



**FURNITURE
& FITTINGS
SKILL COUNCIL**
कुशल • सक्षम • आत्मनिर्भर

N • S • D • C
**National
Skill Development
Corporation**
Transforming the skill landscape


Skill India
कौशल भारत - कुशल भारत



Model Curriculum

QP Name: Assistant Project Manager (Interior Design)

QP Code: FFS/Q0205

QP Version: 1.0

NSQF Level: 6

Model Curriculum Version: 1

Furniture and Fittings Skill Council || Furniture and Fittings Skill Council (FFSC), 407-408, DLF City Court,
MG Road, Sikanderpur, Gurgaon - 122002

Table of Contents

Training Parameters.....	3
Program Overview	4
Training Outcomes.....	4
Compulsory Modules.....	5
Module 1: Introduction to the role of Assistant Project Manager (Interior Design).....	11
Module 2: Introduction to various types of Interior projects, products, materials, and accessories	12
Module 3: Perform Business development activity.....	13
Module 4: Client servicing and deliberations	14
Module 5: Analyze client requirements for project feasibility	15
Module 6: Prepare project estimates and evaluate quotations.....	16
Module 7: Finalizing scope of work and resource planning	17
Module 8: Supervision of assigned tasks and responsibilities.....	18
Module 9: Validate final design drafts and concepts	19
Module 10: Supervision of procurement and vendor management	20
Module 11: Supervision and monitoring of project execution.....	21
Module 12: Final quality check and project handover	22
Module 13: Work effectively with colleagues and others.....	23
Module 14: Sensitivity towards all genders and people with disability	24
Module 15: : Identify and assess entrepreneurial activities.....	25
Module 16: Digital and financial aspects of a business	26
Module 17: Health, safety, and hygiene protocols while designing.....	27
Module 18: Material conservation and resources optimization	28
Module 19: Conduct client deliberation and defining scope of work for residence and kitchen project.....	29
Elective 1: Residence and Kitchen	
Module 20: Project planning and resource allocation for residence and kitchen project	30
Module 21: Validation and approval of design docket and procurement plan for residence and kitchen project.....	31
Module 22: Site supervision and handover for residence and kitchen project.....	32
Module 23: On-the job training for residence and kitchen project.....	33
Elective 2: Commercial and Hospital	
Module 24: Conduct client deliberation and defining scope of work for commercial and hospital project.....	34

Module 25: Project planning and resource allocation for commercial and hospital project.....	35
Module 26: Validation and approval of design docket and procurement plan for commercial and hospital project.....	36
Module 27: Site supervision and handover for commercial and hospital project	37
Module 28: On-the job training for commercial and hospital project	38
Elective 3: Academic Institution	
Module 29: Conduct client deliberation and defining scope of work for academic institution project.....	39
Module 30: Project planning and resource allocation for academic institution project.....	40
Module 31: Validation and approval of design docket and procurement plan for academic institution project	41
Module 32: Site supervision and handover for academic institution project	42
Module 33: On-the job training for academic institution project	43
Elective 4: Hospitality	
Module 34: Conduct client deliberation and defining scope of work for hospitality project	44
Module 35: Project planning and resource allocation for hospitality project.....	45
Module 36: Validation and approval of design docket and procurement plan for hospitality project	46
Module 37: Site supervision and handover for hospitality project	47
Module 38: On-the job training for hospitality project	48
Elective 5: Retail Fitout & Exhibition	
Module 39: Conduct client deliberation and defining scope of work for retail fitout and exhibition project.....	49
Module 40: Project planning and resource allocation for retail fitout and exhibition project	50
Module 41: Validation and approval of design docket and procurement plan for retail fitout and exhibition project.....	51
Module 42: Site supervision and handover for retail fitout and exhibition project.....	52
Module 43: On-the job training for retail fitout and exhibition project.....	53
Annexure.....	54
Trainer Requirements	54
Assessor Requirements.....	56
Assessment Strategy.....	58
References	60
Glossary.....	60
Acronyms and Abbreviations.....	61

Training Parameters

Sector	Furniture and Fittings
Sub-Sector	Interior Design and Installation
Occupation	Interior Designing
Country	India
NSQF Level	6
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3432.0100
Minimum Educational Qualification and Experience	10th Pass + ITI (1 Year Diploma) + 6 Years of Relevant Work Experience OR 12th pass + 7 Years of Relevant Work Experience OR 12th pass + ITI (1 Year Diploma) + 5 Years of Relevant Work Experience OR Graduation in any field + 3 Years of Relevant Work Experience OR Graduation in relevant field + 1 Year of Relevant Work Experience OR NSQF Level 5 certificate (Interior Designer) + 2 Years of Relevant Work Experience
Minimum Level of Education for Training in School	NA
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed on	
Next Review Date	
NSQC Approval Date	
Q.P. Version	1.0
Model Curriculum Creation Date	
Model Curriculum Valid Up to Date	
Model Curriculum Version	1.0
Minimum Duration of the Course	690 (Min. of 1 Elective to be selected)
Maximum Duration of the Course	900 (Max. of 2 Electives to be selected)

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills:

- Describe the organizational map of interiors and role of Assistant Project Manager (Interior Design).
- List the different types of advanced Interior Projects, Products, Materials and Hardware.
- Discuss critical parameters while performing business development activities.
- Demonstrate how to effectively perform client deliberations.
- Demonstrate how to analyze and interpret client details for project feasibility.
- Demonstrate the process of preparing project estimates and its approval process.
- Explain the requisites involved in finalizing the scope of work with client.
- Discuss the importance of timely monitoring of assigned tasks and responsibilities.
- Discuss the process of validating and approval of design drafts and concepts.
- Discuss the steps involved in designing and supervision of procurement plan.
- Demonstrate how to effectively monitor the on-site work for project execution.
- Demonstrate how to maintain quality of the final product before handover.
- Describe the best practices for working efficiently as team player and team and ensure the same are followed.
- List the guidelines for gender sensitivity and PwD practices and comply as per the same.
- Explain the elements of Entrepreneurship and highlight the role of an entrepreneur.
- Explain the significance of Digital and Financial literacy in a business.
- Follow and ensure the compliance of the Occupational Health & Safety protocols while designing.
- Explain the methods for material conservation and resources optimization during interior designing.
- Perform client deliberations and detailed discussions based on assigned residence and kitchen project.
- Discuss the steps involved in designing a project plan based on effective resource utilization in assigned residence and kitchen project.
- Discuss the process of validating and approval of design drafts and procurement plan in assigned residence and kitchen project.
- Demonstrate the process of site supervision and project handover.
- Explain the processes involved in Interior Drafting for residence and kitchen Project and execute the same.
- Perform client deliberations and detailed discussions based on assigned commercial project.
- Discuss the steps involved in designing a project plan based on effective resource utilization in assigned commercial project.
- Discuss the process of validating and approval of design drafts and procurement plan in assigned commercial project.
- Demonstrate the process of site supervision and project handover.
- Explain the processes involved in Interior Drafting for commercial project and execute the same.
- Perform client deliberations and detailed discussions based on assigned academic institution project.
- Discuss the steps involved in designing a project plan based on effective resource utilization in assigned academic institution project.
- Discuss the process of validating and approval of design drafts and procurement plan in assigned academic institution project.
- Demonstrate the process of site supervision and project handover.

- Explain the processes involved in Interior Drafting for academic institution project and execute the same.
- Perform client deliberations and detailed discussions based on assigned hospitality project.
- Discuss the steps involved in designing a project plan based on effective resource utilization in assigned hospitality project.
- Discuss the process of validating and approval of design drafts and procurement plan in assigned hospitality project.
- Demonstrate the process of site supervision and project handover.
- Explain the processes involved in Interior Drafting for hospitality project and execute the same.
- Perform client deliberations and detailed discussions based on assigned retail fitout and exhibition project.
- Discuss the steps involved in designing a project plan based on effective resource utilization in assigned retail fitout and exhibition project.
- Discuss the process of validating and approval of design drafts and procurement plan in assigned retail fitout and exhibition project.
- Demonstrate the process of site supervision and project handover.
- Explain the processes involved in Interior Drafting for retail fitout and exhibition project and execute the same.

