



Design Supervisor - Wooden/Modular Furniture

QP Code: FFS/Q0108

NSQF Level: 5

Furniture and Fittings Skill Council || 407-408, DLF City Court, M G Road, Sikanderpur
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FFS/Q0108: Design Supervisor - Wooden/Modular Furniture

Brief Job Description

A Design supervisor is responsible to design interior and furniture. S/he would discuss designs with study, research and plan various styles of furniture designs, select suitable materials, clients/supervisors, understand their needs, exterior generate and evaluate sample designs / prototype furniture design for presentation to client along with managing his team.

Personal Attributes

This job requires an eye for details, understanding of styles and market trends. S/he should have flair for art and drawings. S/he should have basic mathematical skills, should possess good written and excellent sketching skills. S/he should be patient and hardworking for strenuous long working hours under stringent deadlines. S/he should be highly imaginative, creative, and analytic along with being a voracious reader and keen listener too.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N0114: Understand the needs/ requirements related to furniture designs from client/ superiors](#)
2. [FFS/N0115: Planning research and furniture design concept creation](#)
3. [FFS/N0116: Evaluate furniture scale model/ prototype and present it to superior/ client](#)
4. [FFS/N8601: Ensure health and safety at workplace](#)
5. [FFS/N8802: Undertake entrepreneurship activities](#)
6. [FFS/N8803: work successfully with colleagues](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture, Modular Furniture
Occupation	Design- Wooden/Modular furniture
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2163.0400

Minimum Educational Qualification & Experience	10th Class with 2-3 Years of experience OR 10th Class OR 10th Class
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Computer basics, knowledge of Computer Aided Design, Coral Draw, Photoshop and other computer design tools
Minimum Job Entry Age	18 Years
Last Reviewed On	12/07/2017
Next Review Date	12/07/2020
NSQC Approval Date	
Version	1.0

FFS/N0114: Understand the needs/ requirements related to furniture designs from client/ superiors

Description

This unit is about understanding the needs/requirement related to furniture designs from client/superiors

Elements and Performance Criteria

Understanding the needs related to furniture design

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

- PC1.** understand the requirement of client related to design, in terms of production requirement (mass production, customized design or specimen for display design show etc)
- PC2.** get clarity on cost /budget for furniture designs (new design or modification on older designs) and timeline for completion of work
- PC3.** discuss on design parameter (new designs or older designs modification), colour and pattern of furniture to be designed
- PC4.** seek clarity on if any legal issues e.g. copy right/ patent issues if modifying older designs or while developing new designs and gain understanding by discussing on materials to be used for furniture manufacturing, capacity of furniture etc.
- PC5.** identify point of contact from client side to communicate changes or work progress during assignment, if required
- PC6.** ensure all information is noted and documentation requirements are complied with
- PC7.** obtain a confirmation on requirements and obtain sign off from the client/superior

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about the organization expertise and capabilities for providing furniture designing services
- KU2.** various organizational processes , code of conduct and escalation matrix
- KU3.** updated knowledge on national and international market trends and leaders in furniture designing (country, company or individual)
- KU4.** about the previous designs developed by the organization
- KU5.** about the organisation clients , tastes and preferences
- KU6.** guidelines on workplace safety, identification and mitigation of safety hazards
- KU7.** work specifications and interpret them accurately
- KU8.** various elements involved in furniture designing like creativity, research, 3 D design and spatial design, product design, colour, strength of material, drawing , etc.
- KU9.** market trends and customer preference
- KU10.** research skills to conduct market analysis for understanding trends
- KU11.** safety standards and precautions to be taken and different types of personal protective environment and their usage
- KU12.** quality standards to be maintained
- KU13.** standard operating procedures

- KU14.** common issues troubleshooting knowledge
- KU15.** reporting and documentation skills
- KU16.** presentation ability and effective communication skills
- KU17.** about budget estimation tools, direct cost (labour , material, travel costs etc), indirect costs (office, equipment, administrative costs etc) and understanding of current costs in the market

Generic Skills (GS)

