

NSQF QUALIFICATION FILE

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Furniture & Fittings Skill Council
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Name and contact details of individual dealing with the submission

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Name: Mr Shubham Agrawal

Position in the organization: Assistant Manager (Standards, Research and Development)

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

NSQF QUALIFICATION FILE

SUMMARY

1	Qualification Title:	Assistant Project Manager (Interior Design) With Electives: 1. Residence and Kitchen 2. Commercial and Hospital 3. Academic Institution 4. Hospitality 5. Retail Fitout and Exhibition
2	Qualification Code, if any	FFS/Q0205
3	NCO code and occupation	NCO-2015/3432.0100
4	Nature and purpose of the Qualification (Please specify whether Qualification is short term or long term)	<p>Nature of the Qualification: The Qualification is for skilling, upskilling and reskilling programs of varied types like short-term training, Recognition of Prior Learning (RPL), Apprenticeship, Vocational Education in schools & colleges, customized industrial training, etc.</p> <p>Purpose of the Qualification: To create internships, apprenticeships, self and wage employment opportunities, etc. for freshers and as well as existing workforce. Qualification is developed:</p> <ul style="list-style-type: none"> - To skill the unemployed candidates by imparting the short-term skill development training - To allow people from other sectors to learn new skills to deal with changes in the workforce and market - To meet the requirement of the industry to provide entry-level semi-skilled manpower in this Qualification - To recognize the skills of the candidates who are already in this job role
5	Body/bodies which will award the Qualification	Furniture & Fittings Skill Council (FFSC)
6	The body which will accredit providers to offer courses leading to the Qualification	Furniture & Fittings Skill Council (FFSC)
7	Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy)	Yes Attached as supporting file
8	Occupation(s) to which the Qualification gives access	Interior Designing

NSQF QUALIFICATION FILE

9	Job description of the occupation	The Assistant Project Manager plays the role of assisting in conducting business development and client servicing activities of various projects. The person is responsible for defining scope of work, planning of teams and resources, reviewing design docket and manage financial transactions. The individual will perform procurement and vendor management, quality checks, on-site supervisions and client handovers.
10	Licensing requirements	Not applicable
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	Not applicable
12	Level of the Qualification in the NSQF	6
13	Anticipated volume of training/learning required to complete the Qualification	<p>Minimum: 690 Hours 480 hours + 210 hours (with 1 Elective)</p> <p>Maximum: 900 Hours 480 hours + 420 hours (with 2 Electives)</p> <p>Model Curriculum may be referred</p>
14	An indicative list of training tools required to deliver this Qualification	Model Curriculum may be referred (attached as supporting file)
15	Entry requirements and recommendations and minimum age	<p>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</p> <p>Minimum Job entry age 18 years</p>

NSQF QUALIFICATION FILE

16	Progression from the Qualification (Please show Professional and academic progression)	Project Manager (Interior Design)- Level 7 (To be developed) The occupational map is attached as an annexure which shows the professional progression.	
17	Arrangements for the Recognition of Prior Learning (RPL)	Yes	
18	International comparability where known (research evidence to be provided)	Not applicable	
19	Date of a planned review of the Qualification.	3 years post the date of NSQC approval	
20	The formal structure of the Qualification Mandatory components		
	Title of component and identification code/NOSs/ Learning outcomes	Estimated size (learning hours)	Level
1	Bridge Module-1	15	6
2	FFS/N0225: Assist in business development and client servicing for different project categories	105	6
3	FFS/N0226: Assist in defining final scope of work and financial transactions for assigned projects	75	6
4	FFS/N0227: Assist in planning teams and resources for the assigned projects and defining reporting mechanism	75	6
5	FFS/N0228: Assist in review/approval of design dockets, procurement, and vendor management of the assigned projects	90	6
6	FFS/N0229: Assist in supervision of on-site installation, quality control and client handover for assigned projects	75	6
7	FFS/N8204: Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices	15	4
8	FFS/N8206: Undertake entrepreneurship and business development activities	15	4
9	FFS/N8207: Supervise health and safety protocols for project designing at the workplace	15	4
	Sub Total (A)	480	
	Total (A)	480 Hours	

NSQF QUALIFICATION FILE

Elective components			
	Title of component and identification code/NOSs/ Learning outcomes	Estimated size (learning hours)	Level
1	FFS/N0230: Assist in management of assigned interior design projects for Residence and Kitchen projects	210	6
2	FFS/N0231: Assist in management of assigned Commercial and Hospital interior design projects	210	6
3	FFS/N0232: Assist in management of assigned interior design projects for Academic Institutions segment	210	6
4	FFS/N0233: Assist in management of assigned interior design projects under Hospitality segment	210	6
5	FFS/N0234: Assist in management of assigned interior design projects under Retail Fitout and Exhibitions segment	210	6
Sub Total (B)		1050	

Total (A+B)	Minimum with one Elective= 690 hr. (480 + 210 Elective)	
	Maximum with two Electives= 900 hr. (480 + 420 Electives)	