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module (s)	09:00	06:00	00:00	00:00	15:00
Module 1: Introduction to the role of Assistant Project Manager	06:00	00:00	00:00	00:00	06:00
Module 2: Introduction to various types of Interior projects, products, materials, and accessories	03:00	06:00	00:00	00:00	09:00
FFS/N0225: Assist in business development and client servicing for different project categories	36:00	69:00	00:00	00:00	105:00
Module 3: Perform Business development activity	18:00	33:00	00:00	00:00	51:00
Module 4: Client servicing and deliberations	18:00	36:00	00:00	00:00	54:00
FFS/N0226: Assist in defining final scope of work and financial transactions for assigned projects	30:00	45:00	00:00	00:00	75:00

Module 5: Analyze client requirements for project feasibility	15:00	21:00	00:00	00:00	36:00
Module 6: Prepare project estimates and evaluate quotations	15:00	24:00	00:00	00:00	39:00
FFS/N0227: Assist in planning teams and resources for the assigned projects and defining reporting mechanism	30:00	45:00	00:00	00:00	75:00
Module 7: Finalizing scope of work and resource planning	15:00	24:00	00:00	00:00	39:00
Module 8: Supervision of assigned tasks and responsibilities	15:00	21:00	00:00	00:00	36:00
FFS/N0228: Assist in review/approval of design docket, procurement, and vendor management of the assigned projects	30:00	60:00	00:00	00:00	90:00
Module 9: Validate final design drafts and concepts	15:00	30:00	00:00	00:00	45:00
Module 10: Supervision of procurement and vendor management	15:00	30:00	00:00	00:00	45:00
FFS/N0229: Assist in supervision of onsite installation, quality control and client handover for assigned projects	27:00	48:00	00:00	00:00	75:00
Module 11: Supervision and monitoring of project execution	12:00	24:00	00:00	00:00	36:00
Module 12: Final quality check and project handover	15:00	24:00	00:00	00:00	39:00
FFS/N8204: Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices	06:00	09:00	00:00	00:00	15:00
Module 13: Work effectively with colleagues and others	03:00	06:00	00:00	00:00	09:00

Module 14: Sensitivity towards all genders and people with disability	03:00	03:00	00:00	00:00	06:00
FFS/N8206: Undertake entrepreneurship and business development activities	06:00	09:00	00:00	00:00	15:00
Module 15: Identify and assess entrepreneurial activities	03:00	06:00	00:00	00:00	09:00
Module 16: Digital and financial aspects of a business	03:00	03:00	00:00	00:00	06:00
FFS/N8207: Supervise health and safety protocols for project designing at the workplace	06:00	09:00	00:00	00:00	15:00
Module 17: Health, safety, and hygiene protocols while designing	03:00	06:00	00:00	00:00	09:00
Module 18: Material conservation and resources optimization	03:00	03:00	00:00	00:00	06:00
Total Duration	180:00	300:00	00.00	00.00	480.00

Elective Modules

The table lists the modules and their duration corresponding to the Elective NOS of the QP.

Elective 1: Residence and Kitchen

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
FFS/N0230: Assist in management of assigned interior design projects for residence and kitchen projects	30:00	60:00	120:00	00:00	210:00
Module 19: Conduct client deliberation and defining scope of work for residence and kitchen project	06:00	15:00	00:00	00:00	21:00
Module 20: Project planning and resource allocation for residence and kitchen project	09:00	15:00	00:00	00:00	24:00

Module 21: Validation and approval of design docket and procurement plan for residence and kitchen project	06:00	15:00	00:00	00:00	21:00
Module 22: Site supervision and handover for residence and kitchen project	09:00	15:00	00:00	00:00	24:00
Module 23: On-the job training for residence and kitchen project	00:00	00:00	120	00:00	120:00
Total Duration	30:00	60:00	120:00	00:00	210:00

Elective 2: Commercial and Hospital

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
FFS/N0231: Assist in management of assigned interior design projects for commercial and hospital projects	30:00	60:00	120:00	00:00	210:00
Module 24: Conduct client deliberation and defining scope of work for commercial and hospital project	06:00	15:00	00:00	00:00	21:00
Module 25: Project planning and resource allocation for commercial and hospital project	09:00	15:00	00:00	00:00	24:00
Module 26: Validation and approval of design docket and procurement plan for commercial and hospital project	06:00	15:00	00:00	00:00	21:00
Module 27: Site supervision and handover for commercial and hospital project	09:00	15:00	00:00	00:00	24:00
Module 28: On-the job training for commercial and hospital project	00:00	00:00	120	00:00	120:00
Total Duration	30:00	60:00	120:00	00:00	210:00

Elective 3: Academic Institutions

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
FFS/N0232: Assist in management of assigned interior design projects for Academic Institutions segment	30:00	60:00	120:00	00:00	210:00
Module 29: Conduct client deliberation and defining scope of work for academic institution project	06:00	15:00	00:00	00:00	21:00
Module 30: Project planning and resource allocation for academic institution project	09:00	15:00	00:00	00:00	24:00
Module 31: Validation and approval of design docket and procurement plan for academic institution project	06:00	15:00	00:00	00:00	21:00
Module 32: Site supervision and handover for academic institution project	09:00	15:00	00:00	00:00	24:00
Module 33: On-the job training for academic institution project	00:00	00:00	120	00:00	120:00
Total Duration	30:00	60:00	120:00	00:00	210:00

Elective 4: Hospitality

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
FFS/N0233: Assist in management of assigned interior design projects under Hospitality segment	30:00	60:00	120:00	00:00	210:00
Module 34: Conduct client deliberation and defining scope of work for hospitality project	06:00	15:00	00:00	00:00	21:00
Module 35: Project planning and resource	09:00	15:00	00:00	00:00	24:00

allocation for hospitality project					
Module 36: Validation and approval of design docket and procurement plan for hospitality project	06:00	15:00	00:00	00:00	21:00
Module 37: Site supervision and handover for hospitality project	09:00	15:00	00:00	00:00	24:00
Module 38: On-the job training for hospitality project	00:00	00:00	120	00:00	120:00
Total Duration	30:00	60:00	120:00	00:00	210:00

Elective 5: Retail Fitout and Exhibitions

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
FFS/N0234: Assist in management of assigned interior design projects under Retail Fitout and Exhibitions segment	30:00	60:00	120:00	00:00	210:00
Module 39: Conduct client deliberation and defining scope of work for retail fitout and exhibition project	06:00	15:00	00:00	00:00	21:00
Module 40: Project planning and resource allocation for retail fitout and exhibition project	09:00	15:00	00:00	00:00	24:00
Module 41: Validation and approval of design docket and procurement plan for retail fitout and exhibition project	06:00	15:00	00:00	00:00	21:00
Module 42: Site supervision and handover for retail fitout and exhibition project	09:00	15:00	00:00	00:00	24:00
Module 43: On-the job training for retail fitout and exhibition project	00:00	00:00	120	00:00	120:00
Total Duration	30:00	60:00	120:00	00:00	210:00

Module Details

Module 1: Introduction to the role of Assistant Project Manager (Interior Design)

Bridge Module

Terminal Outcomes:

- Explain the scope and functioning of the Interiors Industry.
- Explain the role and responsibilities of an Assistant Project Manager (Interior Design).
- Discuss the scope of work for an Assistant Project Manager (Interior Design).

Duration: 06:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Elaborate on the various organizational structure, processes, code of conduct, reporting matrix, and escalation hierarchy. • Describe the scope and significance of the interiors industry. • Describe the occupational map of the Interiors industry-related job roles. • Describe the attributes and essential skill sets required for an Assistant Project Manager (Interior Design). • Explain the role, responsibilities, and key result areas of an Assistant Project Manager (Interior Design). • List the various operations/activities that take place at the worksite and Assistant Project Manager (Interior Design) role in the same. • Describe the career progression path for an Assistant Project Manager (Interior Design). • Discuss the regulatory authorities, laws, and regulations related to an individual while working. • Explain the importance of job cards and timely reporting to supervisors in employee performance evaluation. 	
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Project/Theme Based Props as required	

Module 2: Introduction to various types of Interior projects, products, materials, and accessories

Bridge Module

Terminal Outcomes:

- Discuss the usage of different raw materials in the Interiors, Furniture, Fittings, and Allied sectors.
- Explain the usage of different types of advanced architectural hardware and fittings in interior projects.
- Explain the difference between various interior design projects based on space, style, and themes.
- Demonstrate the steps involved in the interior designing process based on client requirements.