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

- GS1.** document the information communicated /observations if any related to process
- GS2.** document all the relevant records related to information gathering
- GS3.** write reports, information documents to internal departments/ internal teams
- GS4.** keep updated with latest trends and knowledge by reading magazines, reports, research material
- GS5.** read and interpret the process required for conducting the assigned work
- GS6.** read internal information documents sent by internal teams
- GS7.** discuss task lists, schedules and activities
- GS8.** question in order to understand the nature of the problem and to clarify queries
- GS9.** attentively listen and comprehend the information given by the speaker
- GS10.** communicate clearly and effectively on the issues being faced with colleagues and team and discussions with clients
- GS11.** effectively present the project related development and ideas to client and team.
- GS12.** troubleshooting common concerns knowledge
- GS13.** analyse critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS14.** handle issues in case the seniors/manager is not available (as per the authority matrix defined by the organization)
- GS15.** plan and organize the work order and jobs received
- GS16.** schedule the tasks for the team
- GS17.** prioritize the work based on the instructions received
- GS18.** plan to utilize time and equipment's effectively
- GS19.** organize all process/ equipment manuals so as to access information easily
- GS20.** ensure proper record keeping and documentation
- GS21.** understand customer requirements, their priority and respond accordingly
- GS22.** support team / manager/seniors in solving problems by detailing out problems and discuss the possible solutions
- GS23.** apply domain information and analyses customer requirements, trends while interactions for need identification and survey
- GS24.** use reasoning skills to identify and resolve basic problems
- GS25.** analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the needs related to furniture design</i>				
PC1. understand the requirement of client related to design, in terms of production requirement (mass production, customized design or specimen for display design show etc)	6	14	-	-
PC2. get clarity on cost /budget for furniture designs (new design or modification on older designs) and timeline for completion of work	6	14	-	-
PC3. discuss on design parameter (new designs or older designs modification), colour and pattern of furniture to be designed	4	11	-	-
PC4. seek clarity on if any legal issues e.g. copy right/ patent issues if modifying older designs or while developing new designs and gain understanding by discussing on materials to be used for furniture manufacturing, capacity of furniture etc.	3	7	-	-
PC5. identify point of contact from client side to communicate changes or work progress during assignment, if required	4	6	-	-
PC6. ensure all information is noted and documentation requirements are complied with	4	11	-	-
PC7. obtain a confirmation on requirements and obtain sign off from the client/superior	3	7	-	-
NOS Total	30	70	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0114
NOS Name	Understand the needs/ requirements related to furniture designs from client/ superiors
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture, Modular Furniture
Occupation	Design- Wooden/Modular furniture
NSQF Level	5
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	03/08/2018

FFS/N0115: Planning research and furniture design concept creation

Description

This unit is about planning, research and creation of a design concept for various possible types of furniture design.

Scope

This unit/task covers the following: Furniture design objective and research Plan and prioritize work activities to achieve desired results Create Design concept with team Furniture design drawing and approval.

- Plan and prioritize work activities to achieve desired results
- Create Design concept with team
- Furniture design drawing and approval.

Elements and Performance Criteria

Furniture design objective and research

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

- PC1.** discuss with team about design objective and purpose of the furniture piece to be designed e.g. decorative, functional, for individual client, for mass production etc.
- PC2.** define the type of furniture to be designed, i.e. chair/sofa/table/ cupboard/ cabinet or kitchen modular cabinets, style of furniture e.g. modern, contemporary, classical etc. , size of furniture to be designed, where it will be placed (office, home or any other location) and uses of furniture.
- PC3.** define the visual impact it should have (whether to complement or contrast the surrounding) and whether the designed piece will be a focal piece or blend with surroundings.
- PC4.** conduct market research for latest designs , fixtures/fittings, style ,trends , wooden material /other material like ply board, fibre board etc. with the help of various websites, catalogues.
- PC5.** identify and extract the information from the research about the best use of waste material which can be used/incorporated with the target piece of furniture
- PC6.** make a detailed note of researched data for future reference

Plan and prioritize work activities to achieve desired results

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

- PC7.** prepare plan and schedule as per client/project needs and distribute, prioritise activities among team to achieve desired result
- PC8.** communicate within team to ensure a clear understanding through interaction about kind of furniture piece to be designed along with the materials to be used for furniture manufacturing and requirements of project.
- PC9.** sync timelines with processes involved to complete work in given time

Create design concept with team

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

- PC10.** discuss with team all the ideas for design concept and to finalize/shortlist one or two ideas for creating new designs

- PC11.** assist team in converting these conceptualized ideas into few basic rough design sketches
- PC12.** observe , visualize all the sketches drawn, and provide inputs/feedback to team to incorporate in final sketch
- PC13.** consult with supervisor & incorporate any fresh ideas/feedback/inputs received from seniors

