

## NSQF QUALIFICATION FILE

Approved in 24<sup>th</sup> NSQC, 17<sup>th</sup> November 2022

### CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

#### Name and address of submitting body:

Furniture & Fittings Skill Council  
407-408, 4<sup>th</sup> Floor, DLF City Court, MG Road  
Sikenderpur, Gurgaon (Haryana)- 122 002  
Tel: 91 124 4513900  
Website: [www.ffsc.in](http://www.ffsc.in)  
Email Id: [info@ffsc.in](mailto:info@ffsc.in)

#### Name and contact details of individual dealing with the submission

**Name:** Mr. Rahul Mehta  
**Position in the organization:** Chief Executive Officer  
**Address if different from above:** Address same as above  
**Tel number(s):** +91-124-4513900  
**Email address:** [ceo@ffsc.in](mailto:ceo@ffsc.in)

**Name:** Mr. Shubham Agrawal  
**Position in the organization:** Manager- Research, Development & Consultancy

National Occupational Standards (NOS)

**Address if different from above:** Address same as above  
**Tel number(s):** +91-124-4513900  
**Email address:** [shubham.agrawal@ffsc.in](mailto:shubham.agrawal@ffsc.in)

#### List of documents submitted in support of the Qualifications File as Annexures

1. Model Curriculum
2. Industry validations
3. Line Ministry Approval
4. Documents supporting the need for this Qualification
  - Skill gap report conducted by BCG and FICCI
  - Skill gap report conducted by FFSC
  - Skill gap report conducted by KPMG
5. Affiliation and accreditation norms
  - Guidelines for accreditation, affiliation and continuous monitoring of training centres
  - Grading metrics for accreditation standards
6. Assessment guidelines
  - Model curriculum
  - Evaluation matrix for Assessment Agencies
  - Criteria of empanelment of Assessment Agencies
7. Occupational Map and Career Progression Path
8. Functional Analysis

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### Model Curriculum to be added, which will include the following:

- An indicative list of tools/equipment to conduct the training
- Trainers' Qualification
- Lesson Plan

### Distribution of training duration into theory/practical/OJT component

### SUMMARY

1	<b>Qualification Title:</b>	Assistant Carpenter
2	<b>Qualification Code, if any</b>	FFS/Q2201 (v2.0)
3	<b>NCO code and occupation</b>	NCO-2015/7115.0300
4	<b>Nature and purpose of the Qualification (Please specify whether Qualification is short term or long term)</b>	<b>Nature of the Qualification:</b> The Qualification is for the short-term training and Recognition of Prior Learning (RPL).  <b>Purpose of the Qualification:</b> The Qualification is developed: <ul style="list-style-type: none"><li>• To skill the unemployed candidates by imparting the short-term skill development training</li><li>• To allow people from other sectors to learn new skills to deal with changes in the workforce and market</li><li>• To meet the requirement of the industry to provide entry-level semi-skilled manpower in this Qualification</li><li>• To recognize the skills of the candidates who are already in this job role</li></ul>
5	<b>Body/bodies which will award the Qualification</b>	Furniture & Fittings Skill Council (FFSC)
6	<b>The body which will accredit providers to offer courses leading to the Qualification</b>	Furniture & Fittings Skill Council (FFSC)
7	<b>Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy)</b>	Yes Affiliation and accreditation norms attac
8	<b>Occupation(s) to which the Qualification gives access</b>	Furniture Installation (Carpenters and Installers), Furniture Production – (Joinery, Cabinet Making Assembly), and Furniture After-Sales
9	<b>Job description of the occupation</b>	The Assistant Carpenter plays the primary role of assisting in preparing the worksite, fabrication, assembly, finishing, and installation of the products on the worksite.

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		The person is responsible for loading, unloading, moving, and storing required materials, tools, and equipment. The individual will also perform additional tasks as delegated by the senior carpenters in construction, maintenance, repairing, remodeling on the worksite. The Assistant Carpenter reports to the Carpenter.
10	<b>Licensing requirements</b>	Not applicable
11	<b>Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)</b>	Not applicable
12	<b>Level of the Qualification in the NSQF</b>	3
13	<b>Anticipated volume of training/learning required to complete the Qualification</b>	420 Hours
14	<b>An indicative list of training tools required to deliver this Qualification</b>	Model Curriculum may be referred to, attached as Annexure
15	<b>Entry requirements and recommendations and minimum age</b>	8th Class pass with 1 Year of relevant experience Or 10th Class pass and pursuing continuous regular schooling Or Certificate-NSQF (Level 2 – General Assistant -Furniture and Fittings Installation) with 1 Year of relevant experience  Minimum Job entry age- 16 years The minimum level of education for training in school- 8 <sup>th</sup> class
16	<b>Progression from the Qualification (Please show Professional and academic progression)</b>	Carpenter The occupational map is attached as an annexure which shows the professional progression.
17	<b>Arrangements for the Recognition of Prior Learning (RPL)</b>	Yes
18	<b>International comparability where known (research evidence to be provided)</b>	Not applicable
19	<b>Date of a planned review of the Qualification.</b>	NSQC Approval date: 30-09-2021 Last NSQC Review date: 17-11-2022 Validity till: 01-10-2024

