GS13.** decide on material requirement for related to once work
- GS14.** decide on to accept or reject a work piece on the basis of quality parameter
- GS15.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS16.** plan work as per job specification
- GS17.** plan and organize cleaning and maintenance activities
- GS18.** work and deliver output as per client requirement
- GS19.** identify any defects in materials, tools and equipment and ways to resolve them
- GS20.** determine timely correction of errors to minimize rejection of pieces or re-work



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understand the work requirement</i>	<b>15</b>	<b>5</b>	-	-
<b>PC1.</b> obtain job instructions from responsible personnel Job instruction: design, type of cane, type of chair frame, type of weave etc.	3	2	-	-
<b>PC2.</b> interact with supervisor in order to understand the client requirement	2	3	-	-
<b>PC3.</b> read and confirm that the given instructions and design are complete and correct	5	-	-	-
<b>PC4.</b> plan out an efficient sequence of work as per the job requirement and specification	5	-	-	-
<i>Prepare work area for to weave</i>	<b>12</b>	<b>30</b>	-	-
<b>PC5.</b> obtain appropriate tools and material suitable to carry out the given task hand tools: e.g. scissors, keyhole saw or shears, awl, ice-pick, knitting needle, wood file, steel rule, pencil, wooden pegs, long nose pliers, bowl, cloth, clamps, knife, razor blade, tack hammer, dull knife, weave rite tool, file etc. material: e.g. cane, binder, glycerin, water	2	3	-	-
<b>PC6.</b> report on any shortage or defect of tools and materials to the concerned person before commencement of work	2	3	-	-
<b>PC7.</b> check that the selected tools & machines are in safe working condition and ready for use	3	3	-	-
<b>PC8.</b> check the chair frame for any defects before weaving	-	5	-	-
<b>PC9.</b> remove dirt or excess material from the frame holes and seat rail before weaving	2	4	-	-
<b>PC10.</b> use a file to round the inside of the frame so no sharp edges will cut the cane while weaving	3	4	-	-
<b>PC11.</b> check and give the frame for refinish if required	-	8	-	-
<i>Cane treatment before weaving</i>	<b>3</b>	<b>35</b>	-	-



<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC12.</b> check the cane before weaving for any defects	-	7	-	-
<b>PC13.</b> prepare appropriate solution for cane treatment Appropriate solution: mix 1 1/2 tablespoon of glycerin in one cup of water (10% glycerin solution)	3	5	-	-
<b>PC14.</b> treat the cane with glycerin and water solution for appropriately time Appropriate time: min of 15-20 min or till it become soft and pliable for weaving	-	8	-	-
<b>PC15.</b> keep the work area clean as wet cane will collect dirt from an unclean floor	-	8	-	-
<b>PC16.</b> wipe the cane using a cloth before weaving	-	7	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N4111
<b>NOS Name</b>	Prepare to weave cane seat
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Bamboo and Cane Furniture
<b>Occupation</b>	Cane Weaving
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	05/05/2016
<b>Next Review Date</b>	05/05/2019
<b>NSQC Clearance Date</b>	

## FFS/N4112: Weave cane seat

### Description

Cane seat weaver weaves cane on chairs with small holes drilled through the frame around the seat opening. If these seats are carefully woven, they will be strong and wear well, hence it requires a lot of precision in work. This unit covers the key skills and knowledge required to weave the cane seat on chair frame.

### Scope

This unit/task covers the following:

- Weaving the chair
- Finishing

### Elements and Performance Criteria

#### *Weaving the chair*

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

- PC1.** count the hole in the back rail and insert the wooden peg in the center hole or the hole nearest to the center
- PC2.** carry out weaving activity following the correct technique  
Correct Technique: push about 4 inches of an end of cane down through the back center hole by lifting the peg and fasten it again with a peg again, bring the cane to the front rail, right side up; take out the peg and push the cane through, continue weaving back and forth keeping the mesh tight, seats wider at front than at the back, weave with separate pieces of cane, while weaving, move a peg from one hole to the next to keep the cane in place
- PC3.** ensure that the cane is not twisted in the hole or underneath
- PC4.** fasten the ends of cane on the underside of the frame by tying or twisting them making a loop firmly around a nearby strap
- PC5.** weave the second vertical and horizontal cane on top of the first vertical and horizontal cane
- PC6.** weave diagonally once horizontal and vertical weave is completed
- PC7.** ensure cane must lie flat and be woven so the edges do not bind
- PC8.** weave two canes in each corner hole to make a fish-head or a V
- PC9.** cover the holes with the binder cane which is wider than the normal cane
- PC10.** make corners using different methods  
Methods: pegging, rounded or couched