Furniture design drawing and approval

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

- PC14.** review and discuss with team on the design drawings of final sketch with the help of computer software package (cad, coral draw etc.)
- PC15.** draw plan, views, elevations, sections and other design structure with the help of software for furniture piece.
- PC16.** assess to ensure to include all dimensions such construction details, material used, products finishes, and manufacturing technics, joineries used in making of the furniture
- PC17.** ensure to add design elements and features to this furniture drawing.
- PC18.** review and consult/discuss seniors and incorporate feedback
- PC19.** present to client and take signoff w.r.t the target furniture and its related aspects like dimensions, proportions of target furniture etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about the organisation procedures and formalities to be completed during work
- KU2.** statutory responsibilities under organization rules and regulations, escalation hierarchy and code of conduct
- KU3.** the organisation processes and products and services
- KU4.** about terminology, abbreviations, symbols, dimension matrix etc.
- KU5.** common hazards in the work area and workplace procedures for dealing with them
- KU6.** contact person in case of queries on procedure or products
- KU7.** proper disposal system for waste and by-product
- KU8.** about organizations capability and expertise in developing select design range for specific furniture category.
- KU9.** the organizations regular buyers and their tastes and preferences.
- KU10.** roles and responsibilities in executing the work and support requirement from subordinates.
- KU11.** measurement length, width & depth in MKS & FPS system and its application
- KU12.** marking out and measuring accurately
- KU13.** reading and interpreting 2D / 3D drawings
- KU14.** knowledge about the various types of furniture and furniture parts like types of legs, back, seats, skirting etc. and their drawings . (eg- chairs, bed, sofa, base unit/wall unit, cabinets, crockery units, entertainment units, study table, dressing table, shelves/drawers etc.)
- KU15.** about history and style of furniture.
- KU16.** about materials and its properties.
- KU17.** about furniture drawing preparation
- KU18.** current market trends and customer preferences
- KU19.** effective communication and presentation skills

- KU20.** safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU21.** standard operating procedures
- KU22.** common issues troubleshooting knowledge
- KU23.** about standard size and dimension of furniture.
- KU24.** furniture ergonomics.
- KU25.** knowledge about design software like Auto-CAD, CorelDraw, Photoshop etc.
- KU26.** knowledge about different furniture material e.g. wood, MDF, plyboard etc. and their properties.
- KU27.** about joineries and all kind of furniture finishes etc.
- KU28.** the furniture making techniques, process and steps involved.

Generic Skills (GS)

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

- GS1.** document records related to customer requirements, product designs and their requirements as per the design, material, and applications.
- GS2.** keeping a record of all the designs that have been made and developed for future reference.
- GS3.** drawing and sketching skills
- GS4.** read and understand the labelling codes/package details as per company procedures
- GS5.** read and interpret the process required for conducting the assigned work
- GS6.** read internal information documents sent by internal teams
- GS7.** computer skill and research techniques
- GS8.** read and comprehend written instructions describing new design details from clients and also from external forums such as websites and blogs.
- GS9.** keep abreast with latest trend by reading brochures, pamphlets, magazines and incorporating them in the design.
- GS10.** discuss task lists, schedules and activities
- GS11.** share best practices with peers
- GS12.** seek information from customers and other sources in order to understand trend and customer requirements
- GS13.** effectively communicate with team members and customers
- GS14.** attentively listen and comprehend the information given by the seniors
- GS15.** communicate clearly on the issues being faced and clarify queries
- GS16.** ability to troubleshoot common concerns faced
- GS17.** analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS18.** find damaged and/or defective products and hardware and perform minor repairs or reject them
- GS19.** decide whether to accept damaged products, considering the extent of damage and ability to fix it
- GS20.** plan ,organize and prioritize the work order and jobs received
- GS21.** plan to utilize time and equipment's effectively

- GS22.** plan and organize the designs and the related material intended to be used or their substitutes in case of scarcity/unavailability of a particular.
- GS23.** plan and select the materials depending upon the budget of the company
- GS24.** ability to concentrate on task and ability to complete with time limits
- GS25.** assist in record keeping and proper documentation
- GS26.** select design and materials that are customer friendly and practical.
- GS27.** understand customer requirements and their priority and respond appropriately
- GS28.** being courteous with customers and ability to handle different types of customers
- GS29.** being aware of different customer cultures/faiths and responding appropriately
- GS30.** support in charge/supervisor in solving problems by detailing and discussing the possible solutions
- GS31.** ability to quickly identify common causes of errors and help in resolution
- GS32.** arrange or seek help to select for material, style or any issue faced in case of new design development.
- GS33.** analyze the type of design to be used for the design and its popularity in the market.
- GS34.** analyze and study the relevance of the design with the design and product category.
- GS35.** apply domain information/knowledge and assess day to day tasks through experience and observation, to identify control measures to solve issues
- GS36.** provide suggestions to further streamline process
- GS37.** critically evaluate the design, materials that has been selected for a particular design in terms of its demand, meeting the forecast, etc.
- GS38.** use acquired knowledge of the work and process and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
- GS39.** use reasoning skills to identify and resolve basic problems

