
Model Curriculum

Lead Interior Designer

SECTOR: FURNITURE & FITTINGS
SUB-SECTOR: INTERIOR DESIGN
OCCUPATION: INTERIOR DESIGN
REF ID: FFS/Q9102, V1.0
NSQF LEVEL: 4

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 Interior Designer' QP No. 'FFS/Q9102 NSQF Level 4'

Date of Issuance: February 15th, 2018

Valid up to*: February 14th, 2019

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



Authorized Signatory
(Furniture & Fittings Skill Council)

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Lead Interior Designer

CURRICULUM / SYLLABUS

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

Program Name	Lead Interior Designer		
Qualification Pack Name & Reference ID	FFS/Q9102, v1.0		
Version No.	1.0	Version Update Date	12-07-2017
Pre-requisites to Training	Class X 1+ year or relevant experience (0-1 year for schools)		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Gain knowledge about organization structure, responsibilities and role of an Interior Designer: He/she will understand the organization its structure, responsibilities, reporting structure and role of an Interior Designer • Understand and assess client needs: He/she will analyse the client need and requirement. • Conduct site survey of the location/site: He/she will comprehend different aspects of survey of client site. • Design the possible drawing alternatives: He/she will analyse different drawing and designs. • Support in procurement and its management: He/she will be able to understand the procurement aspect. • Do onsite installation and execution as per drawings: He/she does the onsite installation as per the design. • Maintain Health & Safety at client site/ workplace: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to carpentry occupation. • Carry out work effectively: Work effectively with stakeholder, Colleague, customer etc. adhering to the organizational rules and regulations. 		

This course encompasses 5 out of 5 NOS (National Occupational Standards), of “Lead Interior Designer” Qualification Pack issued by “Furniture & Fittings Skill Council”.

Sr No	Module	Key Learning Outcomes	Equipment required
1	Introduction Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Impart general discipline in the classroom Define the responsibilities of a Lead Interior Designer and its job opportunities Explain scope of furniture & fittings industry Impart basic skills of communication 	White Board Marker Computer Presentation software Projector Charts
2	Understanding the organizational context/ company/ employer Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code FFS/N9104	<ul style="list-style-type: none"> Acquire knowledge to understand the codes, standards, policies, manuals, rules and regulation of the organization Contact the concerned persons in case of queries on procedures/products/ any problem Explain the escalation procedure in organization 	White Board Marker Computer Presentation software Projector Charts
3	Maintain health and safety at client site/ workplace Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code FFS/N8804	<ul style="list-style-type: none"> Follow health and safety related instructions applicable to the work location Carry out activities in line with approved guidelines and procedures Follow relevant instructions relating to safe and correct use of equipment Follow relevant occupational safety policies while handling sharp tools to make and install furniture and fittings Safely handle and dispose waste and debris Undertake basic safety checks before start of work Monitor the workplace and work processes for potential risks and threats Identify, report/seek clarification if any, for any potential risks/ threats Use safety equipment and personal protection equipment as needed correctly in accordance with work policy 	White Board Marker Computer Presentation software Projector Charts

		<ul style="list-style-type: none"> Follow recommended material handling procedure to control damage and personal injury Apply good housekeeping practices at all times to maintain clean and safe workplace 	
4	<p>Dealing with emergencies</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code FFS/N8804</p>	<ul style="list-style-type: none"> Ensure general health and safety equipment are available at work site Follow appropriate procedures for dealing with accidents, fires and emergencies Use emergency equipment in accordance with manufacturers' specifications and workplace requirements 	<p>White board Marker Computer Presentation software First aid equipment Safety instruments and clothing Fire extinguishers</p>
5	<p>Interaction with stakeholders, team members</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8805</p>	<ul style="list-style-type: none"> Seek assistance from supervisor or any such appropriate authority as and when required in an appropriate manner Obtain clarifications on policies and procedures, from the supervisor or other authorized personnel Identify and report any possible deviations to appropriate authority Address the problems effectively Follow escalation matrix in case of any grievance Receive information and instructions from the supervisor related to one's work and respond effectively 	<p>White Board Marker Computer Presentation software Projector Charts</p>

6	<p>Work Effectively</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8805</p>	<ul style="list-style-type: none"> • Coordinate and cooperate with colleagues to achieve work objectives • Display courteous behaviour always • Respond politely to customer queries and other team members • Follow work place dress code • Keep work area in a tidy and organized state • Adhere to time lines and quality standards • Follow organizational policies • Communicate with others clearly at a pace and in a manner that helps them to understand • Complete the work within timelines • Demonstrate responsible and disciplined behaviors at the workplace 	<p>White Board Marker Computer Presentation software Projector Charts</p>
7	<p>Comprehend and assess client needs</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code FFS/N9104</p>	<ul style="list-style-type: none"> • Use computer and Office Suite • Classify the building types • Assess requirements in terms of residence or commercial buildings according to client needs • Illustrate plot planning, furniture designing, lightings, colour concept, light and ventilations, space designing, latest trends in the market regarding the materials used for Interiors • Document the procedure regarding the project • Keep update on latest trends in national and international market • Analyse client requirement in terms of residential or commercial design. • Understand client needs/ requirements from supervisor in terms of quality, style, material preference • Assist in assessing the budget and the timelines of work commitments • Correlate customer requirements with latest trends • Estimate the project basing on the details given 	<p>White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments</p>

<p>8</p>	<p>Survey the location/site</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code FFS/N9104</p>	<ul style="list-style-type: none"> • Measure terrain • Make use of survey tools and instruments • Conduct survey of the location or site • Measure site with dimensions and other details • Calculate stress and strain and load of building • Explain basic drawing • Analyze and evaluate the site keeping in mind market requirements like compliance to Vastu Shastra 	<p>White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments Survey instruments Measuring instruments GPS</p>
<p>9</p>	<p>Designing the possible drawing alternative</p> <p>Theory Duration (hh:mm) 24:00</p> <p>Practical Duration (hh:mm) 112:00</p> <p>Corresponding NOS Code FFS/N9102</p>	<ul style="list-style-type: none"> • List out the possible adherence needed with respect to design solution • Prepare detailed specifications including drawing and dimensions of the layout along with the furniture, fittings and space planning • Prepare design alternatives of various kinds of furniture as per client needs • Make models by use of computer aided design (CAD) software and determine colour palette, furniture, lighting, flooring, and wall covering • Present the possible alternatives to the seniors, discuss and analyze the possible alternatives • Take note of inputs/feedback received during discussion and incorporate suggestions received and present to seniors • Take approval /signoff from seniors as go ahead on the design drawing finalized • Undertake the necessary documentation with government/private departments and correspond with authorities for approval 	<p>White Board Marker Computer Presentation software Projector Charts Design software</p>

10	Assist in procurement management Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 64:00 Corresponding NOS Code FFS/N9105	<ul style="list-style-type: none"> • Prepare procurement plan of all material • Invite quotations from shortlisted vendors for fabrication, paint and wall coverings, furniture, fittings, carpeting, and art work • Assist in comparing quotations received vis-à-vis specifications • Assist in documentation, record keeping of all records related to quotations invited, bids received and invoice received • Adhere to law with respect to raising invites, selection of vendors and notify in case of any discrepancy 	White Board Marker Computer Presentation software Projector Charts
11	Onsite installation and execution as per drawings Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 80:00 Corresponding NOS Code FFS/N0117	<ul style="list-style-type: none"> • Design drawing with specifications of layout along with the furniture designing, fittings, and materials • Adhere to timeline • Make use carpentry tools, and power tools • Gain knowledge of various available raw materials and market trends • Execute project as per drawings • Maintain the record with the given quotation required for the project • Carry out all required documentation and record keeping related to project furniture installation and completion 	White Board Marker Computer Presentation software Projector Charts Workshop
	Total Duration Theory Duration: 136:00 Practical Duration: 344:00	Unique Equipment Required for the QP: Design Software, Drafting instruments and Table, Workshop tools, Survey tools Tools: Foot rule, callipers, right angle device, measuring instrument, Drilling Machine, Colour Pencils Carpentry tools, Safety equipment White Board, Marker Pens, Computer	

Grand Total Course Duration: **480 Hours, 0 minutes**

(This syllabus/curriculum has been approved by **Furniture & Fittings Skill Council**)

Trainer Prerequisites for Job role: “Lead Interior Designer” mapped to Qualification Pack: “FFS/Q9102”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>FFS/Q9102</u> ”.
2	Personal Attributes	Should have good communication skills Should be good in spoken and written English language Should have a pleasing personality and a desire to help students learn Should be Computer and Digital media savvy Should be willing to learn new technology and latest market trends
3	Minimum Educational Qualifications	Diploma in Interior Design with 3 years’ experience Or Degree in Interior Design with 3 years’ experience Or Bachelor in Architecture with 2 year experience in Interior Design
4a	Domain Certification	Certified for Job Role: “ <u>Lead Interior Designer</u> ” mapped to QP: “ <u>FFS/Q0102</u> ”. Minimum accepted score 80% as per the FFSC guideline.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score as per respective FFSC guideline is 80%.
5	Experience	Minimum three years of experience in Interior Design

Annexure: Assessment Criteria

Job Role Lead Interior Designer
Qualification Pack FFS/Q9102, v1.0
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. 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 center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center 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			
Total Marks: 500		Total Marks (500)	Out Of	Theory	Skills Practical
Assessment outcomes	Assessment criteria for outcomes				
1.FFS/N9104 (Assess client needs and survey the location)	PC1. analyze client requirement in terms of residential or commercial design	100	12	4	7
	PC2. understand client needs /requirements from supervisor in terms of quality , style, material preference		12	4	7
	PC3. assist in assessing the budget and the timelines of work commitments		12	4	8
	PC4. correlate customer requirements with latest market trends and discuss with team		15	6	9
	PC5. ensure to undertake all required documentation		12	7	6

