

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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List of documents submitted in support of the Qualifications File

1. Career Map of Design Supervisor Wooden/ Modular Furniture- Annexure 1
2. Qualification Pack of Design Supervisor Wooden/ Modular Furniture- Annexure 2
3. List of QP/NOS validating industries – Annexure 3
4. Skill gap study - Annexure 4
5. Model Curriculum
6. List of Assessment Agencies

Model Curriculum includes the following:

- **Indicative list of tools/equipment to conduct the training**
- **Trainers qualification**
- **Lesson Plan**
- **Distribution of training duration into theory/practical**

SUMMARY

1	Qualification Title	Design Supervisor Wooden/ Modular Furniture
2	Qualification Code, if any	FFS/Q0108
3	NCO code and occupation	NCO-2015/2163.0400
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	<p>Nature of the qualification</p> <ul style="list-style-type: none"> - a Qualification Pack (QP) - short term training <p>The main purpose of the qualification</p> <ul style="list-style-type: none"> - to get unemployed people into work - to upgrade the skills of people already in work - to allow people in particular sectors to learn new skills to deal with technological change - to give people with vocational/professional skills - A Design supervisor is responsible to design interior and exterior furniture. S/he would discuss designs with clients/supervisors, understand their needs, study, and research and plan various styles of furniture designs, select suitable materials, generate and evaluate sample designs / prototype furniture design for presentation to client along with managing his team.
5	Body/bodies which will award the qualification	Furniture & Fittings Skill Council (FFSC)
6	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
8	Occupation(s) to which the qualification gives access	Design-wooden/ Modular Furniture: Design Supervisor Wooden/ Modular Furniture
9	Job description of the occupation	A Design supervisor is responsible to design interior and exterior furniture. S/he would discuss designs with clients/supervisors, understand their needs, study, research and plan various styles of furniture designs , select suitable materials, generate and evaluate sample

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		designs / prototype furniture design for presentation to client along with managing his team
10	Licensing requirements	NA
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	NA
12	Level of the qualification in the NSQF	Level 5
13	Anticipated volume of training/learning required to complete the qualification	480 hours
14	Indicative list of training tools required to deliver this qualification	Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments Measurement Tools First aid, different types of fire extinguisher
15	Entry requirements and/or recommendations and minimum age	Class X 18 years - Knowledge of computer basics (MS Office package, internet uses etc.) - Knowledge of Computer Aided Design (CAD tools – Fusion 360), Coral Draw, Photoshop and other computer design tools. - 2 to 3 years of experience
16	Progression from the qualification (Please show Professional and academic progression)	- Manager (Level -6)
17	Arrangements for the Recognition of Prior learning (RPL)	RPL arrangements and policies are in line with the guidelines of Pradhan Mantri Kaushal Vikas Yojna II, Ministry of Skill Development & Entrepreneurship
18	International comparability where known (research evidence to be provided)	-
19	Date of planned review of the qualification.	22/09/2022

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20	Formal structure of the qualification		
	Mandatory components		
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
	FFS/N0114 Understand the needs/requirement related to furniture designs from client/superiors	82	5
	FFS/N0115 Planning ,research and furniture design concept creation	246	5
	FFS/N0116 Evaluate the furniture scale model/ prototype and present it to superior/clients	48	5
	FFS/N8803 Work successfully with colleagues	16	Common across levels
	FFS/N8802 Undertake entrepreneurship activities	72	5
	FFS/8601 Ensure health and safety at workplace	16	Common across levels
	Sub Total (A)	480	5
	Optional components		
	Title of component and identification code/NOSs/ Learning outcomes	Estimated size (learning hours)	Level
	Sub Total (B)		

Total (A+B)	480	Level 5
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SECTION 1
ASSESSMENT

21	<p>Body/Bodies which will carry out assessment: The affiliated Assessment Bodies of Furniture & Fittings Skill Council will do the assessment. The list of Assessment Agencies is attached as Annexure.</p>
22	<p>How will RPL assessment be managed and who will carry it out? The skill gap study shows that there are candidates who have prior learning experience in the Furniture & Fittings Sector and can be certified. Such candidates can apply to FFSC for assessment and certification of their skills. The Training partner/ Industry will identify and mobilize the candidates. Documentation for such candidates will be done by the Training Provider / Industry. After the 2 days of orientation on the third day the assessment will be conducted (PMKVY RPL). Certificates of successful candidates will be dispatched to the TP / Industry for distribution to the candidates. The RPL assessment and certifications will be done according to the guideline of Pradhan Mantri Kaushal Vikas Yojna (PMKVY), Ministry of Skill Development and Entrepreneurship (MSDE)/ or of the funding agency.</p>
23	<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>Assessment will be done by empaneled Assessment Agencies. 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>Ideally, the assessment will be a continuous process comprising of distinct steps:</p> <ul style="list-style-type: none"> A. Mid- term assessment B. Term / Final Assessment <p>Each National Occupational Standard (NOS) in the respective QPs will be assigned weightage. Therein each Performance Criteria in the NOS will be assigned marks for theory and / or practical based on relative importance and criticality of function.</p> <p>This will facilitate preparation of question bank / paper sets for each of the</p>

