

## **CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

### **Name and address of submitting body:**

Furniture & Fittings Skill Council,  
407-408, 4th Floor, Sikanderpur, DLF City Court, MG Rd,  
Gurgaon, Haryana-122002

### **Name and contact details of individual dealing with the submission**

**Name:** Mr. Gurpal Singh

**Position in the organisation:** Chief Executive Officer

**Address if different from above:** Address same as above

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### **List of documents submitted in support of the Qualifications File**

1. Career Map of Installer – Frameless Glass Doors/Windows (Options: Installer- Framed Doors/Windows)- Annexure 1
2. Qualification Pack of Installer – Frameless Glass Doors/Windows (Options: Installer- Framed Doors/Windows)- 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 include the following:**

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

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**SUMMARY**

1	<b>Qualification Title</b>	Installer – Frameless Glass Doors/Windows (Options: Installer- Framed Doors/Windows)
2	<b>Qualification Code, if any</b>	FFS/Q6104
3	<b>NCO code and occupation</b>	NCO-2015- 7115.0200/7115.9900 / 7119.9900
4	<b>Nature and purpose of the qualification (Please specify whether qualification is short term or long term)</b>	<ul style="list-style-type: none"> <li>- Nature of the qualification</li> <li>- a Qualification Pack (QP)</li> <li>- short term training</li> <li>- The main purpose of the qualification to get unemployed people into work</li> <li>- to upgrade the skills of people already in work</li> <li>- to allow people in particular sectors to learn new skills to deal with technological change</li> <li>- to give people with vocational/professional skills</li> <li>- <b>Installer – Frameless Glass Doors/Windows</b> fixes the glass and then installs the doors/windows using required architectural hardware. The job holder must comply with relevant health and safety standards while carrying out the tasks.</li> <li>- <b>Installer- Framed Doors/ Windows:</b> Installer fixes the glass with the frame and then installs the doors/windows using architectural hardware.</li> </ul>
5	<b>Body/bodies which will award the qualification</b>	Furniture & Fittings Skill Council (FFSC)
6	<b>Body which will accredit providers to offer courses leading to the qualification</b>	Furniture & Fittings Skill Council (FFSC)
7	<b>Whether accreditation/affiliation norms are already in place or not , if applicable (if</b>	Yes

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	yes, attach a copy)	
8	<b>Occupation(s) to which the qualification gives access</b>	Installation: Installer – Frameless Glass Doors/Windows (Options: Installer- Framed Doors/Windows)
9	<b>Job description of the occupation</b>	<p>Installer – Frameless Glass Doors/Windows fixes the glass and then installs the doors/windows using required architectural hardware. The job holder must comply with relevant health and safety standards while carrying out the tasks.</p> <p>Installer – Framed Doors/Windows fixes the glass with the frame and then installs the doors/windows using required architectural hardware. The job holder must comply with relevant health and safety standards while carrying out the tasks. To perform the work competently the person is required to work with precision in delivering outcomes.</p>
10	<b>Licensing requirements</b>	NA
11	<b>Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)</b>	NA
12	<b>Level of the qualification in the NSQF</b>	Level 4
13	<b>Anticipated volume of training/learning required to complete the qualification</b>	<p>Without optional NOS: 400 hours</p> <p>With optional NOS: 450 hours</p>
14	<b>Indicative list of</b>	Safety Masks, safety glasses, ear plug, safety footwear,

