

# Model Curriculum

## Assistant Fitter – Modular Furniture

**SECTOR: FURNITURE & FITTINGS**  
**SUB-SECTOR: FITTINGS AND FIXTURES**  
**OCCUPATION: FITTING**  
**REF. ID: FFS/ Q5701, VERSION 1.0**  
**NSQF LEVEL: 2**



## 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: **'Assistant Fitter'** Q.P No. **'FFS/Q5701 NSQF Level 3'**

Date of issuance: December 31<sup>st</sup>, 2015

Valid up to: December 30<sup>th</sup>, 2016

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



Authorised Signatory  
(Construction Skill Development Council)

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# Assistant Fitter - Modular Furniture

## CURRICULUM / SYLLABUS

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

|  |   |                            |            |
|--|---|----------------------------|------------|
| <b>Program Name</b>                                | <b>Assistant Fitter- Modular Furniture</b>  |                            |            |
| <b>Qualification Pack Name &amp; Reference ID.</b> | FFS/ Q5701  |                            |            |
| <b>Version No.</b>                                 | 1.0   | <b>Version Update Date</b> | 30-06-2015 |
| <b>Pre-requisites to Training</b>                  | Preferably equivalent to 5th (Normal literacy of reading, writing and understanding)<br>Minimum two years of experience as an assistant in furniture making preferred   |                            |            |
| <b>Training Outcomes</b>                           | <p><b>After completing this Programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Gain understanding about the Assistant Fitter –Modular Furniture Job Role: General introduction to the job role, importance of the fitter with respect to the furniture industry, potential and prospects of fitter in the industry</li> <li>• Identify and use of basic tools, equipment &amp; materials: Effectively identify, select &amp; use the specified tools, Hardware for Furniture and equipment relevant to assembling works.</li> <li>• Maintain the work area, tools and equipment: Appropriate method of handling tools, equipment and organizing the work area</li> <li>• Assist in assembling different parts of the product: Joining the parts as per the given lay out, right use of adhesives, fixtures etc. for making the final product and quality inspection of the final product</li> <li>• Gain Understanding Environment Health &amp; Safety: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to fitter occupation for successfully completion of the work.</li> <li>• Effectively working at work place: Work effectively with stakeholder, adhering to the organizational rules and regulations</li> </ul> |                            |            |

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Assistant Fitter – Modular Furniture” Qualification Pack issued by “SSC: Furniture & Fittings Skill Council”.

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required   |
|---------|---|--|--|
| 1       | <b>Introduction</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>08:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>00:00<br><br><b>Corresponding NOS Code</b><br>Bridge Module  | <ul style="list-style-type: none"> <li>Impart General Discipline in the class room</li> <li>The Role of a Assistant Fitter - Modular Furniture and job opportunities and its importance</li> <li>Scope of furniture &amp; fittings industry</li> <li>Impart Basic skills of communication</li> <li>Provide Basic reading capabilities to enable reading of signs, notices and/or cautions at site.</li> </ul>  | 1XBlackboard, 2 X packets of Chalk & Duster 1 pc   |
| 2       | <b>Understanding the organizational context/ company/ employer</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>08:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>00:00<br><br><b>Corresponding NOS Code</b><br>FFS/N5701 | <ul style="list-style-type: none"> <li>Expectations and responsibilities of the job role</li> <li>knowledge and understand the importance of the rules, codes, guidance and standards, policies, manuals, rules and regulation of the organization</li> <li>Contacting the concerned persons in case of queries on procedures/ products/ any problem</li> <li>Understand the escalation in hierarchy</li> </ul>  |  |
| 3       | <b>Tools, equipment and maintenance of work areas</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>16:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>40:00<br><br><b>Corresponding NOS Code</b><br>FFS/N8501              | <ul style="list-style-type: none"> <li>Identify, maintain and handle the required tools, equipment and consumable safely and correctly</li> <li>Maintenance of appropriate environment to protect stock from pilfering, theft, damage and deterioration</li> <li>Gain the knowledge to Dispose waste safely in the designated location</li> <li>Follow safety procedure cleaning equipment safely after use</li> <li>Handling accurate records and maintain documents</li> <li>Different ways of minimizing wastes</li> <li>Giving inputs and assistance in completing and maintaining documentation</li> <li>Checking safety and power functioning of the power sockets</li> <li>Conducting test run of electrical equipment before initiating the work</li> <li>Gain understanding to Analyze, evaluate and application of the information gathered from observation, experience, reasoning or communication to act efficiently</li> </ul> | Measurement Tools,<br>Planing Tools,<br>Sawing Tools,<br>Testing Tools,<br>Chipping Tools,<br>Holding Tools,<br>Boring Tools,<br>Filling Tools,<br>Supportive Tools. |