SECTION 1 **ASSESSMENT**

21	Body/Bodies will carry out an assessment: The affiliated Assessment Bodies, Industry Associations, and certified Master Assessors/Assessors can do the assessment.
22	How will the RPL assessment be managed, and who will carry it out? FFSC follows the guidelines of funding agencies for the RPL. Pradhan Mantri Kaushal Vikas Yojna (PMKVY), Ministry of Skill Development & Entrepreneurship and guidelines of Corporations under the Ministry of Social Justice and Empowerment are followed to implement respective RPL programs. The RPL will be based on the parameters and assessment criteria of the FFSC RPL assessment process as mentioned in the approved Qualification. The candidates with prior learning experience will be identified by FFSC/ affiliated Training Partner/ Skill Ambassadors/ or any other authorized body. In addition, the candidates will be identified by door-to-door mobilization/mobilization camps/ print and social media advertisements etc. The mobilized candidates will be counselled and oriented about the NSQF framework. The existing competency will be mapped with the appropriate NSQF level of the concerned job role for the assessment. The significant steps of RPL will be: <ol style="list-style-type: none">1) Cluster mapping and identification of the suitable candidates2) Mobilization, counselling, and pre-screening of the candidates3) Candidate registration and batch creation4) Conduct of RPL training program5) Assessment after the training program by affiliated assessment agencies6) Evaluation of assessment result7) Issuance of the NCVET certificate to the successful candidate FFSC will carry out RPL for both funded and paid RPL programs under various categories according to the requirement. The categories of RPL which can be executed are: <ol style="list-style-type: none">1. RPL Type -1 (in camps/ centres)2. RPL Type-2 (in Employer premise)3. RPL Type-3 (On-demand)4. RPL Type-4 (Best-in-class employers)5. RPL Type-5 (Online RPL)

<p>23</p>	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable, and fair and show that these are in line with the requirements of the NSQF.</p> <p>Empaneled Assessment Agencies will do the assessment. These assessors would be aligned to assess as per the laid down criteria. Only the TOA-certified Assessor is eligible to conduct the assessment.</p> <p>Assessment Agency would conduct assessment only at the training centers of Training Partner or designated testing centers authorized by FFSC.</p> <p>Each National Occupational Standard (NOS) has been assigned weightage. Therein each Performance Criteria in the NOS has been given marks for theory/ practical/ project/viva based on relative importance and criticality of function.</p> <p>This will facilitate the preparation of question bank/paper sets for the Qualification. Each of these paper sets/question banks created by the Assessment Agency will be validated by the industry subject matter experts of FFSC.</p> <p>The following tools are proposed to be used for the final assessment:</p> <p>i. Written Test: This will comprise Multiple-Choice Questions. An online system for this will be preferred.</p> <p>ii. Practical Test: This will comprise a test job/ assignment to be done as per the briefing following appropriate working steps, using necessary tools, equipment, and instruments.</p> <p>Through observation, it will be possible to ascertain the candidate's aptitude, attention to detail, quality consciousness, etc. The Assessor will measure the end product to gauge the level of his skill achievements.</p> <p>iii. Structured Interview/viva: This tool will be used to assess the conceptual understanding and the behavioral aspects regarding the job role and the specific task at hand.</p> <p>iv. Project Test:</p> <p>During the training period, each trainee will be given a project to be developed within a given time frame. The same project will be evaluated on the assessment date by the Assessor.</p> <ul style="list-style-type: none">- For each Qualification, assessment criteria have been developed, which describe the weightage for each NOS/Performance criteria (PC) and assigned marks based on each NOS separately- The question bank will be developed by the subject matter experts to assess the theoretical and practical knowledge.- The affiliated assessment agency will carry out the assessment process on the date proposed after completing the training.
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NSQF QUALIFICATION FILE

- The result of the assessment will be shared by the assessment body to FFSC for review and compliance; after that result will be processed, and certificates will be generated.
- Assessments shall be conducted in the regional languages in case of any specific requirement from the concerned Training Institutions.
- For ensuring the impartial assessment, it will be ensured that the Assessment Agencies are not involved in any type of training delivery with respect to this project.

The detailed guideline and strategy can be referred at:

- Assessment Strategy (derived from Model curriculum)
- Evaluation matrix for Assessment Agencies
- Criteria of empanelment of Assessment Agencies

24. Assessment evidences

Assessment Guidelines and Assessment Weightage

Assessment Guidelines:

1. The Sector Skill Council will create criteria for assessment for each Qualification Pack. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student examination/ training centre based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum aggregate passing percentage of 70% for the QP and a minimum of 70% for each NOS.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level: 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above to successfully clear the Qualification Pack assessment.)

Minimum Passing % at NOS Level: 70

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

NSQF QUALIFICATION FILE

Assessment Criteria:

FFS/N0225: Assist in business development and client servicing for different project categories

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assist in business development activities	10	26	10	2
PC1. assist in preparing business development and marketing strategies	3	7	2	1
PC2. assist in preparation and revision of company profile and product/service catalogues	2	5	2	0
PC3. assist in planning and execution of promotional activities and events	2	5	2	0
PC4. assist in preparation and maintenance of records of the pipeline of prospective clients	1	4	2	0
PC5. Follow up with the prospective clients for generation of new business opportunities	2	5	2	1
Assist in client servicing and related activities	10	29	10	3
PC6. arrange virtual/physical meetings with the prospective clients	2	6	2	0
PC7. assist in analyzing the first-hand information shared by the client like project details, drawings, layouts, design docketts, preferences, etc.	2	7	2	1
PC8. assist in preparing for client meetings and making intro presentations	2	7	2	1
PC9. ensure taking meeting notes about client inputs and project requirements, and proper record-keeping in assigned formats like Minutes of the Meeting, Project File, etc.	2	5	2	1
PC10. build and maintain rapport and healthy professional relationship with the clients, client POCs, other agencies	2	4	2	0
NOS Total	20	55	20	5

NSQF QUALIFICATION FILE

FFS/N0226: Assist in defining final scope of work and financial transactions for assigned projects