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<p>QPs. Each of these papers sets / question bank so created by the Assessment Agency will be validated by the industry subject matter experts through FFSC, especially with regard to the practical test and the defined tolerances, finish, accuracy etc.</p> <p>The following tools are proposed to be used for final assessment:</p> <p>i. <i>Written Test</i>: This will comprise of Multiple Choice Questions. Online system for this will be preferred.</p> <p>ii. <i>Practical Test</i>: This will comprise a test job to be prepared as per project briefing following appropriate working steps, using necessary tools, equipment and instruments.</p> <p>Through observation it will be possible to ascertain candidate's aptitude, attention to details, quality consciousness etc. The end product will be measured against the pre-decided MCQ filled by the Assessor to gauge the level of his skill achievements.</p> <p>iii. <i>Structured Interview</i>: This tool will be used to assess the conceptual understanding and the behavioral aspects as regards the job role and the specific task at hand.</p>
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Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

Title of Component:

Design Supervisor Wooden/ Modular Furniture

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Design Supervisor Wooden/ Modular Furniture

Qualification Pack: FFS/Q0108

Sector Skill Council: Furniture & Fittings Skill Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Compulsory NOS		Marks Allocation			
Total Marks: 600		Total Marks	Out Of	Theory	Skills Practical
Assessment outcomes	Assessment criteria for outcomes				
1FFS/N0114 (Understand the needs/requirement related to furniture designs from client/sup	PC1. understand the requirement of client related to design, in terms of production requirement (mass production, customized design or specimen for display design show etc)	100	20	6	14
	PC2. get clarity on cost /budget for furniture designs (new design or modification on older designs) and timeline for		20	6	14

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erior)	completion of work				
	PC3. discuss on design parameter (new designs or older designs modification), colour and pattern of furniture to be designed		15	4	11
	PC4. seek clarity on if any legal issues e.g. copy right/ patent issues if modifying older designs or while developing new designs and gain understanding by discussing on materials to be used for furniture manufacturing, capacity of furniture etc.		10	3	7
	PC5. identify point of contact from client side to communicate changes or work progress during assignment, if required		10	4	6
	PC6. ensure all information is noted and documentation requirements are complied with		15	4	11
	PC7. obtain a confirmation on requirements and obtain sign off from the client/superior		10	3	7
			100	30	70
2. FFS/N0115 (Planning research and furniture design concept creation)	PC1. discuss with team about design objective and purpose of the furniture piece to be designed e.g. decorative, functional, for individual client, for mass production etc.	100	5	1	4
	PC2. define the type of furniture to be designed, i.e. Chair/sofa/table/ cupboard/ cabinet or kitchen modular cabinets, style of furniture e.g. modern, contemporary, classical etc. , size of furniture to be designed, where it will be placed (office,		5	2	3

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	home or any other location) and uses of furniture			
	PC3. define the visual impact it should have (whether to complement or contrast the surrounding) and whether the designed piece will be a focal piece or blend with surroundings.	3	1	2
	PC4. conduct market research for latest designs , fixtures/fittings, style ,trends , wooden material /other material like ply board, fibre board etc. with the help of various websites, catalogues.	7	2	5
	PC5. identify and extract the information from the research about the best use of waste material which can be used/incorporated with the target piece of furniture	6	2	4
	PC6. make a detailed note of researched data for future reference	5	2	3
	PC7. prepare plan and schedule as per client/project needs and distribute, prioritise activities among team to achieve desired result	7	2	5
	PC8. communicate within team to ensure a clear understanding through interaction about kind of furniture piece to be designed along with the materials to be used for furniture manufacturing and requirements of project.	7	2	5
	PC9. sync timelines with processes involved to complete work in given time	3	1	2
	PC10. discuss with team all the	3	1	2

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	ideas for design concept and to finalize/shortlist one or two ideas for creating new designs			
	PC11. assist team in converting these conceptualized ideas into few basic rough design sketches	3	1	2
	PC12. observe , visualize all the sketches drawn, and provide inputs/feedback to team to incorporate in final sketch	6	2	4
	PC13. consult with supervisor & incorporate any fresh ideas/feedback/inputs received from seniors	6	2	4
	PC14. review and discuss with team on the design drawings of final sketch with the help of computer software package (CAD, Coral Draw etc.)	5	1	4
	PC15. draw plan, views, elevations, sections and other design structure with the help of software for furniture piece.	5	2	3
	PC16. assess to ensure to include all dimensions such construction details, material used, products finishes, and manufacturing techniques, joineries used in making of the furniture	5	1	4
	PC17. ensure to add design elements and features to this furniture drawing.	7	2	5
	PC18. review and consult/discuss seniors and incorporate feedback	5	1	4
	PC19. present to client and take signoff w.r.t the target furniture and its related aspects like dimensions, proportions of target furniture etc	7	2	5

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			100	30	70
3. FFS/N0116 (Evaluate furniture scale model/pro totype and present it to superior/cl ient)	PC1. support in materials selection such as kind of card board, small sticks or other materials to create model	100	6	2	4
	PC2. check the layout drawing on card board sheet as per furniture dimension and ensure proper cutting of cardboard and Joining these cut card board piece together as per drawn layout shape and sizes		7	2	5
	PC3. ensure proper marking and display signs with sticks or other chosen material to display the feature and details of the furniture pieces		6	2	4
	PC4. review all sizes and proportions of scale, also review all joineries and making techniques of furniture		7	2	5
	PC5. analyse and conduct a visual inspection to identify any problems that are present or may arise in scale model, before proceeding to prototype sample		7	2	5
	PC6. approve the scale model for prototype sample preparation		6	2	4
	PC7. support in providing instructions to the craftsman/carpenter to get the prototype ready as per specification and detail given in drawings.		7	2	5
	PC8. assess, analyse the structure of prototype , all joineries and techniques used		6	2	4
	PC9. analyze look and appearance of the prototype sample and check for any errors		7	2	5
	PC10. advice team to correct errors if any and ensure all features are visible in prototype that didn't show up in the small		7	2	5

