



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



Model Curriculum

QP Name: Assistant Carpenter

QP Code: FFS/Q2201

QP Version: 2.0

NSQF Level: 3

Model Curriculum Version: 2.0

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.....	2
Program Overview	3
Training Outcomes.....	3
Compulsory Modules.....	3
Module Details.....	6
Module 1: Introduction to the Interiors, Furniture, and Allied Industry	6
Module 2: Introduction to the role of an Assistant Carpenter	7
Module 3: Introduction to the organizational skills.....	8
Module 4: Introduction to raw materials, advanced architectural hardware and fittings, advanced tools, equipment, and machines	9
Module 5: Recce of the worksite	10
Module 6: Material management	11
Module 7: Worksite preparation, fabrication, and installation.....	12
Module 8: Understanding drawings and resource management.....	13
Module 9: Joinery and fabrication of the parts of the products	14
Module 10: Assembling the various components of the product.....	15
Module 11: Finishing the surface of the product	16
Module 12: Installation of the product and its handover.....	17
Module 13: Health and safety practices at the worksite.....	18
Module 14: Greening practices at the worksite	19
Module 15: Interpersonal skills	20
Module 16: Gender and PwD sensitive practices	21
Module 17: Employability Skills.....	22
Module 18: Introduction to World Skills Competition and Test Project	24
Annexure.....	25
Trainer Requirements	25
Assessor Requirements.....	27
Assessment Strategy.....	29
References	31
Glossary.....	31
Acronyms and Abbreviations.....	32

Training Parameters

Sector	Furniture and Fittings
Sub-Sector	Furniture Sales, Installation, and After Sales
Occupation	Furniture Installation
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7115.0300
Minimum Educational Qualification and Experience	8 th Class pass with 1 Year of relevant experience Or 10 th Class pass and pursuing continuous regular schooling Or Certificate-NSQF (Level 2 – General Assistant -Furniture and Fittings Installation) with 1 Year of relevant experience
Prerequisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed on	17-11-2022
Next Review Date	01-10-2024
NSQC Approval Date	30-09-2021
Q.P. Version	2.0
Model Curriculum Creation Date	17-11-2022
Model Curriculum Valid Up to Date	01-10-2024
Model Curriculum Version	2.0
Minimum Duration of the Course	420
Maximum Duration of the Course	420

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 process of conducting a recce of the worksite.
- Explain the basics of material management in Furniture and Fittings Installation.
- Describe various steps involved in the planning and fabrication of products.
- Demonstrate the selection of different resources, tools, and materials.
- Explain and understand the process of joinery and fabrication of products.
- Explain the process of assembling the various components of the product.
- Explain and demonstrate the process of installation of the product and its handover.
- Maintain safety, health, and hygiene at the worksite.
- Optimize resources, work efficiently and adhere to safety standards.
- Follow standards of etiquette and hospitable conduct.
- Interact effectively with others while being sensitive to gender and persons with disabilities.
- Communicate effectively with superiors, colleagues, and customers to achieve a smooth workflow.
- Discuss various aspects of employability skills and employ such practices towards personal and organizational growth.

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)	16:00	14:00	00:00	00:00	30:00
Module 1: Introduction to the Interiors, Furniture, and Allied Industry	04:00	00:00	00:00	00:00	04:00
Module 2: Introduction to the role of an Assistant Carpenter	04:00	00:00	00:00	00:00	04:00
Module 3: Introduction to the organizational skills	04:00	04:00	00:00	00:00	08:00
Module 4: Introduction to raw materials, advanced architectural hardware, and fittings, advanced tools, equipment, and machines	04:00	10:00	00:00	00:00	14:00