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assist in defining scope of work as per first-hand information from the client and site survey/recce	11	26	11	3
PC1. assist in identifying project type, preferences in design, material, style, furniture, utilities, services quality standards etc.	2	4	2	1
PC2. analyze the need and scope of site survey/recce based on the first-hand information and client intro meeting	1	2	1	0
PC3. plan and organize the site survey/recce in coordination with client POCs and internal Interior Design/Installation teams	2	4	2	0
PC4. assist in performing site survey with the client and concerned teams, and monitoring the recce activities	2	6	2	1
PC5. supervise the preparation and timely submission of the recce reports including the site pictures and measurements details	2	4	1	0
PC6. assist in defining final scope of work and resources required for the same	2	6	3	1
Assist in preparing estimates, quotations and negotiations	14	24	9	2
PC7. coordinate with different teams like design team, accounts team, vendors for preparing estimate and related documents	2	4	2	0
PC8. assist in preparing the project proposal factoring the client budget, and the timelines for the project execution	4	6	2	0
PC9. facilitate negotiations, approvals, project closure formalities like agreement preparation, contract sign off, etc.	2	6	2	1
PC10. assist in gauging impact of proposed changes/deviation during execution on project timelines & budget	2	2	1	0

NSQF QUALIFICATION FILE

PC11. facilitate approval of additional scope of work and respective quotation from the client	2	2	1	0
PC12. assist in financial transactions, payment coordination, record-keeping and updates	2	4	1	1
NOS Total	25	50	20	5

FFS/N0227: Assist in planning teams and resources for the assigned projects and defining reporting mechanism

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assist in planning resources as per finalized scope of work for the project	10	20	8	2
PC1. assist in preparing estimates of raw material and products required for the project/s, like Tiles/ Marbles, Wallpapers, Paints, Glass, Light, POP, Sanitary, Fabric, Rugs, Curtains	3	6	2	0
PC2. study in-house material library and conduct market research/visits to keep vendor options updated	2	4	2	1
PC3. assist in raising tenders, inviting quotations and delivery timelines, terms and conditions from various vendors	3	6	2	0
PC4. participate in the review process and share inputs/suggestions for shortlisting right vendor partners	2	4	2	1
Assist in organizing teams and define supervision and reporting mechanism for various projects	7	14	6	1
PC5. assist in estimating nature/types of teams required as per finalized scope of work	3	6	2	0
PC6. define tasks of each team along with timelines, ownership, Gantt charts, estimates, etc.	2	4	2	1
PC7. define task updates and feedback mechanism for regular periodic updates	2	4	2	0

NSQF QUALIFICATION FILE

Assist in preparing reporting mechanism for various projects	8	16	6	2
PC8. devise a work monitoring system for the project, highlighting key milestones for review	3	6	2	0
PC9. plan regular on-site inspections in line with key milestones and process to factor changes	2	4	2	1
PC10. assist in defining client visits/inspection protocols and feedback mechanism	3	6	2	1
NOS Total	25	50	20	5

FFS/N0228: Assist in review/approval of design docket, procurement, and vendor management of the assigned projects

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assist in review and approval of design concepts/plans	10	35	15	3
PC1. assist in allocation of project work to concerned teams as per timelines	2	5	3	0
PC2. monitor the process of design docket development for assigned projects	2	5	3	1
PC3. review and approve the concepts, drawings, mood boards, 3D renders, miniatures, etc. prepared by the teams on parameters of scope, budget and delivery timelines	2	10	3	1
PC4. ensure supervisor and client feedbacks are shared with the team and incorporated	2	5	3	1
PC5. ensure necessary approvals on all the design, drawings, materials, finishes etc. for execution purposes	2	10	3	0
Assist in procurement of the raw material/products and vendor management for assigned projects	10	20	5	2

NSQF QUALIFICATION FILE

PC6. assist in comparison of the quotations as per final scope of work and negotiation with the shortlisted vendor partners	2	4	1	1
PC7. assist in defining the terms of payment and delivery timeline before approval of the purchase orders	2	4	1	0
PC8. conduct interim and final quality checks before final dispatch or delivery, as per the nature of the raw material/products ordered	2	4	1	1
PC9. ensure proper record keeping and managing queries/grievances related to procurement process	2	4	1	0
PC10. assist in approval of invoices and release of payment to the vendor partners	2	4	1	0
NOS Total	20	55	20	5

FFS/N0229: Assist in supervision of onsite installation, quality control and client handover for assigned projects

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assist in allocation and supervision of assigned tasks for various projects	12	28	10	3
PC1. assign appropriate team & delegate respective tasks with delivery timelines	2	8	2	1
PC2. ensure the required raw material and interior products are delivered timely as per plan	2	4	2	0
PC3. coordinate between various agencies, sub-contractors, client POCs, and approval authorities to ensure timely completion of inter-connected or dependent tasks	2	4	2	1
PC4. develop and maintain documentation formats for record keeping of the projects	2	4	2	0

NSQF QUALIFICATION FILE

PC5. assist in handling team's feedback, queries, grievances and resolving any issues/conflicts which may hinder the work	2	4	1	1
PC6. ensure requisite team training on material usage, effective and efficient task management, etc.	2	4	1	0
Assist in conducting quality check, reporting and final handover of the assigned projects	10	25	10	2
PC7. assist in conducting periodic intrinsic and external quality checks of the projects	2	8	2	1
PC8. ensure deviations and client feedback is factored and necessary action is taken	2	4	2	0
PC9. assist in compliance with the statutory and regulatory requirements related to the worksite	2	0	2	1
PC10. assist in ensuring on timely completion of each stage and work updates	2	5	2	0
PC11. ensure review and timely submission of the completion report and client handover	2	8	2	0
NOS Total	22	53	20	5

FFS/N8204: Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Interaction with supervisors	1	5	12	0
PC1. seek assistance and clarifications from supervisor or any such appropriate authority as and when required	0	1	2	0
PC2. interpret instructions clearly from superiors and respond effectively on the same	0	1	2	0
PC3. engage in decision making by providing relevant facts and figures	0	1	2	0
PC4. achieve productivity and quality of work as per the company procedure	1	0	2	0