#### *Finishing*

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

- PC11.** weave the border to give the chair a finished look
- PC12.** burn any cane hair with a candle and use damp cloth to protect the cane from burning too much, in order to give it a finished look
- PC13.** stain or oil the cane to match the color of the chair if required
- PC14.** clean the cane for any glue or other marks using detergent and a damp cloth
- PC15.** make loop using correct technique to hold the binder cane to give it a finished look

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** applicable legislation, standards, policies, and procedures followed in the company
- KU2.** one's roles, responsibilities and expectations of the job
- KU3.** the organizations rules, codes, guidelines and standards
- KU4.** statutory responsibilities, organizational legislation and regulations
- KU5.** contact person in case of queries on procedure or products
- KU6.** method to handle tools and equipment safely and the health and safety implications of not doing so
- KU7.** escalation matrix
- KU8.** grievance handling as per organizational procedures
- KU9.** relevant health and safety requirements applicable in the work place
- KU10.** point of contact to obtain work related instructions, clarifications and support
- KU11.** importance of following health, hygiene, safety
- KU12.** importance of following quality standards
- KU13.** organizational procedure and government policy of waste disposal
- KU14.** work target and review mechanism in the organization
- KU15.** general rules and regulations in a bamboo and cane sector
- KU16.** different type of chair frames and their weaving requirement
- KU17.** different type of cane used for weaving
- KU18.** importance of using personal protective equipment appropriate to the work
- KU19.** hazards and risks associated with furniture making and how to minimize accidents and injury to self and others
- KU20.** importance of maintaining healthy work environment
- KU21.** different types of tools, machines and material and their uses  
Hand Tools: e.g. scissors, keyhole saw or shears, awl, ice-pick, knitting needle, wood file, steel rule, pencil, wooden pegs, long nose pliers, bowl, cloth, clamps, knife, razor blade, tack hammer, dull knife, weave rite tool, file etc. Material: e.g. cane, binder, glycerin, water
- KU22.** how to read work instructions and specification correctly and accurately
- KU23.** ones own roles and responsibility at work place
- KU24.** methods used to identify defects
- KU25.** relevant methods used to rectify defects
- KU26.** safe disposal of waste materials
- KU27.** cleaning and maintenance procedures
- KU28.** safety procedures to be followed as applicable
- KU29.** type of hazards and risk at work place and procedures for dealing with them hazards: poorly designed and rusted tools, repetitive movements, and stressful working conditions including insufficient rest periods, inadequate lighting and poor temperature control, sharp/pointed tools like knives, saw, hammer, etc
- KU30.** common mistakes in handling of materials that affect the quality of work
- KU31.** how to prepare appropriate solution for cane treatment

- KU32.** importance of cane treatment
- KU33.** step by step of process of cane seat weaving
- KU34.** importance of following correct technique for seat weaving correct technique: push about 4 inches of an end of cane down through the back center hole by lifting the peg and fasten it again with a peg again bring the cane to the front rail, right side up; take out the peg and push the cane through continue weaving back and forth keeping the mesh tighten seats wider at front than at the back, weave with separate pieces of cane while weaving, move a peg from one hole to the next to keep the cane in place
- KU35.** how to make the corners and border of seat
- KU36.** finishing process of cane seat weaving and its importance

### **Generic Skills (GS)**

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

- GS1.** write in Hindi or local language
- GS2.** fill logs, forms and formats in local language or hindi for recording quantity and quality of work figures, defects and other related information, etc. whenever needed
- GS3.** fill formats, logs and forms related to work in local language or Hindi/English
- GS4.** document measurement appropriately whenever required
- GS5.** read instructions from supervisor provided in local language or Hindi
- GS6.** read and understand manufacturers instructions and job specifications
- GS7.** interpret pictorial representations and written signs or instructions
- GS8.** read and interpret numbers written in Hindi or local language
- GS9.** understand safety symbols and basic warning signs wherever needed
- GS10.** communicate effectively with team members, supervisors, managers etc.
- GS11.** seek clarification on any unclear instructions in locally understood language
- GS12.** take decisions of once own roles and responsibilities
- GS13.** decide on material requirement for related to once work
- GS14.** decide on to accept or reject a work piece on the basis of quality parameter
- GS15.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS16.** plan work as per job specification
- GS17.** plan and organize cleaning and maintenance activities
- GS18.** work and deliver output as per client requirement
- GS19.** identify any defects in materials, tools and equipment and ways to resolve them
- GS20.** determine timely correction of errors to minimize rejection of pieces or re-work