FFS/N2206 – Prepare the worksite for on-site operations NOS Version No. 2 NSQF Level- 3	19:00	56:00	00:00	00:00	75:00
Module 5: Recce of the worksite	07:00	16:00	00:00	00:00	23:00
Module 6: Material management	04:00	16:00	00:00	00:00	20:00
Module 7: Worksite preparation, fabrication, and installation	08:00	24:00	00:00	00:00	32:00
FFS/N2207 – Assist in the fabrication of the products at the worksite NOS Version No. 2 NSQF Level- 3	21:00	54:00	00:00	00:00	75:00
Module 8: Understanding drawings and resource management	13:00	18:00	00:00	00:00	31:00
Module 9: Joinery and fabrication of the parts of the products	08:00	36:00	00:00	00:00	44:00
FFS/N2208 – Assist in the assembly, finishing, and installation of the products at the worksite NOS Version No. 2 NSQF Level- 3	20:00	70:00	00:00	00:00	90:00
Module 10: Assembling the various components of the product	08:00	28:00	00:00	00:00	36:00
Module 11: Finishing the surface of the product	04:00	14:00	00:00	00:00	18:00
Module 12: Installation of the product and its handover	08:00	28:00	00:00	00:00	36:00
FFS/N8201 – Follow health, safety, and greening practices at the worksite NOS Version No. 2 NSQF Level- 2	06:00	09:00	00:00	00:00	15:00
Module 13: Health and safety practices at the worksite	04:00	07:00	00:00	00:00	11:00



Module 14: Greening practices at the worksite	02:00	02:00	00:00	00:00	04:00
FFS/Q8202 – Work effectively with the co-workers, supervisor, and others NOS Version No. 2 NSQF Level- 2	12:00	18:00	00:00	00:00	30:00
Module 15: Interpersonal skills	08:00	12:00	00:00	00:00	20:00
Module 16: Gender and PwD sensitive practices	04:00	06:00	00:00	00:00	10:00
DGT/VSQ/N0102: Employability Skills (60 Hours) NOS Version No. 1 NSQF Level- 4	30:00	30:00	00:00	00:00	60:00
Module 17: Employability Skills	30:00	30:00	00:00	00:00	60:00
Bridge Module(s)	10:00	35:00	00:00	00:00	45:00
Module 18: Introduction to World Skills Competition and Test Project	10:00	35:00	00:00	00:00	45:00
Total Duration	134:00	286:00	00:00	00:00	420:00

Module Details

Module 1: Introduction to the Interiors, Furniture, and Allied Industry

Bridge Module

Terminal Outcomes:

- Explain the functioning of the furniture industry.
- Describe the segments of the furniture industry.
- Explain the scope and significance of the furniture industry.

Duration: 04:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the scope and significance of the furniture industry. • Discuss the various segments of the furniture industry and how they function. • Explain various types and categories of furniture. • Describe the types of allied or enabling industries involved in furniture manufacturing. • Describe the relationship between interiors and the furniture industry. • Classify different types of Interior projects. • Describe the occupational map of the furniture industry. • Explain the significance of the Interiors, Furniture, and Allied industries. 	
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
N.A.	

Module 2: Introduction to the role of an Assistant Carpenter

Bridge Module

Terminal Outcomes:

- Explain the role and responsibilities of an Assistant Carpenter.
- Discuss the scope of work for an Assistant Carpenter.

Duration: 04:00	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. • Explain the role, responsibilities, and limitations of an Assistant Carpenter. • Describe the attributes and basic skill sets required for an Assistant Carpenter. • Explain the process of communication with team members and supervisors as per the protocol of the organization. • List all the documents required to carry out the job, such as a job sheet and checklist for oneself. • List the various operations/activities that take place at the worksite and Assistant Carpenter's role in the same. • Discuss the regulatory authorities, laws, and regulations related to an individual while working in the Furniture and Fittings Industry. • Discuss the career path for the Assistant Carpenter job role. • Explain the nature of work, timeliness, and requirement. 	
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
N.A.	

Module 3: Introduction to the organizational skills

Bridge Module

Terminal Outcomes:

- Explain the methods and mechanisms for effective communication.
- Demonstrate the usage of effective communication and interpersonal skills.
- List the latest skills and technologies prevalent in the furniture industry.
- Demonstrate the usage of different tools and technologies.
- Describe organizational hygiene and sanitation guidelines.