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Furniture design objective and research</i>	10	21	-	-
PC1. discuss with team about design objective and purpose of the furniture piece to be designed e.g. decorative, functional, for individual client, for mass production etc.	1	4	-	-
PC2. define the type of furniture to be designed, i.e. chair/sofa/table/ cupboard/ cabinet or kitchen modular cabinets, style of furniture e.g. modern, contemporary, classical etc. , size of furniture to be designed, where it will be placed (office, home or any other location) and uses of furniture.	2	3	-	-
PC3. define the visual impact it should have (whether to complement or contrast the surrounding) and whether the designed piece will be a focal piece or blend with surroundings.	1	2	-	-
PC4. conduct market research for latest designs , fixtures/fittings, style ,trends , wooden material /other material like ply board, fibre board etc. with the help of various websites, catalogues.	2	5	-	-
PC5. identify and extract the information from the research about the best use of waste material which can be used/incorporated with the target piece of furniture	2	4	-	-
PC6. make a detailed note of researched data for future reference	2	3	-	-
<i>Plan and prioritize work activities to achieve desired results</i>	5	12	-	-
PC7. prepare plan and schedule as per client/project needs and distribute, prioritise activities among team to achieve desired result	2	5	-	-
PC8. communicate within team to ensure a clear understanding through interaction about kind of furniture piece to be designed along with the materials to be used for furniture manufacturing and requirements of project.	2	5	-	-
PC9. sync timelines with processes involved to complete work in given time	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Create design concept with team</i>	6	12	-	-
PC10. discuss with team all the ideas for design concept and to finalize/shortlist one or two ideas for creating new designs	1	2	-	-
PC11. assist team in converting these conceptualized ideas into few basic rough design sketches	1	2	-	-
PC12. observe , visualize all the sketches drawn, and provide inputs/feedback to team to incorporate in final sketch	2	4	-	-
PC13. consult with supervisor & incorporate any fresh ideas/feedback/inputs received from seniors	2	4	-	-
<i>Furniture design drawing and approval</i>	9	25	-	-
PC14. review and discuss with team on the design drawings of final sketch with the help of computer software package (cad, coral draw etc.)	1	4	-	-
PC15. draw plan, views, elevations, sections and other design structure with the help of software for furniture piece.	2	3	-	-
PC16. assess to ensure to include all dimensions such construction details, material used, products finishes, and manufacturing technics, joineries used in making of the furniture	1	4	-	-
PC17. ensure to add design elements and features to this furniture drawing.	2	5	-	-
PC18. review and consult/discuss seniors and incorporate feedback	1	4	-	-
PC19. present to client and take signoff w.r.t the target furniture and its related aspects like dimensions, proportions of target furniture etc.	2	5	-	-
NOS Total	30	70	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0115
NOS Name	Planning research and furniture design concept creation
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture, Modular Furniture
Occupation	Design- Wooden/Modular furniture
NSQF Level	5
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	

FFS/N0116: Evaluate furniture scale model/ prototype and present it to superior/ client

Description

This unit is about assessing the scale model, developing a prototype and presenting it to superiors/client

Scope

This unit/task covers the following: Assess the scale model and approve for prototype Support furniture prototype design preparation, assess and present it to client

- Support furniture prototype design preparation, assess and present it to client

Elements and Performance Criteria

Assess the scale model and approve for prototype

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

- PC1.** support in materials selection such as kind of card board, small sticks or other materials to create model
- PC2.** check the layout drawing on card board sheet as per furniture dimension and ensure proper cutting of cardboard and joining these cut card board piece together as per drawn layout shape and sizes
- PC3.** ensure proper marking and display signs with sticks or other chosen material to display the feature and details of the furniture pieces
- PC4.** review all sizes and proportions of scale, also review all joineries and making techniques of furniture
- PC5.** analyse and conduct a visual inspection to identify any problems that are present or may arise in scale model, before proceeding to prototype sample
- PC6.** approve the scale model for prototype sample preparation