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4	<b>training tools required to deliver this qualification</b>	gloves first aid, different types of fire extinguisher, hardware for door, windows, hinges, fittings like floor springs, floor pivots, overhead closers, channels and fixings, handles, latch/bolts, door stopper, overhead door closer, butt hinges, Aldrop, tower bolts, floor springs, tape, measure tape, leveler, square, drill and bits, stapler, scissors and utility knife, screw drivers, hammer, chisel, sealant gun, saw, plumb line, electric screw driver, angle grinder, Allen key set in mm, dowels, pliers etc. Materials and Hardware: frame material i.e. wood, aluminum, fiber glass, vinyl as per design, hinges, pivot, floor spring, packing, shims, sealant, handles, locks etc.
1 5	<b>Entry requirements and/or recommendations and minimum age</b>	Class VIII 18 years For RPL- candidates should have experience of Assembler doors/ windows –Glass (Level -3)
1 6	<b>Progression from the qualification (Please show Professional and academic progression)</b>	Supervisor Production Doors/ Windows (Level 5)
1 7	<b>Arrangements for the Recognition of Prior learning (RPL)</b>	RPL arrangements and policies are in line with the guidelines of Pradhan Mantri Kaushal Vikas Yojna, Ministry of Skill Development & Entrepreneurship
1 8	<b>International comparability where known (research evidence to be provided)</b>	-
1	<b>Date of planned review of the qualification.</b>	22/09/2022

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2	<b>Formal structure of the qualification</b>		
<b>Mandatory components</b>			
	<b>Title of component and identification code/NOSs/Learning outcomes</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
	<b>FFS/N6105:</b> Planning for installation	166	4
	<b>FFS/N6106:</b> Install frameless glass doors/fixed partitions	190	4
	<b>FFS/N8501:</b> Maintain the work area, tools and machines	12	4
	<b>FFS/N8601:</b> Ensure health and safety at workplace	16	Common across levels
	<b>FFS/N8801:</b> Work effectively with others	16	Common across levels
	<b>Sub Total (A)</b>	<b>400</b>	4
<b>Optional components</b>			
	<b>Title of component and identification code/NOSs/ Learning outcomes</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
	<b>FFS/N 6103:</b> Planning for installation	10	4
	<b>FFS/N 6104:</b> Install framed doors	40	4

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	<b>Sub Total (B)</b>	<b>50</b>	<b>4</b>	
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	<b><u>Total (A+B)</u></b>	<b><u>450</u></b>	<b><u>Level 4</u></b>	
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**SECTION 1**  
**ASSESSMENT**

21	<p><b>Body/Bodies which will carry out assessment:</b> The affiliated Assessment Bodies of Furniture &amp; Fittings Skill Council will do the assessment. The list of Assessment Agencies is attached as Annexure.</p>
22	<p><b>How will RPL assessment be managed and who will carry it out?</b></p> <p>The skill gap study shows that there are candidates who have prior learning experience in the Furniture &amp; 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><b>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.</b></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"> <li>A. Mid- term assessment</li> <li>B. Term / Final Assessment</li> </ul> <p>Each National Occupational Standard (NOS) in the respective QPs will be assigned marks/ weightage. Therein each Performance Criteria in the NOS will be assigned marks for theory and / or practical based on relative importance and</p>

criticality of function.

This will facilitate preparation of question bank / paper sets for each of the 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.

The following tools are proposed to be used for final assessment:

i. *Written Test*: This will comprise of Multiple Choice Questions. Online system for this will be preferred.

ii. *Practical Test*: This will comprise a test job to be prepared as per project briefing following appropriate working steps, using necessary tools, equipment and instruments.

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.

iii. *Structured Interview*: 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.

## **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:**

**Installer – Frameless Glass Doors/Windows (Options: Installer- Framed Doors/Windows)**

**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role:** Installer – Frameless Glass Doors/Windows (Options: Installer- Framed Doors/Windows)

**Qualification Pack:** FFS/Q6104

**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 criterion
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.

<b>Compulsory NOS</b>		<b>Marks Allocation</b>			
<b>Total Marks: 500+200=700</b>		<b>Total Marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>Assessable Outcomes</b>	<b>Assessment Criteria for Outcomes</b>				
FFS/N6105 Planning for Installation of Frameless Glass Doors /windows	PC1. obtain job instructions from responsible personnel  Job instruction: design, hardware requirement, dimensions, size of fixed partitions etc.	100	4	2	2
	PC2. interact with supervisor in order to understand the client requirement		4	2	2
	PC3. read and confirm that the given instructions and design are complete		4	4	0