Duration: 04:00	Duration: 04:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of team objectives and goals. • List the basic parts of a computer and explain their functions. • Explain the working of various social media platforms: WhatsApp, Facebook, Twitter, etc. • State the significance of payment methods and gateways for financial transactions. • List the steps involved in a financial transaction using a suitable medium. • Differentiate and learn the escalation in the hierarchy. • Explain the functions of MS Office. • Explain the importance of effective communication and team coordination. • Explain the difference between briefing and debriefing. • State the importance of coordinating and resolving conflicts with the team members to achieve a smooth workflow. • Discuss organizational hygiene and sanitation guidelines and ways of reporting breaches/gaps, if any. • Describe how to address and resolve conflicts among employees. 	<ul style="list-style-type: none"> • Demonstrate the use of appropriate behaviour and language while communicating with colleagues. • Perform how-to-report problems that need escalation. • Demonstrate active listening skills while communicating. • Demonstrate how to sign up for an email account. • Demonstrate how to search for a video on the internet. • Demonstrate how to operate various social media platforms: YouTube, WhatsApp, Facebook, Twitter, etc. • Demonstrate the steps involved in a financial transaction using a suitable medium. • Demonstrate how to use the internet to gather work-related information. • Prepare an MS office project using a suitable medium. • Demonstrate how to start and operate computers. • Demonstrate how to access stored data or files. • Demonstrate how to interact with the supervisor in person and on the phone.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Sample of Job Cards, Sample of Escalation Matrix, Organization Structure.	

Module 4: Introduction to raw materials, advanced architectural hardware and fittings, advanced tools, equipment, and machines

Bridge Module

Terminal Outcomes:

- Select and use different types of fittings, materials, tools, and equipment safely.
- Summarise the precautions related to handling different electrical and mechanical products.

Duration: 04:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe various types of raw materials used in manufacturing furniture. • Describe various categories of advanced architectural hardware and fittings used in furniture manufacturing and their usage. • Describe the various types of processes involved in furniture manufacturing. • Elaborate on the precautions to be taken while handling different electrical and mechanical products. • List the various tools, equipment, and machines required for a particular job, purpose, and functioning. • Identify the different types of large and small equipment used in furniture manufacturing. • Explain the process of cleaning the various advanced architectural hardware. • Explain the handling process of equipment and machines. • Discuss the different methods of cleaning the worksite and various tools and equipment. • Identify the types of surfaces to be cleaned. • List the different types of wood used in manufacturing furniture and their nature and working. 	<ul style="list-style-type: none"> • Inspect the quality of raw materials. • Demonstrate how to use the tools, equipment, and machines as per the manufacturer's manuals. • Select equipment large and small as per its purpose. • Demonstrate the process of cleaning equipment and machines. • Demonstrate the process of cleaning the various architectural hardware. • Differentiate between various tools and equipment and their purpose. • Classify various advanced architectural hardware used in the furniture manufacturing process. • Demonstrate how to organize the work area and equipment for efficient job work. • Choose the equipment and cleaning agents suitable for cleaning the tools and equipment. • Demonstrate the procedure of cleaning the equipment. • Display the correct way of using hazard warning signs and PPE while working on site. • Employ safe and correct handling of materials, equipment, and tools. • Inspect tools, equipment, and consumables using a variety of techniques. • Apply the technique of cleaning equipment and methods appropriate for the work to be carried out.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Workbench, Personal Protective Equipment, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools, Housekeeping- Materials, Tools and Equipment, Theme based props	

Module 5: Recce of the worksite

Mapped to NOS/N2206, v 2.0

Terminal Outcomes:

- Explain the procedure and process related to conducting recce of the worksite.
- Describe the importance and methods of cleaning the worksite.
- Apply the basic measurement techniques to measure the worksite.

Duration: 07:00	Duration: 16:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List all the necessary tools and equipment required during job work. • Explain the various elements and symbolic representations used in the basic 2D and 3D drawings. • Discuss the operating guidelines for usage of different raw materials, tools, equipment. • List the various types of agencies required at the worksite and the nature of their work, hardware fittings, etc. • Explain the importance of timely reporting of the work done to the supervisor. • State the importance of conducting a physical survey, recce checklist, and measurement sheet. • List all the possible health and safety hazards at the worksite. • Explain various techniques and tools associated with measurement activities. • Discuss the need for a measurement sheet. 	<ul style="list-style-type: none"> • Perform the various daily, weekly, monthly operations/activities as per the job card. • Demonstrate how to interpret basic 2D and 3D drawings of the worksite. • Demonstrate the working of different tools and materials. • Demonstrate appropriate behaviour while communicating with other departments for material movement. • Prepare a sample job card as per the job work done. • Analyze the mock worksite and prepare a list of tools and equipment required for the recce. • Demonstrate the steps involved in conducting a physical survey. • Employ appropriate techniques to highlight the safety hazards at the mock worksite. • Demonstrate the process of marking the mock worksite as per the layout and plan. • Apply the basic measurement techniques to measure the worksite. • Demonstrate the process of preparing the measurement sheet.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional)	
Tools, Equipment, and Other Requirements	
Measurement and Marking Tools, Housekeeping- Materials, Tools and Equipment, Sample of measurement sheet	