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	scale				
	PC11. review and test the furniture prototype in terms of e.g., checking for levelling, balance, strengths, durability, longevity etc.		7	2	5
	PC12. ensure that the prototype finish is as per instruction and quality standard		7	2	5
	PC13. review prototype in consultation with the team in terms of equipment/material to be used, labor skills, etc to confirm its error free , before presenting it to client		6	2	4
	PC14. present the prototype to the client , incorporate changes as suggested by the client and get signoff/approval of this final prototype from the client		7	2	5
	PC15. ensure compliance with procedural documentation		7	2	5
			100	30	70
4.FFS/N88 03 (Work successfully with colleagues)	PC1. communicate with colleagues clearly and effectively w.r.t work division/work flow within the team	100	5	1	4
	PC2. plan the work and schedule tasks with team colleagues		10	3	7
	PC3. display responsible and disciplined behaviour to the team and use polite language and maintain office etiquettes		7	2	5
	PC4. ensure not to display any racial discrimination toward colleagues		5	1	4
	PC5. monitor the progress and help in troubleshoot issues faced by team and communicate clearly with colleagues and discuss, resolve any concerns/issues/conflict etc. to avoid any delays at work		7	2	5

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	PC6. ensure adherence to all procedural requirements-compliance to regulations and organization requirements and proper record keeping		5	1	4
	PC7. raise questions to clarify work responsibilities in order to effectively work within timelines		10	3	7
	PC8. seek assistance when needed and complete the assigned tasks within timeline		7	2	5
	PC9. communicate with leaders on work output requirements for providing optimum solution to the client		5	2	3
	PC10. connect and discuss about process flow improvements, quality of output, product defects encountered from previous process, repairs and maintenance of tools and machinery as required etc. and find solutions on issues		10	3	7
	PC11. mitigate any areas of concern that may arise during the course of work by discussing with seniors including any potential hazards, process disruptions by machine/equipment failure etc.		7	2	5
	PC12. interact and provide regular updates and incorporate feedback/suggestions		5	2	3
	PC13. report in time about any delays or shortages		5	2	3
	PC14. receive and incorporate feedback on work standards to further improvise		5	2	3
	PC15. discuss and review the completed work with the senior for final submission and approval from client		7	2	5
			100	30	70

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5.FFS/N88 02 (Undertake entrepreneurship activities)	PC1. conduct market survey and analyze market demand based on market trend, existing competition, current requirement, market status, etc.	100	8	2	6
	PC2. self-evaluate on the capability to start business, develop business, manage an organization, manage time, handle different people (customers, vendors, government officials, bankers, consultants, etc.),make independent and clear decisions under pressure, physical and emotional stamina to work long hours and ability to deliver within timelines		12	2	10
	PC3. consult experts in the fields and interact with successful entrepreneurs to gain more knowledge		7	1	6
	PC4. develop and acquire entrepreneurial skills like technical skills- (through training or through work experience) on services, equipment, relevant laws and regulations, safety hygiene and sanitation etc., sales and marketing skills etc.		10	2	8
	PC5. identify possible sources of finance/loan		5	1	4
	PC6. identify potential target market and target customers and maintain customer database		5	1	4
	PC7. evaluate and decide on positioning of product/services in view of potential buyers		5	1	4

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	PC8. identify suitable location for ease of conducting business		5	1	4
	PC9. identify and lead a team for management of business		5	1	4
	PC10. ensure compliance with all government laws, local state laws and other regulations as maybe applicable		5	1	4
	PC11. set a pricing strategy for the product/service based on the value of the product and modify pricing as and when required		5	1	4
	PC12. conduct risk assessment and identify opportunities for scaling up the business		5	1	4
	PC13. collect information related to various subsidies/funds/ schemes offered by the government, authorized state units and other financial institutions		5	1	4
	PC14. track and maintain records, and monitor them on a regular basis		5	1	4
	PC15. develop and execute promotional strategies for the business based on the budget and target segment		8	2	6
	PC16. implement processes which help in minimizing costs and maximizing profits		5	1	4
			100	20	80
6.FFS/N86 01 Ensure health and safety at workplace	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	100	3	2	1
	PC2. ensure that health and safety instructions applicable to the work place are being followed		3	1	2
	PC3. check the worksite for any possible health and safety hazards		3	1	2
	PC4. follow manufacturers'		3	1	2

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	instructions and job specifications relating to safe use of materials specifically chemicals and power equipment			
	PC5. ensure safe handling and disposal of waste and debris	3	0	3
	PC6. identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel Hazards: sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.	3	1	2
	PC7. undertake first aid activities in case of any accident, if required and asked to do so	3	0	3
	PC8. select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.	3	0	3
	PC9. maintain correct body posture while standing and working for long hours and carrying heavy materials	3	0	3
	PC10. lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices	4	2	2
	PC11. handle all required tools, machines, materials & equipment safely	4	2	2