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<b>20</b>	<b>The formal structure of the Qualification</b>		
	<b>Mandatory components</b>		
	<b>Title of component and identification code/NOSs/ Learning outcomes</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
	Bridge Module-1	30	3
	FFS/N2206 (v2.0): – Prepare the worksite for on-site operations	75	3
	FFS/N2207(v2.0): – Assist in the fabrication of the products at the worksite	75	3
	FFS/N2208(v2.0): – Assist in the assembly, finishing, and installation of the products at the worksite	90	3
	FFS/N8201(v2.0): – Follow health, safety, and greening practices at the worksite	15	2
	FFS/Q8202 (v2.0): – Work effectively with the co-workers, supervisor, and others	30	2
	DGT/VSQ/N0102: Employability Skills (60 hours)	60	4
	Bridge Module-2	45	3
	<b>Sub Total (A)</b>	<b>420</b>	<b>3</b>
	<b>Optional components (Not Applicable)</b>		
	<b>Title of component and identification code/NOSs/ Learning outcomes</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
	<b>Not Applicable</b>		
	<b>Sub Total (B)</b>	<b>0</b>	
	<b>Total (A+B)</b>	<b>420</b>	

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### SECTION 1

### ASSESSMENT

21	<p><b>Body/Bodies will carry out an assessment:</b> The affiliated Assessment Bodies of Furniture &amp; Fittings Skill Council will do the assessment. The list of Assessment Agencies is:</p> <table border="1"><thead><tr><th data-bbox="240 465 347 533">SL NO</th><th data-bbox="347 465 1281 533">ASSESSMENT AGENCY NAME</th></tr></thead><tbody><tr><td data-bbox="240 533 347 573">1</td><td data-bbox="347 533 1281 573">Glocal Thinkers Pvt Ltd</td></tr><tr><td data-bbox="240 573 347 613">2</td><td data-bbox="347 573 1281 613">Induslynk Training Services Pvt. Ltd (Mettl)</td></tr><tr><td data-bbox="240 613 347 654">3</td><td data-bbox="347 613 1281 654">IAssess Consultants LLP</td></tr><tr><td data-bbox="240 654 347 694">4</td><td data-bbox="347 654 1281 694">IRIS Corporate Solutions Private Limited</td></tr><tr><td data-bbox="240 694 347 734">5</td><td data-bbox="347 694 1281 734">Arthav Information Technologies Private Limited</td></tr><tr><td data-bbox="240 734 347 775">6</td><td data-bbox="347 734 1281 775">Virtual Saas</td></tr><tr><td data-bbox="240 775 347 815">7</td><td data-bbox="347 775 1281 815">Demorgia</td></tr><tr><td data-bbox="240 815 347 855">8</td><td data-bbox="347 815 1281 855">Intouch Skills</td></tr><tr><td data-bbox="240 855 347 896">9</td><td data-bbox="347 855 1281 896">Ace Assessments</td></tr><tr><td data-bbox="240 896 347 936">10</td><td data-bbox="347 896 1281 936">SPIWD</td></tr><tr><td data-bbox="240 936 347 976">11</td><td data-bbox="347 936 1281 976">Sai Graphics</td></tr><tr><td data-bbox="240 976 347 1016">12</td><td data-bbox="347 976 1281 1016">Radiant Infonet</td></tr><tr><td data-bbox="240 1016 347 1057">13</td><td data-bbox="347 1016 1281 1057">LLP Explore</td></tr><tr><td data-bbox="240 1057 347 1097">14</td><td data-bbox="347 1057 1281 1097">Tag Assessors Guild</td></tr><tr><td data-bbox="240 1097 347 1126">15</td><td data-bbox="347 1097 1281 1126">India Skills</td></tr></tbody></table>	SL NO	ASSESSMENT AGENCY NAME	1	Glocal Thinkers Pvt Ltd	2	Induslynk Training Services Pvt. Ltd (Mettl)	3	IAssess Consultants LLP	4	IRIS Corporate Solutions Private Limited	5	Arthav Information Technologies Private Limited	6	Virtual Saas	7	Demorgia	8	Intouch Skills	9	Ace Assessments	10	SPIWD	11	Sai Graphics	12	Radiant Infonet	13	LLP Explore	14	Tag Assessors Guild	15	India Skills
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22	<p><b>How will the RPL assessment be managed, and who will carry it out?</b></p> <p>FFSC follows the guidelines of funding agencies for the RPL. Pradhan Mantri Kaushal Vikas Yojna (PMKVY), Ministry of Skill Development &amp; Entrepreneurship and guidelines of Corporations under the Ministry of Social Justice and Empowerment are followed to implement respective RPL programs.</p> <p>The RPL will be based on the parameters and assessment criteria of the FFSC RPL assessment process as mentioned in the approved Qualification. The candidates with prior learning experience will be identified by FFSC/affiliated Training Partner/ Skill Ambassadors/ or any other authorized body. In addition, the candidates will be identified by door-to-door mobilization/mobilization camps/ print and social media advertisements etc.</p> <p>The mobilized candidates will be counselled and oriented about the NSQF framework. The existing competency will be mapped with the appropriate NSQF level of the concerned job role for the assessment. The significant steps of RPL will be:</p> <ol style="list-style-type: none"><li data-bbox="288 1854 1198 1895">1) Cluster mapping and identification of the suitable candidates</li><li data-bbox="288 1895 1219 1935">2) Mobilization, counselling, and pre-screening of the candidates</li><li data-bbox="288 1935 927 1975">3) Candidate registration and batch creation</li><li data-bbox="288 1975 810 2016">4) Conduct of RPL training program</li><li data-bbox="288 2016 1238 2080">5) Assessment after the training program by affiliated assessment agencies</li></ol>																																