**Assessment Criteria**

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<i>Weaving the chair</i>	<b>27</b>	<b>31</b>	-	-
<b>PC1.</b> count the hole in the back rail and insert the wooden peg in the center hole or the hole nearest to the center	3	2	-	-
<b>PC2.</b> carry out weaving activity following the correct technique Correct Technique: push about 4 inches of an end of cane down through the back center hole by lifting the peg and fasten it again with a peg again, bring the cane to the front rail, right side up; take out the peg and push the cane through, continue weaving back and forth keeping the mesh tighten, seats wider at front than at the back, weave with separate pieces of cane, while weaving, move a peg from one hole to the next to keep the cane in place	2	3	-	-
<b>PC3.</b> ensure that the cane is not twisted in the hole or underneath	5	-	-	-
<b>PC4.</b> fasten the ends of cane on the underside of the frame by tying or twisting them making a loop firmly around a nearby strap	5	-	-	-
<b>PC5.</b> weave the second vertical and horizontal cane on top of the first vertical and horizontal cane	2	4	-	-
<b>PC6.</b> weave diagonally once horizontal and vertical weave is completed	2	4	-	-
<b>PC7.</b> ensure cane must lie flat and be woven so the edges do not bind	3	3	-	-
<b>PC8.</b> weave two canes in each corner hole to make a fish-head or a V	-	6	-	-
<b>PC9.</b> cover the holes with the binder cane which is wider than the normal cane	2	4	-	-
<b>PC10.</b> make corners using different method Methods: pegging, rounded or couched	3	5	-	-
<i>Finishing</i>	<b>3</b>	<b>39</b>	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC11.</b> weave the border to give the chair a finished look	-	8	-	-
<b>PC12.</b> burn any cane hair with a candle and use damp cloth to protect the cane from burning too much, in order to give it a finished look	-	8	-	-
<b>PC13.</b> stain or oil the cane to match the color of the chair if required	3	5	-	-
<b>PC14.</b> clean the cane for any glue or other marks using detergent and a damp cloth	-	8	-	-
<b>PC15.</b> make loop using correct technique to hold the binder cane to give it a finished look	-	10	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N4112
<b>NOS Name</b>	Weave cane seat
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Bamboo and Cane Furniture
<b>Occupation</b>	Cane Weaving
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	05/05/2016
<b>Next Review Date</b>	05/05/2019
<b>NSQC Clearance Date</b>	

## **FFS/N8601: Ensure health and safety at workplace**

### **Description**

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

### **Elements and Performance Criteria**

#### *Health and Safety*

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

- PC1.** work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines
- PC2.** ensure that health and safety instructions applicable to the work place are being followed
- PC3.** check the worksite for any possible health and safety hazards
- PC4.** Follow manufacturers instructions and job specifications relating to safe use of materials specifically chemicals and power equipment
- PC5.** ensure safe handling and disposal of waste and debris
- PC6.** identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel  
Hazards: sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.
- PC7.** undertake first aid activities in case of any accident, if required and asked to do so
- PC8.** select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines  
Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.
- PC9.** maintain correct body posture while standing and working for long hours and carrying heavy materials
- PC10.** lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices
- PC11.** handle all required tools, machines , materials & equipment safely
- PC12.** adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings
- PC13.** take safety measures while handling glass, heavy wood, materials, chemicals etc.
- PC14.** apply good housekeeping practices at all times  
Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces
- PC15.** report accident/incident report to authorized personal
- PC16.** perform basic safety checks before operation of all machines, tools and electrical equipment
- PC17.** follow recommended material handling procedure to control damage and personal injury
- PC18.** follow safe working practices at all times

#### *Dealing with Emergencies*

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

- PC19.** follow appropriate procedure in case a of fire emergency
- PC20.** follow electrical safety measures while working with electrically powered tools & equipment