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PC12. adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings	3	0	3
PC13. take safety measures while handling glass, heavy wood, materials, chemicals etc.	3	0	3
PC14. apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces	3	2	1
PC15. report accident/incident report to authorised personal	3	1	2
PC16. perform basic safety checks before operation of all machines, tools and electrical equipment	3	2	1
PC17. follow recommended material handling procedure to control damage and personal injury	3	1	2
PC18. follow safe working practices at all times	3	1	2
PC19. follow appropriate procedure in case a of fire emergency	3	1	2
PC20. follow electrical safety measures while working with electrically powered tools & equipment	4	2	2
PC21. follow agreed work location procedures in the event of an emergency or an accident	3	1	2
PC22. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	3	1	2
PC23. check and ensure general health and safety equipment are available at work site General health and safety equipment: fire extinguishers; first aid equipment; safety	4	1	3

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	instruments and clothing; safety installations (e.g. fire exits, exhaust fans)			
	PC24. comply with restrictions imposed on harmful chemicals inside work area during working hours	3	0	3
	PC25. correctly demonstrate rescue techniques applied during fire hazard	3	0	3
	PC26. demonstrate good housekeeping in order to prevent fire hazards	3	0	3
	PC27. demonstrate the correct use of a fire extinguisher	3	2	1
	PC28. demonstrate how to free a person from electrocution	3	1	2
	PC29. respond promptly and appropriately to an accident situation or medical emergency	3	0	3
	PC30. participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work	3	0	3
	PC31. use the various appropriate fire extinguishers on different types of fires correctly Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. These categories of fires become Class A, B, and D fires when the	3	1	2

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	electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)				
	PC32. state methods of accident prevention in the work environment Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors	3	3	0	
		Total	100	30	70

SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Design Supervisor Wooden/ Modular Furniture	Level: 5
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NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process	Design supervisor would study, research ,plan and create various styles of furniture, select suitable materials , discuss with clients/superiors and coordinate with craftsmen or production department staff for getting sample and final prototype product ready as per design decided along with managing his team	<p>The job holder is responsible for research, planning styles of furniture, discuss and creating various designs and generating sample designs and prototype of selected ones with coordination with craftsman/departments and presenting to client/superiors. This requires well-developed skill with clear choice of procedures in a familiar context such as evaluating and understanding the needs, design finalisation, selecting materials and generating sample designs via coordination with craftsman, completing related record keeping etc.</p> <p>Hence, it qualifies as a Level 5 role. Since it does not demand a wide range of specialized technical skill and working around non-standard practices, it does not qualify as a Level 6 role.</p> <p>As this role requires individual with well-developed skills with clear choice of procedures in familiar context, For Example, the individual is expected to have knowledge on client servicing, managing team, production process, planning work among team, realistic while deciding timelines /objective while planning work, updated on latest trends etc. Therefore, it cannot be pegged at level 4.</p>	5
Professional knowledge	The user/individual on the job needs to know latest development and market trends, understand the process/steps involved in assessing client/superior needs, designing samples, knowledge of tools	The job holder is expected to have knowledge of facts, principles, processes, and general concepts in field of work or study. For example, the job holder is expected to have knowledge of products /services offered, market	5

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Title/Name of qualification/component: Design Supervisor Wooden/ Modular Furniture			
			Level: 5
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>used for designing samples ,measuring ability and knowledge of usage of design tools , creating prototype using different materials, health, safety and quality standards in accordance with procedural requirements and standards compliance, whom to approach for support in order to obtain work related instructions, clarifications and support, relevant people and their responsibilities within the work area.</p>	<p>trends, overall management and procedures, standards of organisation, with skills on marketing ,client servicing via client need assessment, designing, production of sample and prototype, adherence to work and health safety standards etc.</p> <p>Since all the above mentioned areas are related to knowledge of facts, principles, processes and general concepts, the role qualifies for Level 5.</p> <p>As the individual should possess professional skills more than just factual knowledge, for example relevant organisation standards and procedures, market trends, understand market demand, quality standards requirement, management of production of sample, prototype , management of work team, technical knowledge for problem resolution etc. Therefore, it cannot be pegged at level 4.</p>	
Professional skill	<p>The Job holder must have professional skills for performing the job which includes analysing critical points in day to day tasks through experience and observation and identify control measures to solve the issues, plan and organise the work, understand customer requirements and their priority and respond as per their needs, manage client relationships, handle and resolve issues related to operations, use intuition to detect any potential problems which could arise</p>	<p>The individual on the job is expected to possess a range of cognitive and practical skills required to accomplish tasks and solve problems.</p> <p>For instance, the job holder should have ability to assess client/supervisor needs, plan and prioritise work basis the requirement, discuss flow process and allocate work among team, supervise research and creation of designs and selection of materials, coordinating and supervise generation of sample and prototype, manage client</p>	5

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Title/Name of qualification/component: Design Supervisor Wooden/ Modular Furniture Level: 5			
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
	during operations and applying domain information about work processes.	<p>relationships, documentation and record keeping of the entire process, handle and resolve issues faced at work etc.</p> <p>Since this role requires practical skills to accomplish tasks, it qualifies as a Level 5 role.</p> <p>As the individual is expected to have a range of cognitive and practical skills require to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information, For Example, planning and organizing the work, applying reasonable judgments on day to day basis , understanding the customer requirements and their priority and respond as per their needs , arriving at possible solution for problems related to operation , applying domain information about processes and technical knowledge about tools /material/furniture , using intuition to detect any potential problems which could arise during operations.</p> <p>Therefore, it cannot be pegged at level 4.</p>	
Core skill	The job holder should have core skills for performing the job which includes writing skills, reading skills, and oral and communication skills, such as note information communicated/observations, fill relevant documents and maintain records, read internal /external communication/research	The job holder is expected to possess desired writing, reading and communication skills, mathematical skills and understanding of social, political and some skill of collecting and organizing information, communication as s/he reports to the next line in charge. For instance , s/he should be able to write information documents to internal departments/	5