Support furniture prototype design preparation, assess and present it to client

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

- PC7.** support in providing instructions to the craftsman/carpenter to get the prototype ready as per specification and detail given in drawings
- PC8.** assess, analyse the structure of prototype , all joineries and techniques used
- PC9.** analyze look and appearance of the prototype sample and check for any errors
- PC10.** advice team to correct errors if any and ensure all features are visible in prototype that didnt show up in the small scale
- PC11.** review and test the furniture prototype in terms of e.g., checking for levelling, balance, strengths, durability, longevity etc.
- PC12.** ensure that the prototype finish is as per instruction and quality standard
- PC13.** review prototype in consultation with the team in terms of equipment/material to be used, labor skills, etc to confirm its error free , before presenting it to client
- PC14.** present the prototype to the client , incorporate changes as suggested by the client and get signoff/approval of this final prototype from the client
- PC15.** ensure compliance with procedural documentation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations experience and expertise working with various types of materials like wood, plastics, metals etc.
- KU2.** about organisation processes, organisation products and services, code of conduct and escalation hierarchy.
- KU3.** knowledge of machines used/availability with respect to the type of materials being worked upon.
- KU4.** the organisation procedures and formalities to be completed during work
- KU5.** statutory responsibilities under organizational legislation and regulations
- KU6.** about terminology, abbreviations, symbols, dimension matrix etc.
- KU7.** about organizations capability and expertise in developing select design range for specific furniture category.
- KU8.** the organizations regular buyers and their tastes and preferences.
- KU9.** types of materials used in the selected product category, their trade names and availability in the market
- KU10.** material characteristics with reference to product category like construction, dimensional properties, durability etc.
- KU11.** construction and joineries, and techniques.
- KU12.** type of finishes used in furniture.
- KU13.** measurement length, width & depth in MKS & FPS system and its application with accuracy
- KU14.** reading and interpreting 2D / 3D drawings
- KU15.** about the various types of furniture and furniture parts like types of legs, back, seats, skirting etc. and their drawings . (eg- chairs, bed, sofa, base unit/wall unit, cabinets, crockery units, entertainment units, study table, dressing table, shelves/drawers etc.)
- KU16.** about history and styles of furniture.
- KU17.** current market trends and customer preferences
- KU18.** effective communication and presentation skills
- KU19.** knowledge about standard size and dimension of furniture
- KU20.** safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU21.** standard operating procedures
- KU22.** common issues troubleshooting knowledge
- KU23.** furniture ergonomics
- KU24.** design software like Auto-CAD, CorelDraw, Photoshop etc.
- KU25.** about wood, MDF, plyboard & other material properties
- KU26.** joineries and all kind of furniture finishes etc.
- KU27.** about furniture making techniques, process and step involved

Generic Skills (GS)

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

- GS1.** document records related to the past experience of the company with the types of design and materials used.
- GS2.** document records related to customer requirements, product designs and their requirements as per the design, material, and applications.
- GS3.** keep a record of all the designs that have been made and developed for future reference.
- GS4.** drawing and sketching skills
- GS5.** read and comprehend the requirements in case of a unique design/material to be used and its availability in the market.
- GS6.** read and interpret the process required for conducting the assigned work
- GS7.** read internal information documents sent by internal teams
- GS8.** computer skill and research techniques
- GS9.** keep abreast with latest trend by reading brochures, pamphlets, magazines and incorporating them in the design
- GS10.** speaking in vernacular language would serve as an advantage while communicating with the workers.
- GS11.** discuss task lists, schedules and activities
- GS12.** share best practices with peers
- GS13.** seek information from customers and other sources in order to understand trend and customer requirements
- GS14.** effectively communicate with team members and customers
- GS15.** attentively listen and comprehend the information given by the seniors
- GS16.** communicate clearly on the issues being faced and clarify queries
- GS17.** take decisions regarding finalizing of the material keeping its availability and cost in mind.
- GS18.** take decisions in joineries, in selecting prototype size and other materials.
- GS19.** ability to troubleshoot common concerns faced
- GS20.** analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS21.** plan, organize and prioritize the work order and jobs received.
- GS22.** plan and organize the designs and the related material intended to be used or their substitutes in case of scarcity/unavailability of a particular material.
- GS23.** plan the design and select the material as per prototype along with keeping in mind the budget
- GS24.** ability to concentrate on task and ability to complete with time limits.
- GS25.** assist in record keeping and proper documentation.
- GS26.** understand customer requirements and time lines and respond as per their needs.
- GS27.** select design and materials that are customer friendly and readily available in market.
- GS28.** being courteous with customers and ability to handle different types of customers
- GS29.** being aware of different customer cultures/faiths and responding appropriately
- GS30.** support in charge/supervisor in solving problems by detailing and discussing the possible solutions
- GS31.** ability to quickly identify common causes of errors and help in resolution
- GS32.** arrange or seek help to select for material, style and tackles in case of new design development.

- GS33.** analyze the type of design/material to be used for the design and its popularity in the market.
- GS34.** analyze and study the relevance of the design while working with team
- GS35.** apply domain information/knowledge and assess day to day tasks through experience and observation, to identify control measures to solve issues
- GS36.** provide suggestions to further streamline the process
- GS37.** critically evaluate the design, materials that has been selected for a particular design in terms of its customer requirements, cost/budget, meeting the timelines, etc.
- GS38.** use acquired knowledge of the work and process and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
- GS39.** use reasoning skills to identify and resolve basic problems