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	and correct			
	PC4. identify the work site/ opening where the door is to be fixed as per design	4	0	4
	PC5. plan out an efficient sequence of work as per the job requirement and specification	4	2	2
	PC6. obtain appropriate hardware, materials and tools/machines suitable to carry out the given tasks  Tools & machines: e.g. measuring tape, leveler, square, drill and bits, stapler, scissors and utility knife, screw drivers, hammer, chisel, sealant gun, saw, plumb line, electric screw driver, angle grinder, allen key set in mm, dowels, pliers etc.  Hardware and Material: hinges, pivot, floor spring etc. requirement, hinges, pivot, floor spring, patch fitting, handles, locks, packing, sealant etc.	4	0	4
	PC7. indentify and check the hardware that has come with the door for installation	4	0	4
	PC8. report on any shortage or defect of materials/hardware to the concerned person before commencement of work	4	2	2
	PC9. check that the selected tools & equipment are in safe working condition and ready for use	4	0	4
	PC10. take the size of the opening and match the same with the specification document/ job sheet and report discrepancies if any prior to installation	4	2	2

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PC11. use approved procedures to inspect glass door visually for any possible defects as per required standard parameters prior to work  Defects: unevenness, chipped glass, waviness, bend in glass etc.	5	0	5
PC12. read and interpret the details from architectural drawings relevant to door and fixed partition installation	5	5	0
PC13. read and understand manufacturer's specification for hardware and its installation	5	5	0
PC14. identify the surfaces and dimensions as per the drawing	5	0	5
PC15. read and understand the scope of work	5	0	5
PC16. return all the used tools and materials safely to the appropriate personal	5	0	5
PC17. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	5	2	3
PC18. maintain correct body posture while standing and working for long hours and carrying heavy materials	5	0	5
PC19. lift, carry or move heavy glass /windows from one place to another using approved safe working practices	5	0	5
PC20. ensure that the work area is free of clutters to carry out installation work smoothly	5	0	5
PC21. select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and	5	2	3

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	safety guidelines				
	Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, warning signs and tapes, fire extinguisher, first aid kit				
	PC22. follow electrical safety measures while working with electrically powered tools & equipment		5	2	3
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
FFS/N6106 Install Frameless Glass /windows	PC1. identify the work site/ opening where the door is to be installed	100	3	0	3
	PC2. take the size of the opening and match the same with the specification document/ job sheet and report discrepancies if any prior to installation		3	1	3
	PC3. read and confirm that the given instructions and design are correct and complete		3	0	3
	PC4. obtain appropriate materials and tools suitable to carry out marking activities		4	2	2
	PC5. identify the surfaces and dimensions as per the drawing		4	2	2
	PC6. check the plumb, line and level of the opening		3	0	3
	PC7. carryout measurements for floor springs, wall/glass opening for installation		4	1	3
	PC8. calculate height and width as per design for installation		4	2	2
	PC9. carry out markings to guide activities of subordinates		3	1	2
	PC10. obtain appropriate materials, hardware and tools/machines suitable		3	0	3

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	<p>to carry out the given tasks</p> <p>Tools &amp; machines: e.g. measuring tape, leveler, square, drill and bits, stapler, scissors and utility knife, screw drivers, hammer, chisel, sealant gun, saw, plumb line, electric screw driver, angle grinder, allen key set in mm, dowels, pliers etc.</p> <p>Hardware and Material: hinges, pivot, floor spring etc. requirement, hinges, pivot, floor spring, patch fitting, handles, locks, packing, sealant etc.</p>				
	<p>PC11. indentify and check the hardware that has come with the door for installation</p>	3	0	3	
	<p>PC12. report on any shortage or defect of materials/hardware to the concerned person before commencement of work</p>	3	1	2	
	<p>PC13. take the size of the opening and match the same with the specification document/ job sheet and report discrepancies if any prior to installation</p>	3	1	2	
	<p>PC14. check and ensure the size of the opening matched the size of the door prior to installation</p>	3	0	3	
	<p>PC15. ensure that the size of the fixed partition matches the door and the opening</p>	5	1	4	
	<p>PC16. ensure correct methods of holding and centering work piece i.e glass door</p>	4	2	2	
	<p>PC17. ensure appropriate lifting devices for lifting glass /windows</p> <p>Lifting device: glass holders with single and multiple knobs</p>	3	1	2	