Duration: 03:00	Duration: 06:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Distinguish between interior drafting, interior designing, and interior project management. • Illustrate the process flow of an Interior Designing project. • Classify different types of Interior Design projects in terms of space, theme, and styles. • Describe various types of advanced raw materials and accessories used in an Interior Design project. • Describe various categories of advanced architectural hardware and fittings used designing and their usage. • Elaborate different types of furniture and their area of applications. • Discuss the latest trends and advancements related to the interior designing process. • Discuss the role of effective communication skills required for Interior Designer. 	<ul style="list-style-type: none"> • Classify the different types of raw material as per the given checklist. • Select the architectural hardware as per the type of application. • Analyze different Interior projects for categorization based on space, style, and themes. • Examine the Interior projects and define the theme and elements. • Demonstrate the steps involved in the interior design project from client deliberations to project handover and signoff.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 3: Perform Business development activity

Mapped to NOS/N0225 v 1.0

Terminal Outcomes:

- Describe various parameters involved in selecting a project for execution.
- Demonstrate the process of preparing a business and marketing plan based on target audience.
- State the importance of maintaining good customer relationship.

Duration: 18:00	Duration: 33:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain various factors contributing to the development of business and marketing plan. • Explain the importance of a product/service catalogue in the business development process. • Explain the process of identification event goals and objectives. • Describe various marketing and promotional tactics. • Explain various documentation formats and techniques for maintaining customer database. • Explain the steps involved in sales follow up for potential client prospects. 	<ul style="list-style-type: none"> • Prepare a business development plan based on specified marketing and development strategies. • Demonstrate the process of preparing and maintaining a product/service catalogue. • Plan and execute promotional events and activities using appropriate tactics. • Employ the use of suitable template and format for customer relationship management. • Demonstrate the client follow-up process using the appropriate strategy.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Sample of budget and cost estimate forms	

Module 4: Client servicing and deliberations

Mapped to NOS/N0225 v 1.0

Terminal Outcomes:

- Describe various pre-requisites involved in planning and organizing a client meeting and deliberations.
- Analyze and interpret the client requirements based on project feasibility.

Duration: 18:00	Duration: 36:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the importance of advanced planning and attention to detail while arranging a meeting. • Explain the role of various parameters like nature of the meeting, agenda of the meeting, client requirement, etc. while arranging a meeting. • Discuss the critical parameters for analyzing first-hand info from clients. • Explain the importance of identifying the purpose and objectives of the presentation. • List all the documentation formalities for record-keeping client inputs and requirements. • State the importance of managing notes in an efficient manner. • Describe the various communication channels for effective communication with others. 	<ul style="list-style-type: none"> • Demonstrate how to arrange a client meeting with proper planning and management. • Analyze and interpret client requirements based on layouts, blueprints, product types, etc. • Prepare a client presentation highlighting key project execution parameters for deliberations. • Demonstrate effective notes keeping technique. • Employ suitable skills to communicate efficiently with external agencies.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Sample of job cards	

Module 5: Analyze client requirements for project feasibility

Mapped to NOS/ N0226 v 1.0

Terminal Outcomes:

- Discuss the steps involved in approval of design drafts and scope of work.
- Demonstrate the process of analyzing client requirement based on critical parameters for project execution.

Duration: 15:00	Duration: 21:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the correlation between client requirement and worksite conditions for project execution. • Discuss different types of project themes and styles along with their design considerations. • List all the parameters of a worksite for identifying the scope of work in the form of a checklist. • Explain the importance of conducting a regular site survey for ensuring built-out quality standards. • Illustrate the role of effective recce and site survey for project implementation. • Discuss different steps involved in preparing and timely submission of the recce report to the supervisors. • Define the Final Scope of Work (FSOW) and its role in project execution. • Differentiate between Tentative Scope of Work (TSOW) and Final Scope of Work (FSOW). 	<ul style="list-style-type: none"> • Analyze and identify client requirements regarding design, material, style, furniture, utilities, services quality standards, etc. • Examine the worksite to determine the scope of work based on client requirements. • Organize and monitor the site survey for built-out quality with client POCs and internal Interior Design/Installation teams. • Monitor the recce activity at the worksite for effective execution. • Examine the recce report based on measurements and survey data collected. • Prepare a Final Scope of Work (FSOW) based on suggestions and modifications on Tentative Scope of Work (TSOW).
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Measurement and Marking Tools, Project/Theme based props for simulation as required.	

Module 6: Prepare project estimates and evaluate quotations

Mapped to NOS/N0226 v 1.0

Terminal Outcomes:

- State the importance of defining timelines and work schedules based on work capacity.
- Demonstrate the process of preparing project estimates based on scope of work.
- Discuss the steps involved in defining a procurement plan for project execution.

Duration: 15:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the importance of coordination between internal teams for the procurement process. • Explain the role of various internal teams in preparing different procurement documentations. • Discuss various elements involved in preparing a project proposal and how to interpret them. • List all the technical formalities related to project closure and handover. • Explain the process of preparing project agreement, sign-off, project report, etc. • List the major impacts of differences between approved project specification and on-site project execution. • List all the documentation formalities associated with revising the approved scope of work. • State the importance of digital literacy. • Explain the role of various payment gateways in the project management process and their usage. 	<ul style="list-style-type: none"> • Demonstrate the process of preparing a project estimate and related documents in consultation with internal teams. • Demonstrate the process of preparing a project proposal based on project execution details. • Demonstrate effective communication and domain skills to perform negotiations, approvals, and project closure formalities. • Examine the worksite during the project execution for completion against schedule, staffing against assigned roles, and approved design integrity. • Perform client deliberations for the additional need of services in defined scope of work. • Demonstrate effective financial literacy skills using suitable tools and methods.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Sample of job card	

Module 7: Finalizing scope of work and resource planning

Mapped to NOS/N0227 v 1.0

Terminal Outcomes:

- Discuss the factors involved in resource planning based on finalized scope of work.
- Demonstrate the process of selecting suitable materials and finishes.

Duration: 15:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain various specifications involved in estimating the material quantity. • List all the associated vendors based on the requirement of different categories of materials. • Explain the process and technicalities involved in raising tenders, inviting quotations and delivery timelines, terms and conditions from various vendors. • Discuss the steps involved in vendor partners analysis and selection process. • Explain the role of Request for Proposal (RFP) in the vendor selection process. 	<ul style="list-style-type: none"> • Employ suitable estimation tools and techniques for calculating material quantity in the interior designing process. • Analyze and plan the resources based on in-house material library and projects requirements. • Conduct market research to identify possible vendors based on material specification requirements. • Demonstrate the effective management skills for multiple vendors. • Analyze the business requirements to shortlist suitable vendor partners based on Request for Proposal (RFP).
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Project/Theme based props for simulation as required.	

Module 8: Supervision of assigned tasks and responsibilities

Mapped to NOS/N0227 v 1.0

Terminal Outcomes:

- Demonstrate the process of determining tasks and responsibilities for concerned team members.
- Describe the process of delegating tasks effectively through various methods and techniques.
- Illustrate the timely supervision of assigned job work to concerned team members.

Duration: 15:00	Duration: 21:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the importance of identifying suitable teams for effective project execution. • List a set of general questions for task management or delegating tasks effectively. • Discuss the steps involved in task delegation to share the workload and increase productivity at work. • Explain the steps involved in taking input from internal and external agencies. • Explain the role of a work monitoring plan in project execution. • Discuss various methods and techniques associated with monitoring a project. • List the critical stages in project execution to ensure quality as per approved design specifications. • Define the role of project supervisor in the client visit and inspection process at the worksite. 	<ul style="list-style-type: none"> • Analyze and interpret the Final Scope of Work (FSOW) to determine team and task delegations. • Perform delegation of tasks to team members using appropriate software tools and techniques. • Employ suitable methods to maintain periodic updates of the project. • Prepare an effective work monitoring plan for project execution. • Examine the worksite for project execution based on approved design specifications. • Prepare the guidelines for performing client visits and inspection.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 9: Validate final design drafts and concepts

Mapped to NOS/N0228 v 1.0

Terminal Outcomes:

- Demonstrate the process of validating design drafts and concepts for project execution.
- Discuss various elements of a design docket.
- Explain the feedback mechanism for client and supervisor comments.