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assess the scale model and approve for prototype</i>	12	27	-	-
PC1. support in materials selection such as kind of card board, small sticks or other materials to create model	2	4	-	-
PC2. check the layout drawing on card board sheet as per furniture dimension and ensure proper cutting of cardboard and joining these cut card board piece together as per drawn layout shape and sizes	2	5	-	-
PC3. ensure proper marking and display signs with sticks or other chosen material to display the feature and details of the furniture pieces	2	4	-	-
PC4. review all sizes and proportions of scale, also review all joineries and making techniques of furniture	2	5	-	-
PC5. analyse and conduct a visual inspection to identify any problems that are present or may arise in scale model, before proceeding to prototype sample	2	5	-	-
PC6. approve the scale model for prototype sample preparation	2	4	-	-
<i>Support furniture prototype design preparation, assess and present it to client</i>	18	43	-	-
PC7. support in providing instructions to the craftsman/carpenter to get the prototype ready as per specification and detail given in drawings	2	5	-	-
PC8. assess, analyse the structure of prototype , all joineries and techniques used	2	4	-	-
PC9. analyze look and appearance of the prototype sample and check for any errors	2	5	-	-
PC10. advice team to correct errors if any and ensure all features are visible in prototype that didnt show up in the small scale	2	5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. review and test the furniture prototype in terms of e.g., checking for levelling, balance, strengths, durability, longevity etc.	2	5	-	-
PC12. ensure that the prototype finish is as per instruction and quality standard	2	5	-	-
PC13. review prototype in consultation with the team in terms of equipment/material to be used, labor skills, etc to confirm its error free , before presenting it to client	2	4	-	-
PC14. present the prototype to the client , incorporate changes as suggested by the client and get signoff/approval of this final prototype from the client	2	5	-	-
PC15. ensure compliance with procedural documentation	2	5	-	-
NOS Total	30	70	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0116
NOS Name	Evaluate furniture scale model/ prototype and present it to superior/ client
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture, Modular Furniture
Occupation	Design- Wooden/Modular furniture
NSQF Level	5
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	

FFS/N8601: Ensure health and safety at workplace

Description

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

Elements and Performance Criteria

Health and Safety

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

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

Dealing with Emergencies

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

Generic Skills (GS)

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

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

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

Assessment Criteria

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

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

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

National Occupational Standards (NOS) Parameters

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

FFS/N8802: Undertake entrepreneurship activities

Description

This OS unit is about undertaking entrepreneurship activities required for setting up business

Scope

This unit/task covers the following:

- Undertake entrepreneurship activities

Elements and Performance Criteria

Under take entrepreneurship activities

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

- PC1.** conduct market survey and analyze market demand based on market trend, existing competition, current requirement, market status, etc.
- PC2.** self-evaluate on the capability to start business, develop business, manage an organization, manage time, handle different people (customers, vendors, government officials, bankers, consultants, etc.), make independent and clear decisions under pressure, physical and emotional stamina to work long hours and ability to deliver within timelines
- PC3.** consult experts in the fields and interact with successful entrepreneurs to gain more knowledge
- PC4.** develop and acquire entrepreneurial skills like technical skills- (through training or through work experience) on services, equipment, relevant laws and regulations, safety hygiene and sanitation etc., sales and marketing skills etc.
- PC5.** identify possible sources of finance/loan
- PC6.** identify potential target market and target customers and maintain customer database
- PC7.** evaluate and decide on positioning of product/services in view of potential buyers
- PC8.** identify suitable location for ease of conducting business
- PC9.** identify and lead a team for management of business
- PC10.** ensure compliance with all government laws, local state laws and other regulations as maybe applicable
- PC11.** set a pricing strategy for the product/service based on the value of the product and modify pricing as and when required
- PC12.** conduct risk assessment and identify opportunities for scaling up the business
- PC13.** collect information related to various subsidies/funds/ schemes offered by the government, authorized state units and other financial institutions
- PC14.** track and maintain records, and monitor them on a regular basis
- PC15.** develop and execute promotional strategies for the business based on the budget and target segment
- PC16.** implement processes which help in minimizing costs and maximizing profits

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** furniture sub sector for the business opportunity (demand, supply, current trends, growth opportunities, challenges)
- KU2.** customer needs and demands
- KU3.** networking with experts and people in related field
- KU4.** documentation and related procedures ,
- KU5.** legal compliances required and undertaking filing of documents with government bodies
- KU6.** types of entrepreneur skills communication, management, technical, financial, people related, etc.
- KU7.** market study and updated on market trends
- KU8.** about furniture business and various sub sectors, raw material knowledge , various kinds of furniture manufactured , market for sourcing of raw material and sale of furniture etc
- KU9.** know how about prospects - customer styles and preferences
- KU10.** how to carry out execution of the business activities related to the entire value chain of business
- KU11.** team management practices
- KU12.** key leadership practices
- KU13.** understanding of technical drawings and design drawings
- KU14.** understanding of various elements of design

Generic Skills (GS)

