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# Model Curriculum

## Lead Assembler Modular Furniture (Option: Lock Installer)

**SECTOR: Furniture & Fittings**  
**SUB-SECTOR: Modular Furniture**  
**OCCUPATION: Production- Modular Furniture**  
**REF ID: FFS/Q5103, V1.0**  
**NSQF LEVEL: 4**

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## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**FURNITURE & FITTINGS SKILLS COUNCIL**

for

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: 'Lead Assembler Modular Furniture' QP No. 'FFS/Q5103 NSQF Level 4'

Date of Issuance: **February 15<sup>th</sup>, 2018**

Valid up to\*: **February 14<sup>th</sup>, 2019**

\*Valid up to the next review date of the Qualification Pack



Authorized Signatory  
(Furniture & Fittings Skill Council)

## TABLE OF CONTENTS

<b>1. Curriculum</b>	<b>01</b>
<b>2. Trainer Prerequisites</b>	<b>11</b>
<b>3. Annexure: Assessment Criteria</b>	<b>12</b>

# Lead Assembler Modular Furniture

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Lead Assembler Modular Furniture”, in the “Furniture & Fittings” Sector/Industry and aims at building the following key competencies amongst the learner.

<b>Program Name</b>	<b>Lead Assembler-Modular Furniture</b>		
<b>Qualification Pack Name &amp; Reference ID</b>	FFS/Q5103, Version 1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	12-07-2017
<b>Pre-requisites to Training</b>	Class V, preferable 1-2 years of experience		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Perform the job role of the Lead Assembler – Modular Furniture Job Role:</b> Activities involved in the job role, importance of the assembler with respect to the furniture industry, potential and prospects of assembler in the industry</li> <li>• <b>Identify and use basic tools, equipment &amp; materials:</b> Effectively identify, select &amp; use the specified tools, Hardware for Furniture and equipment relevant to assembling works.</li> <li>• <b>Maintain the work area, tools and equipment:</b> Appropriate method of handling tools, equipment and organizing the work area</li> <li>• <b>Carrying out assembling of different parts of the product:</b> Joining the parts as per the given lay out, right use of adhesives, fixtures etc. for making the final product and quality inspection of the final product</li> <li>• <b>Carry out lock installation activities:</b> Different types of locks, lock systems, choosing right type of lock, installing lock perfectly. <b>Perform lock repairing and servicing:</b> Identify the defects of locks, do the repairing and servicing.</li> <li>• <b>Become well aware about Environment Health &amp; Safety:</b> Well versed with health and safety measures in terms of personal safety and equipment safety relevant to fitter occupation for successfully completion of the work.</li> <li>• <b>Effectively do the work at work place:</b> Work effectively with stakeholder, adhering to the organizational rules and regulations.</li> </ul>		

This course encompasses **4** out of **4** **Compulsory** NOS (National Occupational Standards), **1** out of **1** **Optional NOS**, of “Lead Assembler Modular Furniture” Qualification Pack issued by “Furniture & Fittings Skill Council”.

**COMPULSORY NOS:**

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction</b>  <b>Theory Duration</b> (hh:mm) 08:00  <b>Practical Duration</b> (hh:mm) 00:00  <b>Corresponding NOS Code</b> Bridge Module	<ul style="list-style-type: none"> <li>• Impart General Discipline in the classroom</li> <li>• The Role of an Lead Assembler Modular Furniture, job opportunities and its importance</li> <li>• Summarise scope of furniture &amp; fittings industry</li> <li>• Impart basic skills of communication</li> <li>• Describes and understand basic reading capabilities for enabling him to read signs, notices and/or cautions at site.</li> </ul>	1XBlackboard, Chalk 2 packet, duster 1 pc.
2	<b>Understanding the organizational context/ company/ employer</b>  <b>Theory Duration</b> (hh:mm) 08:00 <b>Practical Duration</b> (hh:mm) 00:00  <b>Corresponding NOS Code</b> FFS/N5103	<ul style="list-style-type: none"> <li>• Relates to expectations and responsibilities of the job role</li> <li>• Applies the knowledge and understanding of the importance of the rules, codes, guidance and standards, policies, manuals, rules and regulation of the organization</li> <li>• Identifies and contact the concerned persons in case of queries on procedures/products/ any problem</li> <li>• Differentiate and learn the escalation in hierarchy</li> </ul>	1XBlackboard, Chalk 2 packet, duster 1 pc.

