

Model Curriculum

Carpenter – Wooden Furniture

SECTOR: FURNITURE & FITTINGS
SUB-SECTOR: WOODEN FURNITURE
OCCUPATION: CARPENTRY
REF. ID: FFS/ Q0102, VERSION 1.0
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

FURNITURE & FITTINGS SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Carpenter – Wooden Furniture' QP No. '**FFS/ Qo102 NSQF Level 4**'

Date of issuance: December 31st, 2015

Valid up to: December 30th, 2016

* Valid up to the next review date of the Qualification Pack



Authorised Signatory
(Construction Skill Development Council)

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Carpenter – Wooden Furniture

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Carpenter – Wooden Furniture”, in the “Furniture” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Carpenter – Wooden Furniture		
Qualification Pack Name & Reference ID.	FFS/ Q0102, version 1.0		
Version No.	1.0	Version Update Date	30-06-2015
Pre-requisites to Training	Preferably equivalent to 5th (Normal literacy of reading, writing and understanding) Minimum two years of experience as an assistant in furniture making preferred		
Training Outcomes	<p>After completing this Programme, participants will be able to:</p> <ul style="list-style-type: none"> • The Carpenter Wooden Furniture will gain understanding of his Job Role: General introduction to the job role, importance of the carpenter with respect to the furniture industry, potential and prospects of carpenter in the industry • The carpenter will understand basic tools, equipment & materials: Effectively identify, select & use the specified tools and equipment relevant to carpentry works. • Maintain the work area, tools and equipment: Appropriate method of handling tools, equipment and organizing the work area • Carry out the cutting, trimming of the wood: Identify the right kind of material, can cut and trim the identified wood according to the designs/ sketches • Gain understanding to carry out assembling of different parts of the furniture: Joining the cut and trimmed wooden parts as per the given lay out, right use of adhesives, fixtures etc. for making the final product • Maintain Environment Health & Safety: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to carpentry occupation. • Carry out effectively at the work place: Work effectively with stakeholder, adhering to the organizational rules and regulations 		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Carpenter – Wooden Furniture” Qualification Pack issued by “SSC: Furniture & Fittings Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Impart General Discipline in the class room The Role of a Carpenter – Wooden Furniture and job opportunities and its importance Scope of furniture & fittings industry To impart Basic skills of communication To Provide Basic reading capabilities to enable him to read signs, notices and/or cautions at site. 	1XBlackboard, Chalk 2 packet, duster 1 pc.
2	<p>Understanding the organizational context/ company/ employer</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N0102</p>	<ul style="list-style-type: none"> Expectations and responsibilities of the job role Gain Knowledge and understand the importance of the rules, codes, guidance and standards, policies, manuals, rules and regulation of the organization Contacting the concerned persons in case of queries on procedures/ products/ any problem He will learn the escalation in hierarchy 	
3	<p>Tools, equipment and work areas</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 24:00</p> <p>Corresponding NOS Code FFS/N8501</p>	<ul style="list-style-type: none"> Identify, maintain and handle the required tools, equipment and consumable safely and correctly Maintenance of appropriate environment to protect stock from pilfering, theft, damage and deterioration Dispose waste safely in the designated location Storing cleaning equipment safely after use Maintain Storage of records and maintain documents. Different ways of minimizing wastes Analysis, evaluate and application of the information gathered from observation, experience, reasoning or communication to act efficiently 	Measurement Tools, Planing Tools, Sawing Tools, Testing Tools, Chipping Tools, Holding Tools, Boring Tools, Filling Tools, Supportive Tools,
4	<p>Environmental Health, Safety and Security at Work Place</p>	<ul style="list-style-type: none"> Follow General safety Rules, common hazards in the work area and procedures for dealing with the same. Training to Introduction of Personal protective equipment like safety harness, helmet, gloves, goggles, 	Helmet, earplugs, goggles, nose mask, First aid, Fire Extinguisher Usage Etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8601</p>	<p>earplugs, nose mask, shoes etc. and their application under different working conditions.</p> <ul style="list-style-type: none"> • Introduction to various safety procedures and methods like barricading of work place, signage, safety drills, evacuation Procedures etc. • Reporting procedure for violation of safety. • Introduction to waste management and pollution control. • Understand various health hazards relevant to workplace and basic first aid training. • Identify and selection of right equipment such as fire extinguisher & based on type of fire. • Following agreed work location procedures in the event of an emergency and of any injury 	