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	<p>6) Evaluation of assessment result 7) Issuance of the NCVET certificate to the successful candidate</p> <p>FFSC will carry out all types of RPL defined in the guidelines of PMKVY 3.0/ guidelines of relevant authority as updated from time to time. The kinds of RPL which can be executed are:</p> <ol style="list-style-type: none"><li>1. RPL Type -1 (in camps/ centres)</li><li>2. RPL Type-2 (in Employer premise)</li><li>3. RPL Type-3 (On-demand)</li><li>4. RPL Type-4 (Best-in-class employers)</li><li>5. RPL Type-5 (Online RPL)</li></ol>
23	<p><b>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable, and fair and show that these are in line with the requirements of the NSQF.</b></p> <p>Empaneled Assessment Agencies will do the assessment. These assessors would be aligned to assess as per the laid down criteria. Only the TOA-certified Assessor is eligible to conduct the assessment.</p> <p>Assessment Agency would conduct assessment only at the training centers of Training Partner or designated testing centers authorized by FFSC.</p> <p>Each National Occupational Standard (NOS) has been assigned weightage. Therein each Performance Criteria in the NOS has been given marks for theory/ practical/ project/viva based on relative importance and criticality of function.</p> <p>This will facilitate the preparation of question bank/paper sets for the Qualification. Each of these paper sets/question banks created by the Assessment Agency will be validated by the industry subject matter experts of FFSC.</p> <p>The following tools are proposed to be used for the final assessment:</p> <ol style="list-style-type: none"><li><b>Written Test:</b> This will comprise Multiple-Choice Questions. An online system for this will be preferred.</li><li><b>Practical Test:</b> This will comprise a test job/ assignment to be done as per the briefing following appropriate working steps, using necessary tools, equipment, and instruments.</li></ol> <p>Through observation, it will be possible to ascertain the candidate's aptitude, attention to detail, quality consciousness, etc. The Assessor will measure the end product to gauge the level of his skill achievements.</p>

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iii. **Structured Interview/viva:** This tool will be used to assess the conceptual understanding and the behavioral aspects regarding the job role and the specific task at hand.

iv. **Project Test:**

During the training period, each trainee will be given a project to be developed within a given time frame. The same project will be evaluated on the assessment date by the Assessor.

- For each Qualification, assessment criteria have been developed, which describe the weightage for each NOS/Performance criteria (PC) and assigned marks based on each NOS separately
- The question bank will be developed by the subject matter experts to assess the theoretical and practical knowledge.
- The affiliated assessment agency will carry out the assessment process on the date proposed after completing the training.
- The result of the assessment will be shared by the assessment body to FFSC for review and compliance; after that result will be processed, and certificates will be generated.
- Assessments shall be conducted in the regional languages in case of any specific requirement from the concerned Training Institutions.
- For ensuring the impartial assessment, it will be ensured that the Assessment Agencies are not involved in any type of training delivery with respect to this project.

## 24. Assessment evidences

### Assessment Guidelines and Assessment Weightage

#### Assessment Guidelines

1. The Sector Skill Council will create criteria for assessment for each Qualification Pack. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selectedelective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training centre (as per assessment criteria below).

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- Individual assessment agencies will create unique evaluations for skill practical for every student examination/ training centre based on these criteria.
- 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 NOS.
- 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 Criteria

#### FFS/N2206: Prepare the worksite for on-site operations

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpret the job cards and manage the workday</i>	4	9	6	1
PC1. interpret and plan out the work in accordance with the job cards received from the supervisor	1	2	3	1
PC2. prepare a list of all the necessary materials, tools, and equipment required for the various jobwork	1	3	-	-
PC3. ensure coordination with the various departments for material movement at various intervals	1	2	-	-
PC4. ensure daily filling and timely submission of job cards to the supervisor	1	2	3	-
<i>Prepare the worksite for recce and take measurements</i>	6	12	-	3

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<b>PC5.</b> update the supervisor for any shortage or requirement of the tools and equipment	1	-	-	1
<b>PC6.</b> assist in interpreting the site layout in order to perform the physical survey of the worksite during recce	2	3	-	-
<b>PC7.</b> examine the recce site for any possible health and safety hazards and ensure it is prepared for marking and measurement purpose	1	3	-	1
<b>PC8.</b> assist in marking the worksite as per layout plan and take measurements	1	4	-	1
<b>PC9.</b> prepare the measurement sheet and handover to the supervisor in-time	1	2	-	-
<b>Perform loading and unloading operations</b>	<b>5</b>	<b>10</b>	<b>-</b>	<b>3</b>
<b>PC10.</b> interpret the material loading/unloading/handling instruction sheet	1	-	-	-
<b>PC11.</b> assist in preparing the execution plan with supervisor as per the instruction sheet	1	-	-	-
<b>PC12.</b> assist in performing a visual quality check of handling equipment	1	4	-	1
<b>PC13.</b> ensure proper arrangement of the handling equipment for loading and unloading of the materials at the specified location	1	3	-	1
<b>PC14.</b> assist in the Quality Checking (QC) process of the materials before loading and unloading	1	3	-	1
<b>Segregate and store the materials, tools, and equipment</b>	<b>4</b>	<b>11</b>	<b>-</b>	<b>1</b>
<b>PC15.</b> ensure the use of appropriate containers to store or carry rivets, bolts, drift pins, etc.	1	3	-	-
<b>PC16.</b> ensure that all the materials and equipment are adequately stacked for easy identification and traceability	1	3	-	-
<b>PC17.</b> ensure proper disposal of combustible waste products at the end of each workday	1	2	-	1
<b>PC18.</b> maintain proper records of materials, tools, and equipment for each workday and update the supervisor	1	3	-	-