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	PC18. fix the floor spring in the cutout on the floor		4	2	2
	PC19. set the speed of the floor spring as per specification		4	0	4
	PC20. fix the top and the bottom pivot and check alignment		4	0	4
	PC21. fix the patch fitting as per design requirement		4	2	2
	PC22. install the fixed partitions with the support of the patch fittings before door installation		5	2	3
	PC23. use hinges to fix the glass door on the glass opening or wall opening		5	0	5
	PC24. install the door closer as per design specification and set the required speed if mentioned in the design specification		4	0	4
	PC25. fix the door handle at the appropriate height  Appropriate Height: height from the center of the door handle should be 1040mm of the finish floor level		4	2	2
	PC26. choose appropriate drill blades, depending upon the thickness of the glass and the hardware to be used		4	2	2
	PC27. ensure that the work area is free of clutters to carry out installation work smoothly		4	0	4
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
FFS/N8501 Maintenance of work  area, tools and  machines	PC1. handle materials, machinery, equipment and tools safely and correctly	100	8	4	4
	PC2. use correct handling procedures		8	4	4
	PC3. use materials to minimize		8	4	4

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	waste				
	PC4. prepare and organize work		8	4	4
	PC5. maintain a clean and hazard free working area		8	4	4
	PC6. deal with work interruptions		8	4	4
	PC7. maintain tools equipment and consumables		8	4	4
	PC8. work in a comfortable position with the correct posture		8	4	4
	PC9. use cleaning equipment and methods appropriate for the work to be carried out		8	4	4
	PC10. dispose of waste safely in the designated location		8	4	4
	PC11. store cleaning equipment safely after use		7	3	4
	PC12. ensure safe and correct handling of materials, equipment and tools		7	3	4
	PC13. maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		6	4	2
		<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
FFS/N8601 Ensure health and safety at workplace	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines		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

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	PC4. follow manufacturers' instructions and job specifications relating to safe use of materials specifically chemicals and power equipment		3	1	2
	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	1	2
	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		3	0	3
	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		4	2	2
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	0	3
PC15. report accident/incident report to authorised personal		3	2	1
PC16. perform basic safety checks before operation of all machines, tools and electrical equipment		3	1	2
PC17. follow recommended material handling procedure to control damage and personal injury		3	2	1
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		3	1	2
PC21. follow agreed work location procedures in the event of an emergency or an accident		4	2	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		3	1	2

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	<p>available at work site</p> <p>General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)</p>				
	<p>PC24. comply with restrictions imposed on harmful chemicals inside work area during working hours</p>	4	2		2
	<p>PC25. correctly demonstrate rescue techniques applied during fire hazard</p>	3	0		3
	<p>PC26. demonstrate good housekeeping in order to prevent fire hazards</p>	3	0		3
	<p>PC27. demonstrate the correct use of a fire extinguisher</p>	3	0		3
	<p>PC28. demonstrate how to free a person from electrocution</p>	3	1		2
	<p>PC29. respond promptly and appropriately to an accident situation or medical emergency</p>	3	0		3
	<p>PC30. participate in emergency procedures</p> <p>Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work</p>	3	0		3
	<p>PC31. use the various appropriate fire extinguishers on different types of fires correctly</p> <p>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</p>	3	1		2

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	<p>equipment such as appliances, wiring, breaker panels, etc.</p> <p>These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity);            Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)</p>				
	<p>PC32. state methods of accident prevention in the work environment</p> <p>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</p>		3	3	0
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
FFS/ N8801 Work effectively with others	PC1. seek assistance from supervisor or any such appropriate authority as and when required		3	1	2
	PC2. ask questions and seek clarifications on work tasks whenever required		3	1	2
	PC3. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		5	5	0
	PC4. identify and report any possible deviations to appropriate authority		3	1	2
	PC5. address the problems effectively and report if required to immediate supervisor appropriately		5	2	3