Duration: 15:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe how to break tasks into specific skillsets for team and task delegations. • State the role of a design docket in the interior designing process. • Explain the process of preparing a design docket and the various elements involved in it. • State the role of project execution parameters like scope, budget, delivery timeline, etc. in approval of design specifications. • List the design parameters associated with a design docket approval. • Illustrate the significance of client and supervisor feedback in the project design and execution. • Discuss the approval mechanism of the specifications like design, drawings, materials, finishes, etc. 	<ul style="list-style-type: none"> • Perform job work demarcation based on team skillsets capability and project timeline. • Examine the design docket development process based on specified instructions. • Perform review and approval of design docket and specifications based on client requirements and project execution parameters. • Examine the design modification process based on suggested changes and feedback. • Analyze and approve the design, drawings, materials, finishes, etc. for project execution.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 10: Supervision of procurement and vendor management

Mapped to NOS/N0228 v 1.0

Terminal Outcomes:

- Demonstrate effective procurement and vendor management.
- Discuss the role of financial literacy and its importance in procurement process.
- Explain the steps involved in procurement grievance redressal mechanism.

Duration: 15:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List all the parameters from the Final Scope of Work (FSOW) affecting vendor quotations. • State the importance of effective negotiation skills. • Discuss the importance of payment terms and project timelines in approval and issuing of purchase orders. • List the quality parameters associated with performing Quality Check. • Discuss the SOP involved in a procurement grievance redressal system. • Explain a step-by-step guide in analyzing and approval of invoices of vendor partners. 	<ul style="list-style-type: none"> • Analyze the quotation based on the final scope of work specifications. • Demonstrate effective negotiation skills for finalizing vendor quotations. • Demonstrate how to define payment terms and project timelines for purchase order approval. • Perform final Quality Checks (QC) during project execution and handover at regular intervals. • Employ suitable techniques and methods to effectively address and resolve the queries, concerns, and requests related to procurement. • Analyze the invoices and payment terms based on project execution requirements.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 11: Supervision and monitoring of project execution

Mapped to NOS/N0229 v 1.0

Terminal Outcomes:

- Explain the process of designing an effective performance management plan and its importance.
- Demonstrate effective communication skills for inter-departmental coordination.
- Discuss various documentation formalities for record keeping during project supervision.

Duration: 12:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the factors affecting the team and task delegation. • Explain the importance of timely planning and delivery of materials at the worksite. • Explain the role of different internal and external agencies based on project execution requirements. • List all the documentation formalities associated with the record-keeping of project work. • State the importance of an efficient and effective grievance redressal mechanism. • Explain the role of KRAs in the performance management system of an employee. • List all the pre-requisites involved in the design and implementation of a performance management system. • List the factors affecting the effectiveness of a performance management system. 	<ul style="list-style-type: none"> • Perform team and task delegation based on project delivery timelines. • Examine the procurement process of timely approval and delivery of materials at the worksite. • Demonstrate effective coordination and communication skills for internal and external agencies during project execution. • Prepare and maintain required documentation for project record-keeping. • Demonstrate the process of designing and maintaining a grievance redressal mechanism. • Demonstrate the process of designing and executing an effective performance management system.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 12: Final quality check and project handover

Mapped to NOS/N0229 v 1.0

Terminal Outcomes:

- List various documentation requisites for project handover and client sign-off.
- Demonstrate the process of preparing necessary documents for project handover.
- Perform quality check of the finished product based on client requirements.

Duration: 15:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the importance of following quality parameters during project execution. • State the significance of feedback and suggestions in the improvement of the process. • Explain various statutory and regulatory guidelines associated with project execution at the worksite. • Discuss the importance of providing regular work updates to the supervisors. • State the importance of time management and usage of effective record keeping techniques for project execution. 	<ul style="list-style-type: none"> • Perform basic checks to identify any defects/errors at regular intervals. • Analyze the design development and project execution for synergy with client requirement. • Employ suitable statutory and regulatory guidelines for project execution. • Demonstrate the process of record-keeping and timely reporting to the supervisor.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 13: Work effectively with colleagues and others

Mapped to NOS/N8204 v 1.0

Terminal Outcomes:

- Explain the methods and mechanisms for effective communication.
- Demonstrate the usage of effective communication and interpersonal skills.
- Explain the importance of effective collaboration at workplace.
- Demonstrate how to interact and work effectively with co-workers, supervisors, and others.

Duration: 03:00	Duration: 06:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the need of seeking help from appropriate authority. • Outline the reporting structure to receive work instructions and report issues to the supervisor. • Understand effective decision-making process. • State the various techniques for achieving productivity and quality of work. • Explain the steps involved in grievance redressal using appropriate escalation matrix and process. • Discuss the specific ways of documenting the work and how to report it to the supervisor. • State the importance of co-ordinating and resolving conflicts with the team members to achieve smooth work flow. • Explain the effective communication process and methods. • Outline the ways to communicate effectively with the co-workers. • State the work ethics, workplace etiquettes as well as standards and guidelines. • Discuss the different methods of providing information to colleagues as per organizational requirements. • Explain key initiatives to resolve conflicts among the team. • Explain the importance of aligning your personal goals with organisational goals. 	<ul style="list-style-type: none"> • Apply effective time management principles. • Employ the suitable process to report any deviations to appropriate authority. • Demonstrate different ways to resolve conflicts at the worksite. • Use different modes of communication as per requirement and need. • Demonstrate appropriate behaviour when dealing with supervisor or co-workers. • Illustrate different ways to resolve issues of colleagues. • Employ different ways to resolve interpersonal conflicts. • Demonstrate suitable ways of managing and prioritizing work based on project requirements.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
N.A.	

Module 14: Sensitivity towards all genders and people with disability

Mapped to NOS/N8204 v 1.0

Terminal Outcomes:

- Apply different approaches to maintain gender equality and increase inclusiveness for PwD.
- Demonstrate how to respect all genders and cultures at the workplace.
- Describe the prevention of sexual harassment (POSH) rules at the workplace.

Duration: 03:00	Duration: 03:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the importance of promoting, sharing and implementing gender equality and PwD sensitivity guidelines at the worksite. • Explain the importance of gender sensitive behaviour. • Explain the importance of equity and respecting other’s cultures, religion, and caste. • Describe the importance of an equal opportunity work culture irrespective of gender. • Explain different methods to encourage female equality in the workplace. • Explain the procedure to report inappropriate behaviour e.g., sexual harassment. • Explain key elements of active listening. • Describe the most effective communication styles and behaviour when communicating with people with disabilities. • Explain the importance of promoting and respecting disability in the worksite. • Explain the need for sensitivity towards people with disabilities. • Discuss the rules laid by the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act and the provided penalties for violation. • Explain the correct ways of communication and collaboration with people with disabilities in compliance with the legal framework. 	<ul style="list-style-type: none"> • Demonstrate the ideal behaviour in line with standards and guidelines on gender inclusivity, PwD, POSH in an organization with a PwD. • Use inclusive language irrespective of the gender/ disability of the person. • Use gender neutral practice at the worksite. • Employ the suitable process to report any harassment or discrimination to appropriate authority. • Demonstrate appropriate verbal and non-verbal communication that is respectful of gender, religion, disability, etc. • Practice the legal requirements and standards for accessibility norms and processes to support PwD at the worksite. • Demonstrate how to behave with people with disabilities. • Demonstrate essential communication methods in line with gender inclusiveness and PwD sensitivity.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
N.A.	

Module 15: Identify and assess entrepreneurial activities

Mapped to NOS/N8206 v 1.0

Terminal Outcomes:

- Explain ways to conduct market research and analysis.
- Explain the principles of competition analysis.
- Demonstrate the process of preparing a business and resource plan.
- Identify the skill sets and knowledge required for carryout out the entrepreneurial activity.