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<b><i>Prepare the worksite for fabrication, assembly, and installation purposes</i></b>	<b>3</b>	<b>17</b>	<b>4</b>	<b>1</b>
<b>PC19.</b> organize all the necessary tools, materials, and equipment required for the specified operations	1	3	-	-
<b>PC20.</b> ensure the work area is cleaned for hazard-free operations, and appropriate floor and machine guards are in place	1	4	-	-
<b>PC21.</b> ensure power sockets are functional as per the required job work	-	3	-	-
<b>PC22.</b> set the workbench, tools, and machines as per the required job work	-	4	4	-
<b>PC23.</b> ensure the usage of proper methods for cleaning and maintenance of the tools and equipment at regular intervals	1	3	-	1
<b>NOS Total</b>	<b>22</b>	<b>59</b>	<b>10</b>	<b>9</b>

### FFS/N2207: Assist in the fabrication of the products at the worksite

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b><i>Interpret and select resources as per instructions</i></b>	<b>4</b>	<b>9</b>	<b>-</b>	<b>-</b>
<b>PC1.</b> interpret the job card and plan out the workday in consultation with the supervisor	1	2	-	-
<b>PC2.</b> interpret the CAD-based or conventionally prepared drawings and specifications	2	4	-	-
<b>PC3.</b> select the correct materials to comply with drawings and specifications	1	3	-	-
<b><i>Set out, measure, and mark the timber and timber-based materials</i></b>	<b>11</b>	<b>12</b>	<b>-</b>	<b>-</b>
<b>PC4.</b> identify the timber and timber-based materials for appropriate operations	1	3	-	-
<b>PC5.</b> assist in identifying different members of the products as per the given specifications	1	4	-	-

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PC6. assist in preparing the part list of products with the supervisor	3	-	-	-
PC7. use the suitable tool for marking on the wood as per the specified dimensions	1	2	-	-
PC8. assist in collecting information related to marking and measuring of materials using appropriate means or techniques	3	3	-	-
PC9. use appropriate calculations and formulae to confirm the accuracy	2	-	-	-
<b>Form joints and prepare members of the product for assembly</b>	<b>11</b>	<b>28</b>	<b>25</b>	<b>-</b>
PC10. cut the joints safely and accurately using hand and power tools	2	5	7	-
PC11. use the appropriate planning and shaping tools to prepare the members of the product as per specifications	2	5	4	-
PC12. smoothen out the wooden surface using suitable sanding papers and tools	1	4	4	-
PC13. conduct a visual check for any errors or damages in the wood or a given part	1	4	3	-
PC14. check the overall accuracy and quality regarding measurements, fitting of assembled parts, rigidity, steadiness, leveling, etc.	1	4	-	-
PC15. rectify if any defects are found in any members of the product	2	3	2	-
PC16. clean the parts of the product for the assembly operation	1	3	3	-
PC17. assist in preparing the production status update report	1	-	2	-
<b>NOS Total</b>	<b>26</b>	<b>49</b>	<b>25</b>	<b>-</b>

### FFS/N2208: Assist in the assembly, finishing, and installation of the products at the worksite

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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<b><i>Assist in assembling the various members of the product</i></b>	<b>5</b>	<b>20</b>	<b>11</b>	<b>-</b>
<b>PC1.</b> interpret the assembly drawings and instructions of the product	1	3	2	-
<b>PC2.</b> measure the various components and segregate them for the pre-assembly marking operation	2	4	2	-
<b>PC3.</b> select and use the specified fasteners wherever required	1	5	2	-
<b>PC4.</b> assist in assembling and erecting structures accurately without damage to components	-	5	3	-
<b>PC5.</b> assist in knocking down the existing cabinets, fixtures, and other fittings on the worksite as per the directions from the supervisor	1	3	2	-
<b><i>Assist in finishing the surface of the product</i></b>	<b>4</b>	<b>12</b>	<b>9</b>	<b>-</b>
<b>PC6.</b> attach members neatly using appropriate fasteners or/ add adhesives as applicable	1	5	4	-
<b>PC7.</b> prepare accurate joints and intersections with no gaps	2	4	3	-
<b>PC8.</b> use the appropriate wood fillers and sanding papers to finish the product to a specified standard as per the supervisor's instruction	1	3	2	-
<b><i>Assist in installation of the product and its handover</i></b>	<b>10</b>	<b>20</b>	<b>9</b>	<b>-</b>
<b>PC9.</b> identify slots for placing/ installing each furniture part as per design	1	2	1	-
<b>PC10.</b> undertake requisite cut-outs for electrical outlets, plumbing points, and other arrangements	2	4	2	-
<b>PC11.</b> assist in installing and fastening furniture components to the surface/ wall using appropriate adhesives/ hardware, etc.	2	4	2	-
<b>PC12.</b> assist in the installation of fittings (like locks, latch etc.), decorative moulding / finish accessories (crown moulding, decorative panels, etc.)	2	4	2	-