- PC21.** follow agreed work location procedures in the event of an emergency or an accident
- PC22.** follow emergency and evacuation procedures in case of accidents, fires, natural calamities
- PC23.** Check and ensure general health and safety equipment are available at work site. General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)
- PC24.** Comply with restrictions imposed on harmful chemicals inside work area during working hours
- PC25.** correctly demonstrate rescue techniques applied during fire hazard
- PC26.** demonstrate good housekeeping in order to prevent fire hazards
- PC27.** demonstrate the correct use of a fire extinguisher
- PC28.** demonstrate how to free a person from electrocution
- PC29.** respond promptly and appropriately to an accident situation or medical emergency
- PC30.** participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work
- PC31.** use the various appropriate fire extinguishers on different types of fires correctly. Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)
- PC32.** state methods of accident prevention in the work environment. Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** organizational procedures for safe handling of equipment and machine operations
- KU2.** how to respond to emergency situation in line with organisational procedures
- KU3.** reporting protocol and documentation required
- KU4.** whom to contact in case of an emergency
- KU5.** Where to get the list of contact in case of an emergency in the organization
- KU6.** common health and safety hazards in a work environment and related precautions
- KU7.** organizational procedures for safe handling of tools and equipment
- KU8.** how to respond to an emergency situation
- KU9.** potential risks and threats
- KU10.** organizational reporting protocol
- KU11.** health and safety practices at work place
- KU12.** potential hazards and risks which may be present at furniture and fittings related workplace
- KU13.** storage and handling of hazardous substances
- KU14.** importance of good housekeeping

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

## Generic Skills (GS)

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

- GS1.** write in Hindi or local language
- GS2.** fill logs, forms and formats in local language or Hindi for recording quantity and quality of work figures, defects and other related information, etc. whenever needed
- GS3.** document measurement appropriately whenever required
- GS4.** read all organizational and equipment related health and safety manuals and documents
- GS5.** read and comprehend safety related documents
- GS6.** communicate effectively with team members, supervisors, managers etc
- GS7.** seek clarification on any unclear instructions in locally understood language
- GS8.** take decisions of once own roles and responsibilities
- GS9.** decide on material requirement for related to once work
- GS10.** decide on to accept or reject a work piece on the basis of quality parameter
- GS11.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS12.** plan word as per job specification
- GS13.** plan and organize cleaning and maintenance activities
- GS14.** work and deliver output as per client requirement and satisfaction
- GS15.** identify any defects in materials, tools and equipment and ways to resolve them
- GS16.** determine timely correction of errors to minimize rejection of pieces or rework

- GS17.** analyse the situation and take appropriate actions while dealing with team members
- GS18.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and Safety</i>	<b>17</b>	<b>39</b>	-	-
<b>PC1.</b> work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	2	1	-	-
<b>PC2.</b> ensure that health and safety instructions applicable to the work place are being followed	1	2	-	-
<b>PC3.</b> check the worksite for any possible health and safety hazards	1	2	-	-
<b>PC4.</b> Follow manufacturers instructions and job specifications relating to safe use of materials specifically chemicals and power equipment	1	2	-	-
<b>PC5.</b> ensure safe handling and disposal of waste and debris	-	3	-	-
<b>PC6.</b> identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel Hazards: sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.	1	2	-	-
<b>PC7.</b> undertake first aid activities in case of any accident, if required and asked to do so	-	3	-	-
<b>PC8.</b> select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.	-	3	-	-
<b>PC9.</b> maintain correct body posture while standing and working for long hours and carrying heavy materials	-	3	-	-
<b>PC10.</b> lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices	2	2	-	-
<b>PC11.</b> handle all required tools, machines , materials & equipment safely	2	2	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC12.</b> adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings	-	3	-	-
<b>PC13.</b> take safety measures while handling glass, heavy wood, materials, chemicals etc.	-	3	-	-
<b>PC14.</b> apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces	2	1	-	-
<b>PC15.</b> report accident/incident report to authorized personal	1	2	-	-
<b>PC16.</b> perform basic safety checks before operation of all machines, tools and electrical equipment	2	1	-	-
<b>PC17.</b> follow recommended material handling procedure to control damage and personal injury	1	2	-	-
<b>PC18.</b> follow safe working practices at all times	1	2	-	-
<i>Dealing with Emergencies</i>	<b>13</b>	<b>31</b>	-	-
<b>PC19.</b> follow appropriate procedure in case a of fire emergency	1	2	-	-
<b>PC20.</b> follow electrical safety measures while working with electrically powered tools & equipment	2	2	-	-
<b>PC21.</b> follow agreed work location procedures in the event of an emergency or an accident	1	2	-	-
<b>PC22.</b> follow emergency and evacuation procedures in case of accidents, fires, natural calamities	1	2	-	-
<b>PC23.</b> Check and ensure general health and safety equipment are available at work site. General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)	1	3	-	-
<b>PC24.</b> Comply with restrictions imposed on harmful chemicals inside work area during working hours	-	3	-	-
<b>PC25.</b> correctly demonstrate rescue techniques applied during fire hazard	-	3	-	-