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Title/Name of qualification/component: Design Supervisor Wooden/ Modular Furniture			
			Level: 5
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>material on market trends and interpret process/flow charts, effectively communicate with team members and discuss task lists, listen and respond to speaker/resolve queries, creative bent of mind and attention to detail.</p>	<p>clients/external vendor, note observations/record documentation, fill relevant documents or forms, read communications, interpret work and discuss task lists, schedules and activities with the employees , effectively communicate with the employees, creative bent of mind and attention to detail while supervising work etc. Hence, this role qualifies for Level 5.</p> <p>As the job holder is expected to exhibit desired communication, mathematical skills and understanding of social, political and some skill of collecting and organizing information, communication. For instance the job holder must be able to note the information communicated, document information/records, fill relevant forms, information documents sent to teams/client, effectively communicate with team members/seniors, discuss task lists, schedules and activities etc. Therefore, it cannot be pegged at level 4.</p>	
Responsibility	<p>Design supervisor would study, research ,plan and create various styles of furniture, select suitable materials , discuss with clients/superiors and coordinate with craftsmen or production department staff for getting sample and final prototype product ready as per design decided along with managing his team</p>	<p>The job holder is expected to take responsibility for own work and learning and also take some responsibility for assistants and executives. For instance, evaluating and understanding client needs, design finalisation, supervise sample and prototype generation and coordinate with production, discuss work, task lists with team trouble problems faced and related documentation, maintenance of requisite health</p>	5

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Title/Name of qualification/component: Design Supervisor Wooden/ Modular Furniture			
			Level: 5
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>and safety standards. Hence, this role qualifies for Level 5. Since the job holder is not fully responsible for other's work and learning, it has not been placed at Level 6</p> <p>As the individual is expected to take responsibility of own work and learning and some responsibility of other's work and learning, For example, s/he is expected to have responsibility of oversee design drawings and guide team in accordance to client needs, supervise in production of sample and prototype, resolve queries/issues faced by team and effectively communicate. Therefore, it cannot be pegged at level 4.</p>	

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 case of SSC	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)
	Need of the	Industry interactions carried out while creating occupational maps	NA

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	qualification	<p>and prioritization of job roles for Qualification Pack development. The mentioned qualification was indicated as a key requirement by the industry. Governing Council of FFSC shared the final approval for the development of the QP of the job role. The qualification has also been validated and endorsed by some of the leading industry players and other small and medium enterprises.</p> <p>In addition, the skill requirement study has indicated the wood furniture industry is growing and is expected to grow at 15% CAGR. The market for wood furniture is majorly dominated by unorganized sector. The sector is witnessing a strong growth due to increased construction activities in metro cities and tier II cities, changing lifestyles, increasing disposable income along with changing consumer aspirations. The industry is going towards customised furniture designing. The job role will help in making furniture designs according to the need of the customers. This leads to demand of this job role by the employers.</p> <p>Evidence of the qualification is supported by validations. The complete list of validating companies has been enclosed as an annexure to the Q file.</p> <p>s per skill gap study:</p> <p>2016 manpower: 11645 Estimated manpower 2022: 22986 Estimated manpower 2025: 32293</p> <p>Gap 2022: 11340 Gap 2025: 20648</p> <p>For Wooden /modular furniture</p> <p>Large Industry: 86558</p>	
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	<p>Medium Industry: 389022 Small Industry: 1603045 2016 manpower: 20.79 lakh</p> <p>2022 estimated manpower: 41.03 lakh 2025 estimated manpower: 57.64 lakh</p>	
Industry Relevance	<p>FFSC has taken validations of the job roles from at least 30 industry bodies (10-large, 10-small, 10-medium) for the industry relevance. The Qualification has been developed on the basis of relevance and inputs of industry.</p>	NA
Usage of the qualification	<p>The Qualification will be used for providing training in different schemes. 85% of the furniture & fittings industry is unorganised. The Qualification will be used by Ministries, industries and Training Partners for training and certification of the candidates. Most of the candidates go for self-employment. Even if the candidates who opt for wage employment unable to produce the offer letter due to highly unorganised sector.</p> <p>The TP would submit details of the employment details (wherever applicable) to the funding agencies.</p> <p>The qualification will be used by the youths who want to learn new skills.</p>	NA
Estimated uptake	<p>As per Skill Gap Report, the wood furniture industry is growing and is expected to grow at 15% CAGR. It is estimated that there would be an increase in demand of manpower for wooden and modular sub sector.</p> <p>Large Industry: 86558 Medium Industry: 389022 Small Industry: 1603045</p>	NA

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		2016 manpower: 20.79 lakh 2022 estimated manpower: 41.03 lakh 2025 estimated manpower:57.64 lakh	
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>Communication with Ministry of Housing and Urban Affairs and Ministry of Micro, Small & Medium Enterprises attached.</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>The qualification discussed above is checked for any duplication across sectors. Given the qualification is niche to Furniture sector, there is no duplication or pre-existing similar qualifications. The Q file has been checked in National Qualification Registrar. No existing course found with same content and duration</p> <p>This QP has been developed keeping in mind the industry requirements The qualification has been approved by Qualification Review Committee (QRC), NSDC.</p>		
29	<p>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</p> <p>The qualification packs will be reviewed and checked for relevance and currency as per industry standards, after a period of 3 years of approval. Also, there will be a sustainability plan in place to maintain relevance of the final QP. This QP is set to be revised post Sep 2022.</p> <p>This QP is set to be revised in three year's time post NSQC approval. Any institution/ individual can send feedback, which will be considered during next review cycle. Communication will be sent for feedback to all the main stakeholders one month prior to the review of the qualification pack. A formal review is scheduled in three year's time.</p>		