5	<p>Preparation of the wood for making the Wooden Furniture</p> <p>Theory Duration (hh:mm) 40:00</p> <p>Practical Duration (hh:mm) 48:00</p> <p>Corresponding NOS Code FFS/N0102</p>	<ul style="list-style-type: none"> • Understand and identify the different types and basic properties of timber, plywood, metals etc. • Prepare to Select materials and types of timber and determining the quantity of the material as per the customer requirement • Collection of technical drawings, or instructions • He will understand the Preparation of sketches/ drawings as per the requirement • Estimation and measurement of length, width & depth in MKS & FPS system and its application • Organizing, preparing the tools and equipment as per the requirement • Identify power sockets for different electrical equipment • Checking the functioning and test running the electrical equipment before starting the actual work • Reporting to supervisor in case of unsafe electrical equipment and power socket 	Wood, Ply, Laminate, Veneers, Edge Banding, Adhesives, Usage of Tool
6	<p>Cutting, trimming and inspection of the wood</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration (hh:mm)</p>	<ul style="list-style-type: none"> • Knowledge to understand measurements as per the technical drawings or instruction of the supervisor • Marking the woods/ equipment appropriately on the woods to be cut as per the measurement • Knowledge of Placing the cutting tools or equipment before starting the actual work 	Tools usage For cutting of Wood, ply, Adhesive for Pasting laminates etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	52:00 Corresponding NOS Code FFS/N0102	<ul style="list-style-type: none"> • knowledge for Cutting the wood using appropriate tools and equipment as per the specified measurements • Preparing the wood based boards and laminating sheets as per the requirement of the size and shape • Preparing components to facilitate joining and fixing • Removing excess wood by trimming the cut wood in case the wood is not cut as per the measurement • Preparing templates, jigs and fixtures for furniture using material such as wood, plywood, fiberglass or drywall • Ensuring cutting components are arranged for the next stage of production • Conducting a visual check for any errors or damages to the cut components • Verifying the cut components are in line with the technical drawings and designs specifications • He will be able to Rectify the errors within one's own responsibility and as per instruction of the supervisors 	
7	Assembling the different parts of the furniture Theory Duration (hh:mm) 36:00 Practical Duration (hh:mm) 48:00 Corresponding NOS Code FFS/N0103	<ul style="list-style-type: none"> • Understand the Estimation of the height, width, length and other proportions for preparation of the lay out • Identify different components, their respective positions as per the requirement • Preparation of equipment and tools • Alignment and positioning the components according to the drawing and as required for the joining • Assembly of the components ensuring correct fit and as per instructions of the supervisors • Understand the process of carrying out operations using the appropriate tools and equipment • Application of appropriate amount of adhesive as per the material and requirement • Checking of overall accuracy in terms of measurements and standard work practices • Checking of quality of the product in terms of rigidity, steadiness, angular accuracy and neatness • Application of hard putty on the 	Tools usage For cutting of Wood, ply, Adhesive for Pasting laminates, Testing tools etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		furniture <ul style="list-style-type: none"> • Cleaning the furniture in case of dust accumulation • Checking for any misfits in the assembled parts/ scratches/ defects in furniture • Verification of furniture is in line with the blue print and design specification • Rectifying the errors within one's own responsibility and as per the instruction • Checking alignments and snagging in assembled parts and furniture • Conducting performance test of the finished product as per the supervisor's instructions 	
8	Carrying out work effectively at the workplace Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> • Understand Working effectively with others whenever required • Keep work area neat and clean in organized state • Finishing all the allocated tasks within the required time frame and adhering to the standards • Behaving in a courteous manner with colleagues, customers • Asking for clarification, seeking help from the right authority at the work place • Following dress code of the work location • Adhering to the norms, policies, procedures of the organization • Seeking clarification, identifying and reporting to the right authority as and when required 	1XBlackboard, Chalk 2 packet, duster 1 pc.
	Total Duration Theory Duration 136:00 Practical Duration 172:00	Unique Equipment Required: 1XBlackboard, Chalk 2 Packet, Duster 1 pc, gloves, earplugs, goggles, nose mask, Measurement Tools, Planning Tools, Sawing Tools, Testing Tools, Chipping Tools, Holding Tools, Boring Tools, Filling Tools, Supportive Tools	

Grand Total Course Duration: 308.00 Hours
(This syllabus/ curriculum has been approved by SSC: Furniture & Fittings Skill Council)