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required   |
|---------|---|--|--|
| 4       | <p><b>Environmental Health, Safety and Security at Work Place</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>08:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>00:00</p> <p><b>Corresponding NOS Code</b><br/>FFS/N8601</p>                     | <ul style="list-style-type: none"> <li>• Impart General safety Rules, common hazards in the work area and procedures for dealing</li> <li>• Safety procedures and Introduction of Personal protective equipment like safety Harness, helmet, gloves, goggles, earplugs, nose mask, shoes etc. and their application under different working conditions.</li> <li>• Introduction to various safety procedures and methods like barricading of work place, signage, safety drills, evacuation Procedures etc.</li> <li>• Reporting procedure for violation of safety.</li> <li>• Introduction to waste management and pollution control.</li> <li>• Knowledge of various health hazards relevant to workplace and basic first aid training.</li> <li>• Identify and selection of right equipment such as fire extinguisher &amp; based on type of fire.</li> <li>• Following agreed work location procedures in the event of an emergency and of any injury</li> </ul> | <p>Gloves, earplugs, goggles, nose Mask.<br/>First aid, Fire Extinguisher Usage Etc.</p> |
| 5       | <p><b>Assisting in fitting of parts in modular furniture at the client worksite.</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>12:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>120:00</p> <p><b>Corresponding NOS Code</b><br/>FFS/N5701</p> | <ul style="list-style-type: none"> <li>• Doing the preparatory work like carrying required tools, cleaning and arranging tools</li> <li>• Sorting, placing components as per requirements</li> <li>• Unpacking the materials required for modular furniture making</li> <li>• Assisting carpenter in checking and using appropriate power plug points in the workplace</li> <li>• Assisting in holding the measurement tape as per requirement and instruction of carpenter</li> <li>• Assisting in placing, cutting/ trimming tools on the parts/ laminates</li> <li>• Providing appropriate wooden plank/ laminate/screws/ nails etc. during the fixing process</li> <li>• Helping in placing wooden planks/ laminates during fixing of different parts of modular furniture by using right tools</li> </ul>   | <p>Wood, Ply, Laminate, Veneers, Edge Banding, Adhesives, Usage of Tool</p>              |
| 6       | <p><b>Carrying out work effectively at the workplace</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>08:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>00:00</p>   | <ul style="list-style-type: none"> <li>• Understand Working effectively with others whenever required</li> <li>• Gain knowledge of keeping work area neat and in organized state</li> <li>• Understand how to Finish all the allocated tasks within the required time frame and adhering to the standards</li> <li>• Behaving in a courteous manner with colleagues, customers</li> <li>• Understand how to seek clarification, help from the right authority at the work place</li> <li>• Following dress code of the work location</li> </ul>  |  |

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required |
|---------|---|--|--------------------|
|         | <b>Corresponding NOS Code</b><br>FFS/N8701  | <ul style="list-style-type: none"> <li>Adhering to the norms, policies, procedures of the organization</li> <li>Seeking clarification, identifying and reporting to the right authority as and when required</li> </ul>  |                    |
|         | <b>Total Duration</b><br><br><b>Theory Duration</b><br><b>60:00</b><br><br><b>Practical Duration</b><br><b>160:00</b> | <b>Unique Equipment Required:</b><br>1XBlackboard, 2 X packets of Chalk & Duster 1 pc, Gloves, earplugs, goggles, nose mask, Measurement Tools, Marking Tools, Planing Tools, Sawing Tools, Chipping Tools, Striking Tools, Holding & Supportive Tools, Boring Tools, Testing Tools, Furniture Hardware, Hinges, and Drawer Runners. |                    |

