STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN

(NATIONAL OCCUPATIONAL SKILLS STANDARD)

STANDARD PRACTICE, STANDARD CONTENT

&

CURRICULUM of COMPETENCY UNIT

FOR

INTERIOR DECOR

LEVEL 3

JABATAN PEMBANGUNAN KEMAHIRAN

KEMENTERIAN SUMBER MANUSIA, MALAYSIA

GLOSSARY

FABRIC & FURNITURE PRODUCTION

LEVEL 3

TERMS	DESCRIPTION
1. DOSH	Department of Occupational Safety and Health
2. SOP	Standard Operation Procedures
3. PPE	Personal Protective Equipment
4. DEA	Department of Environment Act
5. FIFO	First in First out
6. 5's	1.Sisih
	2.Susun
	3.Sentiasa amal
	4.Seragam
	5.Sapu
7.CDS	Chemical Data Sheet
8. LED	.
9 LOTO	Lock Out Tag Out
10. KPI	Key Performance Indicator

STANDARD PRACTICE

NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR

INTERIOR FURNISHING PRODUCTION (FABRIC)
LEVEL 3

1.   INTRODUCTION

This NOSS document shows the structured career path of Interior Furnishing production personnel. It provides structured set of activities that enables a person who aspires to achieve competency in this particular occupation, ultimately enhancing him or her to embark a career in this industry.

Standard Practice and standard content are part of NOSS document. This Job area developed is based on the occupational area analysis done. This document only covered competency standard requirement for Level 3. The panel of experts concluded that this job area required significant range of varied work activities performed in a variety of context.

The rational for this NOSS to be developed is in response to the request made by the Department of Skills Development (DSD) management.

Interior furnishing are creative, imaginative and artistic. They also need to be disciplined, organized and skilled business people. Combining knowledge with aesthetic vision, interior furnishing work with clients and other design professionals to develop design solutions that are safe, functional, attractive and meet the needs of the people using the space.

For giving a wonderful look to your home decor, furnishings play a vital role and the beauty of the home furnishings depend on fabrics. In the textile furnishings market today, we will find a whole range of soft home furnishing products such as cushion covers, bedcovers, bed sheets, curtains, carpets, rugs, table, kitchen linens, bathroom furnishings and many others. All these are available in a wide range of fabrics, colours, prints and designs.

Blinds can be used in conjunction with curtains or as effective window treatments on their own. They can be as sophisticated or as informal as required.
Curtains are one of the most important elements in interior decoration. They provide a focal point and can change the appearance and atmosphere of any room. Be they dramatic and richly trimmed or plain and simple, curtains are very easy to make

Home Furnishing Fabrics mean the textiles or fabrics used for manufacturing home furnishings. Also referred as home textiles or home decor fabrics. There is a complete line of fabric and designer materials for all of your home decorating projects in the market today. To meet the varied tastes, manufacturers and exporters are coming out with new fabrics, both natural and man-made. These textiles are sometimes blended to make them more strong and durable, last longer and not lose its colours and feel. These fabrics can be natural fabrics like cotton, silk, wool, jute or manmade fabrics like nylon, satin, polyester etc. These are used to make a wide range of decorative home furnishings products

Authorities and Regulator for Interior Deco Industry:-

a. Malaysian Furniture Industry Council (MFIC)

Pre-requisite

Able to read, write, communicate and calculate.

2. OCCUPATIONAL STRUCTURE

Interior furnishing production (Fabric) - Level 3 is categorised under the sub-sector of Interior Furnishing. Figure 1 and Figure 2 show the structured career path and area of Interior Furnishing Production (Fabric) Level 3 personnel.

SECTOR	INTERIOR DECOR HIASAN DALAMAN		
SUB-SEKTOR	**INTERIOR FURNISHING**		
Area **Tahap**	**FABRIC**	**LEATHER**	**VINYL**
L5	Interior Furnishing Designer (Fabric)	Interior Furnishing Designer (Leather)	Interior Furnishing Designer (Vinyl)
L4	Interior Furnishing Assistant Designer (Fabric)	Interior Furnishing Assistant Designer (Leather)	Interior Furnishing Assistant Designer (Vinyl)
L3	Interior Decorator (Fabric)	Interior Decorator (Leather)	Interior Decorator (Vinyl)
L2	-	-	-
L1	-	-	-

Figure 1: Occupational Structure (OS) for Interior Furnishing

SECTOR	INTERIOR DECOR HIASAN DALAMAN		
SUB-SEKTOR	INTERIOR FURNISHING		
Job Area / Level	SOFT FURNISHING	LEATHER	VINYL
L5	Interior Furnishing Management		
L4	Interior Furnishing Design		
L3	Interior Furnishing Production (Fabric)	Interior Furnishing Production (Leather)	Interior Furnishing Production (Vinyl)
L2	_	_	_
L1	_	_	_

Figure 2: Occupational Area Structure (OAS) for Interior Furnishing

3. DEFINITION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1	:	Competent in performing a range of varied work activities, most of which are routine and predictable
Malaysia Skills Certificate Level 2	:	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Malaysia Skills Certificate Level 3	:	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy, and control or guidance of others in often required.
Malaysia Skills Diploma Level 4	:	Competent in performing a broad range of complex technical or professional work activities, performed in a variety of contexts, and with substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma Level 5	:	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

4. **MALAYSIA SKILL CERTIFICATION**

Candidates after being assessed, verified and fulfilled Malaysian Skill Certification requirements shall be awarded with Sijil Kemahiran Malaysia (SKM) in for Level 3 as for Level 4 and 5 shall be awarded with Diploma Kemahiran Malaysia and Diploma Lanjutan Kemahiran Malaysia respectively.

5. **JOB COMPETENCIES**

The Interior Furnishing Production (Level 3) personnel are competent in performing the following eight (8) core competencies:-

1. Soft Furnishing Pre-Production Works
2. Soft Furnishing Production
3. Soft Furnishing Machines And Equipment Maintenance
4. Soft Furnishing Materials Inventory Control
5. Soft Furnishing Post Production
6. Soft Furnishing Installation Works
7. Soft Furnishing Production Quality Control
8. Interior Decor Production Supervision

6. **WORKING CONDITIONS**

Generally they work as a team to ensure the Interior Decor programmes implemented successfully. Since this Interior Decor is a customer oriented industry they need to follow safety regulation strictly, knowledgeable, positive attitude and open minded to deal with various customers. Occasionally they must be prepared to work at odd hours. Those who often work in Interior Furnishing production areas must wear an appropriate dust or vapour mask or a complete Personal Protective Equipment (PPE). Prolonged standing, lifting, and fitting of heavy objects are common characteristics of the job.

7. **EMPLOYMENT PROSPECTS**

Interior Decor Industry is one of the initiatives by the government to increase the quality of life through their involvement in planning and development of Interior Decor Industry. Interior Decor programme is an alternative fabric product which offers affordable value for the customer. The programme is to encourage domestic industry to penetrate national and international market demand. Therefore, the Interior Decor is expected to generate job opportunities to local people.

In the perspective of sustainable Department of Skills Development (DSD) the Interior Decor practices responsible skill workers which requires skill manpower that can produce high quality product and at the same time generate profit.

Other related occupations with respect to employment opportunities are:

- Entrepreneur
- Designer
- Researcher
- Instructor
- Trainer
- Technician
- Sales and Marketing Personnel

Other related industries with respect to employment opportunities are:

- