

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

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

Tel number(s): +91-124-6900720

E-mail address: gurpal.singh@ffsc.in

NSDA Reference

*To be added by
NSDA*

List of documents submitted in support of the Qualifications File

1. Level descriptor of Assistant Fitter- Modular Furniture- Annexure 1
2. Qualification Pack of Assistant Fitter- Modular Furniture - Annexure 2
3. List of QP/NOS validating companies – Annexure 3

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

SUMMARY

Qualification Title	Assistant Fitter-Modular Furniture
Qualification Code	FFS/Q5701
Nature and purpose of the qualification	Nature of the qualification - a Qualification Pack (QP) The main purpose of the qualification - Assembler is required to assist in assemble of various products/parts of modular furniture by fitting/assembling the furniture pieces /parts together, performing the installation, application of hardware and conducting post installation check of the final installed product.
Body/bodies which will award the qualification	Furniture & Fittings Skill Council (FFSC)
Body which will accredit providers to offer courses leading to the qualification	Furniture & Fittings Skill Council (FFSC)
Body/bodies which will carry out assessment of learners	CII, Aspiring Minds, Navriti Technologies, Co Cubes, Mettl, I assess, India Skills
Occupation(s) to which the qualification gives access	Fittings
Licensing requirements	N/A
Level of the qualification in the NSQF	Level 2
Anticipated volume of training/learning required to complete the qualification	220 hours (mandatory)

Entry requirements and/or recommendations	Class V , preferable
Progression from the qualification	Fitter- Modular Furniture (Level 4)
Planned arrangements for the Recognition of Prior learning (RPL)	RPL arrangements and policies are as per the guidelines of MSDE.
International comparability where known	UK NOS: PROFM07: Prepare furniture & furniture sub-assemblies PROFM16: Make & assemble wooden components of hand-crafted furniture PROFM12: attach fittings to furniture

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

<u>Australia NOS</u> 492:wood trade persons
Date of planned review of the qualification. 30/06/2017

Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
FFS/N5701 - Assist in fitting of parts in modular furniture at the client worksite	Mandatory	132	4
FFS/N8501 - Maintain the work area, tools and machines	Mandatory	56	4
FFS/N8601 - Maintain health, safety and security at workplace	Mandatory	8	Common across levels
FFS/N8701 - Carry out work effectively at the workplace	Mandatory	24	Common across levels

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack.

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

1. Qualification Pack of Fitter-Modular Annexure 2

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

SECTION 1

ASSESSMENT

Body/Bodies which will carry out assessment:

The assessment bodies include CII, Aspiring Minds, Navriti Technologies, Co Cubes, Mettl, I assess, India Skills

How will RPL assessment be managed and who will carry it out?

FFSC recognizes that there may be candidates who have prior learning experience in the Furniture & Fittings Sector and are desirous of being certified. Such candidates can apply to FFSC for testing and certification of their skills, and they will be allotted a Training Provider /TC for being tested. Documentation for such candidates will be done by the Training Provider / TC. Certificates of successful candidates will be dispatched to the TP / TC for distribution to them.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

Assessment will be based on the concept of Independent Assessors empaneled with Assessment Agencies, identified, selected, trained and certified on Assessment techniques. These assessors would be aligned to assess as per the laid down criteria.

Assessment Agency would conduct assessment only at the training centres of Training Partner or designated testing centers authorized by FFSC.

Ideally, the assessment will be a continuous process comprising of three distinct steps:

- A. Mid- term assessment
- B. Term / Final Assessment

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.

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 (i) True / False Statements (ii) Multiple Choice Questions (iii) Matching Type 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.

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

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.

Please attach any 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.

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

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.

Title of Component: Assistant Fitter-Modular Furniture

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Assistant Fitter-Modular Furniture

Qualification Pack: FFS/Q5701

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 center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate
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.

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
FFS/N5701 Assist in fitting of parts in modular furniture at the client worksite	PC1. Carry required tools, equipment and material for fitting of furniture as per fitter's instructions	45	2	1	1
	PC2. Clean the work area before starting the operations		1	0	1

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

	PC3. Assist in arranging the tools, equipment for the operations	3	0	3
	PC4. Unloading of the materials received at the worksite as per the standards of the organization	3	1	2
	PC5. Sort and place different components as per the requirement	3	1	2
	PC6. Unpack the materials required for modular furniture making as per the instructions of the carpenter/ supervisor	2	1	1
	PC7. Assist the carpenter in checking and using appropriate power plug points at the worksite	1	0	1
	PC8. Place the floor guard/ other safety mat as applicable on the floor as per the instructions of the carpenter/ supervisor	4	1	3
	PC9. Place and set the ladder as per the requirement of different activities	2	0	2
	PC10. Assist in holding of the measuring tape as per the requirement and the instructions of the carpenter	4	1	3
	PC11. Assist the carpenter in placing of the materials to be trimmed in appropriate angle suitable for cutting	4	1	3
	PC12. Assist in placing of cutting/ trimming tools and equipment on the parts/ laminates	4	1	3
	PC13. Provide for appropriate wooden plank/laminate, screws, nails, hinges, etc. during the fixing process	4	1	3
	PC14. Switch on/off the power supply of the tool/ machine based on the requirement and as per instructions of the carpenter	1	0	1
	PC15. Assist the fitter/carpenter in placing the wooden planks/laminates during fixing of different parts in modular furniture	3	1	2

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

	PC16. Cleaning the units/ product post completion of work and as per instructions of the supervisor		3	1	2
	PC17. Use appropriate materials and tools for cleaning the units		1	0	1
		Total	45	11	34
FFS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	28	2	0	2
	PC2. Use correct handling procedures		3	1	2
	PC3. Use materials to minimize waste		2	1	1
	PC4. Prepare and organize work		1	0	1
	PC5. Maintain a clean and hazard free working area		1	1	0
	PC6. Deal with work interruptions		1	0	1
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools equipment and consumables		3	1	2
	PC9. Carry out maintenance and/or cleaning within responsibility		2	0	2
	PC10. Report unsafe equipment and other dangerous occurrences		2	1	1
	PC11. Work in a comfortable position with the correct posture		2	0	2
	PC12. Use cleaning equipment and methods appropriate for the work to be carried out		3	1	2
	PC13. Dispose of waste safely in the designated location		2	0	2
	PC14. Store cleaning equipment safely after use		1	0	1

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

	PC15. Report the need for maintenance and/or cleaning outside your area of responsibility		1	1	0
	PC16. Ensure safe and correct handling of materials, equipment and tools		1	1	0
		Total	28	8	20
FFS/N8601 Maintain health, safety and security at workplace	PC1. Follow health and safety related instructions applicable to the work location at all times	13	1	1	0
	PC2. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC3. Ensure the worksite is free from health and safety hazards		1	0	1
	PC4. Follow manufacturers' and other relevant instructions relating to safe use of equipment and materials		1	1	0
	PC5. Safely handle and move waste and debris		2	1	1
	PC6. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	1	0
	PC7. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC8. Report hazards and potential risks/ threats to supervisors or other authorized personnel		1	1	0
	PC9. Undertake first aid like fracture, cuts, bleeding, fire and electrocution, if asked to do so		1	1	0
	PC10. Take appropriate action in case of a fire emergency		1	0	1

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

	PC11. Use safety equipment and personal protection equipment such as gloves , goggles ,mask and shoes correctly		1	0	1
	PC12. Follow agreed work location procedures in the event of an emergency and of any injury		1	0	1
		Total	13	6	7
FFS/N8701 Carry out work effectively at the workplace	PC1. Ensure all the required resources before beginning work	14	1	0	1
	PC2. Whenever necessary work with others to achieve set work objectives		1	1	0
	PC3. Keep work area in a tidy and organized state		1	0	1
	PC4. Complete allocated tasks within the desired time frame and quality standards		1	1	0
	PC5. Display courteous behavior at all times		1	1	0
	PC6. Respond politely to customer queries		1	0	1
	PC7. Seek assistance as and when required from people at the workplace in a polite manner		1	0	1
	PC8. Ask questions and seek clarifications on work tasks whenever required		1	0	1
	PC9. Follow dress code as applicable at the workplace		1	1	0
	PC10. Carry out work functions in accordance with the norms of the organization and work place		1	0	1
	PC11. Follow organizational policies and procedures		2	1	1

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

	PC12. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		1	0	1
	PC13. Identify and report any possible deviations to appropriate authority		1	0	1
		Total	14	5	9

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

SECTION 2

EVIDENCE OF LEVEL

Awarding bodies will enter a proposed NSQF level for the qualification in the Qualification File Summary. This section asks for the evidence on which that proposal is based. The evidence must refer to the level descriptors of the NSQF.

NSDA recommends an approach to working out the level of qualifications which starts with the level descriptor domains (Process, Professional knowledge, Professional skill, Core skill and Responsibility: see annex A).

Level of qualification:

Two

Summary of Direct Evidence (from learning outcomes):

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role

Summary of other evidence (if used):

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

OPTION A

Title/Name of qualification/component: Assistant Fitter- Modular Furniture		Level: 2	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	Assistant Fitter-Modular Furniture is expected to Assist in assembling different parts of modular furniture at client site to make the final products as per the job.	e job. The activities identified requires <i>routine and repetitive and more of practice with little application of understanding</i> . Considering the outcomes the job roles is pegged at level 02	Level 2
Professional knowledge	Assistant Fitter is expected to have <i>basic knowledge of assembling different parts of modular furniture. Basic Feature/specifications</i> of the various attachment used and <i>basic knowledge of tools and equipment, and carry out the required operations.</i>	Considering the basic professional knowledge , which Assistant Fitter has for assisting the carpenter and maintenance this QP is pegged at Level 2.	Level 2
Professional skill	Assistant Fitter <i>identifies the appropriate tools and equipment</i> for various job like loading and unloading the material, assemble different parts of furniture, takes measurement etc. He <i>checks the methods to handle tools and equipment safely</i> using various types of designs of the products and <i>has knowledge of various tools like screws/trimming tools, nails, hinges etc.</i> assisting the carpenter/fitter with appropriate material.	Thus he is <i>practically engaged</i> in assisting the fitter in assembling the modular furniture operation and units.	Level 2