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PC6. receive instructions clearly from superiors and respond effectively on the same	3	1	2
PC7. follow escalation matrix in case of any grievance	5	4	1
PC8. accurately receive information and instructions from the supervisor related to one's work	5	3	2
PC9. coordinate and cooperate with colleagues to achieve work objectives	5	0	5
PC10. display courteous behaviour at all times	5	0	5
PC11. respond politely to customer queries and other team members	5	1	4
PC12. follow work place dress code	5	0	5
PC13. keep work area in a tidy and organized state	5	0	5
PC14. adhere to time lines and quality standards	5	2	3
PC15. follow organizational policies and procedures	4	4	0
PC16. share information with team wherever and whenever required to enhance quality and productivity at work place	5	2	3
PC17. work together with co-workers in a synchronized manner	5	0	5
PC18. communicate with others clearly, at a pace and in a manner that helps them to understand	5	2	3
PC19. show respect to other and their work	5	0	5
PC20. display active listening skills while interacting with others at work	5	0	5

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	PC21. demonstrate responsible and disciplined behaviors at the workplace		<b>5</b>	<b>0</b>	<b>5</b>
	PC22. disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.		<b>4</b>	<b>1</b>	<b>3</b>
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>

**Optional: FFS/Q6103 Installer- Framed Doors/ Windows**

<b>Optional NOS</b>		<b>Marks Allocation</b>			
<b>Total Marks: 500+200 = 700</b>					
<b>Assessment Outcomes</b>	<b>Assessment Criteria for Outcomes</b>	<b>Total Marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Practical</b>
FFS/N6103 Planning for Installation of Framed Door/windows	PC1. obtain job instructions from responsible personnel  Job instruction: design, hardware requirement, frame instruction, dimensions etc.	100	4	1	3
	PC2. interact with supervisor in order to understand the client requirement		3	1	2
	PC3. read and confirm that the given instructions and design are complete and correct		3	1	2
	PC4. identify the work site/ opening where the door is to be fixed from the drawing		4	0	4
	PC5. identify the frame and panel requirement as per design specification  Frame requirement: frame size, material i.e wood or aluminums etc., full frame, one sides frame, two sided frame etc.		5	2	3
	PC6. plan out an efficient sequence of work as per the job requirement		5	2	3

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	and specification			
	<p>PC7. obtain appropriate materials and tools/machines suitable to carry out the given tasks</p> <p>Tools &amp; machines: e.g. measure tape, leveler, square, drill and bits, stapler, scissors and utility knife, screw drivers, hammer, chisel, sealant gun, saw, plumb line, electric screw driver, angle grinder, allen key set in mm, dowels, pliers etc.</p> <p>Materials and Hardware: frame material i.e wood, aluminum, fiber glass, vinyl as per design, hinges, pivot, floor spring, packing, shims, sealant, handles, locks etc.</p>	6	2	4
	PC8. identify and check the hardware that has come with the door for installation	4	1	3
	PC9. report on any shortage or defect of materials/hardware to the concerned person before commencement of work	3	0	3
	PC10. check that the selected tools & equipment are in safe working condition and ready for use	3	0	3
	PC11. take the size of the opening and match the same with the specification document/ job sheet and report discrepancies if any prior to installation	5	2	3
	PC12. take the size of the frame and match it with the door panel	5	1	4
	PC13. use approved procedures to inspect glass door as well as the frame visually for any possible defects as per required standard parameters prior to work	5	2	3

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	Defects: unevenness, chipped glass, size variation, waviness, bend in glass etc.			
	PC14. read and interpret the details from architectural drawings relevant to framed door installation	6	2	4
	PC15. read and understand manufacturer's specification of hardware and its installation	5	3	2
	PC16. identify the surfaces and dimensions as per the drawing	4	1	3
	PC17. read and understand the scope of work	4	2	2
	PC18. return all the used tools and materials safely to the appropriate personal	4	1	3
	PC19. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	4	2	2
	PC20. maintain correct body posture while standing and working for long hours and carrying heavy materials	4	1	3
	PC21. lift, carry or move heavy frame and /windows from one place to another using approved safe working practices	4	1	3
	PC22. ensure that the work area is free of clutters to carry out installation work smoothly	3	0	3
	PC23. select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines	4	1	3
	Personal protective equipment: masks, safety glasses, head			