Duration: 03:00	Duration: 06:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the process of conducting research to gather information on market determinants such as volume of sales, projected growth rate, etc. • State how to conduct market surveys to understand market trend, market needs, opportunities. • List steps for identifying and analysing opportunities for entrepreneurship. • Explain various organization and government schemes and policies related to the entrepreneurship in the sector. • State the importance of compliance with the government structural reforms and framework. • Explain the concept of competition analysis. • Elaborate the steps needed to mitigate business risks. • Explain the concept and terminologies associated with a resource plan. • State the requirements of skilled entrepreneur e.g., capability to start business, develop business, manage an organization, manage time, etc. • State the importance of effective collaboration with team members of required skill sets. 	<ul style="list-style-type: none"> • Demonstrate the procedure to review market demands based on competitors, customers, market requirements, current market status etc. • Apply the principles of competition analysis for assessing opportunities for potential business. • Employ suitable organizational and government policies while carrying out an entrepreneurial activity. • Analyze the market condition using appropriate principles of competition analysis. • Demonstrate the process of risk assessment for a business opportunity. • Demonstrate the use of appropriate tools to prepare resource plan and budget. • Analyze the job work to identify and collaborate with the personnel's of required skill sets.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Sample case studies of 5 successful and 5 failed start-ups, Sample business and resource plan	

Module 16: Digital and financial aspects of a business

Mapped to NOS/N8206 v 1.0

Terminal Outcomes:

- Demonstrate the use of different social media platforms in e-marketing of a business.
- Describe the role of market condition and business competition in fixing the pricing strategy.
- Explain various financial aspects related to entrepreneurship activity.

Duration: 03:00	Duration: 03:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss various terminologies related to cloud computing, artificial intelligence, AR/VR, etc. • Describe the concept of e-marketing and its impact in a business growth. • Distinguish between different social media platforms. • List all the factors affecting project costing and planning. • State how to choose the right product pricing strategy based on strengths, potential, capability, market demand, profitability, personal preferences. • Describe the elements of a business plan. • State the method to secure funds from family, friends and financial institutions. 	<ul style="list-style-type: none"> • Employ suitable technologies for project implementation and promotions. • Analyze various e-commerce platforms for business growth based on the nature of product/service. • Demonstrate the effective use of different social media platforms. • Employ suitable measures for minimizing costs and maximizing profits in a project. • Demonstrate the process of fixing the pricing strategy based on market condition and business competition. • Demonstrate how to prepare an effective business plan. • Employ suitable methods for financial assistance from the financial institutions to start a unit.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
N.A.	

Module 17: Health, safety, and hygiene protocols while designing

Mapped to NOS/N8207 v 1.0

Terminal Outcomes:

- Describe how to maintain a healthy, safe, and secure environment at the workplace.
- Demonstrate health and safety procedures in interior designing and planning.
- Discuss various preventive measures for dealing with emergencies at the worksite.

Duration: 03:00	Duration: 06:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List all the health and safety protocols associated with working at the worksite. • Discuss various health and safety hazards associated with the project execution during construction and subsequent maintenance. • Explain the importance of an effective health and safety plan during project execution. • List the poor organizational practices concerning hygiene, food handling, cleaning. • State the importance of using Personal Protective Equipment (PPE) based on the manufacturer's instructions. • Discuss the health and safety measures associated with the project designs. • Discuss the significance of maintaining work ethics, dress code, and personal hygiene. • State the importance of workplace sanitization. • Explain the operational guidelines for the usage of emergency tools and equipment. • Explain the steps involved in responding to an emergency. • Describe the first aid procedures in case of emergency. • List all the concerned control measures while working at the worksite. • Describe the types of hand signals and signage and their application. 	<ul style="list-style-type: none"> • Employ suitable health and hygiene protocols while working at the worksite. • Analyze and identify worksite site hazards during construction and subsequent maintenance. • Demonstrate how to design and implement a health and safety plan for the worksite • Examine the worksite for poor organizational practices. • Demonstrate the usage of various personal protective equipment while working at the worksite. • Examine the project design for proper implementation of health and safety measures. • Demonstrate the correct way of sanitizing and washing hands. • Demonstrate the use of emergency tools and equipment. • Illustrate the emergency evacuation process in line with organizational protocols. • Design a contingency plan for emergencies like a fire, short circuit, accidents, earthquake, etc. • Demonstrate First Aid and CPR as part of training in routine operations. • Employ suitable methods to communicate necessary control measures to concerned team members. • Identify and interpret the given pictorial representations of safety signs and hand signals.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Personal Protective Equipment, Measurement and Marking Tools, Materials, Tools and Equipment, Theme based props	

Module 18: Material conservation and resources optimization

Mapped to NOS/N8207 v 1.0

Terminal Outcomes:

- Implement safety practices and optimize the use of resources during interior designing and planning.
- Apply conservation practices at the worksite through effective designing.
- Illustrate sustainable practices at the workplace for energy efficiency and waste management.

Duration: 03:00	Duration: 03:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of efficient utilization and conservation of material. • Explain the various elements involved in electricity and fuel consumption data for analyzing the process. • State the difference between renewable and non-renewable sources of energy. 	<ul style="list-style-type: none"> • Demonstrate various techniques of effective utilization of resources. • Illustrate the process of collecting and analyzing the energy utilization data.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Personal Protective Equipment, Measurement and Marking Tools, Materials, Tools and Equipment, Theme based props	

Module 19: Conduct client deliberation and defining scope of work for residence and kitchen project

Mapped to NOS/N0230 v 1.0

Terminal Outcomes:

- Conduct business development activities for client deliberations and project approval.
- Demonstrate the steps involved in defining scope of work based on technicalities in a residence and kitchen project.

Duration: 06:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain various factors contributing to the development of business and marketing plan for residence and kitchen project. • Discuss the critical parameters for analyzing first-hand info from clients for residence and kitchen project. • Discuss the factors contributing to defining the scope of work. • Discuss the different elements of a project estimate and quotation received from a vendor. • Explain the essential skills sets required to perform negotiation and their importance. 	<ul style="list-style-type: none"> • Prepare a business development plan based on specified marketing and development strategies for residence and kitchen project. • Analyze and interpret client requirements in terms of layouts, blueprints, product types, etc. for residence and kitchen project. • Prepare the scope of work for the project by analyzing the client requirement and specifications. • Demonstrate the process of preparing a project estimate and related documents in consultation with internal teams.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 20: Project planning and resource allocation for residence and kitchen project

Mapped to NOS/N0230 v 1.0

Terminal Outcomes:

- Demonstrate how to allocate resources effectively for residence and kitchen project.
- List various software tools and techniques for team and task delegation.

Duration: 09:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the steps involved in preparing a resource plan for project execution. • Discuss the steps involved in task delegation to share the workload and increase productivity at work. • Define the role of the project supervisor in the client visit and the inspection process at the worksite. 	<ul style="list-style-type: none"> • Interpret and select the required materials, tools, and equipment based on resource planning for on-site work. • Perform delegation of tasks to team members using appropriate software tools and techniques. • Prepare the guidelines for performing client visits, inspection, and reporting of assigned residence and kitchen project.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 21: Validation and approval of design docket and procurement plan for residence and kitchen project

Mapped to NOS/N0230 v 1.0

Terminal Outcomes:

- Discuss the process of preparing and approval of procurement plan based on approved designs and concepts.

Duration: 06:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the role of project execution parameters like scope, budget, delivery timeline, etc. in approval of design specifications. • List all the parameters from the Final Scope of Work (FSOW) affecting vendor quotations. 	<ul style="list-style-type: none"> • Perform review and approval of design docket and specifications based on client requirements and project execution parameters for residence and kitchen project. • Analyze the quotation based on the final scope of work specifications and design a procurement plan.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 22: Site supervision and handover for residence and kitchen project

Mapped to NOS/N0230 v 1.0

Terminal Outcomes:

- Discuss the process of efficient site supervision for residence and kitchen project.
- Employ suitable documentation formats for project handover reports in residence and kitchen project.

Duration: 09:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of effective allocation of tasks and responsibilities. • List various quality parameters for ensuring high-quality standards of the finished products. 	<ul style="list-style-type: none"> • Perform demarcation of tasks and responsibilities based on technicalities of the assigned residence and kitchen project. • Demonstrate the process of conducting quality checks during critical stages of project execution.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 23: On-the job training for residence and kitchen project

Mapped to NOS/N0230v 1.0

Mandatory Duration: 120:00	Recommended Duration: 00.00
Module Name: On the Job Training	
Location: On Site	
Terminal Outcomes	
<ul style="list-style-type: none"> • Demonstrate effective communication skills during client deliberations. • Demonstrate how to use different designing and drafting tools. • Demonstrate how to use various designing software's. • Demonstrate the creativity that is central to any type of decorating and design project. • Create the visual presentation to show to clients. • Demonstrate the process of running errands, answering phones, or even contacting clients to obtain important information. • Analyze, search, sort, and select the required material specifications and finishes. • Select the appropriate theme, style and layout based on design requirements. • Demonstrate variety of tasks, from sourcing furniture and fixtures to creating floor plans and other documents. • Employ suitable skills to manage client relationships and oversee projects from start to finish. • Creating design drafts using computer design software or hand drafting tools such as pencils or charcoal. • Conducting research related to interior design trends and market conditions to identify opportunities for new products or services. • Communicating with contractors, architects, and other subcontractors to ensure that projects are completed on time and within budget. • Maintain a safe and secure environment at the manufacturing plant. • Maintain compliance with the organizational, environmental- related guidelines. • Coordinate with supervisors and colleges for job work information. 	