NSQF QUALIFICATION FILE

PC5. follow escalation matrix in case of any grievance and report any unresolved problem to the supervisor immediately	0	1	2	0
PC6. document the completed work schedule in the desired format and handover to the supervisor	0	1	2	0
Communicate effectively with co-workers	2	7	14	2
PC7. coordinate and cooperate with colleagues to achieve work objectives	1	1	2	0
PC8. communicate to team members/subordinates for appropriate work technique and method	0	1	2	0
PC9. communicate with co-workers clearly, concisely, and at a pace and in a manner that helps them to understand	0	1	2	1
PC10. maintain the etiquette, use polite language, demonstrate responsible and disciplined behaviors to the colleagues	1	1	2	1
PC11. pass on essential information to colleagues in line with organizational requirements	1	1	2	0
PC12. take the necessary initiatives to resolve the issues while working in team	0	1	2	0
PC13. prioritize team and organization goals above personal goals	0	1	2	0
Follow gender and PwD sensitive practices at the worksite	10	13	26	8
PC14. ensure a conducive environment for all the genders at the worksite	1	1	2	0
PC15. ensure gender neutral practices are followed at the worksite	1	1	2	1
PC16. communicate with everyone without any personal bias based on gender, disability, caste, religion, color, sexual orientation, and culture	0	1	2	0
PC17. ensure equal participation of the people across different genders in the process	1	1	2	1

NSQF QUALIFICATION FILE

PC18. treat women equally across both the horizontal as well as vertical segregation of roles in the workplace	1	1	2	0
PC19. report incidents of any harassment and discrimination to the appropriate authority	1	1	2	1
PC20. practice appropriate verbal and non-verbal communication while interaction with persons with disability (PwD)	0	1	2	1
PC21. adapt communication styles and behavior that are in line with the organization's policies for people with disabilities	1	1	2	0
PC22. assist colleagues with disability in a manner without causing any damage to their self-respect	0	1	2	0
PC23. encourage appropriate behavior and conduct with people across genders and PwD	1	1	2	1
PC24. identify relevant medical and infra support requirements for PwD.	1	1	2	1
PC25. ensure to adhere with the guidelines laid in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act	1	1	2	1
PC26. the right way to use the laws, acts, and provisions defined for PwD by the statutory bodies	1	1	2	1
NOS Total	13	25	52	10

FFS/N8206: Undertake entrepreneurship and business development activities

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Understand entrepreneurial and business development activities	10	14	32	0
PC1. identify the target customers and assess their needs and expectations concerning the quality and price of the products/ services	0	2	4	0
PC2. identify various types of furniture entrepreneurship/ business opportunities	2	2	4	0

NSQF QUALIFICATION FILE

PC3. ensure compliance with the government structural reforms and framework along with the applicable rules and regulations while setting up the enterprise/ business	2	2	4	0
PC4. undertake competition analysis to assess the market condition of a products/ services	2	0	4	0
PC5. conduct a risk assessment and identify opportunities for scaling up the business	2	2	4	0
PC6. develop a resource plan for the business and estimate costs for the same	0	2	4	0
PC7. identify avenues for relevant skills and knowledge development for oneself in preparation for entrepreneurial activity	2	2	4	0
PC8. identify personnel who can assist in supporting business development, by providing guidance and feedback	0	2	4	0
Understand digital aspects of a business	6	2	12	0
PC9. identify and select the suitable digital technologies for project implementation and promotions	2	0	4	0
PC10. analyze the different e-commerce opportunities available for product/service promotions	2	0	4	0
PC11. ensure effective utilization of social media platforms for promotions and marketing of the product/service	2	2	4	0
Understand the financial aspects of a business	4	4	16	0
PC12. implement processes that help in minimizing costs and maximizing profits	2	0	4	0
PC13. set a pricing strategy for the product/service based on the value of the product and modify pricing as and when required	2	0	4	0
PC14. prepare a basic business plan for the furniture entrepreneurship/ business activities	0	2	4	0
PC15. identify appropriate sources of funding for the furniture entrepreneurship/ business activities	0	2	4	0
NOS Total	20	20	60	0

NSQF QUALIFICATION FILE

FFS/N8207: Supervise health and safety protocols for project designing at the workplace

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Manage health and safety protocols at the workplace	5	26	16	0
PC1. comply with health and personal hygiene-related protocols	1	3	2	0
PC2. coordinate with other designers to identify possible hazards within project designing during construction and subsequent maintenance	0	4	2	0
PC3. analyze the existing health and safety plan or safety line	0	4	2	0
PC4. identify and report poor organizational practices concerning hygiene, food handling, cleaning	1	3	2	0
PC5. use appropriate personal protective equipment compatible with the work and compliant with relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, safety footwear, etc.	1	3	2	0
PC6. plan, manage, and monitor the health and safety in the execution phase concerning designing	1	3	2	0
PC7. wear clean clothes as per the dress code of the worksite	0	3	2	0
PC8. wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	1	3	2	0
Precautionary measures to deal with emergencies	4	20	6	0
PC9. use emergency equipment in accordance with manufacturers' specifications as per requirement	0	4	1	0
PC10. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	1	4	1	0

NSQF QUALIFICATION FILE

PC11. respond promptly and appropriately to an accident situation or medical emergency	0	3	1	0
PC12. undertake first aid activities in case of an accident, if required and asked to do so	1	3	1	0
PC13. communicate necessary control measures to concerned team members	1	3	1	0
PC14. ensure that safety instructions applicable to the work place are being followed	1	3	1	0
Ensure material conservation and optimization of resources	3	15	5	0
PC15. plan out the process in project designing to ensure optimal material utilization	1	3	1	0
PC16. collect information on the pattern of electricity and fuel consumption	0	3	1	0
PC17. identify possibilities of using renewable energy and environment-friendly fuels in project designs	1	3	1	0
PC18. plan the implementation of energy-efficient systems in a phased manner	0	3	1	0
PC19. plan and utilize the reusable materials and wastage in the designing process	1	3	1	0
NOS Total	12	61	27	0