<p>3</p>	<p><b>Maintenance of work area, tools and machines</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 08:00</p> <p><b>Corresponding NOS Code</b> FFS/N8501</p>	<ul style="list-style-type: none"> <li>• Handle materials, machinery, equipment and tools safely and correctly</li> <li>• Use correct handling procedures</li> <li>• Use materials to minimize waste</li> <li>• Prepare and organize work</li> <li>• Maintain a clean and hazard free working area</li> <li>• Deal with work interruptions</li> <li>• Maintain tools equipment and consumables</li> <li>• Work in a comfortable position with the correct posture</li> <li>• Use cleaning equipment and methods appropriate for the work to be carried out</li> <li>• Dispose of waste safely in the designated location</li> <li>• Store cleaning equipment safely after use</li> <li>• Ensure safe and correct handling of materials, equipment and tools</li> <li>• Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration</li> </ul>	<p>1XBlackboard, Chalk 2 packet, duster 1 pc.</p> <p><b>Hand Tools:-</b> <b>Measurement tools:-</b> Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule <b>Marking Tools:-</b>Pencil, Marking Knife, Marking Thread <b>Striking Tools:-</b> Cross peen Hammer, Mallet <b>Planing Tools:-</b>Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave <b>Sharpening Tools:-</b>Oil stone, Triangular File <b>Sawing Tools:-</b> Hand saw, Compass saw, Coping saw <b>Testing Tools:-</b> Try Square, Mitre Square, Sprit Level, Water Level Pipe, <b>Chipping Tools:-</b> Firmer/Bevel Chisel, Mortise Chisel <b>Holding Tools:-</b>T Bar clamp, G clamp <b>Power Tools:-</b>Circular Saw, Jig Saw, Planner, Router, Drill Machine <b>Hardware &amp; Fittings:-</b> Rastex/Minifix, Auto closing hinges:-0 Crank,9.5 crank, 16 crank, Drawer Runner:- Telescopic/Under mount Runner, Handle,Knob,Locks:- Cabinet /Multipurpose Lock, Wire Baskets</p>
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<p>4</p>	<p><b>Ensuring health and safety at workplace</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> FFS/N8601</p>	<ul style="list-style-type: none"> <li>• Work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines</li> <li>• Check the worksite for any possible health and safety hazards</li> <li>• Follow of manufacturers' instructions and job specifications relating to safe use of materials specifically chemicals and power equipment</li> <li>• Ensure safe handling and disposal of waste and debris</li> <li>• Identification and report of any hazards and potential risks/ threats to supervisors or other authorized personnel</li> <li>• Know the possible hazards like sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.</li> <li>• Undertake first aid activities in case of any accident, if required and asked to do so</li> <li>• Select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines</li> <li>• Know use of personal protective equipment like masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.</li> <li>• Maintain correct body posture while standing and working for long hours and carrying heavy materials</li> <li>• Know about lifting, carrying or moving heavy wooden furniture and accessories from one place to another using approved safe working practices</li> <li>• Handle all required tools, machines , materials &amp; equipment safely</li> <li>• Adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings</li> <li>• Take safety measures while handling glass, heavy wood, materials, chemicals etc.</li> <li>• Apply good housekeeping practices at all times</li> <li>• Follow good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces</li> <li>• Report of accident/incident and report to authorized person</li> </ul>	<p>1XBlackboard, Chalk 2 packet, duster 1 pc.</p> <p>Masks, safety glasses, ear muffs, safety footwear, gloves, aprons etc. First Aid, Different Types of Fire Extinguisher</p>
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<p>5</p>	<p><b>Dealing with emergencies</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> FFS/N8601</p>	<ul style="list-style-type: none"> <li>• Understand appropriate procedure in case a of fire emergency</li> <li>• Know the electrical safety measures while working with electrically powered tools &amp; equipment</li> <li>• Follow agreed evacuation procedures in the event of an emergency or an accident, fires, natural calamities</li> <li>• Check and ensure general health and safety equipment are available at work site</li> <li>• Understand the use of general health and safety equipment like fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)</li> <li>• Comply with restrictions imposed on harmful chemicals inside work area during working hours</li> <li>• Know the correct demonstrating rescue techniques applied during fire hazard</li> <li>• Demonstrate good housekeeping in order to prevent fire hazards</li> <li>• Demonstrate the correct use of a fire extinguisher and how to free a person from electrocution</li> <li>• Respond promptly and appropriately to an accident situation or medical emergency</li> <li>• Participate in emergency procedures like raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work</li> <li>• Understand the use the various appropriate fire extinguishers on different types of fires correctly like 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 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)</li> <li>• Know methods of accident prevention in the work environment Methods of accident prevention like 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</li> </ul>	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p> <p>Masks, safety glasses, ear muffs, safety footwear, gloves, aprons etc. First Aid, Different Types of Fire Extinguisher</p>
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<p>6</p>	<p><b>Interaction with seniors</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> FFS/N8801</p>	<ul style="list-style-type: none"> <li>• Know how to seek assistance from supervisor or any such appropriate authority as and when required</li> <li>• Ask questions and seek clarifications on work tasks whenever required</li> <li>• Know the way to seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel</li> <li>• Identify and report any possible deviations to appropriate authority</li> <li>• Address the problems effectively and report if required to immediate supervisor appropriately</li> <li>• Receive instructions clearly from superiors and respond effectively on the same</li> <li>• Follow escalation matrix in case of any grievance</li> <li>• Accurately receive information and instructions from the supervisor related to one's work</li> </ul>	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p>
<p>7</p>	<p><b>Work effectively</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> FFS/N8801</p>	<ul style="list-style-type: none"> <li>• Coordinate and cooperate with colleagues to achieve work objectives</li> <li>• Display courteous behaviour at all times</li> <li>• Respond politely to customer queries and other team members</li> <li>• Follow work place dress code</li> <li>• Keep work area in a tidy and organized state</li> <li>• Adhere to time lines and quality standards</li> <li>• Follow organizational policies and procedures</li> <li>• Share information with team wherever and whenever required to enhance quality and productivity at work place</li> <li>• Work together with co-workers in a synchronized manner</li> <li>• Communicate with others clearly, at a pace and in a manner that helps them to understand</li> <li>• Show respect to other and their work</li> <li>• Display active listening skills while interacting with others at work</li> <li>• Demonstrate responsible and disciplined behaviors at the workplace e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.</li> </ul>	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p>