	PC6. conduct physical survey and take noting's of aspects like dimensions of work area in terms of columns, walls, beams, space, etc.		15	7	9
	PC7. understand current natural lighting/openings/ventilation within the work area		12	4	8
	PC8. analyze and evaluate the site keeping in mind market requirements like compliance to Vastu Shastra		10	4	6
			100	40	60
2. FFS/N9102 (Design drawings for the location/space)	PC1. list out the possible adherence needed with respect to design solution. For example in terms of customer style/theme, symmetry and layout, practicality, space planning ,colour coordination etc.	100	14	6	8
	PC2. prepare detailed specifications including drawing and dimensions of the layout along with the furniture and other fittings and space planning		16	6	10
	PC3. prepare design alternatives of various kinds of furniture needed as per client needs		20	8	12
	PC4. make models by use of computer aided design (CAD) software and determine colour palette, furniture, lighting, flooring, wall covering etc.		20	8	12
	PC5. present the possible alternatives with the seniors and discuss , analyze on the possible alternatives , take note of inputs/feedback received during discussion and incorporate suggestions received		15	6	9
	PC6. take requisite approval from seniors as go ahead on the design drawing finalized		15	6	9

			100	40	60
3. FFS/N9105 (Procurement and installation of furniture and other materials)	PC1. prepare procurement plan of all material and related subcontracting for fabrication and installation work and discuss with superiors	100	10	4	6
	PC2. invite quotations from shortlisted vendors for fabrication, paint and wall coverings, furniture and fittings, carpeting, art work etc.		10	5	5
	PC3. compare quotations received vis-à-vis specifications and discuss with seniors		8	4	4
	PC4. undertake documentation and record keeping of all records related to quotations invited, bids received and invoice received		8	4	4
	PC5. confirm to adherence to laws with respect to raising invites, selection of vendors etc. and notify in case of any discrepancy		7	3	4
	PC6. monitor work on site and providing assistance in setup and arrangement of furniture fixtures and other related items as per drawings finalized		11	3	8
	PC7. support and ensure completion of work by technicians/helpers post receiving of the materials		10	3	7
	PC8. help in resolving/trouble shooting issues faced and consult supervisor if needed		10	4	6
	PC9. support in managing inventory and report on any material shortage or defects		8	3	4
	PC10. undertake all required documentation and record keeping related to project furniture installation and completion		10	5	6
	PC11. confirm that waste disposal is done in accordance with safe		8	2	6

	working practices and procedures				
			100	40	60
4. FFS/N8804 (Maintain health and safety at client site/workplace)	PC1. follow health and safety related instructions applicable to the work location at all times	100	5	1	4
	PC2. carry out own activities in line with approved guidelines and procedures		6	2	4
	PC3. follow relevant instructions relating to safe and correct use of equipment and relevant occupational safety policies while handling sharp tools to make and install furniture and fittings		6	2	4
	PC4. ensure to safely handle and dispose of waste and debris		7	2	5
	PC5. undertake basic safety checks before start of work and monitor the workplace and work processes for potential risks and threats		7	2	5
	PC6. identify and report/seek clarification if any, for any potential risks/ threats to supervisors or other authorized personnel		6	2	4
	PC7. use safety equipment and personal protection equipment as needed, e.g. gloves , goggles ,mask and shoes correctly in accordance with work policy		7	2	5
	PC8. follow recommended material handling procedure to control damage and personal injury		6	1	5

	PC9. apply good housekeeping practices at all times to maintain clean and safe workplace		6	1	5
	PC10. check and ensure general health and safety equipment are available at work site		6	2	4
	PC11. follow appropriate procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation		6	2	4
	PC12. follow emergency procedures to company standard / workplace requirements		7	2	5
	PC13. use emergency equipment in accordance with manufacturers' specifications and workplace requirements		6	2	4
	PC14. provide treatment appropriate to the any injury in accordance with recognized first aid techniques		6	2	4
	PC15. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate		7	2	5
	PC16. report details of first aid administered in accordance with workplace procedures		6	3	3
		Total	100	30	70
5. FFS/N8805 Carry out work effectively	PC1. seek assistance from supervisor or any such appropriate authority as and when required in an appropriate manner to ensure	100	5	2	3

	completion of work within timelines				
PC2.	obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		6	2	4
PC3.	identify and report any possible deviations to appropriate authority		7	3	4
PC4.	address the problems effectively and report if required to immediate supervisor appropriately		7	2	5
PC5.	follow escalation matrix in case of any grievance		7	2	5
PC6.	receive information and instructions from the supervisor related to one's work and respond effectively		7	3	4
PC7.	coordinate and cooperate with colleagues to achieve work objectives		7	2	5
PC8.	display courteous behaviour at all times		7	1	6
PC9.	respond politely to customer queries and other team members		7	1	6
PC10.	follow work place dress code		6	1	5
PC11.	keep work area in a tidy and organized state		5	2	3
PC12.	adhere to time lines and quality standards		7	2	5
PC13.	follow organizational policies and procedures		7	3	4

	PC14. communicate with others clearly, at a pace and in a manner that helps them to understand and complete the work within timelines		8	2	6
	PC15. demonstrate responsible and disciplined behaviors at the workplace		7	2	5
		Total	100	30	70
	Grand Total		500	180	320
	Percentage Weightage			40%	60%
	Minimum pass % to qualify (aggregate)			70%	