FFS/N0230: Assist in management of assigned interior design projects for Residence and Kitchen

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assist in business development and client servicing for Residence and Kitchen projects	3	5	9	0
PC1. Assist in business development activities	2	3	5	0
PC2. Assist in client servicing and related activities	1	2	4	0

NSQF QUALIFICATION FILE

Assist in defining final scope of work and financial transactions for assigned Residence and Kitchen projects	3	6	10	0
PC3. Assist in defining scope of work as per first-hand information from the client and site survey/recce	2	3	5	0
PC4. Assist in preparing estimates, quotations and negotiations	1	3	5	0
Assist in planning teams and resources, and defining reporting mechanisms for the assigned Residence and Kitchen projects	3	8	11	0
PC5. Assist in planning resources as per finalized scope of work for the project	1	4	5	0
PC6. Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	0
PC7. Assist in preparing reporting mechanism for various projects	1	2	3	0
Assist in approval of design docket, procurement, and vendor management of the assigned Residence and Kitchen projects	3	8	10	0
PC8. Assist in review and approval of design concepts/plans	2	4	5	0
PC9. Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	0
Assist in supervision of onsite installation, quality control and client handover for assigned Residence and Kitchen projects	3	8	10	0
PC10. Assist in allocation and supervision of assigned tasks for various projects	1	4	5	0
PC11. Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	0
NOS Total	15	35	50	0

NSQF QUALIFICATION FILE

FFS/0231: Assist in management of assigned Commercial and Hospital interior design projects

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assist in business development and client servicing for Commercial projects	3	5	9	0
PC1. Assist in business development activities	2	3	5	0
PC2. Assist in client servicing and related activities	1	2	4	0
Assist in defining final scope of work and financial transactions for assigned Commercial projects	3	6	10	0
PC3. Assist in defining scope of work as per first-hand information from the client and site survey/recce	2	3	5	0
PC4. Assist in preparing estimates, quotations and negotiations	1	3	5	0
Assist in planning teams and resources, and defining reporting mechanisms for the assigned Commercial projects	3	8	11	0
PC5. Assist in planning resources as per finalized scope of work for the project	1	4	5	0
PC6. Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	0
PC7. Assist in preparing reporting mechanism for various projects	1	2	3	0
Assist in approval of design docket, procurement, and vendor management of the assigned Commercial projects	3	8	10	0
PC8. Assist in review and approval of design concepts/plans	2	4	5	0
PC9. Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	0

NSQF QUALIFICATION FILE

Assist in supervision of onsite installation, quality control and client handover for assigned Commercial projects	3	8	10	0
PC10. Assist in allocation and supervision of assigned tasks for various projects	1	4	5	0
PC11. Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	0
NOS Total	15	35	50	0

FFS/0232: Assist in management of assigned interior design projects for Academic Institutions segment

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assist in business development and client servicing for Academic Institution projects	3	5	9	0
PC1. Assist in business development activities	2	3	5	0
PC2. Assist in client servicing and related activities	1	2	4	0
Assist in defining final scope of work and financial transactions for assigned Academic Institution projects	3	6	10	0
PC3. Assist in defining scope of work as per first-hand information from the client and site survey/recce	2	3	5	0
PC4. Assist in preparing estimates, quotations and negotiations	1	3	5	0
Assist in planning teams and resources, and defining reporting mechanisms for the assigned Academic Institution projects	3	8	11	0
PC5. Assist in planning resources as per finalized scope of work for the project	1	4	5	0
PC6. Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	0

NSQF QUALIFICATION FILE

PC7. Assist in preparing reporting mechanism for various projects	1	2	3	0
Assist in approval of design docket, procurement, and vendor management of the assigned Academic Institution projects	3	8	10	0
PC8. Assist in review and approval of design concepts/plans	2	4	5	0
PC9. Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	0
Assist in supervision of onsite installation, quality control and client handover for assigned Academic Institution projects	3	8	10	0
PC10. Assist in allocation and supervision of assigned tasks for various projects	1	4	5	0
PC11. Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	0
NOS Total	15	35	50	0

FFSN0233: Assist in management of assigned interior design projects under Hospitality segment

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assist in business development and client servicing for hospitality projects	3	5	9	0
PC1. Assist in business development activities	2	3	5	0
PC2. Assist in client servicing and related activities	1	2	4	0
Assist in defining final scope of work and financial transactions for assigned hospitality projects	3	6	10	0
PC3. Assist in defining scope of work as per first-hand information from the client and site survey/recce	2	3	5	0

NSQF QUALIFICATION FILE

PC4. Assist in preparing estimates, quotations and negotiations	1	3	5	0
Assist in planning teams and resources, and defining reporting mechanisms for the assigned hospitality projects	3	8	11	0
PC5. Assist in planning resources as per finalized scope of work for the project	1	4	5	0
PC6. Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	0
PC7. Assist in preparing reporting mechanism for various projects	1	2	3	0
Assist in approval of design docket, procurement, and vendor management of the assigned hospitality projects	3	8	10	0
PC8. Assist in review and approval of design concepts/plans	2	4	5	0
PC9. Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	0
Assist in supervision of onsite installation, quality control and client handover for assigned hospitality projects	3	8	10	0
PC10. Assist in allocation and supervision of assigned tasks for various projects	1	4	5	0
PC11. Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	0
NOS Total	15	35	50	0

NSQF QUALIFICATION FILE

FFS/N0234: Assist in management of assigned interior design projects under Retail Fitout and Exhibitions segment