Module 24: Conduct client deliberation and defining scope of work for commercial and hospital project

Mapped to NOS/N0231 v 1.0

Terminal Outcomes:

- Conduct business development activities for client deliberations and project approval.
- Demonstrate the steps involved in defining scope of work based on technicalities in a commercial and hospital project.

Duration: 06:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain various factors contributing to the development of business and marketing plan for commercial and hospital project. • Discuss the critical parameters for analyzing first-hand info from clients for commercial and hospital project. • Discuss the factors contributing to defining the scope of work. • Discuss the different elements of a project estimate and quotation received from a vendor. • Explain the essential skills sets required to perform negotiation and their importance. 	<ul style="list-style-type: none"> • Prepare a business development plan based on specified marketing and development strategies for commercial and hospital project. • Analyze and interpret client requirements in terms of layouts, blueprints, product types, etc. for commercial and hospital project. • Prepare the scope of work for the project by analyzing the client requirement and specifications. • Demonstrate the process of preparing a project estimate and related documents in consultation with internal teams.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 25: Project planning and resource allocation for commercial and hospital project

Mapped to NOS/N0231 v 1.0

Terminal Outcomes:

- Demonstrate how to allocate resources effectively for commercial and hospital project.
- List various software tools and techniques for team and task delegation.

Duration: 09:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the steps involved in preparing a resource plan for project execution. • Discuss the steps involved in task delegation to share the workload and increase productivity at work. • Define the role of the project supervisor in the client visit and the inspection process at the worksite. 	<ul style="list-style-type: none"> • Interpret and select the required materials, tools, and equipment based on resource planning for on-site work. • Perform delegation of tasks to team members using appropriate software tools and techniques. • Prepare the guidelines for performing client visits, inspection, and reporting of assigned commercial and hospital project.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 26: Validation and approval of design docket and procurement plan for commercial and hospital project

Mapped to NOS/N0231 v 1.0

Terminal Outcomes:

- Discuss the process of preparing and approval of procurement plan based on approved designs and concepts.

Duration: 06:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the role of project execution parameters like scope, budget, delivery timeline, etc. in approval of design specifications. • List all the parameters from the Final Scope of Work (FSOW) affecting vendor quotations. 	<ul style="list-style-type: none"> • Perform review and approval of design docket and specifications based on client requirements and project execution parameters for commercial and hospital project. • Analyze the quotation based on the final scope of work specifications and design a procurement plan.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 27: Site supervision and handover for commercial and hospital project

Mapped to NOS/N0231 v 1.0

Terminal Outcomes:

- Discuss the process of efficient site supervision for commercial and hospital project.
- Employ suitable documentation formats for project handover reports in commercial and hospital project.

Duration: 09:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of effective allocation of tasks and responsibilities. • List various quality parameters for ensuring high-quality standards of the finished products. 	<ul style="list-style-type: none"> • Perform demarcation of tasks and responsibilities based on technicalities of the assigned commercial and hospital project. • Demonstrate the process of conducting quality checks during critical stages of project execution.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 28: On-the job training for commercial and hospital project

Mapped to NOS/N0231v 1.0

Mandatory Duration: 120:00	Recommended Duration: 00.00
Module Name: On the Job Training	
Location: On Site	
Terminal Outcomes	
<ul style="list-style-type: none"> • Demonstrate effective communication skills during client deliberations. • Demonstrate how to use different designing and drafting tools. • Demonstrate how to use various designing software's. • Demonstrate the creativity that is central to any type of decorating and design project. • Create the visual presentation to show to clients. • Demonstrate the process of running errands, answering phones, or even contacting clients to obtain important information. • Analyze, search, sort, and select the required material specifications and finishes. • Select the appropriate theme, style and layout based on design requirements. • Demonstrate variety of tasks, from sourcing furniture and fixtures to creating floor plans and other documents. • Employ suitable skills to manage client relationships and oversee projects from start to finish. • Creating design drafts using computer design software or hand drafting tools such as pencils or charcoal. • Conducting research related to interior design trends and market conditions to identify opportunities for new products or services. • Communicating with contractors, architects, and other subcontractors to ensure that projects are completed on time and within budget. • Maintain a safe and secure environment at the manufacturing plant. • Maintain compliance with the organizational, environmental- related guidelines. • Coordinate with supervisors and colleges for job work information. 	

Module 29: Conduct client deliberation and defining scope of work for academic institution project

Mapped to NOS/N0232 v 1.0

Terminal Outcomes:

- Conduct business development activities for client deliberations and project approval.
- Demonstrate the steps involved in defining scope of work based on technicalities in a academic institution project.

Duration: 06:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain various factors contributing to the development of business and marketing plan for academic institution project. • Discuss the critical parameters for analyzing first-hand info from clients for academic institution project. • Discuss the factors contributing to defining the scope of work. • Discuss the different elements of a project estimate and quotation received from a vendor. • Explain the essential skills sets required to perform negotiation and their importance. 	<ul style="list-style-type: none"> • Prepare a business development plan based on specified marketing and development strategies for academic institution project. • Analyze and interpret client requirements in terms of layouts, blueprints, product types, etc. for academic institution project. • Prepare the scope of work for the project by analyzing the client requirement and specifications. • Demonstrate the process of preparing a project estimate and related documents in consultation with internal teams.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 30: Project planning and resource allocation for academic institution project

Mapped to NOS/N0232 v 1.0

Terminal Outcomes:

- Demonstrate how to allocate resources effectively for academic institution project.
- List various software tools and techniques for team and task delegation.

Duration: 09:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the steps involved in preparing a resource plan for project execution. • Discuss the steps involved in task delegation to share the workload and increase productivity at work. • Define the role of the project supervisor in the client visit and the inspection process at the worksite. 	<ul style="list-style-type: none"> • Interpret and select the required materials, tools, and equipment based on resource planning for on-site work. • Perform delegation of tasks to team members using appropriate software tools and techniques. • Prepare the guidelines for performing client visits, inspection, and reporting of assigned academic institution project.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 31: Validation and approval of design docket and procurement plan for academic institution project

Mapped to NOS/N0232 v 1.0

Terminal Outcomes:

- Discuss the process of preparing and approval of procurement plan based on approved designs and concepts.

Duration: 06:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the role of project execution parameters like scope, budget, delivery timeline, etc. in approval of design specifications. • List all the parameters from the Final Scope of Work (FSOW) affecting vendor quotations. 	<ul style="list-style-type: none"> • Perform review and approval of design docket and specifications based on client requirements and project execution parameters for academic institution project. • Analyze the quotation based on the final scope of work specifications and design a procurement plan.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 32: Site supervision and handover for academic institution project

Mapped to NOS/N0232 v 1.0

Terminal Outcomes:

- Discuss the process of efficient site supervision for academic institution project.
- Employ suitable documentation formats for project handover reports in academic institution project.

Duration: 09:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of effective allocation of tasks and responsibilities. • List various quality parameters for ensuring high-quality standards of the finished products. 	<ul style="list-style-type: none"> • Perform demarcation of tasks and responsibilities based on technicalities of the assigned academic institution project. • Demonstrate the process of conducting quality checks during critical stages of project execution.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 33: On-the job training for academic institution project

Mapped to NOS/N0232v 1.0

Mandatory Duration: 120:00	Recommended Duration: 00.00
Module Name: On the Job Training	
Location: On Site	
Terminal Outcomes	
<ul style="list-style-type: none"> • Demonstrate effective communication skills during client deliberations. • Demonstrate how to use different designing and drafting tools. • Demonstrate how to use various designing software's. • Demonstrate the creativity that is central to any type of decorating and design project. • Create the visual presentation to show to clients. • Demonstrate the process of running errands, answering phones, or even contacting clients to obtain important information. • Analyze, search, sort, and select the required material specifications and finishes. • Select the appropriate theme, style and layout based on design requirements. • Demonstrate variety of tasks, from sourcing furniture and fixtures to creating floor plans and other documents. • Employ suitable skills to manage client relationships and oversee projects from start to finish. • Creating design drafts using computer design software or hand drafting tools such as pencils or charcoal. • Conducting research related to interior design trends and market conditions to identify opportunities for new products or services. • Communicating with contractors, architects, and other subcontractors to ensure that projects are completed on time and within budget. • Maintain a safe and secure environment at the manufacturing plant. • Maintain compliance with the organizational, environmental- related guidelines. • Coordinate with supervisors and colleges for job work information. 	