Module 6: Material management

Mapped to NOS/N2206, v 2.0

Terminal Outcomes:

- Demonstrate the planning and organizing of resources based on job work.
- Explain the methods and mechanisms for effective material management.
- Describe the process of segregation and storage of materials, tools, and equipment.
- Explain the ways of material conservation and optimization of resources.

Duration: 04:00	Duration: 16:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the various elements of the instruction sheet related to loading/unloading/ handling. • Explain the various types of material handling equipment. • State the importance of Quality Checks and standards. • List all the safety procedures associated with the use of material handling equipment. • List out the quality-checking parameters for various products. • Describe storage conditions related to various materials and consumables. • Describe different techniques associated with the segregation and storage of materials. • Discuss various methods of waste management and disposal. • Explain the importance of maintaining and updating the records related to materials, tools, and equipment. 	<ul style="list-style-type: none"> • Prepare the material loading/ unloading/ handling instruction sheet. • Arrange the appropriate handling equipment for the transportation of materials required as per the sample instruction sheet. • Employ all the necessary steps while performing visual Quality Checks using suitable equipment. • Demonstrate the effective use of material handling equipment. • Demonstrate how to conduct Quality Checks during the movement of the given raw materials. • Select appropriate containers to store the given set of consumables. • Employ appropriate techniques for storage and stacking. • Demonstrate different disposal techniques depending on different types of waste. • Demonstrate the process of record-keeping and reporting the same to the supervisor.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Workbench, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools, Theme based props, Sample of a job card.	

Module 7: Worksite preparation, fabrication, and installation

Mapped to NOS/N2206, v 2.0

Terminal Outcomes:

- Prepare the worksite for fabrication and installation.
- Execute the assigned fabrication and installation tasks.
- State the various methods and importance of performing Quality Checking.
- Summarise the precautionary steps while handling hazardous materials.

Duration: 08:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the key elements of a tool kit/ box. • Explain the importance of various safety guards and their applications. • List the precautionary steps one needs to follow while handling hazardous materials. • List the basics of electrical systems and safety precautions around them. • Explain the various elements and operational guidelines for a workbench. • Explain the different methods for cleaning the tools and equipment. • List the cleaning agents and materials. 	<ul style="list-style-type: none"> • Demonstrate the use of the different types of tools and equipment related to the work. • Employ different ways to clean the mock work site, platforms, and surroundings. • Demonstrate the correct way of using safety guards. • Demonstrate the process of checking the functionality of power sockets, tools, and equipment. • Prepare the workbench for the given operation to be performed. • Employ suitable methods for cleaning and maintenance of hand and power tools.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Workbench, Personal Protective Equipment, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools, Housekeeping- Materials, Tools and Equipment, Theme based props.	

Module 8: Understanding drawings and resource management

Mapped to NOS/N2207, v 2.0

Terminal Outcomes:

- Demonstrate the selection of different resources, tools, and materials.
- Prepare and apply CAD-based or conventionally prepared drawings
- Perform and apply techniques of setting out, measuring, and marking the materials.