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Assist in business development and client servicing for Retail Fit out and Exhibitions projects	3	5	9	0
PC1. Assist in business development activities	2	3	5	0
PC2. Assist in client servicing and related activities	1	2	4	0
Assist in defining final scope of work and financial transactions for assigned Retail Fit out and Exhibitions projects	3	6	10	0
PC3. Assist in defining scope of work as per first-hand information from the client and site survey/recce	2	3	5	0
PC4. Assist in preparing estimates, quotations and negotiations	1	3	5	0
Assist in planning teams and resources, and defining reporting mechanisms for the assigned Retail Fit out and Exhibitions projects	3	8	11	0
PC5. Assist in planning resources as per finalized scope of work for the project	1	4	5	0
PC6. Assist in organizing teams and define supervision and reporting mechanism for various projects	1	2	3	0
PC7. Assist in preparing reporting mechanism for various projects	1	2	3	0
Assist in approval of design docket, procurement, and vendor management of the assigned Retail Fit out and Exhibitions projects	3	8	10	0
PC8. Assist in review and approval of design concepts/plans	2	4	5	0
PC9. Assist in procurement of the raw material/products and vendor management for assigned projects	1	4	5	0

NSQF QUALIFICATION FILE

Assist in supervision of onsite installation, quality control and client handover for assigned Retail Fit out and Exhibitions	3	8	10	0
PC10. Assist in allocation and supervision of assigned tasks for various projects	1	4	5	0
PC11. Assist in conducting quality check, reporting and final handover of the assigned projects	2	4	5	0
NOS Total	15	35	50	0

NSQF QUALIFICATION FILE

Assessment Weightage:

Compulsory NOS:

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0225- Assist in business development and client servicing for different project categories	20	55	20	5	100	15
FFS/N0226- Assist in defining final scope of work and financial transactions for assigned projects	25	50	20	5	100	10
FFS/N0227- Assist in planning teams and resources for the assigned projects and defining reporting mechanism	25	50	20	5	100	10
FFS/N0228- Assist in review/approval of design docket, procurement, and vendor management of the assigned projects	20	55	20	5	100	15
FFS/N0229- Assist in supervision of onsite installation, quality control and client handover for assigned projects	22	53	20	5	100	10
FFS/N8204- Work effectively with the supervisors and co-workers involving gender and PwD sensitive practices	13	25	52	10	100	5

NSQF QUALIFICATION FILE

FFS/N8206- Undertake entrepreneurship and business development activities	20	20	60	-	100	5
FFS/N8207- Supervise health and safety protocols for project designing at the workplace	12	61	27	0	100	5
Total	157	369	239	35	800	75

Elective: 1 Residence & Kitchen

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0230- Assist in management of assigned interior design projects for Residence and Kitchen	15	35	50	0	100	25
Total	15	35	50	0	100	25

Elective: 2 Commercial

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0231- Assist in management of assigned Commercial and Hospital interior design projects	15	35	50	0	100	25
Total	15	35	50	0	100	25

NSQF QUALIFICATION FILE

Elective: 3 Academic Institution

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0232- Assist in management of assigned interior design projects for Academic Institutions segment	15	35	50	0	100	25
Total	15	35	50	0	100	25

Elective: 4 Hospitality

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0233- Assist in management of assigned interior design projects under Hospitality segment	15	35	50	0	100	25
Total	15	35	50	0	100	25

Elective: 5 Retail Fitout and Exhibitions

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0234- Assist in management of assigned interior design projects under Retail Fitout and Exhibitions segment	15	35	50	0	100	25
Total	15	35	50	0	100	25

NSQF QUALIFICATION FILE

SECTION 2

25. EVIDENCE OF LEVEL

OPTION B

Title/Name of qualification/component: Assistant Project Manager (Interior Design) Level: 6		
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors
<p>Process</p> <p>NSQF Level Descriptor: Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and non-standard practices.</p>	<p>Following are the process wise key requirements of the job role:</p> <ul style="list-style-type: none"> - Assist in performing business development and client servicing activities. - Analyse the customer requirements and define the scope of the project. - Perform project planning and work estimate calculations. - Ensure client approval and required sign offs at every stage and intimate client in case of changes. - Supervise design solutions, material selection and AFC drawings approvals. - Perform procurement management and vendor management. - Assist in on site installation. - Conduct site inspects and quality checks. 	<p>As mentioned in the key requirements, the person carries out the different tasks in a familiar, routine and situation with a clear choice.</p> <p>The job requirements match with the NSQF level 6 descriptor. Hence the level is pegged at 6.</p>
<p>Professional knowledge</p> <p>NSQF Level Descriptor: Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard</p>	<p>Following are the few professional knowledge requirements of the job role:</p> <ul style="list-style-type: none"> - Pre-requisites for the recce - Techniques and strategies of business development, client interaction site recce. - Tools and methodology for project planning and scheduling. - Market knowledge of material costs. - Basics of project cost estimation. 	<p>According to the key requirements, the person the person should have knowledge about basic facts, and knowledge required for the job role.</p> <p>The job requirements match with the NSQF level 6 descriptor. Hence, the level is kept as 6.</p>