**Grand Total Course Duration: 220. 00 Hours**

**(This syllabus/ curriculum has been approved by SSC: Furniture & Fittings Skill Council)**

## Trainer Prerequisites for Job role: “Assistant Fitter - Modular Furniture” mapped to Qualification Pack: “FFS/Q5701”

| Sr. No. | Area                                      | Details  |
|---------|---|--|
| 1       | <b>Description</b>                        | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FFS/Q5701”.   |
| 2       | <b>Personal Attributes</b>                | 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       | <b>Minimum Educational Qualifications</b> | Minimum 5 <sup>th</sup> grade (Normal literacy of reading, writing and understanding in local language )   |
| 4a      | <b>Domain Certification</b>               | Certified for Job Role: “Assistant Fitter – Modular Furniture” mapped to QP: “FFS/Q5701”. Minimum accepted score is 70%  |
| 4b      | <b>Platform Certification</b>             | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted score is 70%  |
| 5       | <b>Experience</b>                         | Minimum Five year site experience in Woodworking & knowledge of Modular Furniture.   |



## Annexure: Assessment Criteria

|   |   |
|---|---|
| <b>Assessment Criteria for Assistant Fitter - Modular Furniture</b> |   |
| <b>Job Role</b>   | <b>Assistant Fitter - Modular Furniture</b> |
| <b>Qualification Pack</b>   | <b>FFS/ Q5701</b>                           |
| <b>Sector Skill Council</b>   | <b>Furniture &amp; Fittings</b>             |

| <b>Sr. No.</b> | <b>Guidelines for Assessment</b>   |
|----------------|--|
| 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 50% 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 |
| <b>FFS/N5701</b><br><b>Assist in fitting of parts in modular furniture at the client worksite</b> | PC1. Carry required tools, equipment and material for fitting of furniture as per fitter's instructions                        | <b>45</b>        | 2         | 1         | 1                |
|   | PC2. Clean the work area before starting the operations  |                  | 1         | 0         | 1                |
|   | PC3. Assist in arranging the tools, equipment for the operations   |                  | 3         | 0         | 3                |
|   | PC4. Unloading of the materials received at the worksite as per the standards of the organization                              |                  | 3         | 1         | 2                |
|   | PC5. Sort and place different components as per the requirement  |                  | 3         | 1         | 2                |
|   | PC6. Unpack the materials required for modular furniture making as per the instructions of the carpenter/ supervisor           |                  | 2         | 1         | 1                |
|   | PC7. Assist the carpenter in checking and using appropriate power plug points at the worksite                                  |                  | 1         | 0         | 1                |
|   | PC8. Place the floor guard/ other safety mat as applicable on the floor as per the instructions of the carpenter/ supervisor   |                  | 4         | 1         | 3                |
|   | PC9. Place and set the ladder as per the requirement of different activities   |                  | 2         | 0         | 2                |
|   | PC10. Assist in holding of the measuring tape as per the requirement and the instructions of the carpenter                     |                  | 4         | 1         | 3                |
|   | PC11. Assist the carpenter in placing of the materials to be trimmed in appropriate angles suitable for cutting                |                  | 4         | 1         | 3                |
|   | PC12. Assist in placing of cutting/ trimming tools and equipment on the parts/ laminates                                       |                  | 4         | 1         | 3                |
|   | PC13. Provide for appropriate wooden plank/laminate, screws, nails, hinges, etc. during the fixing process                     |                  | 4         | 1         | 3                |
|   | PC14. Switch on/off the power supply of the tool/ machine based on the requirement and as per instructions of the carpenter    |                  | 1         | 0         | 1                |
|   | PC15. Assist the fitter/carpenter in placing the wooden planks/laminates during fixing of different parts in modular furniture |                  | 3         | 1         | 2                |
|   | PC16. Cleaning the units/ product post completion of work and as per instructions of the supervisor                            |                  | 3         | 1         | 2                |
|   | PC17. Use appropriate materials and tools for cleaning the units   |                  | 1         | 0         | 1                |
|   | <b>Total</b>   | <b>45</b>        | <b>11</b> | <b>34</b> |                  |