Module 34: Conduct client deliberation and defining scope of work for hospitality project

Mapped to NOS/N0233 v 1.0

Terminal Outcomes:

- Conduct business development activities for client deliberations and project approval.
- Demonstrate the steps involved in defining scope of work based on technicalities in a hospitality project.

Duration: 06:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain various factors contributing to the development of business and marketing plan for hospitality project. • Discuss the critical parameters for analyzing first-hand info from clients for hospitality project. • Discuss the factors contributing to defining the scope of work. • Discuss the different elements of a project estimate and quotation received from a vendor. • Explain the essential skills sets required to perform negotiation and their importance. 	<ul style="list-style-type: none"> • Prepare a business development plan based on specified marketing and development strategies for hospitality project. • Analyze and interpret client requirements in terms of layouts, blueprints, product types, etc. for hospitality project. • Prepare the scope of work for the project by analyzing the client requirement and specifications. • Demonstrate the process of preparing a project estimate and related documents in consultation with internal teams.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 35: Project planning and resource allocation for hospitality project

Mapped to NOS/N0233 v 1.0

Terminal Outcomes:

- Demonstrate how to allocate resources effectively for hospitality project.
- List various software tools and techniques for team and task delegation.

Duration: 09:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the steps involved in preparing a resource plan for project execution. • Discuss the steps involved in task delegation to share the workload and increase productivity at work. • Define the role of the project supervisor in the client visit and the inspection process at the worksite. 	<ul style="list-style-type: none"> • Interpret and select the required materials, tools, and equipment based on resource planning for on-site work. • Perform delegation of tasks to team members using appropriate software tools and techniques. • Prepare the guidelines for performing client visits, inspection, and reporting of assigned hospitality project.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 36: Validation and approval of design docket and procurement plan for hospitality project

Mapped to NOS/N0233 v 1.0

Terminal Outcomes:

- Discuss the process of preparing and approval of procurement plan based on approved designs and concepts.

Duration: 06:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the role of project execution parameters like scope, budget, delivery timeline, etc. in approval of design specifications. • List all the parameters from the Final Scope of Work (FSOW) affecting vendor quotations. 	<ul style="list-style-type: none"> • Perform review and approval of design docket and specifications based on client requirements and project execution parameters for hospitality project. • Analyze the quotation based on the final scope of work specifications and design a procurement plan.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 37: Site supervision and handover for hospitality project

Mapped to NOS/N0233 v 1.0

Terminal Outcomes:

- Discuss the process of efficient site supervision for hospitality project.
- Employ suitable documentation formats for project handover reports in hospitality project.

Duration: 09:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of effective allocation of tasks and responsibilities. • List various quality parameters for ensuring high-quality standards of the finished products. 	<ul style="list-style-type: none"> • Perform demarcation of tasks and responsibilities based on technicalities of the assigned hospitality project. • Demonstrate the process of conducting quality checks during critical stages of project execution.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 38: On-the job training for hospitality project

Mapped to NOS/N0233v 1.0

Mandatory Duration: 120:00	Recommended Duration: 00.00
Module Name: On the Job Training	
Location: On Site	
Terminal Outcomes	
<ul style="list-style-type: none"> • Demonstrate effective communication skills during client deliberations. • Demonstrate how to use different designing and drafting tools. • Demonstrate how to use various designing software's. • Demonstrate the creativity that is central to any type of decorating and design project. • Create the visual presentation to show to clients. • Demonstrate the process of running errands, answering phones, or even contacting clients to obtain important information. • Analyze, search, sort, and select the required material specifications and finishes. • Select the appropriate theme, style and layout based on design requirements. • Demonstrate variety of tasks, from sourcing furniture and fixtures to creating floor plans and other documents. • Employ suitable skills to manage client relationships and oversee projects from start to finish. • Creating design drafts using computer design software or hand drafting tools such as pencils or charcoal. • Conducting research related to interior design trends and market conditions to identify opportunities for new products or services. • Communicating with contractors, architects, and other subcontractors to ensure that projects are completed on time and within budget. • Maintain a safe and secure environment at the manufacturing plant. • Maintain compliance with the organizational, environmental- related guidelines. • Coordinate with supervisors and colleges for job work information. 	

Module 39: Conduct client deliberation and defining scope of work for retail fitout and exhibition project

Mapped to NOS/N0234 v 1.0

Terminal Outcomes:

- Conduct business development activities for client deliberations and project approval.
- Demonstrate the steps involved in defining scope of work based on technicalities in a retail fitout and exhibition project.

Duration: 06:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain various factors contributing to the development of business and marketing plan for retail fitout and exhibition project. • Discuss the critical parameters for analyzing first-hand info from clients for retail fitout and exhibition project. • Discuss the factors contributing to defining the scope of work. • Discuss the different elements of a project estimate and quotation received from a vendor. • Explain the essential skills sets required to perform negotiation and their importance. 	<ul style="list-style-type: none"> • Prepare a business development plan based on specified marketing and development strategies for retail fitout and exhibition project. • Analyze and interpret client requirements in terms of layouts, blueprints, product types, etc. for retail fitout and exhibition project. • Prepare the scope of work for the project by analyzing the client requirement and specifications. • Demonstrate the process of preparing a project estimate and related documents in consultation with internal teams.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 40: Project planning and resource allocation for retail fitout and exhibition project

Mapped to NOS/N0234 v 1.0

Terminal Outcomes:

- Demonstrate how to allocate resources effectively for retail fitout and exhibition project.
- List various software tools and techniques for team and task delegation.

Duration: 09:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the steps involved in preparing a resource plan for project execution. • Discuss the steps involved in task delegation to share the workload and increase productivity at work. • Define the role of the project supervisor in the client visit and the inspection process at the worksite. 	<ul style="list-style-type: none"> • Interpret and select the required materials, tools, and equipment based on resource planning for on-site work. • Perform delegation of tasks to team members using appropriate software tools and techniques. • Prepare the guidelines for performing client visits, inspection, and reporting of assigned retail fitout and exhibition project.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 41: Validation and approval of design docket and procurement plan for retail fitout and exhibition project

Mapped to NOS/N0234 v 1.0

Terminal Outcomes:

- Discuss the process of preparing and approval of procurement plan based on approved designs and concepts.

Duration: 06:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the role of project execution parameters like scope, budget, delivery timeline, etc. in approval of design specifications. • List all the parameters from the Final Scope of Work (FSOW) affecting vendor quotations. 	<ul style="list-style-type: none"> • Perform review and approval of design docket and specifications based on client requirements and project execution parameters for retail fitout and exhibition project. • Analyze the quotation based on the final scope of work specifications and design a procurement plan.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 42: Site supervision and handover for retail fitout and exhibition project

Mapped to NOS/N0234 v 1.0

Terminal Outcomes:

- Discuss the process of efficient site supervision for retail fitout and exhibition project.
- Employ suitable documentation formats for project handover reports in retail fitout and exhibition project.

Duration: 09:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of effective allocation of tasks and responsibilities. • List various quality parameters for ensuring high-quality standards of the finished products. 	<ul style="list-style-type: none"> • Perform demarcation of tasks and responsibilities based on technicalities of the assigned retail fitout and exhibition project. • Demonstrate the process of conducting quality checks during critical stages of project execution.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Designing/Drafting Tools and Equipment, Designing software and systems	

Module 43: On-the job training for retail fitout and exhibition project

Mapped to NOS/N0234v 1.0

Mandatory Duration: 120:00	Recommended Duration: 00.00
Module Name: On the Job Training	
Location: On Site	
Terminal Outcomes	
<ul style="list-style-type: none"> • Demonstrate effective communication skills during client deliberations. • Demonstrate how to use different designing and drafting tools. • Demonstrate how to use various designing software's. • Demonstrate the creativity that is central to any type of decorating and design project. • Create the visual presentation to show to clients. • Demonstrate the process of running errands, answering phones, or even contacting clients to obtain important information. • Analyze, search, sort, and select the required material specifications and finishes. • Select the appropriate theme, style and layout based on design requirements. • Demonstrate variety of tasks, from sourcing furniture and fixtures to creating floor plans and other documents. • Employ suitable skills to manage client relationships and oversee projects from start to finish. • Creating design drafts using computer design software or hand drafting tools such as pencils or charcoal. • Conducting research related to interior design trends and market conditions to identify opportunities for new products or services. • Communicating with contractors, architects, and other subcontractors to ensure that projects are completed on time and within budget. • Maintain a safe and secure environment at the manufacturing plant. • Maintain compliance with the organizational, environmental- related guidelines. • Coordinate with supervisors and colleges for job work information. 	