NSQF QUALIFICATION FILE

Title/Name of qualification/component: Assistant Project Manager (Interior Design) Level: 6		
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors
and non-standard practices.	<ul style="list-style-type: none"> - Basics of drawing details and specifications. - Health, safety norms at workplace. - Waste disposal procedures and guidelines. - Standard process and principle of various operations of the worksite. 	
<p>Professional skill</p> <p>NSQF Level Descriptor: Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and non-standard practices.</p>	<p>Following are the few professional skills required for the job role</p> <ul style="list-style-type: none"> - Perform client deliberations involving business development activities. - Defining final scope of work. - Prepare project cost estimates, quotations. - Review and approve the concepts, drawings, mood boards, 3D renders, miniatures, etc. - Ensure the execution of various stages involved in project from client interaction to the handover. - Identification of the details received from the client. - Perform Project planning. - Working at the workplace as per the guideline. 	<p>The person demonstrates his/ her practical skills, which are routine and repetitive in a narrow range of applications.</p> <p>The job requirements match with the NSQF level 6 descriptor. Therefore, the level is pegged at 6.</p>
<p>Core skill</p> <p>NSQF Level Descriptor: Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity</p>	<p>The job role demands that the person should be able to understand and possess the skills such as:</p> <ul style="list-style-type: none"> - Read and understand the measurements. - Understands project instructions and standard operating procedures. - Understand advance principles of measurement, geometry, and arithmetic and algebraic calculation. 	<p>The person understands the arithmetic and algebraic principle, understanding of social and natural environments. He/she is able to communicate by writing and speaking.</p> <p>The job requirements match with the NSQF level 6 descriptor. Therefore, the level is kept as 6.</p>

NSQF QUALIFICATION FILE

Title/Name of qualification/component: Assistant Project Manager (Interior Design) Level: 6		
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors
involving standard and non-standard practices.	<ul style="list-style-type: none"> - Read and understand company policy documents; information displayed at the worksite. - Communicate with team members and supervisor. - Identify risks that affect the health, safety, and environment for self and others while working in the vicinity. 	
<p>Responsibility</p> <p>NSQF Level Descriptor: Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and non-standard practices.</p>	<p>Few of the key responsibilities:</p> <ul style="list-style-type: none"> - Arrange client meetings. - Understand the project scope and interpret the details received. - Organize and conduct site recce. - Prepare project plan and delegate the tasks accordingly. - Ensure design approvals and changes gets incorporated. - Ensure material selection is as per budget and timeline. - Conduct procurement and vendor management. - Coordinate with multiple agencies and contractors. - Supervise on-site execution. - Regular monitoring of work done and update the client. - Perform quality check and take client handovers. 	<p>The person has responsibility for his/her own work and learning.</p> <p>The job requirements match with the NSQF level 6 descriptor. Hence the level is kept at 6.</p>

NSQF QUALIFICATION FILE

SECTION 3

EVIDENCE OF NEED

26	What evidence is there that the Qualification is needed? What is the estimated uptake of this Qualification and what is the basis of this estimate?	
	Basis	In the case of SSC
Need of the Qualification	<p>FFSC follows an intensive, detailed process for Qualification development, which requires industry involvement at each level. FFSC has an Industry-led Sub-Committee, called the “FFSC’s Board of Standards (BoS),” dedicated to the development of Qualifications. BoS is formed with the support of the elected members of the Governing Council and Honorary Members from the Academic Institutions. Further, FFSC has a “National Occupational Standards (NOS) Group” comprising of Subject Matter Experts of various domains who work on developing Qualifications specific to sub-sector and occupations.</p> <p>FFSC also involves a minimum of 30+ industry stakeholders for the development of the Qualifications.</p> <p>In addition, the skill requirement study conducted by Boston Consulting Group (BCG) in 2020 has indicated the furniture industry is growing and is expected to grow at 7-8% and 13-18% CAGR, respectively, for Home and Office Furniture. The furniture market is majorly dominated by the unorganized sector. The sector is witnessing strong growth due to increased construction activities in metro cities and tier-II cities, changing lifestyles, increasing disposable income, along changing consumer aspirations.</p> <p>FFSC also conducted a skill gap study to understand the need for the Qualification. According to the Skill Gap Report:</p> <ul style="list-style-type: none"> • Manpower during 2016-17: 3,12,202 • Estimated for 2022: 6,16,231 • Estimated for 2025: 8,65,760 • Gap during 2022: 3,05,029 • Gap during 2025: 5,53,558 <p>Skill Gap Studies are attached as Annexure.</p>	
Industry Relevance	<p>FFSC has taken validations of the job roles from 30+ industry bodies The Qualification has been developed based on relevance and inputs of the industry.</p> <p>The details of industry validation, attached as supporting documents.</p>	

NSQF QUALIFICATION FILE

	Usage of the Qualification	The usage of the Qualification will be found in both organized and unorganized sub-sectors of the furniture industry. It will be used for reskilling, fresh skilling, upskilling training in schools, colleges, in-house training purposes, and basic apprenticeship programs etc.
	Estimated uptake	<p>FFSC has conducted research, analysis, and assessment of skill gaps in the furniture industry. Therefore, the estimation of the requirement of manpower has to be done based on the findings of the skill gap study and secondary research.</p> <ul style="list-style-type: none"> • Manpower during 2016-17: 3,12,202 • Estimated uptake for 2022: 6,16,231 • Estimated uptake for 2025: 8,65,760
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidence</p> <p>FFSC has approached the concerned Line Ministry for the alignment and recommendations.</p>	
28	<p>What steps were taken to ensure that the Qualification (s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>Interior Design and Installation is one of the sub-sectors of FFSC. Earlier FFSC has already developed NSQC approved Qualifications namely Assistant Draughtsperson (Interior Design- Level 2) and Draughtsperson (Interior Design- Level 3) which were approved in 15th NSQC Meeting. These Qualifications leads to the progression of Interior Designer job roles.</p> <p>Currently, FFSC is working on developing new Qualifications of Levels- 4, 5, 6 for the sector.</p> <p>FFSC has checked this Qualification of Assistant Project Manager (Interior Design)- Level 6 for any duplication across the sectors. Given that Qualification is a niche to the Furniture sector, there is no duplication or pre-existing similar qualifications available in other sectors. No existing course was found with the same content and duration in National Qualification Registrar as well.</p> <p>This Qualification was developed keeping in mind the industry requirements after consultation with the stakeholders.</p>	