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	protection, ear muffs, safety footwear, gloves, aprons etc.				
	PC24. follow electrical safety measures while working with electrically powered tools & equipment		3	1	2
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
FFS/ N 6104 Install Framed Door/Windows	PC1. read and confirm that the given instructions and design are correct and complete	100	1	0	1
	PC2. obtain appropriate materials and tools suitable to carry out marking activities		1	0	1
	PC3. identify the surfaces and dimensions as per the drawing		1	0	1
	PC4. calculate height and width as per design for installation		2	1	1
	PC5. identify the work site/ opening where the frame and the door panel is to be installed		1	0	1
	PC6. take the size of the opening and match the same with the specification document/ job sheet and report discrepancies if any prior to installation		2	1	1
	PC7. take the size of the frame and match it with the glass on which the frame is to be fixed		2	0	2
	PC8. check the plumb line and level of the opening		1	0	1
	PC9. carry out markings to guide activities of subordinates		2	1	1
	PC10. mark the points on the glass to fix the frame		2	0	2
	PC11. measure and mark against the jamb where any shims are needed		1	0	1



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	PC12. confirm the door location against the drawing and mark the dimensions on the opening are as specified in the drawing		1	1	0
	<p>PC13. obtain appropriate materials and tools/machines suitable to carry out the given tasks</p> <p>Tools &amp; machines: e.g. measure tape, leveler, square, drill and bits, stapler, scissors and utility knife, screw drivers, hammer, chisel, sealant gun, saw, plumb line, electric screw driver, angle grinder, allen key set in mm, dowels, pliers etc.</p> <p>Materials and Hardware: frame material i.e wood, aluminum, fiber glass, vinyl as per design, hinges, pivot, floor spring, packing, shims, sealant, handles, locks etc.</p>		2	1	1
	PC14. indentify and check the hardware that has come with the frame and door for installation to match the door to be installed		1	0	1
	PC15. report on any shortage or defect of materials/hardware to the concerned person before commencement of work		1	0	1
	PC16. take the size of the opening and match the same with the specification document/ job sheet and report discrepancies if any prior to installation		2	1	1
	PC17. align the door frame against the setting out lines and ensure proper alignment		2	0	2
	PC18. secure the frame temporarily using wedges or clips to obtain required vertical and horizontal alignment		2	1	1

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PC19. fix the frame in position using architectural hardware as mentioned in the design		2	1	1
PC20. grout the gap between the wall and the door frame		2	0	2
PC21. make provisions of openings for the installation of hinges in the frame		2	1	1
PC22. check for right angle and squareness in the frame		1	0	1
PC23. check visually for any surface damage before installation		1	0	1
PC24. determine the finished floor height		2	1	1
PC25. ensure correct methods of holding and centering work piece i.e frame and the door panel		2	1	1
PC26. use hinges and screws to fix the frame on the opening or wall		2	0	2
PC27. choose appropriate drill bits, depending upon the thickness of the wall and the frame		1	0	1
PC28. ensure that the work area is free of clutters to carry out installation work smoothly		1	0	1
PC29. ensure that the frame, panel and architrave are of the correct type, size and quality as per the specification document		2	1	1
PC30. make provisions of openings for the installation of hinges in the door		2	0	2
PC31. check for right angle and squareness in the door		1	1	0
PC32. fix the hinges in the door		2	0	2

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	before fixing it on the frame				
	PC33. ensure proper alignment and verify the under-cut dimensions before fastening the hinges		2	1	1
	PC34. envelop the glass between the wooden or aluminium frame in case of framed /windows with the support of sealant, mouldings, screws etc.		3	1	2
	PC35. check the measurements of the glass and opening and then carefully insert the new glass into the door-frame opening		3	1	2
	PC36. check and ensure that there is a consistent gap not more than 5mm between the door panel and the frame		2	1	1
	PC37. ensure that the door and the frame corners maintained at right angel		2	1	1
	PC38. fix the door handle at the appropriate height  Appropriate Height: height from the center of the door handle should be 1040mm of the finish floor level		2	1	1
	PC39. choose appropriate drill bits, depending upon the thickness of the material to be used		2	1	1
	PC40. install the door closer as per design specification and set the required speed if mentioned in the design specification		2	1	1
	PC41. select and fix the latch if mentioned in the design specification		1	0	1
	PC42. check for plumb, line and level of the opening		2	0	2
	PC43. measure opening width at top, middle, and bottom of opening		2	0	2