<p>8</p>	<p><b>Preparatory activities for assembling and installation of the product</b></p> <p><b>Theory Duration</b> (hh:mm) 12:00</p> <p><b>Practical Duration</b> (hh:mm) 16:00</p> <p><b>Corresponding NOS Code</b> FFS/N5103</p>	<ul style="list-style-type: none"> <li>• Understanding the 2D/3D designs and requirement of the client</li> <li>• Getting the requisite approval on cost/budget before initiation of the work</li> <li>• Measuring the site according to the design</li> <li>• Assessment of requirement of the tools and equipment</li> <li>• Getting the required parts and checking the parts as per the required standards</li> <li>• Checking the functioning of tools and equipment and assess if there is requirement for replacing or repairing them</li> <li>• Ensuring quality check of materials and assessing the minor repair and changes required in materials wrt roughness, size and alignment</li> <li>• Informing supervisor after review of designs and specifications and material in case of any new requirement and/or replacement/shortage/defect of materials, fittings, hardware etc.</li> <li>• Rejection of defective materials and sub-assemblies of poor quality and inform supervisor and or seniors and raise new request</li> <li>• Ensuring that the work area is clean and free from hazards</li> <li>• Organising the activities/steps to be taken to execute the work in accordance with the timeline/schedule and the sequence.</li> <li>• Ensuring to note all the details and undertake proper documentation during assembling and installation of product</li> </ul>	<p>MDF/HDF/Plywood/Laminates, Veneers, Edge Banding, Adhesives, Knock Down Fitting, Hinges etc</p> <p>Usage of Tool</p>
<p>9</p>	<p><b>Assembling parts to complete the product</b></p> <p><b>Theory Duration</b> (hh:mm) 24:00</p> <p><b>Practical Duration</b> (hh:mm) 42:00</p> <p><b>Corresponding NOS Code</b> FFS/N5103</p>	<ul style="list-style-type: none"> <li>• Arrangement and check combination of assembling parts (parts made of wood, MDF, plywood, laminates and sub-assemblies of different material and fittings etc)</li> <li>• Assistance in taking measurements and create marking to assemble different parts</li> <li>• Application of adhesives/screws/hardware as per requirement to ensure quality</li> <li>• Integration of sub-assemblies like cabinet accessories (garbage pull-outs, cutlery trays etc) , cabinet's components (shelves, drawers ,locks etc) and cabinet doors etc , with furniture at site using specified joinery techniques and required adhesives /screws</li> <li>• Undertaking quality checks at regular intervals to avoid any error detection at later stage and any delays</li> <li>• Ensuring coordination among team while assembling various pieces of furniture</li> </ul>	<p>Hardware for Modular Furniture Hinges, Runners, Kitchen Accessories Knock Down Fittings PVC Edge Banding Tape etc.</p>

10	<p><b>Installation of assembled product</b></p> <p><b>Theory Duration</b> (hh:mm) 20:00</p> <p><b>Practical Duration</b> (hh:mm) 64:00</p> <p><b>Corresponding NOS Code</b> FFS/N5103</p>	<ul style="list-style-type: none"> <li>Rechecking and measurement, alignments as per design drawing to avoid any damage during installation</li> <li>Ensuring to remove cabinets, fixtures and other fittings from existing settings on work site, if required carefully without damage to adjoining areas</li> <li>Identification of slots for placing each furniture part as per design</li> <li>Ensuring to re take measurements of area and corresponding furniture measurements to be installed</li> <li>Fastening of boxes/pieces of furniture to the surface/wall taking utmost care of alignment and obstructions</li> <li>Installation of fillers and taking care of measurement wherever necessary</li> <li>Marking and installation of fittings like handles, latch, locks etc. and decorative moldings/ finish accessories (crown moulding, decorative panels etc.)</li> <li>Polishing the surfaces of the products/unit if required in accordance to organization finish product policy</li> <li>Ensuring the installation is cleaned to remove dust etc.</li> <li>Undertaking checks at regular intervals to avoid any defects/error detection at later stage</li> </ul>	<p>Hardware for Modular Furniture Hinges, Runners, Accessories Knock Down Fittings PVC Edge Banding Tape etc.</p>
11	<p><b>Post installation quality check</b></p> <p><b>Theory Duration</b> (hh:mm) 16:00</p> <p><b>Practical Duration</b> (hh:mm) 24:00</p> <p><b>Corresponding NOS Code</b> FFS/N5103</p>	<ul style="list-style-type: none"> <li>Conducting post installation visual and quality check with respect to placement, levelling, functioning etc and perform touch up, cleaning/sanding/finishing as needed for the installed product</li> <li>Rectification of any error or faults observed to comply with organizational quality standards</li> <li>Ensuring to gather all the tools post installation and place accordingly</li> <li>Removing all the debris from the site and clean the work area in accordance with organization policy</li> <li>Taking note of inputs/ feedback received to incorporate in future.</li> <li>Completing the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of installation</li> </ul>	<p>Hardware for Modular Furniture Hinges, Runners, Accessories Knock Down Fittings PVC Edge Banding Tape etc.</p>
	<p><b>COMPULSORY NOS: Total Duration</b></p> <p><b>Theory Duration: 128:00</b></p>	<p><b>Unique Equipment Required:</b> 1XBlackboard, Chalk 2 Packet, Duster 1 pc</p> <p><b>PPE:-</b>Safety Masks, safety glasses, Ear plug, Safety footwear, Gloves First Aid, Different Types of Fire Extinguisher</p> <p><b>Hand Tools:- Measurement tools:-</b>Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule</p> <p><b>Marking Tools:-</b>Pencil, Marking Knife, Marking Thread</p>	

	<b>Practical duration: 154:00</b>	<p><b>Striking Tools:-</b> Cross peen Hammer, Mallet</p> <p><b>Planing Tools:-</b>Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave</p> <p><b>Sharpening Tools:-</b>Oil stone, Triangular File</p> <p><b>Sawing Tools:-</b> Hand saw, Compass saw, Coping saw</p> <p><b>Testing Tools:-</b> Try Square, Mitre Square, Sprit Level, Water Level Pipe,</p> <p><b>Chipping Tools:-</b>Firmer/Bevel Chisel, Mortise Chisel</p> <p><b>Holding Tools:-</b>T Bar clamp, G clamp</p> <p><b>Misc.Tools:-</b>Screw Driver, Nail Punch, Pincer</p> <p><b>Power Tools:-</b>Circular Saw, Jig Saw, Planner, Router, Drill Machine, Sander etc</p> <p><b>Accessories:-</b> Adhesive, Screw (Different size), Nail, PVC Edge Banding Tape,</p> <p><b>Hardware:-</b>,Hinges:- Butt Hinges, Auto closing Hinges:-0Crank,9.5 Crank,16 Crank, , Drawer Runner:-Telescopic/Under mount Runner ,Handle, Knob,</p> <p><b>Locks:-</b>Door Locks/Multipurpose Lock</p>
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OPTIONS (Optional to choose any or all or none)