NSQF QUALIFICATION FILE

29 What arrangements are in place to monitor and review the Qualification (s)? What data will be used, and at what point will the Qualification (s) be revised or updated? Specify the review process here

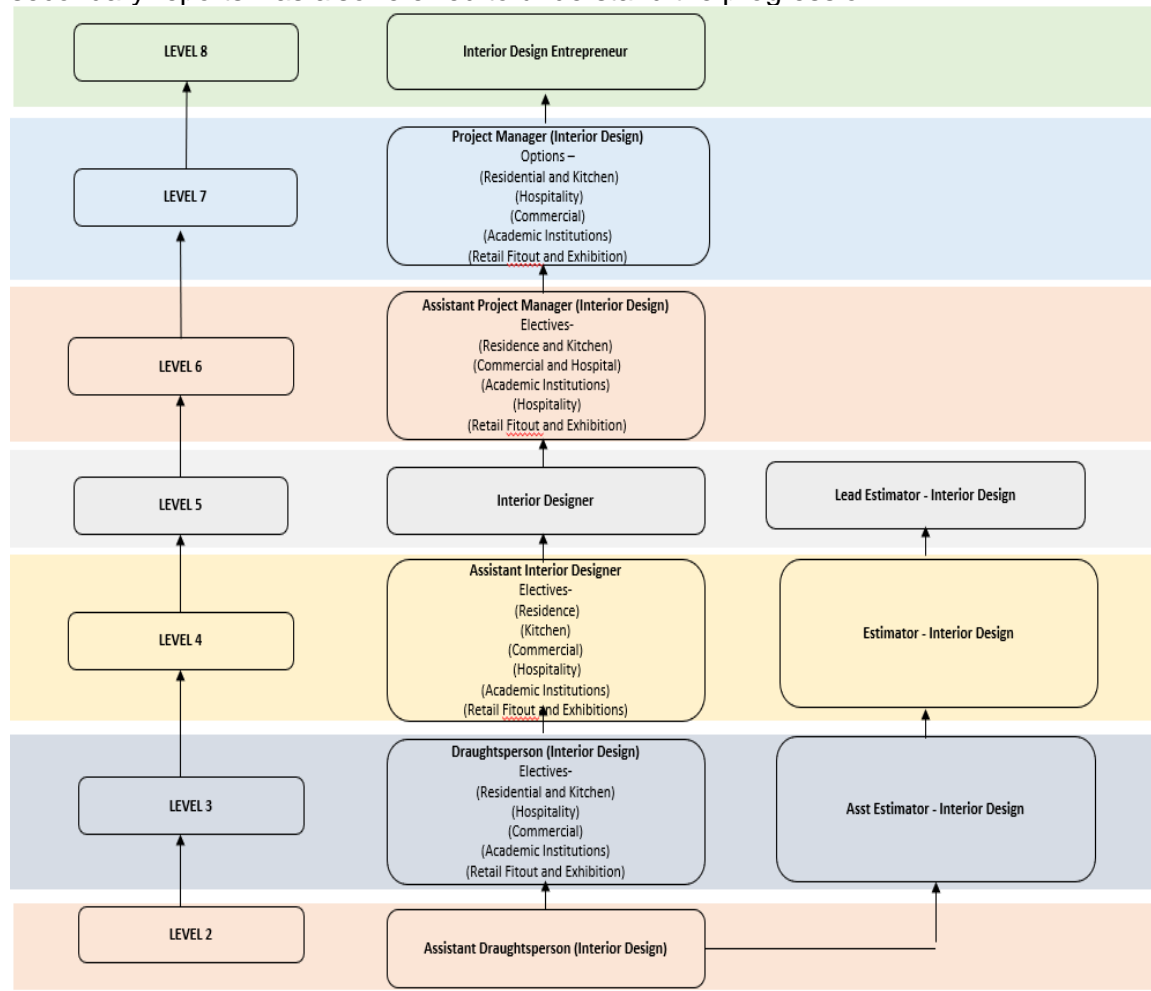
The qualification packs will be reviewed and checked for relevance as per industry standards after 3 years.

Any institution/ individual can send feedback, which will be considered during the next review cycle. In addition, communication will be sent for feedback to all the major stakeholders before reviewing the qualifications. The Qualification will also be uploaded to the website of FFSC for feedback and suggestions for the review process.

SECTION 4 EVIDENCE OF PROGRESSION

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

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



Assistant Project Manager (Interior Design)

NSQF QUALIFICATION FILE

Occupational Map

Sub-sectors		Interior Design & Installation	
Occupations		Interior Designing	
Occupation #		2	
Level 10	Leadership		
Level 9	Sr Mgmt	GM, Interior Design	
Level 8	Mid Mgmt	Interior Design Entrepreneur	
Level 7	Mid Mgmt	Project Manager (Interior Design) Options - (Residential and Kitchen) (Hospitality) (Commercial) (Academic Institutions) (Retail Fitout and Exhibition)	
Level 6	Jr Mgmt	Assistant Project Manager (Interior Design) Electives- (Residence and Kitchen) (Commercial and Hospital) (Academic Institutions) (Hospitality) (Retail Fitout and Exhibition)	
Level 5	Jr Mgmt	Interior Designer	Lead Estimator - Interior Design
Level 4	Entry	Assistant Interior Designer Electives- (Residence) (Kitchen) (Commercial) (Hospitality) (Academic Institutions) (Retail Fitout and Exhibitions)	Estimator - Interior Design
Level 3	Entry	Draughtsperson (Interior Design) Electives- (Residential and Kitchen) (Hospitality) (Commercial) (Academic Institutions) (Retail Fitout and Exhibition)	Asst Estimator - Interior Design
Level 2	Entry	Assistant Draughtsperson (Interior Design)	
Level 1	Entry		

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