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	PC44. ensure size is correct, if not, the opening may need to be corrected		2	1	1
	PC45. chip out any concrete that stick out from the mounting surface and may interfere with the installation		1	0	1
	PC46. assemble the main frame header, jambs and sill in the correct position		2	1	1
	PC47. clean the end of the jambs to remove grease and debris		2	0	2
	PC48. fit the frame into the opening and seal the frame		2	1	1
	PC49. secure the frame in the opening using the required installation hardware		3	1	2
	PC50. seal all the four corners of the frame as per design specification		2	0	2
	PC51. set frame in opening and shim as necessary to make frame plumb, level and square		2	1	1
	PC52. install the main frame head screw covers and check for movement/sliding of the door		3	1	2
	PC53. install the panel so that the top of panel slips over track frame header		3	1	2
	PC54. check the panel wheels for movement/sliding		2	1	1
	PC55. envelop the glass between the wooden or aluminium frame in case of framed /windows with the support of sealant, mouldings, screws etc.		3	1	2
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>

**SECTION 2**

**25. EVIDENCE OF LEVEL**

**OPTION A**

<b>Title/Name of qualification/component: Installer – Frameless Glass Doors/Windows</b> <b>(Options: Installer- Framed Doors/Windows)</b> <b>Level: 4</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the job role relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
<b>Process</b>	<p>The incumbent works in familiar and predictable routine of installing glass door using different architectural hardware.</p> <p>The situation of clear choice (descriptor of level 4) is evident through the following examples:</p> <ul style="list-style-type: none"> <li>• verify material quality using defined preliminary checks</li> <li>• confirm that the architectural hardware used for installing door/window are correct and appropriate for work</li> <li>• ensure that the correct</li> </ul>	<p>Work in familiar, predictable, routine, situation of clear choice.</p>	<b>4</b>

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<b>Title/Name of qualification/component: Installer – Frameless Glass Doors/Windows</b> <b>(Options: Installer- Framed Doors/Windows)</b> <b>Level: 4</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the job role relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
	<p>layout of a specified design are followed as per required quality standard and the assembly happens as per design requirement</p> <ul style="list-style-type: none"> <li>• use approved procedures to rectify any defects that are within one's competency level and ensure that the finished work meets the required standard</li> </ul>		
<b>Professional knowledge</b>	<p>The incumbent has factual knowledge of or study of architectural hardware / fittings</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• different types of tools architectural hardware and accessories and their uses</li> <li>• how to carryout marking and measuring activities for own work and to support the activities of the subordinates</li> <li>• how to take detailed measurement of the area between the platform and the finish floor level for</li> </ul>	Factual knowledge of field of knowledge or study.	<b>4</b>

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Title/Name of qualification/component: <b>Installer – Frameless Glass Doors/Windows</b> (Options: Installer- Framed Doors/Windows) Level: 4			
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>installation as per the design specification</p> <ul style="list-style-type: none"> <li>• knowledge of terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications</li> <li>• Basic measurements units, calculations and mathematics</li> </ul>		
<b>Professional skill</b>	<p>Most of the work involves recall and demonstration of practical skill, is routine and repetitive and in a narrow range of application. The incumbent also uses appropriate rule and tool and quality concepts to complete their work. This is evident through:</p> <ul style="list-style-type: none"> <li>• use appropriate techniques, tools equipment and architectural hardware to assemble</li> <li>• apply approved methods to mark the dimensions as specified in the drawing and confirm the door location against the drawing</li> </ul>	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.	<b>4</b>
<b>Core skill</b>	The incumbent needs language	Language to communicate written	<b>4</b>