OPTION 1: Lock Installer

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Carry out lock installation activities</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 16:00</p> <p><b>Corresponding NOS Code</b> FFS/N5703</p>	<ul style="list-style-type: none"> <li>Identify the type of lock(Mortice lock, Rim lock, Cylindrical lock, Verti bolt Lock etc. ) as per design/width of door and functioning of door (Right hand door/left hand door/double leaf door/sliding door etc.</li> <li>Select and gather the appropriate tools and equipment and sharpen the tools before working</li> <li>Follow the instructions of lock manufacture</li> <li>Place lock marking on the door as per lock manufacture's jig and template</li> <li>Lay down floor safety guard before mortising or lock installation</li> <li>Use correct size of chisel/drill bits for mortising as per mortice lock body</li> <li>Align the mortice lock with door</li> <li>Marking for striking plate must be align with lock body</li> <li>Ensure lock body is aligned in according with striking plate</li> <li>Ensure lock Handle is aligned in according with door ( not slanted )</li> <li>All screw must be tightened with Screw driver</li> <li>Length of flat strip/square spindle as per thickness of the door</li> <li>Check the functioning lock dead bolt, latch properly with key</li> <li>Remove all debris, dust from work place</li> <li>Satisfy the customer after proper lock installation</li> </ul>	<p>Drill Machine ,Marking tools, , Measurement Tools, Try Square, ,Chisel, Mortise chisel ,Mallet, Marking &amp; Mortise Gauge, Drill Bits all size, Different type of Screw driver, Safety Floor Guard, Testing Tools</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
2	<b>Perform lock repairing and services</b>  <b>Theory Duration</b> (hh:mm) 08:00  <b>Practical Duration</b> (hh:mm) 16:00  <b>Corresponding NOS Code</b> FFS/5704	<ul style="list-style-type: none"> <li>Identify the possible problems in the locks as per customer 's complains</li> <li>Check warranty of lock before starting to repair</li> <li>use appropriate tools and equipment to be used to repair the lock</li> <li>visually check the lock for any fault</li> <li>change the defective component (Handle ,Lock body, Spindle, Key Pin cylinder etc.) of the lock as per the organizational procedures/Customer requirement</li> <li>assemble the lock system after the repair as per the standard procedure</li> <li>Ensure that all components of lock are proper aligned</li> <li>Ensure proper functioning of the lock and satisfy the customer</li> </ul>	Mortice Lock, Rim Lock, Vert bolt Lock, Cylindrical Lock, Different types of Screw, Hole saw cutter blade, Hex saw etc.
	<b>Option 1 : Total Duration</b>  <b>Theory Duration</b> <b>16:00 hrs</b>  <b>Practical Duration</b> <b>32:00 hrs</b>	<b>Unique Equipment Required:</b> 1XBlackboard, Chalk 2 Packet, Duster 1 pc <b>PPE</b> :-Gloves, earplugs, Safety goggles, Nose mask, Safety helmet, Safety shoes ,Apron etc. <b>Tools</b> :-Measurement Tools, Striking Tools, Sharpening Tools, Sawing Tools, Testing Tools, Chipping Tools, Holding Tools, Boring Tools, Filling Tools, Supportive Tools <b>Power Tools</b> :- Router, Drill Machine, Sander etc <b>Locks</b> :- Mortice lock, Rim Lock, Verti bolt Lock, Cylindrical Lock, Multipurpose lock etc.	
	<b>GRAND Total Duration</b>  <b>Minimum Duration for the QP= <u>282 hrs</u></b> <b>Theory: <u>128 hrs</u></b> <b>Practical: <u>154 hrs</u></b>  <b>Maximum Duration for the QP= <u>330 hrs</u></b> <b>Theory: <u>144 hrs</u></b> <b>Practical: <u>186 hrs</u></b>	<b>Unique Equipment Required:</b> 1XBlackboard, Chalk 2 Packet, Duster 1 pc <b>PPE</b> :-Gloves, earplugs, Safety goggles, Nose mask, Safety helmet, Safety shoes ,Apron etc. <b>Hand Tools</b> :- Measurement tools:-Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule <b>Marking Tools</b> :-Pencil, Marking Knife, Marking Thread, <b>Striking Tools</b> :- Cross peen Hammer, Mallet, <b>Planing Tools</b> :-Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave, <b>Sharpening Tools</b> :-Oil stone, Triangular File <b>Sawing Tools</b> :- Hand saw, Compass saw, Coping saw, <b>Testing Tools</b> :- Try Square, Mitre Square, Sprit Level, Water Level Pipe, <b>Chipping Tools</b> :-Firmer/Bevel Chisel, Mortise Chisel, <b>Holding Tools</b> :-T Bar clamp, G clamp <b>Misc.Tools</b> :-Screw Driver, Nail Punch, Pincer, <b>Power Tools</b> :-Circular Saw, Jig Saw, Planner, Router, Drill Machine, Sander etc, <b>Accessories</b> :- Adhesive, Screw (Different size), Nail, PVC Edge Banding Tape, <b>Hardware</b> :-,Hinges:- Butt Hinges, Auto closing Hinges:-0Crank,9.5 Crank,16 Crank, , Drawer Runner:- Telescopic/Under mount Runner ,Handle, Knob, <b>Power Tools</b> :- Router, Drill Machine, Sander etc, <b>Locks</b> :- Mortice lock, Rim Lock, Verti bolt Lock, Cylindrical Lock, Multipurpose lock etc.	