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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- List of QP NOS validating companies- Annexure 3
- Skill Gap study – Annexure 4

SECTION 4

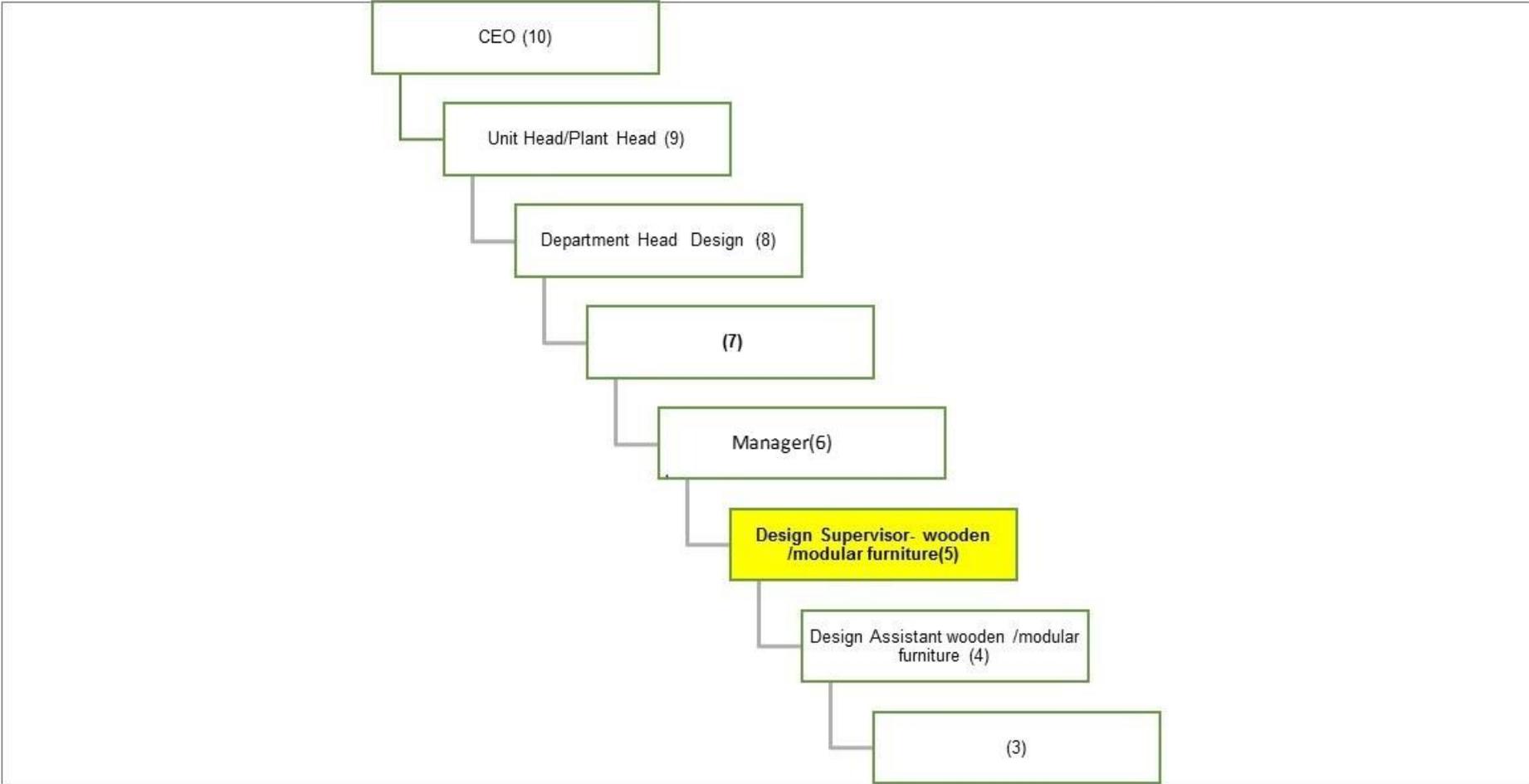
EVIDENCE OF PROGRESSION

30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?</p> <p><i>Show the career map here to reflect the clear progression</i></p> <ol style="list-style-type: none">1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large scale organizations.2. Exploring various lateral career opportunities for the discussed qualification3. Ensuring that there is a clear role up in terms of performance criteria qualification experience and skill requirement from lower NSQF Level to higher levels in the hierarchy. <p>Please refer to the career path as per Annexure 1 which clearly defines the career path</p>
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Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

Annexure 1: Career Map of Design Supervisor Wooden/ Modular Furniture



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Annexure 2: Qualification Pack of Design Supervisor Wooden/ Modular Furniture (separate file)

Annexure 3: List of QP/NOS validating companies (separate file)

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ANNEX A

NSQF LEVEL DESCRIPTORS

LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
1	Prepares person to/carry out process that are repetitive on regular basis require no previous practice,	Familiar with common trade terminology, instructional words, meanings and understanding.	Routine and repetitive, takes safety and security measures.	Reading and writing; addition, subtraction; personal financing; familiarity with social and religious diversity, hygiene and environment.	No responsibility; always works under continuous instruction and close supervision.
2	Prepares person to/carry out processes that are repetitive, on a regular basis, with little application of understanding, more of practice.	Material, tools and applications in a limited context, understands context of work and quality.	Limited service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality.	Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.	No responsibility; works under instruction and close supervision.
3	Person may carry out a job which may require limited range of activities routine and predictable.	Basic facts, process and principle applied in trade of employment.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social	Under close supervision. Some responsibility for own work within defined limit.