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

- GS1.** note the information to be communicated
- GS2.** complete relevant applications and documents
- GS3.** note the information required for establishing the unit
- GS4.** document necessary processes
- GS5.** interact with government officials, financial institutions and workers
- GS6.** read communication received from various stakeholders such as government departments, customers, suppliers, etc.
- GS7.** read and interpret the process flowchart for equipment operation
- GS8.** read internal communication from workers
- GS9.** discuss task lists, schedules and activities with workers
- GS10.** attentively listen and comprehend the information given by the speaker
- GS11.** communicate clearly with the vendors, government officials, bankers, customers, consumers, etc.
- GS12.** analyze critical points in day to day tasks through experience and observation and identify control measures to solve the issue
- GS13.** handle and resolve issues related to entire operation
- GS14.** plan and organize the work
- GS15.** allot work/responsibilities to workers
- GS16.** plan to prioritize the work based on the order/market requirement

- GS17.** plan to utilize the time and equipments effectively
- GS18.** understand customer requirements and their priority and respond as per their needs
- GS19.** dealing with different types of customers and be aware of different cultures and behave accordingly
- GS20.** arrive at possible solution for problems related to operations and management, by discussing with experienced/concerned people
- GS21.** analyze and apply domain information keeping in mind customer requirements while providing services
- GS22.** use reasoning skills to identify and resolve basic problems
- GS23.** analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Under take entrepreneurship activities</i>				
PC1. conduct market survey and analyze market demand based on market trend, existing competition, current requirement, market status, etc.	2	6	-	-
PC2. self-evaluate on the capability to start business, develop business, manage an organization, manage time, handle different people (customers, vendors, government officials, bankers, consultants, etc.), make independent and clear decisions under pressure, physical and emotional stamina to work long hours and ability to deliver within timelines	2	10	-	-
PC3. consult experts in the fields and interact with successful entrepreneurs to gain more knowledge	1	6	-	-
PC4. develop and acquire entrepreneurial skills like technical skills- (through training or through work experience) on services, equipment, relevant laws and regulations, safety hygiene and sanitation etc., sales and marketing skills etc.	2	8	-	-
PC5. identify possible sources of finance/loan	1	4	-	-
PC6. identify potential target market and target customers and maintain customer database	1	4	-	-
PC7. evaluate and decide on positioning of product/services in view of potential buyers	1	4	-	-
PC8. identify suitable location for ease of conducting business	1	4	-	-
PC9. identify and lead a team for management of business	1	4	-	-
PC10. ensure compliance with all government laws, local state laws and other regulations as maybe applicable	1	4	-	-
PC11. set a pricing strategy for the product/service based on the value of the product and modify pricing as and when required	1	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. conduct risk assessment and identify opportunities for scaling up the business	1	4	-	-
PC13. collect information related to various subsidies/funds/ schemes offered by the government, authorized state units and other financial institutions	1	4	-	-
PC14. track and maintain records, and monitor them on a regular basis	1	4	-	-
PC15. develop and execute promotional strategies for the business based on the budget and target segment	2	6	-	-
PC16. implement processes which help in minimizing costs and maximizing profits	1	4	-	-
NOS Total	20	80	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8802
NOS Name	Undertake entrepreneurship activities
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture, Modular Furniture
Occupation	Design -Wooden/Modular Furniture
NSQF Level	5
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	

FFS/N8803: work successfully with colleagues

Description

This OS unit is about coordinating with colleagues /seniors and working as a team in order to deliver as per commitments to the client.

Scope

This unit/task covers the following:

- Work as a team
- Interact with seniors /superiors

Elements and Performance Criteria

Work as a team

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

- PC1.** communicate with colleagues clearly and effectively w.r.t work division/work flow within the team
- PC2.** plan the work and schedule tasks with team colleagues
- PC3.** display responsible and disciplined behaviour to the team and use polite language and maintain office etiquettes
- PC4.** ensure not to display any racial discrimination toward colleagues
- PC5.** monitor the progress and help in troubleshoot issues faced by team and communicate clearly with colleagues and discuss, resolve any concerns/issues/conflict etc. to avoid any delays at work
- PC6.** ensure adherence to all procedural requirements- compliance to regulations and organization requirements and proper record keeping
- PC7.** raise questions to clarify work responsibilities in order to effectively work within timelines
- PC8.** seek assistance when needed and complete the assigned tasks within timeline

Interact with seniors/supervisors

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

- PC9.** communicate with leaders on work output requirements for providing optimum solution to the client
- PC10.** connect and discuss about process flow improvements, quality of output, product defects encountered from previous process, repairs and maintenance of tools and machinery as required etc. and find solutions on issues
- PC11.** mitigate any areas of concern that may arise during the course of work by discussing with seniors including any potential hazards, process disruptions by machine/equipment failure etc.
- PC12.** interact and provide regular updates and incorporate feedback/suggestions
- PC13.** report in time about any delays or shortages
- PC14.** receive and incorporate feedback on work standards to further improvise
- PC15.** discuss and review the completed work with the senior for final submission and approval from client