(This syllabus/ curriculum has been approved by [Furniture & Fittings Skill Council](#))

## Trainer Prerequisites for Job role: “Lead Assembler Modular Furniture” mapped to Qualification Pack: “FFS/Q5103”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FFS/Q5103”.
2	<b>Personal Attributes</b>	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	<b>Minimum Educational Qualifications</b>	Minimum 10th pass Minimum age 25 year
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Lead Assembler Modular Furniture</u> ” mapped to QP: “ <u>FFS/Q5103</u> ”. Minimum 80% score as per respective SSC guidelines.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score 80% as per respective SSC guidelines.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum Five year site experience in Woodworking &amp; Modular Furniture.</li> </ul>

## Annexure: Assessment Criteria

<b>Job Role</b>	Lead Assembler Furniture
<b>Qualification Pack</b>	FFS/Q5103
<b>Sector Skill Council</b>	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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
6. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Compulsory NOS		Marks Allocation			
<b>Total Marks: 400 +200 =600</b>		Total Marks	Out Of	Theory	Skills Practical
Assessment outcomes	Assessment criteria for outcomes				
<b>1.FFS/N5103 (Assembling and installation of different parts of modular furniture)</b>	PC1. study the drawing(2D/3D) and designs and understand the requirement	100	5	1	4
	PC2. get requisite approval on the cost budget and timelines before work initiation		3	1	2
	PC3. assist in site measurement according to design		3	1	2
	PC4. assess the requirement of hardware fittings and tools and equipment (hand / power tools) and gather the same		4	1	3
	PC5. unpack the requisite furniture parts and organize the required in a proper sequence		2	0	2

	PC6. verify that the required parts are as per required standards		2	0	2
	PC7. check the functioning of tools and equipment's and assess if there is requirement for replacing or repairing them		2	0	2
	PC8. ensure quality check of materials (MDF, Plywood, laminates, adhesives etc.) and assess for minor repairs and changes required in materials w.r.t roughness, size, alignment etc.		4	1	3
	PC9. inform supervisor after review of designs and specifications and material in case of any new requirement and/or replacement/shortage/defect of materials ,fittings, hardware etc.		2	0	2
	PC10. reject defective materials and sub-assemblies of poor quality and inform supervisor and or seniors and raise new request		2	0	2
	PC11. ensure that the work area is clean and free from hazards		2	0	2
	PC12. plan and organize the activities/steps to be taken to execute the work in accordance with the timeline/schedule and the sequence		4	1	3
	PC13. ensure to note all the details and undertake proper documentation during assembling and installation of product		2	0	2



	PC14. arrange and check combination of assembling parts (parts made of wood, MDF, plywood, laminates and sub-assemblies of different material and fittings etc)		5	1	4
	PC15. assist in taking measurements and create marking to assemble different parts		2	0	2
	PC16. select and apply adhesives/screws/hardware as per requirement to ensure quality		3	1	2
	PC17. integrate sub-assemblies like cabinet accessories (garbage pull-outs, cutlery trays etc) , cabinet's components (shelves, drawers ,locks etc) and cabinet doors etc , with furniture at site using specified joinery techniques and required adhesives/screws		5	1	4
	PC18. undertake quality checks at regular intervals to avoid any error detection at later stage and any delays		4	1	3
	PC19. ensure coordination among team while assembling various pieces of furniture		3	1	2
	PC20. recheck- measurement, alignments as per design drawing to avoid any damage during installation		2	0	2
	PC21. ensure to remove cabinets, fixtures and other fittings from existing settings on work site, if required carefully without damage to adjoining areas		4	1	3

	PC22. confirm to identify slots for placing each furniture part as per design		3	1	2
	PC23. ensure to re take measurements of area and corresponding furniture measurements to be installed		2	0	2
	PC24. fasten boxes/pieces of furniture to the surface/wall taking utmost care of alignment and obstructions		4	1	3
	PC25. install fillers taking care of measurement wherever necessary		2	0	2
	PC26. create markings and install fittings like handles, latch, locks etc. and decorative moldings/ finish accessories (crown moulding, decorative panels etc.)		4	1	3
	PC27. polish the surfaces of the products/unit if required in accordance to organization finish product policy		2	0	2
	PC28. ensure that the installation is cleaned to remove dust etc.		2	0	2
	PC29. undertake checks at regular intervals to avoid any defects/error detection at later stage		2	0	2
	PC30. conduct post installation visual and quality check with respect to placement, levelling, functioning etc. and perform touch up, cleaning /sanding/ finishing as needed for the installed product		4	1	3