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<b>PC13.</b> ensure that the installed product is cleaned thoroughly before handover	1	3	2	-
<b>PC14.</b> undertake checks at regular intervals during installation to avoid any defects/ error detection at a later stage	2	3	-	-
<b>NOS Total</b>	<b>19</b>	<b>52</b>	<b>29</b>	<b>-</b>

### FFS/N8201: Follow health, safety, and greening practices at the worksite

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b><i>Maintain cleanliness of the worksite</i></b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>2</b>
<b>PC1.</b> ensure adequate stock of cleaning materials and consumables	1	2	-	1
<b>PC2.</b> identify and report poor organizational practices concerning hygiene, food handling, cleaning	1	-	-	1
<b>PC3.</b> ensure that the trash cans or waste collection points are cleared every day	1	2	3	-
<b><i>Follow health and safety procedures</i></b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>1</b>
<b>PC4.</b> Use appropriate personal protective equipment compatible with the work and compliant to relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, etc.	3	3	4	-
<b>PC5.</b> use emergency equipment following manufacturers' specifications as per requirement	2	3	-	1
<b><i>Maintain personal hygiene</i></b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>-</b>
<b>PC6.</b> follow the dress code of the worksite	2	2	3	-
<b>PC7.</b> Wash hands regularly using suggested materials such as soap, one-use disposable tissue, warm water, etc.	2	2	2	-
<b><i>Follow precautionary measures to avoid work hazards</i></b>	<b>12</b>	<b>19</b>	<b>-</b>	<b>2</b>
<b>PC8.</b> follow the displayed safety signs at the worksite	3	2	-	1

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<b>PC9.</b> Undertake the safety measures and checkswile handling any electrically powered tools and equipment, etc.	3	7	-	1
<b>PC10.</b> ensure the usage of harmful chemicals inside the work area as per the specified guidelinesonly	1	3	-	-
<b>PC11.</b> ensure safe handling and disposal of waste and debris	3	3	-	-
<b>PC12.</b> undertake correct ways while lifting or movement of the heavy material from one place to another	2	4	-	-
<b>Ensure material conservation and optimization of resources</b>	<b>11</b>	<b>7</b>	<b>8</b>	<b>-</b>
<b>PC13.</b> ensure optimal material utilization in the specific processes	3	2	-	-
<b>PC14.</b> implement the suggested ways to conserve and re-use water	3	2	2	-
<b>PC15.</b> ensure to keep the electrical appliances in OFF position when not in use	2	-	3	-
<b>PC16.</b> carry out routine cleaning of tools, machines, and equipment as per instruction	3	3	3	-
<b>NOS Total</b>	<b>35</b>	<b>40</b>	<b>20</b>	<b>5</b>

### FFS/N8202: Work effectively with the co-workers, supervisor, and others

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>Interact and communicate effectively with the co-workers, supervisors, and others</b>	<b>23</b>	<b>20</b>	<b>10</b>	<b>6</b>
<b>PC1.</b> maintain work etiquette, e.g., use polite language, behave courteously and responsibly, etc.	5	4	5	2
<b>PC2.</b> seek assistance and clarifications from the supervisor or any such appropriate authority as and when required	4	4	-	2
<b>PC3.</b> coordinate and cooperate with the co-workers to maximize effectiveness and efficiencyin carrying out tasks	4	4	5	-

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PC4. assist in identifying and reporting any information or possible deviations to appropriate authority timely	5	4	-	-
PC5. follow escalation matrix in case of any grivence		4	-	2
<b>Follow gender and Person with Disability (PwD) sensitive practices at the worksite</b>	<b>25</b>	<b>10</b>	<b>-</b>	<b>6</b>
PC6. maintain a conducive environment for all tegenders at the worksite	5	4	-	2
PC7. transact with everyone without any personal bias based on gender, disability, caste, religion, color, sexual orientation, and culture	5	4	-	2
PC8. follow gender-inclusive practices at the worksite	5	-	-	2
PC9. use appropriate verbal and non-verbal communication while interacting with Personswith Disability (PwD)	5	2	-	-
PC10. report incidents of any harassment and discrimination to the appropriate authority	5	-	-	-
<b>NOS Total</b>	<b>48</b>	<b>30</b>	<b>10</b>	<b>12</b>

### DGT/VSQ/N0102: Employability Skills (60 Hours)

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>Introduction to Employability Skills</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<b>Constitutional values – Citizenship</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>

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<p><b>PC3.</b> recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.</p>	-	-	-	-
<p><b>PC4.</b> follow environmentally sustainable practices</p>	-	-	-	-
<p><b><i>Becoming a Professional in the 21st Century</i></b></p>	<b>2</b>	<b>4</b>	-	-
<p><b>PC5.</b> recognize the significance of 21st Century Skills for employment</p>	-	-	-	-
<p><b>PC6.</b> practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life</p>	-	-	-	-
<p><b><i>Basic English Skills</i></b></p>	<b>2</b>	<b>3</b>	-	-
<p><b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone</p>	-	-	-	-
<p><b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English</p>	-	-	-	-
<p><b>PC9.</b> write short messages, notes, letters, e-mails etc. in English</p>	-	-	-	-
<p><b><i>Career Development &amp; Goal Setting</i></b></p>	<b>1</b>	<b>2</b>	-	-
<p><b>PC10.</b> understand the difference between job and career</p>	-	-	-	-
<p><b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude</p>	-	-	-	-
<p><b><i>Communication Skills</i></b></p>	<b>2</b>	<b>2</b>	-	-