Duration: 13:00	Duration: 18:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Differentiate between CAD-based or conventionally prepared drawings. • List all the key elements of the architectural and product drawings. • State the properties of different timber and timber-based materials. • Outline the different parts of the given set of products. • Explain the importance of using jigs while marking the material. • Explain how you collect and analyze data related to marking and measuring materials using appropriate means or techniques. • Explain the basic principles of measurement, geometry, and arithmetic calculation. 	<ul style="list-style-type: none"> • Prepare a sample job card to complete the tasks at the given time. • Employ various techniques for basic 2D/3D drawings. • Analyze the drawings and prepare a list of raw materials required for the given product. • Employ different ways for effective identification of different types of timber and timber-based materials. • Sort the various parts of the products as per the given sample drawing. • Prepare the list of components for the given set of products. • Demonstrate how the selection of tools and materials is carried out and the procedure of the same. • Demonstrate the use of a jig. • Choose and demonstrate the appropriate calculations and formulae to determine the accuracy of measurements.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Workbench, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools, Theme based props.	

Module 9: Joinery and fabrication of the parts of the products

Mapped to NOS/N2207, v 2.0

Terminal Outcomes:

- Explain the joinery basics, fitting and furnishing, and joinery process.
- Demonstrate the use of appropriate tools and equipment for shaping and planning.
- Perform and apply suitable methods for joint formation.
- List sanding papers and tools for carrying out the process of smoothening.
- State the various methods and importance of performing a Quality Check.

Duration: 08:00	Duration: 36:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the various techniques used in cutting joints using different tools and equipment. • Describe various types of joints used and their significance. • Discuss the importance and process of conducting Quality Checking. • Discuss various quality & rejection parameters associated with the functioning of the product. • List all the possible defects and the process of troubleshooting them. • Describe the use of different cleaning methods based on the type of product. 	<ul style="list-style-type: none"> • Employ suitable methods for joint formation. • Demonstrate the process of smoothening. • Perform sanding of product surface using suitable tools and equipment. • Inspect the quality of products in terms of accuracy and required specifications. • Employ a suitable method for rectification of the defect. • Employ suitable methods for cleaning the parts of the product. • Demonstrate the process of record-keeping and reporting to the supervisor.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Workbench, Personal Protective Equipment, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools, Housekeeping- Materials, Tools and Equipment, Theme based props.	

Module 10: Assembling the various components of the product

Mapped to NOS/N2208, v 2.0

Terminal Outcomes:

- Explain the process of assembling the various components of the product.
- Discuss various techniques associated with the assembling process.
- Demonstrate the assembly operation on various components of the product.

Duration: 08:00	Duration: 28:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the various elements of assembly drawings and the installation manual of a product. • Explain the importance of planning and organizing tools and equipment. • List the different types of fasteners. • Explain the different reasons for the damage of material or components during the process of assembling and installation. • Describe various steps involved in the planning and fabrication of products. 	<ul style="list-style-type: none"> • Apply the basic measurement techniques and segregation process. • Demonstrate the process of estimating the material required for assembling and installing a given product. • Perform the steps of assembling and erecting structures accurately for the given product. • Employ basic techniques to perform the process of Quality Checks at various stages of assembly and installation.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Workbench, Personal Protective Equipment, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools, Theme based props.	

Module 11: Finishing the surface of the product

Mapped to NOS/N2208, v 2.0

Terminal Outcomes:

- Explain the process of joinery and intersection.
- Demonstrate the process of finishing the surface of the product.

Duration: 04:00	Duration: 14:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain how to use appropriate fasteners or/or add adhesives for the given set of product components. • Outline the process of joinery and intersection. 	<ul style="list-style-type: none"> • Demonstrate the process of clamping the given components of the product. • Demonstrate the process of finishing the product.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Workbench, Personal Protective Equipment, Manual Tools, Electric/ Power Tools, Theme based props.	

Module 12: Installation of the product and its handover

Mapped to NOS/N2208, v 2.0

Terminal Outcomes:

- Explain the process of installation of the product and its handover.
- Demonstrate how to install the components or the final product and hardware fittings.
- State the precautionary steps while handling electrical and mechanical equipment.

Duration: 08:00	Duration: 28:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the precautionary steps one needs to follow while handling electrical and mechanical equipment. • Discuss the significance of conforming to basic hygiene practices for installed products. 	<ul style="list-style-type: none"> • Employ requisite cut-outs for electrical outlets, plumbing points, and other arrangements. • Demonstrate how to install the components or the final product on the given surface (wall/ floor/ ceiling). • Demonstrate how to install the given hardware fittings (such as locks, latch, etc.). • Perform basic checks to identify any defects/errors.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Workbench, Personal Protective Equipment, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools, Housekeeping- Materials, Tools and Equipment, Theme-based props.	