	PC31. rectify any error or faults observed to comply with organizational quality standards		2	0	2
	PC32. ensure to gather all the tools post installation and place accordingly		2	0	2
	PC33. remove all the debris from the site and clean the work area in accordance with organization policy		2	0	2
	PC34. take note of inputs/ feedback received to incorporate in future		2	0	2
	PC35. complete the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of installation		2	0	2
			100	20	80
<b>2. FFS/N8601 Ensure health and safety at workplace</b>	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' 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	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
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 instruments and clothing; safety installations (e.g. fire exits, exhaust fans)	4	1	3

	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 electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals		3	1	2

	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
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
<b>3. FFS/N8501 Maintain work area, tools and machines</b>	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 waste		8	4	4
	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	5	3
	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	3	3
		Total	100	50	50
<b>4. FFS/N8801 Work effectively with others</b>	PC1. seek assistance from supervisor or any such appropriate authority as and when required	100	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
	PC6. receive instructions clearly from superiors and respond effectively on the same		3	1	2
	PC7. follow escalation matrix in case of any grievance		6	4	2
	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		6	0	6
	PC18. communicate with others clearly, at a pace and in a manner that helps them to understand		6	3	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
	PC21. demonstrate responsible and disciplined behaviours at the workplace disciplined behaviours: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.		6	0	6
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>

**Optional: FFS/Q5703- Lock Technician**

Optional NOS		Marks Allocation			
<b>Total Marks: 400+200 = 600</b>					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practica I
<b>1.FFS/N5703 (Carry out lock installation activities)</b>	PC1. identify the type of lock as per the design and functioning of the door/window	100	7	1	6
	PC2. place the lock marker if provided in the lock set on the designated location		5	1	4

PC3. choose appropriate drill blades, depending on the thickness of the door	7	1	6
PC4. drill appropriate holes on the door using the drill machine	7	1	6
PC5. place the front portion of the lock with the logo upward, in the front part of the door	5	1	4
PC6. place the lock retainer plate on the other side of the door	5	1	4
PC7. secure the lock retainer on the other portion of the door with lock fixing screws with screwdriver	6	1	5
PC8. identify the length of the flat strip and screw to be cut as per the thickness of the door	7	1	6
PC9. place the latch assembly on the door frame as per the alignment of lock on the door	7	1	6
PC10. mark the area latch assembly unit using a marker	6	1	5
PC11. make chippings on the door using a chisel to ensure the latch fits in the door	6	1	5
PC12. secure the latch with screws	5	1	4
PC13. ensure lock body is aligned in accordance with door latch	7	1	6
PC14. make necessary adjustments if the lock and the latch is not aligned	6	1	5
PC15. check functioning of lock by using the key	5	1	4

	PC16. clean the work area to prevent mishaps		4	1	3
	PC17. use appropriate materials to clean the tools and equipment		5	1	4
			100	20	80
<b>2.FFS/N5704 (Perform lock repairing and servicing)</b>	PC1. check warranty of lock prior to initiating work service	100	7	1	6
	PC2. identify the possible problem/problems in the lock as per the complains of the customer		12	2	10
	PC3. visually check the lock for any fault		7	1	6
	PC4. dismantle the lock if required to get a better understanding of the faults		10	2	8
	PC5. identify the cause of the fault based on the inspection		12	2	10
	PC6. use appropriate tools and equipment to be used to repair the lock		12	2	10
	PC7. change the defective component of the lock as per the organizational procedures		10	2	8
	PC8. assemble the lock system after the repair as per the standard procedure		10	2	8
	PC9. PC9. ensure proper functioning of the lock using appropriate methods		10	2	8
	PC10. report the problem to retailer/company if lock cannot be repaired and the problem persists		10	2	8
			100	20	80
	<b>Grand Total</b>		<b>600</b>	<b>170</b>	<b>430</b>
	<b>Percentage Weightage (in percentage)</b>			<b>30 %</b>	<b>70 %</b>
	<b>Minimum Pass% to qualify (aggregate)</b>			<b>70%</b>	