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<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<b><i>Diversity &amp; Inclusion</i></b>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<b><i>Financial and Legal Literacy</i></b>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<b><i>Essential Digital Skills</i></b>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> use basic features of word processor, spreadsheets, and presentations	-	-	-	-
<b><i>Entrepreneurship</i></b>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-

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<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<b>Customer Service</b>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<b>Getting ready for apprenticeship &amp; Jobs</b>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## NSQF QUALIFICATION FILE

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### All the Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N2206.Prepare the work site for on-site operations	22	59	10	9	100	15
FFS/N2207.Assist in the fabrication of the products at the worksite	26	49	25	0	100	15
FFS/N2208.Assist in the assembly, finishing, and installation of the products at the worksite	19	52	29	0	100	30
FFS/N8201.Follow health, safety, and greening practices at the worksite	35	40	20	5	100	10
FFS/N8202.Work effectively with the co-workers, supervisor, and others	48	30	10	12	100	15
DGT/VSQ/N0102: Employability Skills (60 hours)	20	30	-	-	50	15
<b>Total</b>	<b>170</b>	<b>260</b>	<b>94</b>	<b>26</b>	<b>550</b>	<b>100</b>

## NSQF QUALIFICATION FILE

### SECTION 2

#### 25. EVIDENCE OF LEVEL

##### OPTION B

Title/Name of qualification/component: Assistant Carpenter		
Level: 3		
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors
<p><b>Process</b></p> <p><b>NSQF Level Descriptor:</b> Person may carry out a job which may require limited range of activities routine and predictable.</p>	<p>Following is the few processes wise key requirements of the job role:</p> <ul style="list-style-type: none"> <li>- Interpretation of the job cards, organise and manage the workday</li> <li>- Preparation the worksite for recce and measurements</li> <li>- Involvement in the loading and unloading process</li> <li>- Assisting in the fabrication of the products at the worksite</li> <li>- Assisting in the assembly and installation of the product on site</li> </ul>	<p>As mentioned in the key requirements, the person carries out the different tasks repetitively on a routine basis. The tasks are predictable in nature.</p> <p>The job requirements match with the NSQF level 3 descriptor. Hence the level is pegged at 3.</p>
<p><b>Professional knowledge</b></p> <p><b>NSQF Level Descriptor:</b> Basic facts, process and principle applied in trade of employment.</p>	<p>Following are the few professional knowledge requirements of the job role:</p> <ul style="list-style-type: none"> <li>- About different tools and hardware, terminology, pictorial representation, symbols etc.</li> <li>- Basics of preparing and interpreting 2D/ 3D drawings</li> <li>- Correct use of handling tools and materials</li> <li>- Packing methods for each material</li> <li>- Health, safety norms at workplace</li> <li>- Waste disposal procedures and guidelines</li> </ul>	<p>According to the key requirements, the person the person should have knowledge about basic facts, process and principle applied in the job role.</p> <p>The job requirements match with the NSQF level 3 descriptor. Hence, the level is kept as 3.</p>

## NSQF QUALIFICATION FILE

Title/Name of qualification/component: Assistant Carpenter		
Level: 3		
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors
	<ul style="list-style-type: none"> <li>- Standard process and principle of various operations of the worksite</li> </ul>	
<p><b>Professional skill</b></p> <p><b>NSQF Level Descriptor:</b> Recall and demonstrate practical skill, routine, and repetition in a narrow range of application</p>	<p>Following are the few professional skills required for the job role</p> <ul style="list-style-type: none"> <li>- Preparation of the work area for recce</li> <li>- Identification and maintenance of the tools and materials</li> <li>- Measurement and marking the timber and timber-based materials</li> <li>- Making joints and assembly of the products</li> <li>- Finishing of the surface of the product</li> <li>- Installation of the product as per the design</li> <li>- Working at the workplace as per the guideline</li> </ul>	<p>The person demonstrates his/ her practical skills, which are routine and repetitive in a narrow range of applications.</p> <p>The job requirements match with the NSQF level 3 descriptor. Therefore, the level is pegged at 3.</p>
<p><b>Core skill</b></p> <p><b>NSQF Level Descriptor:</b> Communication was written and oral, with minimum required clarity, basic arithmetic and algebraic principles, personal banking, and basic understanding</p>	<p>The job role demands that the person should be able to understand and possess the skills such as:</p> <ul style="list-style-type: none"> <li>- Read and understand the measurements, understands instructions and standard operating procedures</li> <li>- Understand basic principles of measurement, geometry, and arithmetic and algebraic calculation</li> </ul>	<p>The person understands the basic arithmetic and algebraic principle, personal financing, and basic understanding of social and natural environments. He/she is able to communicate by writing and speaking.</p> <p>The job requirements match with the NSQF level 3 descriptor. Therefore, the level is kept as 3.</p>