Trainer Prerequisites for Job role: “Carpenter – Wooden Furniture” mapped to Qualification Pack: “FFS/Q0102”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FFS/Q0102”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Minimum 5 th grade (Normal literacy of reading, writing and understanding of local Language)
4a	Domain Certification	Certified for Job Role: “Carpenter – Wooden Furniture” mapped to QP: “FFS/Q0102”. Minimum accepted score as per FFSC guidelines will be 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted score will be 70%
5	Experience	<ul style="list-style-type: none"> Minimum Five year site experience in woodworking

Annexure: Assessment Criteria

Assessment Criteria for Carpenter – Wooden Furniture	
Job Role	Carpenter – Wooden Furniture
Qualification Pack	FFS/ Q0102
Sector Skill Council	Furniture & Fittings

Sr. No.	Guidelines for Assessment
1.	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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 PC
2.	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3.	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4.	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5.	To pass the Qualification Pack, every trainee should score a minimum of 60% aggregate
6.	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
FFS/N0102C arry out cutting and trimming of the wood	PC1. Collect technical drawings or instructions from supervisors	39	1	0	1
	PC2. Clarify with the supervisor in case the design or instructions are unclear		1	0	1
	PC3. Prepare sketches taking as per the requirements of the customer, in case of absence of such drawing / sketch		3	1	2
	PC4. Estimate height, width, length, and other proportions for preparation of the layout		2	0	2
	PC5. Prepare list of components required based on specific measurements and characteristic		1	1	0
	PC6. Select materials and the type of timber as per customer requirements		1	0	1
	PC7. Determine the quantity of materials required for the job		1	0	1
	PC8. Ensure the availability of cutting tools and equipment as per the requirement		2	1	1
	PC9. Sharpen the tools if required		1	0	1
	PC10. Organize the tools and equipment used for the process as per the requirement of the process		1	1	0
	PC11. Identify the appropriate power sockets to be used for different electrical equipment		2	0	2
	PC12. Check for safety and proper functioning of the power sockets		1	0	1
	PC13. Test run the electrical equipment before starting the actual work		2	0	2
	PC14. Report to the supervisor in case of unsafe electrical equipment and power socket		1	1	0
	PC15. Take measurements as per the technical drawings or the instructions of the supervisor		2	0	2
	PC16. Mark appropriately on the wood/ laminates based on the measurement		1	0	1
	PC17. Place the cutting tool or equipment appropriately on the wood to be cut and as per the measurement		1	0	1
	PC18. Cut the wood using appropriate tools and equipment as per the specified measurements		2	1	1
	PC19. Prepare wood based boards and laminating sheets as per the requirement of the size and shape		1	0	1
	PC20. Prepare components to facilitate joining and fixing and to provide for fittings and fixtures		2	0	2
	PC21. Remove excess wood by trimming the cut wood in case the wood is not cut as per the measurement		2	1	1

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	PC22. Prepare templates, jigs and fixtures for furniture using material such as wood, plastic, fiberglass, or drywall		2	0	2
	PC23. Ensure cut components are positioned in their designated place as per the instructions of the supervisor		2	0	2
	PC24. Ensure all the components are arranged for the next stage of production		1	0	1
	PC25. Conduct a visual check for any errors or damages to the cut components		1	0	1
	PC26. Verify if the cut components are in line with the technical drawings and the design specification		1	1	0
	PC27. Rectify the errors within one's own responsibility and as per instructions of the supervisors		1	0	1
		Total	39	8	31
FFS/N0103C arry out assembling of different parts of the furniture	PC1. Collect technical drawings or instructions from supervisors	44	1	0	1
	PC2. Clarify with the supervisor in case the design or instructions are unclear		1	0	1
	PC3. Prepare sketches taking as per the requirements of the customer, in case of absence of such drawing / sketch		2	0	2
	PC4. Estimate height, width, length, and other proportions for preparation of the layout		2	0	2
	PC5. Identify different components and their respective positions as per the design requirement		2	0	2
	PC6. Ensure the availability of required materials, tools and equipment for the assembling process		2	0	2
	PC7. Organize the tools and equipment used for the process as per the requirement of the process		1	0	1
	PC8. Identify the appropriate power sockets to be used for different electrical equipment		2	0	2
	PC9. Check for safety and proper functioning of the power sockets		1	0	1
	PC10. Test run the electrical equipment before starting the actual work		1	0	1
	PC11. Report to the supervisor in case of unsafe electrical equipment and power socket		1	0	1
	PC12. Follow technical drawings or instructions from supervisors		1	1	0
	PC13. Prepare templates, jigs and fixtures for furniture using material such as wood, plastic, fiberglass, or drywall		3	1	2
	PC14. Align and position the components according to the drawing and as required for joining		3	1	2