Module 13: Health and safety practices at the worksite

Mapped to NOS/N8201, v 2.0

Terminal Outcomes:

- Describe how to maintain a healthy, safe, and secure environment at the worksite.
- Implement safety practices and optimize the use of resources.
- Demonstrate health and safety procedures.
- Employ personal hygiene practices at the worksite.
- Develop the ability to follow hygiene practices.

Duration: 04:00	Duration: 07:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the types of cleaning consumables and equipment. • Describe the various types of waste bins as per usage. • Explain how to label appropriate Personal Protective Equipment (PPE) needed for a job role and application. • Describe the evacuation process in case of fire. • Explain the importance of work ethics, dress code, and personal hygiene. • Explain the operational guidelines for the usage of tools and equipment. • Describe the storage and handling procedure for hazardous substances. • Describe the importance of safe lifting practices and correct body postures. 	<ul style="list-style-type: none"> • Document all possible health, safety, and security breaches at the worksite. • Demonstrate the housekeeping process using appropriate equipment. • Demonstrate the use of personal protective equipment such as goggles, gloves, earplugs, shoes, etc. • Demonstrate how to use a first aid kit. • Demonstrate the correct way of sanitizing and washing hands. • Demonstrate how to maintain a dress code and a well-groomed personality at the worksite. • Demonstrate the correct postures while working and handling hazardous materials at the workplace. • Identify and interpret the given pictorial representations of safety signs and hand signals. • Employ different ways to check if equipment/machines are functioning as per requirements and report malfunctioning. • Demarcate the waste based on recyclable and non-recyclable material. • Demonstrate the correct techniques while moving various types of products.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Personal Protective Equipment, Housekeeping- Materials, Tools and Equipment, Theme based props.	

Module 14: Greening practices at the worksite

Mapped to NOS/N8201, v 2.0

Terminal Outcomes:

- Use the resources at the worksite efficiently.
- Apply conservation practices at the worksite.

Duration: 02:00	Duration: 02:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the ways for efficient utilization and conservation of material. • Explain the various ways of saving energy. • Explain the benefits of periodic cleaning of tools and equipment. 	<ul style="list-style-type: none"> • Demonstrate ways for efficient utilization of material and water. • Employ different ways to check if tools and equipment are functioning correctly and report anomalies, if any.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Housekeeping- Materials, Tools, and Equipment.	

Module 15: Interpersonal Skills

Mapped to NOS/N8202, v 2.0

Terminal Outcomes:

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

Duration: 08:00	Duration: 12:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of maintaining etiquette and professional behaviour at the worksite. • Describe the various ways of effective communication and establishing good working relationships. • State the importance of coordinating and resolving conflicts with the team members to achieve a smooth workflow. • Explain the steps involved in grievance redressal using the appropriate escalation matrix and process. 	<ul style="list-style-type: none"> • Demonstrate appropriate social and behavioural etiquette at the worksite. • Use oral, written, and non-verbal communication skills in various forms to complete a given task. • Demonstrate professional behaviour while coordinating with the team for a given task. • Employ a suitable process to report any deviations to the appropriate authority.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
N.A.	

Module 16: Gender and PwD sensitive practices

Mapped to NOS/N8202, v 2.0

Terminal Outcomes:

- Demonstrate the use of effective communication with everyone, irrespective of any discrimination.
- Apply age and gender-sensitive practices.
- Demonstrate sensitivity towards all genders and PwD.
- Demonstrate how to respect all genders and cultures at the worksite.
- Explain the importance of preventing sexual harassment at the worksite.

Duration: 04:00	Duration: 06:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of standards and guidelines for all genders and PwD. • Explain the importance of gender difference and gender diversity. • Discuss the different types of disabilities with their respective issues. • List health and safety requirements for PwD at the worksite. 	<ul style="list-style-type: none"> • Use inclusive language irrespective of the gender or disability of the person. • Demonstrate the use of appropriate verbal and non-verbal methods of communication with a PwD in an organization. • Demonstrate the ways to assist PwD at the worksite.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
N.A.	