Annexure

Trainer Requirements

Trainer Prerequisites – either one of the 4 options

Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Engineering (Civil, Mechanical), Architecture, Interior Design, Project Management	5	Interior Design and Build/ Architecture, Project Management	1	Preferable - Vocational or Academic Training	
Graduate	Any other discipline than covered above	6	Interior Design and Build/ Architecture, Project Management	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in Architecture, Interior Designing, Interior Installation or Management, communication skills.
ITI/Diploma	Interior Designing/Architectural Drafting	5	Interior Design and Build/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in Architecture, Interior Designing, Interior Installation or Management, communication skills.
Certificate-NSQF	NSQF Level 5 Interior Designer (FFS/Q0204) or above	5	Interior Design and Build/ Architecture	1	Preferable - Vocational or Academic Training	Required- Work Experience and Recommendation letter from Employer, Certificates of Training from companies. Preferable - Additional Certification related to specialization in Architecture, Interior Designing, Interior Installation or Management, communication skills.

Trainer Certification

Domain Certification

Certified for Job Role: "Assistant Project Manager (Interior Design)" mapped to QP: "FFS/Q0205, v1.0" Level 6.

The minimum accepted score as per FFSC guidelines will be 80%.

Platform Certification

Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601, v1.0".

The minimum accepted score will be 80% aggregate.

Assessor Requirements

Assessor Prerequisites - either one of the 4 options

Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Engineering (Civil, Mechanical), Architecture, Interior Design	5	Interior Design and Build/Architecture	1	Preferable - Vocational or Academic Training	
Graduate	Any other discipline than covered above	6	Interior Design and Build/Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in Architecture, Interior Designing, Interior Installation or Management, communication skills.
ITI/Diploma	Interior Designing/Architectural Drafting	5	Interior Design and Build/Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in Architecture, Interior Designing, Interior Installation or Management, communication skills.
Certificate-NSQF	NSQF Level 5 Interior Designer (FFS/Q0204) or above	5	Interior Design and Build/Architecture	1	Preferable - Vocational or Academic Training	Required- Work Experience and Recommendation letter from Employer, Certificates of Training from companies. Preferable - Additional Certification related to specialization in Architecture, Interior Designing, Interior Installation or Management, communication skills.

Assessor Certification

Domain Certification	Platform Certification
<p>Certified for Job Role: "Assistant Project Manager (Interior Design)" mapped to QP: "FFS/Q0205, v1.0" Level 6.</p> <p>The minimum accepted score as per FFSC guidelines will be 80%.</p>	<p>Recommended that the Trainer is certified for the Job Role: "Assessor", mapped to the Qualification Pack: "MEP/Q2701, v1.0".</p> <p>The minimum accepted score will be 80% aggregate.</p>

Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the learner on the required competencies of the program.

At FFSC, we believe to gauge the performance of a candidate a holistic approach for assessment is essential. As such we have devised a multi-tier process to keep track of candidate overall progress at various stages. While a few techniques are imbibed as part of the training delivery program, others are explicit ways of testing. These are:

1. Internal (Preferred)
 - a. Trainer Led Assessment
 - b. Master Trainer/ Program Mentor Led Assessment
2. External
 - a. Assessment Partners/ Freelance Assessors (Mandatory)
 - b. Industry (Preferred)

1. Internal (Preferred)

a. Trainer Led Assessment:

As part of the Training Delivery Program, various tests and projects are designed at regular intervals to gauge the progress of the candidate during the training program. These are mix of Theory and practical, individual and group activities.

Trainers will be provided specific training under the ToT programs to conduct these assessments. A report of the same will be submitted to the assigned Master Trainer/ Program Mentor.

b. Master Trainer/ Program Mentor Led Assessment:

Every trainer/ batch should be connected with a Master Trainer/ Program Mentor, who will keep a check on the progress of the batch. Trainer can consult the Master Trainer/ Program Mentor with regards to training delivery or conducting periodic assessments.

Master Trainer/ Program Mentor may conduct their own session to assess the progress of the candidates, using the means as deemed suitable and feasible.

2. External

a. Assessment Partners/ Freelance Assessors:

An external assessment shall mandatorily be conducted by Assessment Partners via ToA certified Assessors or ToA certified Freelance Assessors. There are 3 key stages of any assessment activity – Pre-Assessment, During Assessment and Post Assessment. The defined system for conducting the assessment shall be followed at each stage.

FFSC Training and Assessment Team or any other assigned authority by FFSC, may conduct surprise or planned visits and checks from quality assurance and monitoring perspective.

The requirements and details of each stage are as highlighted below:

1. Pre-Assessment:

- a. Assessment Partner/ Assessor/ Freelance Assessor Validation
- b. Training Centre Check for Assessment Setup/ Infra
- c. Question Papers submission by Assessment Partner/ Freelance Assessor to FFSC
- d. FFSC to validate and approve the Question papers in line with NOS and PC.
- e. FFSC Affiliation and Project Assessment Approval
- f. Centre ready for Assessment intimation by Training Partner or by the assigned Neutral Assessment Centre

2. During Assessment (on the Assessment Day):

The assessment can be conducted in offline, online or hybrid format depending on the feasibility and approvals from FFSC. Under either process the below guidelines are important to be compiled:

- a. Check the availability of the Lab Equipment for the particular Job Role as per the mode of conducting assessment.
- b. Candidate Validation: Confirm the Aadhar Card details of candidates
- c. Check the duration of the training
- d. Check the Assessment Start and End time to be as specified in documents
- e. Assessor/ Freelance Assessor must follow the assessment guidelines at all times.
- f. Intimation to FFSC Training and Assessment Monitoring Team for Assessment Quality Assurance checks.
- g. Ensure evidence of conducting assessment is gathered as per FFSC protocol:
 - i. Time-stamped and geotagged reporting of the assessor from assessment location
 - ii. Centre photographs with signboards and scheme-specific branding
 - iii. Biometric or manual attendance sheet (stamped by T.P.) of the trainees during the training period
 - iv. Time-stamped and geotagged assessment (Theory + Viva + Practical) photographs and videos
- h. Required documentation for submissions to the FFSC

3. Post Assessment:

- a. Timely submission of the assessment documentation and feedback to FFSC
- b. Hard copies of the documents are stored
- c. Soft copies of the documents and photographs of the Assessment are uploaded/accessed from Cloud Storage
- d. Soft copies of the documents and photographs of the Assessment stored in the Hard Drives
- e. Any other compliance requirement as defined by FFSC

b. Industry Partner:

FFSC may engage the Industry Partners and the Subject Matter Experts to conduct the Assessment of the candidates at various stages during the training program.

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts, and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on-site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on-site
Procedural Knowledge	Procedural knowledge addresses how to do something or how to perform a task. It is the ability to work or produce a tangible work output by applying cognitive, affective, or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	The terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
QC	Quality Checking
PwD	Person with Disability
ToT	Training of Trainers
ToA	Training of Assessors
FFSC	Furniture and Fittings Skill Council
TP	Training Partner
PC	Performance Criteria
NA	Not Applicable
MS	Microsoft
PPE	Personal Protective Equipment
2D	2-Dimensional
3D	3-Dimensional
SOP	Standard Operating Procedure
AR	Augmented Reality
VR	Virtual Reality
OJT	On-the-Job Training
FF&E	Furniture Fixtures & Equipment
POC	Point of Contact
POSH	Prevention Of Sexual Harassment
CPR	Cardiopulmonary Resuscitation
TSOW	Tentative Scope of Work
FSOW	Final Scope of Work
POC	Point Of Contact
RFP	Request For Proposal