## NSQF QUALIFICATION FILE

Title/Name of qualification/component: Assistant Carpenter Level: 3		
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors
of the social and natural environment.	<ul style="list-style-type: none"> <li>- Read and understand company policy documents; information displayed at the worksite</li> <li>- Communicate with team members and supervisor</li> <li>- Understands basics of banking</li> <li>- Identify risks that affect the health, safety, and environment for self and others while working in the vicinity</li> </ul>	
<b>Responsibility</b>  <b>NSQF Level Descriptor:</b> Under close supervision. Some responsibility for own work within the defined limit.	Few of the key responsibilities: <ul style="list-style-type: none"> <li>- Preparation of the worksite for on-site operations</li> <li>- Assisting in the fabrication of the products at the worksite</li> <li>- Assisting in assembly and installation of the products on-site</li> </ul>	The person works under instruction and close supervision. The person has some responsibility for his/ her work.  The job requirements match with the NSQF level 3 descriptor. Hence the level is kept at 3.

### SECTION 3

#### EVIDENCE OF NEED

26	What evidence is there that the Qualification is needed? What is the estimated uptake of this Qualification and what is the basis of this estimate?		
	<b>Basis</b>	<b>In the case of SSC</b>	<b>In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</b>
	Need of the Qualification	FFSC follows an intensive, detailed process for	NA

		<p>Qualification development, which requires industry involvement at each level. FFSC has an Industry-led Sub-Committee, called the “FFSC’s Board of Standards (BoS),” dedicated to the development of Qualifications. BoS is formed with the support of the elected members of the Governing Council and Honorary Members from the Academic Institutions. Further, FFSC has a “National Occupational Standards (NOS) Group” comprising of Subject Matter Experts of various domains who work on developing Qualifications specific to sub-sector and occupations.</p> <p>FFSC also involves a minimum of 30 industry stakeholders for the development of the Qualifications.</p> <p>In addition, the skill requirement study conducted by Boston Consulting Group (BCG) in 2020 has indicated the furniture industry is growing and is expected to grow at 7-8% and 13-18% CAGR, respectively, for Home and Office Furniture. The furniture market is majorly dominated by the unorganized sector. The sector is witnessing strong growth due to increased construction activities in metro cities and tier-II cities, changing lifestyles, increasing disposable income, along changing consumer aspirations.</p>	
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## NSQF QUALIFICATION FILE

	<p>A skill gap study was also conducted by FFSC to understand the need for the Qualification. According to the Skill Gap Report:</p> <ul style="list-style-type: none"> <li>• Manpower during 2016-17: 3,82,205</li> <li>• Estimated for 2022: 7,54,404</li> <li>• Estimated for 2025: 10,59,883</li> <li>• Gap during 2022: 3,72,199</li> <li>• Gap during 2025: 6,77,678</li> </ul> <p>Skill Gap Studies are attached as Annexure.</p>	
Industry Relevance	<p>FFSC has taken validations of the job roles from 34 industry bodies (10 large, 12 medium, 12 small). The Qualification has been developed based on relevance and inputs of the industry.</p> <p>The details of validation are attached as Annexure.</p>	NA
Usage of the Qualification	<p>The usage of the Qualification will be found in both organized and unorganized sub-sectors of the furniture industry. It will be used for RPL, fresh skilling, training in schools, colleges, in-house training purposes, and basic apprenticeship program.</p>	NA

## NSQF QUALIFICATION FILE

	<p>Estimated uptake</p>	<p>FFSC has conducted research, analysis, and assessment of skill gaps in the furniture industry. Therefore, the estimation of the requirement of manpower has to be done based on the findings of the skill gap study and secondary research.</p> <ul style="list-style-type: none"> <li>• Manpower during 2016-17: 3,82,205</li> <li>• Estimated uptake for 2022: 7,54,404</li> <li>• Estimated uptake for 2025: 10,59,883</li> </ul>	<p>NA</p>
<p><b>27</b></p>	<p><b>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidence</b></p> <p>FFSC has approached the concerned Line Ministry for the recommendations. The emails and approval are attached as annexure.</p>		
<p><b>28</b></p>	<p><b>What steps were taken to ensure that the Qualification (s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</b></p> <p>The Qualification has been checked for any duplication across the sectors. Given that Qualification is a niche to the Furniture sector, there is no duplication of pre-existing similar qualifications. National Qualification Registrar has also been checked for the Q file. No existing course was found with the same content and duration.</p> <p>This Qualification has been developed keeping in mind the industry requirements after consultation with the stakeholder.</p>		
<p><b>29</b></p>	<p><b>What arrangements are in place to monitor and review the Qualification (s)? What data will be used, and at what point will the Qualification (s) be revised or updated? Specify the review process here</b></p> <p>The qualification packs will be reviewed and checked for relevance as per industry standards after 3 years of NSQC approval.</p> <p>Any institution/ individual can send feedback, which will be considered during the next review cycle. Communication will be sent for feedback to all the major stakeholders prior to the review of the qualifications. The Qualification will also be uploaded to the website of FFSC for feedback and suggestions for the review process.</p>		