<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC26.</b> demonstrate good housekeeping in order to prevent fire hazards	-	3	-	-
<b>PC27.</b> demonstrate the correct use of a fire extinguisher	2	1	-	-
<b>PC28.</b> demonstrate how to free a person from electrocution	1	2	-	-
<b>PC29.</b> respond promptly and appropriately to an accident situation or medical emergency	-	3	-	-
<b>PC30.</b> participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work	-	3	-	-
<b>PC31.</b> use the various appropriate fire extinguishers on different types of fires correctly. Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)	1	2	-	-
<b>PC32.</b> state methods of accident prevention in the work environment. Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors	3	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

**National Occupational Standards (NOS) Parameters**

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

## **FFS/N8801: Work effectively with others**

### **Description**

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

### **Elements and Performance Criteria**

#### *Interaction with Seniors*

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

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

#### *Work effectively*

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

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

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

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

## **Generic Skills (GS)**

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

- GS1.** write in Hindi or local language
- GS2.** fill formats, logs and forms related to work in local language or Hindi/English
- GS3.** document measurement appropriately whenever required
- GS4.** read instructions from supervisor provided in local language or Hindi
- GS5.** read and understand manufacturers instructions and job specifications
- GS6.** interpret pictorial representations and written signs or instructions
- GS7.** read and interpret numbers written in Hindi or local language
- GS8.** understand safety symbols and basic warning signs wherever needed
- GS9.** communicate effectively with team members, supervisors, managers etc.
- GS10.** seek clarification on any unclear instructions in locally understood language
- GS11.** take decisions of once own roles and responsibilities
- GS12.** decide on material requirement for related to once work

- GS13.** decide on to accept or reject a work piece on the basis of quality parameter
- GS14.** Plan and organize own work in a way that all activities are completed in time and as per specifications
- GS15.** plan work as per job specification
- GS16.** plan and organize cleaning and maintenance activities
- GS17.** work and deliver output as per client requirement and satisfaction
- GS18.** identify any defects in materials, tools and equipment and ways to resolve them
- GS19.** determine timely correction of errors to minimize rejection of pieces or rework
- GS20.** analyse the situation and take appropriate actions while dealing with team members
- GS21.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interaction with Seniors</i>	<b>18</b>	<b>15</b>	-	-
<b>PC1.</b> seek assistance from supervisor or any such appropriate authority as and when required	1	2	-	-
<b>PC2.</b> ask questions and seek clarifications on work tasks whenever required and following procedures	1	2	-	-
<b>PC3.</b> seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel	5	-	-	-
<b>PC4.</b> identify and report any possible deviations to appropriate authority	1	2	-	-
<b>PC5.</b> address the problems effectively and report if required to immediate supervisor appropriately	2	3	-	-
<b>PC6.</b> Receive instructions clearly from superiors and respond effectively on the same	1	2	-	-
<b>PC7.</b> follow escalation matrix in case of any grievance	4	2	-	-
<b>PC8.</b> accurately receive information and instructions from the supervisor related to ones work	3	2	-	-
<i>Work effectively</i>	<b>12</b>	<b>55</b>	-	-
<b>PC9.</b> coordinate and cooperate with colleagues to achieve work objectives	-	5	-	-
<b>PC10.</b> display courteous behaviour at all times	-	5	-	-
<b>PC11.</b> respond politely to customer queries and other team members	1	4	-	-
<b>PC12.</b> follow work place dress code	-	5	-	-
<b>PC13.</b> keep work area in a tidy and organized state	-	5	-	-
<b>PC14.</b> adhere to time lines and quality standards	2	3	-	-
<b>PC15.</b> follow organizational policies and procedures	4	-	-	-

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



**National Occupational Standards (NOS) Parameters**

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

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

**Recommended Pass % aggregate for QP : 50**

### Assessment Weightage

#### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N4111.Prepare to weave cane seat	30	70	-	-	100	30
FFS/N4112.Weave cane seat	30	70	-	-	100	35
FFS/N8601.Ensure health and safety at workplace	30	70	-	-	100	20
FFS/N8801.Work effectively with others	30	70	-	-	100	15
<b>Total</b>	<b>120</b>	<b>280</b>	<b>-</b>	<b>-</b>	<b>400</b>	<b>100</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

## 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.