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LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
				and natural environment.	
4	Work in familiar, predictable, routine, situation of clear choice.	Factual knowledge of field of knowledge or study.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.	Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment.	Responsibility for own work and learning.
5	Job that requires well developed skill, with clear choice of procedures in familiar context.	Knowledge of facts, principles, processes and general concepts, in a field of work or study.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information.	Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication.	Responsibility for own work and learning and some responsibility for others' works and learning.

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LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
6	Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and non-standard practices.	Factual and theoretical knowledge in broad contexts within a field of work or study.	A range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study.	Reasonable good in mathematical calculation, understanding of social, political and reasonably good in data collecting organising information, and logical communication.	Responsibility for own work and learning and full responsibility for other's works and learning.
7	Requires a command of wide-ranging specialised theoretical and practical skills, involving variable routine and non-routine contexts.	Wide-ranging factual and theoretical knowledge in broad contexts within a field of work or study.	Wide range of cognitive and practical skills required to generate solutions to specific problems in a field of work of study.	Good logical and mathematical skill understanding of social political and natural environment and organising information, communication and presentation skill.	Full responsibility for output of group and development.
8	Comprehensive, cognitive, theoretical knowledge and practical skills to develop creative solutions to abstract problems. Undertakes self-study; demonstrates intellectual independence, analytical rigour and good communication.			Exercise management and supervision in the context of work/study having unpredictable changes; responsible for the work of others.	

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LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
9	Advanced knowledge and skill. Critical understanding of the subject, demonstrating mastery and innovation, completion of substantial research and dissertation.			Responsible for decision making in complex technical activities involving unpredictable work/study situations.	
10	Highly specialised knowledge and problem solving skill to provide original contribution to knowledge through research and scholarship.			Responsible for strategic decisions in unpredictable complex situations of work/study.	

NSQF LEVEL OUTLINES
NSQF levels related to the labour market

Level 1: Work requiring knowledge, skills and aptitudes at level 1 will be routine, repetitive, and focused on limited tasks carried out under close supervision. In some sectors, people carrying out these job roles may be described as “helpers”.

Individuals in jobs which require level 1 qualifications **may** be expected to be able to read, write, add and subtract, but will not normally be required to have any previous knowledge or skills relating to the work¹.

When employed, they will be instructed in their tasks and expected to learn and use the common terminology of the trade and acquire the basic skills necessary for the work.

Job holders at this level will be expected to carry out the tasks they are given safely and securely and to use hygienic and environmentally friendly practices. This means that they will be expected to take some responsibility for their own health and safety and that of fellow workers.

In working with others, they will be expected to respect the different social and religious backgrounds of their fellow workers.

Level 2: Work requiring knowledge, skills and aptitudes at level 2 will also be routine and repetitive, and tasks will be carried out under close supervision. The individuals will not be expected to deal independently with variables which affect the carrying out of the work. People carrying out these work roles may be described as “assistants” and the range of tasks they carry out will be limited.

Individuals in jobs which require level 2 qualifications will normally be expected to be able to read and write, add and subtract. Their work may involve taking and passing on messages.

They may also be expected to have some previous experience, knowledge and skills in the occupation. When employed, they will be instructed in their tasks and expected to acquire the practical skills necessary to assist skilled workers and/or give a limited service to customers. They will learn about, and use, the materials, tools and applications required to carry out basic tasks in an occupation. They may have to select the appropriate materials, tools and/or applications to carry out tasks.

¹ In practice many workers at this level will have limited literacy and NOS and qualifications at this levels should reflect this – eg in relation to assessment.

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They will be expected to understand what constitutes quality in their job role and distinguish between good and bad quality in the context of the tasks they are given. Job holders at this level will be expected to carry out the tasks they are given safely and securely and to use hygienic and environmentally friendly practices. This means that they will be expected to take some responsibility for their own health and safety and that of fellow workers and, where appropriate, customers.

In working with others, they will be expected to respect the different social and religious backgrounds of their fellow workers, but their contribution to team work may be limited.

Level 3: Work requiring knowledge, skills and aptitudes at level 3 will be routine and predictable. Job holders will be responsible for carrying out a limited range of jobs under close supervision. Their work may require the completion of a number of related tasks. People carrying out these job roles may be described as “partly-skilled workers”.

Individuals in jobs which require level 3 qualifications will normally be expected to be able to communicate clearly in speech and writing and may be required to use arithmetic and algebraic processes. They will be expected to have previous knowledge and skills in the occupation and should know the basic facts, processes and principles applied in the trade for which they are qualified and be able to apply the basic skills of the trade to a limited range of straightforward jobs in the occupation.

They will be expected to understand what constitutes quality in their job role and more widely in the sector or sub-sector and to distinguish between good and bad quality in the context of the jobs they are given. Job holders at this level will be expected to carry out the jobs they are given safely and securely. They will work hygienically and in ways which show an understanding of environmental issues. This means that they will be expected to take responsibility for their own health and safety and that of fellow workers and, where appropriate, customers and/or clients.

In working with others, they will be expected to conduct themselves in ways which show a basic understanding of the social environment. They should be able to make a good contribution to team work.