| NOS  | Performance Criteria   | Marks Allocation |          |           |                  |
|--|--|------------------|----------|-----------|------------------|
|  |  | Total Mark       | Out Of   | Theory    | Skills Practical |
| <b>FFS/N8501</b><br><b>Maintain the work area, tools and machines</b>        | PC1. Handle materials, machinery, equipment and tools safely and correctly                                 | <b>28</b>        | 2        | 0         | 2                |
|  | PC2. Use correct handling procedures   |                  | 3        | 1         | 2                |
|  | PC3. Use materials to minimize waste   |                  | 2        | 1         | 1                |
|  | PC4. Prepare and organize work   |                  | 1        | 0         | 1                |
|  | PC5. Maintain a clean and hazard free working area   |                  | 1        | 1         | 0                |
|  | PC6. Deal with work interruptions  |                  | 1        | 0         | 1                |
|  | PC7. Move around the workplace with care   |                  | 1        | 0         | 1                |
|  | PC8. Maintain tools equipment and consumables  |                  | 3        | 1         | 2                |
|  | PC9. Carry out maintenance and/or cleaning within responsibility   |                  | 2        | 0         | 2                |
|  | PC10. Report unsafe equipment and other dangerous occurrences  |                  | 2        | 1         | 1                |
|  | PC11. Work in a comfortable position with the correct posture  |                  | 2        | 0         | 2                |
|  | PC12. Use cleaning equipment and methods appropriate for the work to be carried out                        |                  | 3        | 1         | 2                |
|  | PC13. Dispose of waste safely in the designated location   |                  | 2        | 0         | 2                |
|  | PC14. Store cleaning equipment safely after use  |                  | 1        | 0         | 1                |
|  | PC15. Report the need for maintenance and/or cleaning outside your area of responsibility                  |                  | 1        | 1         | 0                |
|  | PC16. Ensure safe and correct handling of materials, equipment and tools                                   |                  | 1        | 1         | 0                |
|  | <b>Total</b>   | <b>28</b>        | <b>8</b> | <b>20</b> |                  |
| <b>FFS/N8601</b><br><b>Maintain health, safety and security at workplace</b> | PC1. Follow health and safety related instructions applicable to the work location at all times            | <b>13</b>        | 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   |                  | 2        | 1         | 1                |
|  | 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. Report hazards and potential risks/ threats to supervisors or other authorized personnel              |                  | 1        | 1         | 0                |

| NOS  | Performance Criteria   | Marks Allocation |           |          |                  |
|--|--|------------------|-----------|----------|------------------|
|  |  | Total Mark       | Out Of    | Theory   | Skills Practical |
|  | PC9. Undertake first aid like fracture, cuts, bleeding, fire and electrocution, if asked to do so                  |                  | 1         | 1        | 0                |
|  | PC10. Take appropriate action in case of a fire emergency  |                  | 1         | 0        | 1                |
|  | PC11. Use safety equipment and personal protection equipment such as 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                |
|  |  | <b>Total</b>     | <b>13</b> | <b>6</b> | <b>7</b>         |
| <b>FFS/N8701</b><br><b>Carry out work effectively at the workplace</b> | PC1. Ensure all the required resources before beginning work   | <b>14</b>        | 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 people at the workplace in a polite 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 workplace  |                  | 1         | 1        | 0                |
|  | 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  |                  | 2         | 1        | 1                |
|  | 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                |
|  |  | <b>Total</b>     | <b>14</b> | <b>5</b> | <b>9</b>         |



## Furniture and Fittings Sector Skill Council

Plot No. 249-F, Udyog Vihar Phase IV, Sector 18, Gurgaon, Haryana 122015