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	PC15. Assemble the components ensuring correct fit and as per instructions of the supervisor		3	1	2
	PC16. Perform operations using the appropriate tools and equipment - chisels, planes, saws, drills, and sanders to repair and erect structures		1	0	1
	PC17. Join the materials with nails, screws, staples, or adhesives as per the specifications		3	1	2
	PC18. Ensure appropriate amount of adhesive is applied as per the material and requirement		1	0	1
	PC19. Check overall accuracy in terms of measurements and standard work practices		1	0	1
	PC20. Check quality of the product in terms of rigidity, steadiness, angular accuracy and neatness		1	1	0
	PC21. Apply hard putty on the furniture		2	0	2
	PC22. Clean the furniture in case of dust accumulation as per instructions of the supervisor		2	0	2
	PC23. Conduct a visual check for any misfits in the assembled parts		1	1	0
	PC24. Conduct a visual check for any scratches or defects in the furniture		1	0	1
	PC25. Verify if the furniture is in line with the blueprint and the design specification		1	0	1
	PC26. Rectify the errors within one's own responsibility and as per instructions of the supervisors		1	0	1
	PC27. Check alignment and snag in assembled parts and furniture		2	0	2
	PC28. Conduct performance test of the finished product as per supervisor's instructions		1	0	1
		Total	44	7	37
FFS/N8501M Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	25	2	0	2
	PC2. Use correct handling procedures		2	0	2
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		1	1	0
	PC5. Maintain a clean and hazard free working area		1	0	1
	PC6. Deal with work interruptions		1	0	1
	PC7. Move around the workplace with care		2	0	2
	PC8. Maintain tools equipment and consumables		1	0	1
	PC9. Carry out maintenance and/or cleaning outside responsibility		1	1	0
	PC10. Report unsafe equipment and other dangerous occurrences		1	0	1

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	PC11. Ensure that the correct machine guards are in place		1	0	1
	PC12. Work in a comfortable position with the correct posture		1	1	0
	PC13. Use cleaning equipment and methods appropriate for the work to be carried out		1	0	1
	PC14. Dispose of waste safely in the designated location		1	0	1
	PC15. Store cleaning equipment safely after use		1	0	1
	PC16. Complete and store accurate records and documentation		2	0	2
	PC17. Give inputs and assist in completing documentation		1	1	0
	PC18. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
	PC19. Ensure safe and correct handling of materials, equipment and tools		1	0	1
	PC20. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
		Total	25	4	21
FFS/N8601M Maintain health, safety and security at workplace	PC1. Follow health and safety related instructions applicable to the work locations at all times	13	1	1	0
	PC2. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC3. Ensure the worksite is free from health and safety hazards		1	0	1
	PC4. Follow manufacturers' and other relevant instructions relating to safe use of equipment and materials		1	1	0
	PC5. Safely handle and move waste and debris		1	1	0
	PC6. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	1	0
	PC7. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC8. Identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel		2	1	1
	PC9. Undertake first aid like fractures, cuts, bleeding, fire and electrocution if asked to do so		1	1	0
	PC10. Take appropriate action in case of fire emergency		1	0	1
	PC11. Use safety equipment and personal protection equipment Hand gloves , goggles ,mask and shoes correctly		1	0	1
	PC12. Follow agreed work location procedures in the event of an emergency and of any injury		1	0	1
		Total	13	6	7

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
FFS/N8701C arry out work effectively at the workplace	PC1. Ensure all the required resources before beginning work	14	1	0	1
	PC2. Whenever necessary work with others to achieve set work objectives		1	1	0
	PC3. Keep work area in a tidy and organized state		1	0	1
	PC4. Complete allocated tasks within the desired time frame and quality Standards		1	1	0
	PC5. Display courteous behaviour at all times		1	1	0
	PC6. Respond politely to customer queries		1	0	1
	PC7. Seek assistance as and when required from appropriate authority at the workplace in an appropriate manner		1	0	1
	PC8. Ask questions and seek clarifications on work tasks whenever required		1	0	1
	PC9. Follow dress code as applicable at the work location		2	1	1
	PC10. Carry out work functions in accordance with the norms of the organization and work place		1	0	1
	PC11. Follow organizational policies and procedures		1	1	0
	PC12. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		1	0	1
	PC13. Identify and report any possible deviations to appropriate authority		1	0	1
	Total	14	5	9	
	NOS Total		135	30	105
	QP Total		135	30	105



Furniture and Fittings Sector Skill Council

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