Level 4: Work requiring knowledge, skills and aptitudes at level 4 will be carried out in familiar, predictable and routine situations. Job holders will be responsible for carrying out a range of jobs, some of which will require them to make choices about the approaches they adopt. They will be expected to learn and improve their practice on the job. People carrying out these jobs may be described as “skilled workers”.

Individuals in jobs which require level 4 qualifications should be able to communicate clearly in speech and writing and may be required to use arithmetic and algebraic processes. They will be expected to have previous knowledge and skills in the occupation in

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which they are employed, to appreciate the nature of the occupation and to understand and apply the rules which govern good practice. They will be able to make choices about the best way to carry out routine jobs where the choices are clear.

They will be expected to understand what constitutes quality in the occupation and will distinguish between good and bad quality in the context of their job roles. Job holders at this level will be expected to carry out their work safely and securely and take full account of the health and safety on colleagues and customers. They will work hygienically and in ways which show an understanding of environmental issues.

In working with others, they will be expected to conduct themselves in ways which show a basic understanding of the social and political environment. They should be able to guide or lead teams on work within their capability.

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Level 5: Work requiring knowledge, skills and aptitudes at level 5 will also be carried out in familiar situations, but also ones where problems may arise. Job holders will be able to make choices about the best procedures to adopt to address problems where the choices are clear.

Individuals in jobs which require level 5 qualifications will normally be responsible for the completion of their own work and expected to learn and improve their performance on the job. They will require well developed practical and cognitive skills to complete their work. They may also have some responsibility for others' work and learning. People carrying out these jobs may be described as "fully skilled workers" or "supervisors".

Individuals employed to carry out these jobs will be expected to be able to communicate clearly in speech and writing and may be required to apply mathematical processes. They should also be able to collect and organise information to communicate about the work. They will solve problems by selecting and applying methods, tools, materials and information.

They will be expected to have previous knowledge and skills in the occupation, and to know and apply facts, principles, processes and general concepts in the occupation.

They will be expected to understand what constitutes quality in the occupation and will distinguish between good and bad quality in the context of their work. They will be expected to operate hygienically and in ways which show an understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out or supervise.

In working with others, they will be expected to conduct themselves in ways which show an understanding of the social and political environment.

Level 6: Work requiring knowledge, skills and aptitudes at level 6 will require the use of both standard and non-standard practices. Job holders will carry out a broad range of work which will require a wide range of specialised technical skills backed by clear factual and theoretical knowledge.

Individuals in jobs which require level 6 qualifications will normally be responsible for the completion of their own work and expected to learn and improve their performance on the job. They are likely to have full responsibility for others' work and learning. People carrying out these jobs may be described as "master technicians" and "trainers".

Individuals employed to carry out these job roles will be expected to be able to communicate clearly in speech and writing and may be required to carry out mathematical calculations. They should also be able to collect data, organise information, and communicate logically about the work. They will solve problems by selecting and applying methods, tools, materials and information.

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They will be expected to have broad factual and theoretical knowledge applying to practice within the occupation, and a range of practical and cognitive skills. They will be able to generate solutions to problems which arise in their practice.

They will be expected to understand what constitutes quality in the occupation and to distinguish between good and bad quality in the context of all aspects of their work. They will be expected to work in ways which show an understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out or manage.

In working with others, they will be expected to conduct themselves in ways which show an understanding of the social and political environment.

Level 7: Work requiring knowledge, skills and aptitudes at level 7 will take place in contexts which combine the routine and the non-routine and are subject to variations. Job holders will carry out a broad range of work which requires wide-ranging specialised theoretical and practical skills.

Individuals in jobs which require level 7 qualifications will normally be responsible for the output and development of a work group within an organisation. People carrying out these job roles are likely to be graduates. They may be described as “managers” or “senior technicians”.

Individuals employed to carry out these job roles will be expected to be able to communicate clearly in speech and writing and are likely to be required to carry out mathematical calculations as part of their work. They should also be skilful in collecting and organising information to communicate logically about the work.

They will be expected to have wide-ranging factual and theoretical knowledge of practice within the occupation, and a wide range of specialised practical and cognitive skills. They will be able to generate solutions to problems which arise in their work.

They will be expected to understand what constitutes quality in the occupation and distinguish between good and bad quality in all aspects of their work. They will be expected to work in ways which show a good understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out and manage.

In working with others, they will be expected to conduct themselves in ways which show a good understanding of the social and political environment.

Level 8: Individuals in jobs which require level 8 qualifications will normally be responsible for managing the work of a team and developing the team. The work will involve dealing with unpredictable circumstances affecting the work.

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Their work will require the use of comprehensive knowledge and understanding of the occupational field and a commitment to self-development.

They will normally need an ability to develop creative solutions to problems requiring abstract thought. They will be required to show intellectual independence and a rigorous analytical ability. They will need to be good communicators.

Level 9: Individuals in jobs which require level 9 qualifications will normally be responsible for complex decision-making in unpredictable contexts.

They will have to exercise senior responsibility in an organisation and show mastery of the issues in the occupation and the ability to innovate.

Their work will require the use of advanced knowledge and skill. They may make contributions to knowledge in their field through research.

Level 10: Job Individuals in jobs which require level 10 qualifications will normally be responsible for strategic decision-making. The context of their work will be complex and unpredictable.

They are likely to be responsible for an organisation or a significant division of an organisation. They will have to provide leadership.

Their work will require highly specialised knowledge and problem-solving skills. They may make original contributions to knowledge in their field through research, scholarship or innovative practice.