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about the organization expertise and capabilities for providing interior services
- KU2.** key leadership practices, escalation matrix and code of conduct
- KU3.** about various organizational processes, reporting structure
- KU4.** about the organization clients , tastes and preferences
- KU5.** relevant people and their responsibilities within the work area
- KU6.** work specifications and interpret them accurately
- KU7.** safety standards and precautions to be taken and different types of personal protective environment and their usage
- KU8.** quality standards to be maintained
- KU9.** standard operating procedures
- KU10.** team management practices
- KU11.** common issues and have troubleshooting knowledge
- KU12.** presentation ability and communication skills
- KU13.** importance of working effectively with others to achieve organizations goals
- KU14.** importance of effective communication and establishing good working relationships with other
- KU15.** different type of people that one is required to communicate and coordinate within the organization
- KU16.** various components of communication cycle
- KU17.** importance of discipline and ethics for professional success
- KU18.** expressing and addressing grievances appropriately
- KU19.** importance and ways of managing interpersonal conflict effectively

Generic Skills (GS)

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

- GS1.** document all relevant records
- GS2.** document the information communicated /observations if any related to process
- GS3.** write reports, information documents to internal departments/ internal teams
- GS4.** keep updated with latest trends and knowledge by reading magazines, reports, research material
- GS5.** read and interpret the process required for conducting the assigned work
- GS6.** read internal information documents sent by internal teams
- GS7.** discuss task lists, schedules and activities
- GS8.** effectively communicate with team members
- GS9.** attentively listen and comprehend the information given by the speaker
- GS10.** communicate clearly on the issues being faced and clarify concerns
- GS11.** troubleshooting common concerns

- GS12.** analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS13.** handle issues in case the manager/seniors is not available(as per authority matrix defined by the organization)
- GS14.** plan and organize the work order and jobs received and schedule tasks for team
- GS15.** organize raw materials required, process /equipment manuals to ease access
- GS16.** prioritize the work based on the instructions received
- GS17.** plan to utilize time and equipment's effectively
- GS18.** assist in record keeping and proper documentation
- GS19.** understand customer requirements and their priority and respond as per their needs
- GS20.** support team/manager/seniors in solving problems by detailing out problems and discuss the possible solutions
- GS21.** apply domain information and analyze customer requirements, trends while interacting with team and working on projects
- GS22.** use reasoning skills to identify and resolve basic problems
- GS23.** analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work as a team</i>	15	41	-	-
PC1. communicate with colleagues clearly and effectively w.r.t work division/work flow within the team	1	4	-	-
PC2. plan the work and schedule tasks with team colleagues	3	7	-	-
PC3. display responsible and disciplined behaviour to the team and use polite language and maintain office etiquettes	2	5	-	-
PC4. ensure not to display any racial discrimination toward colleagues	1	4	-	-
PC5. monitor the progress and help in troubleshoot issues faced by team and communicate clearly with colleagues and discuss, resolve any concerns/issues/conflict etc. to avoid any delays at work	2	5	-	-
PC6. ensure adherence to all procedural requirements- compliance to regulations and organization requirements and proper record keeping	1	4	-	-
PC7. raise questions to clarify work responsibilities in order to effectively work within timelines	3	7	-	-
PC8. seek assistance when needed and complete the assigned tasks within timeline	2	5	-	-
<i>Interact with seniors/supervisors</i>	15	29	-	-
PC9. communicate with leaders on work output requirements for providing optimum solution to the client	2	3	-	-
PC10. connect and discuss about process flow improvements, quality of output, product defects encountered from previous process, repairs and maintenance of tools and machinery as required etc. and find solutions on issues	3	7	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. mitigate any areas of concern that may arise during the course of work by discussing with seniors including any potential hazards, process disruptions by machine/equipment failure etc.	2	5	-	-
PC12. interact and provide regular updates and incorporate feedback/suggestions	2	3	-	-
PC13. report in time about any delays or shortages	2	3	-	-
PC14. receive and incorporate feedback on work standards to further improve	2	3	-	-
PC15. discuss and review the completed work with the senior for final submission and approval from client	2	5	-	-
NOS Total	30	70	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8803
NOS Name	work successfully with colleagues
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture, Modular Furniture
Occupation	Design -Wooden/Modular Furniture
NSQF Level	5
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Recommended Pass % aggregate for QP : 70

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0114.Understand the needs/ requirements related to furniture designs from client/ superiors	30	70	-	-	100	20
FFS/N0115.Planning research and furniture design concept creation	30	70	-	-	100	20
FFS/N0116.Evalaute furnrture scale model/ prototype and present it to superior/ client	30	70	-	-	100	20

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N8601.Ensure health and safety at workplace	30	70	-	-	100	15
FFS/N8802.Undertake entrepreneurship activities	20	80	-	-	100	15
FFS/N8803.work successfully with colleagues	30	70	-	-	100	10
Total	170	430	-	-	600	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.