Module 17: Employability Skills

Mapped to DGT/VSQ/N0102, v 1.0

Terminal Outcomes:

- Understand basics of 21st-century learning concepts like Blended Learning, Facilitation & Self Learning.
- Discuss the concept of Employability skills and their importance towards organizational growth.
- Explain the role of Employability skills in the future of work during changing markets and scenarios.
- Demonstrate steps involved in preparing a career plan using a specified tool kit.
- Employ suitable employability skills while working in an organization or at a workplace.
- Demonstrate the process of preparing sample session plans and related templates using the specified toolkit.

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the Employability Skills required for jobs in various industries. • Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society, and personal values and ethics such as honesty, integrity, caring, and respecting others that are required to become a responsible citizen. • Discuss importance of relevant 21st century skills. • Describe the benefits of continuous learning • Explain the importance of active listening for effective communication. • Discuss the significance of working collaboratively with others in a team. • Discuss the significance of escalating sexual harassment issues as per the POSH act. • Outline the importance of selecting the right financial institution, product, and service. • Discuss the legal rights, laws, and aids. • Describe the role of digital technology in today's life. • Discuss the significance of displaying responsible online behaviour while browsing, using various social media platforms, e-mails, etc., safely and securely. • Explain the types of entrepreneurship and enterprises. • Discuss how to identify opportunities for potential business, sources of funding and 	<ul style="list-style-type: none"> • List different learning and employability related GOI and private portals and their usage. • Show how to practice different environmentally sustainable practices. • Exhibit 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. • Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone. • Read and interpret text written in basic English. • Write a short note/paragraph / letter/e - mail using basic English. • Create a career development plan with well-defined short- and long-term goals. • Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette. • Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD. • Demonstrate how to carry out offline and online financial transactions, safely and securely.

<p>associated financial and legal risks with its mitigation plan.</p> <ul style="list-style-type: none"> • Describe the 4Ps of Marketing-Product, Price, Place, and Promotion and apply them as per requirement. • Describe the significance of analyzing different types and needs of the customers. • Explain the significance of identifying customer needs and responding to them in a professional manner. • Discuss the significance of maintaining hygiene and dressing appropriately. • Discuss the significance of maintaining hygiene and confidence during an interview. 	<ul style="list-style-type: none"> • List the common components of salary and compute income, expenditure, taxes, investments, etc. • Demonstrate how to operate digital devices and use the associated applications and features, safely and securely. • Create sample word documents, excel sheets, and presentations using basic features. • utilize virtual collaboration tools to work effectively. • Create a sample business plan, for the selected business opportunity. • Create a professional Curriculum Vitae (CV). • Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively. • Perform a mock interview. • List the steps for searching and registering for apprenticeship opportunities.
<p>Classroom Aids</p>	
<p>White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).</p>	
<p>Tools, Equipment, and Other Requirements</p>	
<p>Sample CV and Biodata, Payment Gateway Devices, Sample Business Plan, Sample formats for English communication.</p>	

Module 18: Introduction to World Skills Competition and Test Project

Bridge Module

Terminal Outcomes:

- Explain the significance and scope of the WorldSkills Competition.
- Explain the participation criterion for WorldSkills Competition.

Duration: 10:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the significance of the World Skills Organization. • Discuss the different categories of sectors and trades as per the WorldSkills Competition. • Describe the selection criteria for the WorldSkills and India Skills Competition. • Discuss various trades related to the Furniture and Fittings sector in the WorldSkills Competition. • List out the skill set required for the Carpentry trade in the World Skills Competition. • Discuss the career prospectus associated with the WorldSkills and India Skills Competition. • Explain how to participate in the World skills competition. 	<ul style="list-style-type: none"> • Demonstrate the various operations involved in the Carpentry trade as per the World Skills Competition guidelines. • Prepare the test project as per the specifications in the given timeline. • Employ suitable housekeeping methods while performing test projects.
Classroom Aids	
White Board, Board Marker, Duster, Projector, Tablet, Chairs, Tables, Smart Board (Optional).	
Tools, Equipment, and Other Requirements	
Workbench, Personal Protective Equipment, Measurement and Marking Tools, Manual Tools, Electric/ Power Tools, Housekeeping- Materials, Tools and Equipment, Theme-based props.	