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<b>Title/Name of qualification/component: Installer – Frameless Glass Doors/Windows</b> <b>(Options: Installer- Framed Doors/Windows)</b> <b>Level: 4</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the job role relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
	<p>to communicate written or oral, with required clarity, to interact with customers, various supervisors, personnel and teams, confirm requirements and communicate the same for shared understanding. Also prepare a range of routine documentation.</p> <ul style="list-style-type: none"> <li>• fill logs, forms and formats in local language or Hindi for recording quantity and quality of work figures, defects identified or rectified, measurement of opening and post work and other related information, etc. whenever needed.</li> <li>• take notes/instructions related to work in local language or Hindi from supervisor/client</li> <li>• document site measurement and architectural hardware requirement as per design</li> <li>• provide client with all relevant work information including installation timelines, feasibility of designs and available</li> </ul>	<p>or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment.</p>	
<b>Responsibility</b>	The incumbent works with responsibility for own work and	Responsibility for own work and learning.	4



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<b>Title/Name of qualification/component: Installer – Frameless Glass Doors/Windows</b> <b>(Options: Installer- Framed Doors/Windows)</b> <b>Level: 4</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the job role relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
	<p>learning, which is evident from the incumbent's deliverables and also there is no responsibility for the learning of others therefore this is not level 5.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• use approved procedures to rectify any defects that are within one's competency level and ensure that the finished work meets the required standard</li> <li>• ensure that the installation work gets completed as per client requirement maintaining quality standards and they conform to the given job specification</li> </ul>		

**SECTION 3**  
**EVIDENCE OF NEED**

<b>26</b>	<b>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?</b>		
	<b>Basis</b>	<b>In case of SSC</b>	<b>In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</b>
	Need of the qualification	Industry interactions carried out while creating occupational maps	NA

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		<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 for 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 furniture &amp; fittings industry is growing and is expected to grow at 15% CAGR. The market for furniture &amp; fittings is majorly dominated by unorganized sector. This 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 moving towards standardised sizes for the doors and windows. Existing manpower lacks formal training and latest industry techniques. So the job roles is in demand 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>Industry validation documents is attached separately.</p> <p>As per skill gap study:</p>	
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	<p>Architectural Fittings- Doors/ Windows Medium Industry: 54054 Small Industry: 185625 2016 manpower: 2.40 lakh</p> <p>2022 estimated manpower: 4.25 lakh 2025 estimated manpower:5.65 lakh</p>	
Industry Relevance	FFSC has taken validations of the job roles from at least 30 industry bodies (10-large, 10-small, 10-medium). The Qualification has been developed on the basis of relevance and inputs of industry.	NA
Usage of the qualification	<p>The Qualification will be used by Ministries, industries and Training Partners for training and certification of the candidates.</p> <p>85% of the furniture &amp; fittings industry is unorganised. 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>	NA
Estimated uptake	<p>As per Skill Gap Report, the furniture &amp; fittings 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 Architectural Fittings- Doors/ Windows sub sector.</p> <p>The demand for the Installer shall also increase in the coming years in</p>	NA

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		line with the overall growth of furniture industry.	
<b>27</b>	<b>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</b>  Communication with Ministry of Housing and Urban Affairs and Ministry of Micro, Small & Medium Enterprises attached.		
<b>28</b>	<b>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</b>  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  This QP has been developed keeping in mind the industry requirements The qualification has been approved by Qualification Review Committee (QRC), NSDC.		
<b>29</b>	<b>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</b>  The qualification packs will be reviewed and checked for relevance and currency as per industry standards, after a period of 3 years. 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. This QP is set to be revised in three years' 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 years' time.		

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.

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

**SECTION 4**  
**EVIDENCE OF PROGRESSION**

<b>30</b>	<p><b>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?</b> <b><i>Show the career map here to reflect the clear progression</i></b></p> <ol style="list-style-type: none"><li>1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large scale organizations.</li><li>2. Exploring various lateral career opportunities for the discussed qualification</li><li>3. 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.</li></ol> <p>Please refer to the career path as per Annexure 1 which clearly defines the career path</p>
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