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

Title/Name of qualification/component: Assistant Fitter- Modular Furniture			Level: 2
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Core skill	Assistant Fitter is expected to understand and respond to the fitter instructions for reading various assembly guidelines, health & safety instructions, job cards etc. and routine maintenance. He has to assist in selecting the appropriate tools and equipment on the client work site and maintain the work area as well as job requirement. All of this requires application of basic arithmetic principles .	Assistant Fitter is required to be flexible in terms of adapting their assistance to different types of furniture design hence they are expected to have a good hand-eye coordination Jobholder is expected to conduct themselves in ways, which show a basic understanding of the social and professional environment of working at client worksites	Level 2
Responsibility	The jobholder is responsible to: <ul style="list-style-type: none"> Assist in arranging the tools, equipment's for the operation Assist in pre-checking at the worksite Assist in Conduct routine maintenance 	He has the no responsibility for own work and function in close supervision of fitter which justifies the pegging of the QP at level 2 and not involved in self-learning. In his routine activity he is responsible for his own work (which is a requirement of level 1).	Level 2

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

SECTION 3

EVIDENCE OF NEED

What evidence is there that the qualification is needed? <ul style="list-style-type: none">• Fast track QPs, recommended by the Governing council• Part of job roles covering 80% of workforce
What is the estimated uptake of this qualification and what is the basis of this estimate? <ul style="list-style-type: none">• “Human Resource and skills requirements in the Furniture and Furnishing Sector –2017-22” report by NSDC projects employment growth in furniture manufacturing to be 2.56 Million by 2017-22 *
What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF? <ul style="list-style-type: none">• NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work
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? <ul style="list-style-type: none">• Agencies have been appointed by the SSC to assess the training delivery and implementation• Monitoring of evaluation of assessments• Employer feedback will be sought post-placement• Periodic review is scheduled after two years

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

- List of QP NOS validating companies- Annexure 3
- Human Resource and skills requirements in the Furniture and Furnishing Sector –2017-22” report by NSDC

NSQF QUALIFICATION FILE

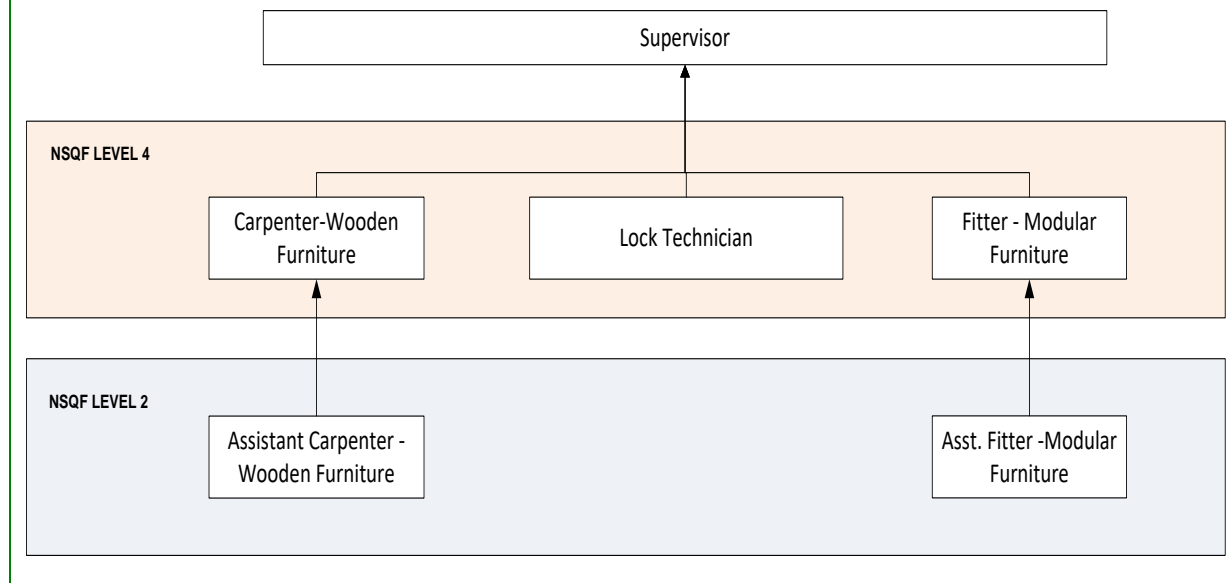
Version 6: Draft of 08 March 2016

SECTION 4

EVIDENCE OF PROGRESSION

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?

Limited occupational mapping was done while designing the national occupational standards as this was fast tracked and more in-depth analysis will be done during next phases of the development.



Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

Please attach any 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.

This publication has been produced with the assistance of the European Union. The contents are the sole responsibility of the EU Skills Development Project and can in no way be taken to reflect the views of the European Union.

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 and natural environment.	Under close supervision. Some responsibility for own work within defined limit.

LEVE L	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
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.
6	Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and	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 fo other's works and learning.

LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
	non-standard practices.				
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 or 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.	
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.	