Annexure

Trainer Requirements

Trainer Prerequisites – either one of the 5 options						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Engineering (Civil, Mechanical), Architecture, Interior Design, Furniture Manufacturing, Wood Work, Product Design	4	Furniture manufacturing/ Furniture Design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	
Graduate	Any other discipline than covered above	5	Furniture manufacturing/ Furniture Design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
ITI/Diploma	Carpentry, Furniture Manufacturing	4	Furniture manufacturing/ Furniture Design/ Furniture Installation/Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
Certificate-NSQF	NSQF Level 4 Carpenter (FFS/Q2203) or Above	5	Furniture manufacturing/ Furniture design/ Furniture Installation/Carpentry/ Interior Design/ 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 furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.



CITS Certified	Relevant CITS Course	3	Furniture Manufacturing/ Carpentry	1	Preferable - Vocational or Academic Training	The Trainers can raise the 'Certificate Request' on SIP provided they are qualified in the relevant job roles followed by pre-screening from Master Trainer.
----------------	----------------------	---	------------------------------------	---	--	--

Trainer Certification

Domain Certification	Platform Certification
<p>Certified for Job Role: “Assistant Carpenter” mapped to QP: “FFS/Q2201, v2.0” Level 3.</p> <p>The minimum accepted score will be 80% aggregate.</p>	<p>Recommended that the Trainer is certified for the Job Role: “Trainer (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, v2.0”.</p> <p>The minimum accepted score will be 80% aggregate.</p>

Assessor Requirements

Assessor Prerequisites - either one of the 5 options

Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Engineering (Civil, Mechanical), Architecture, Interior Design, Furniture Manufacturing, Wood Work, Product Design	4	Furniture manufacturing/ Furniture Design/ Furniture Installation/ Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	
Graduate	Any other discipline than covered above	5	Furniture manufacturing/ Furniture Design/ Furniture Installation/ Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
ITI/Diploma	Carpentry, Furniture Manufacturing	4	Furniture manufacturing/ Furniture Design/ Furniture Installation/ Carpentry/ Interior Design/ Architecture	1	Preferable - Vocational or Academic Training	Preferable - Additional Certification related to specialization in furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.
Certificate-NSQF	NSQF Level 4 Carpenter (FFS/Q2203)	5	Furniture manufacturing/ Furniture Design/ Furniture Installation/ Carpentry/ Interior Design/ 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 furniture or interior design sector (Software like AutoCAD, etc.), Communication Skills.

Assessor Certification

Domain Certification	Platform Certification
<p>Certified for Job Role: “Assistant Carpenter” mapped to QP: “FFS/Q2201, v2.0” Level 3.</p> <p>The minimum accepted score will be 80% aggregate.</p>	<p>Recommended that the Assessor is certified for the Job Role: “Assessor (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, v2.0”.</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 in gauging a candidate's performance, a holistic approach for Assessment is essential. We have devised a multi-tier process to keep track of candidate's overall progress at various stages. While a few techniques are imbibed as part of the training delivery program, others are explicit testing methods. 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 regularly to gauge the candidate's progress during the training program. These are a mix of Theory & 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. The Trainer can consult the Master Trainer/ Program Mentor regarding training delivery or conducting periodic assessments.

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

2. External

a. Assessment Partners/ Freelance Assessors:

Assessment Partners shall mandatorily conduct an external assessment via ToA certified Assessors or ToA certified Freelance Assessors. There are three critical 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 & Assessment Team or any other assigned authority by FFSC may conduct surprise or planned visits and checks from a quality assurance and monitoring perspective.

The requirements and details of each stage are 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 essential to be compiled:

- a. Check the availability of the Lab Equipment for the particular Job Role as per the mode of conducting the 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 & Assessment Monitoring Team for Assessment Quality Assurance checks.
- g. Ensure evidence of conducting Assessment gathered as per FFSC protocol:
 - i. Time-stamped & 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 & geotagged assessment (Theory + Viva + Practical) photographs & 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 & photographs of the Assessment are uploaded/accessed from Cloud Storage
- d. Soft copies of the documents & 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
CAD	Computer Aided Design