**SECTION 4**

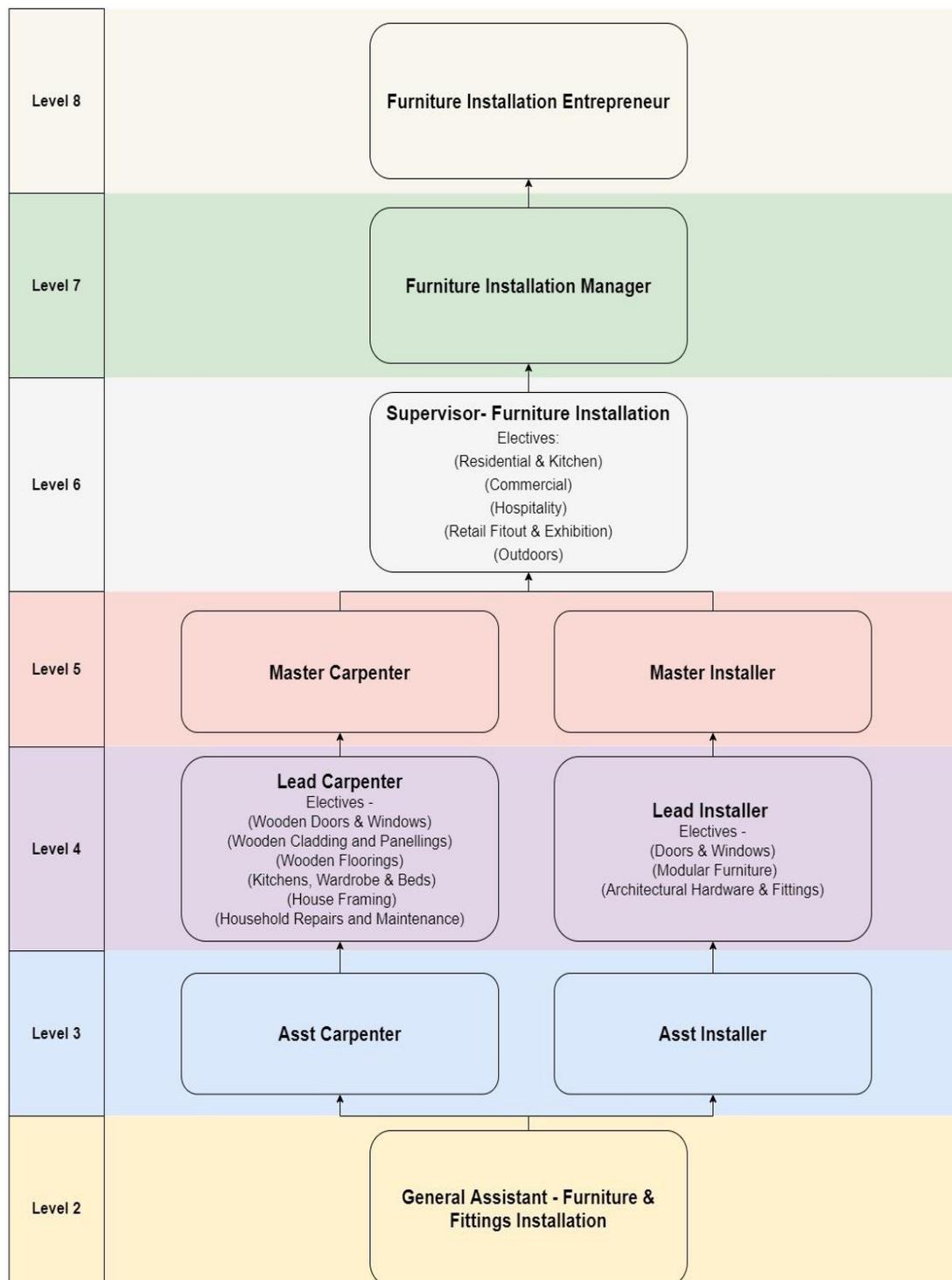
**EVIDENCE OF PROGRESSION**

**30** What steps have been taken to design this or other qualifications to ensure that there is a clear path to other qualifications in this sector?  
*Show the career map here to reflect the clear progression*

Online sessions, one to one meeting with industry experts were carried out to understand the career progression. In addition, the skill gap study of FFSC and secondary reports was also referred to understand the progression.

Career Progression

### Career Map for Furniture Installation Job Roles NSQF Level 2-8



## NSQF QUALIFICATION FILE

Occupational Map			
Sub-Sectors		Furniture Sales, Installation & After Sales	
Occupations		Furniture Installation	
Occupation #		22	
Level 10	Leadership	CEO	
Level 9	Senior Management	GM, Furniture Installation	
Level 8	Mid Management	Furniture Installation Entrepreneur	
Level 7	Mid Management	Furniture Installation Manager	
Level 6	Junior Management	<b>Supervisor - Furniture Installation</b> Electives: (Residential & Kitchen) (Commercial) (Hospitality) (Retail Fitout & Exhibition) (Outdoors)	
Level 5	Junior Management	Master Carpenter	Master Installer
Level 4	Entry	<b>Lead Carpenter</b> Electives - (Wooden Doors & Windows) (Wooden Cladding & Panelling's) (Wooden Floorings) (Kitchen, Wardrobe & Beds) (House Framing) (Household Repairs & Maintenance)	<b>Installer</b> Electives - (Doors & Windows) (Modular Furniture) (Architectural Hardware & Fittings)
Level 3	Entry	Asst Carpenter	Asst Installer
Level 2	Entry	General Assistant- Furniture & Fittings Installation	
Level 1	Entry		

For further horizontal mobility, the detailed occupational map can be referred (attached as Annexure).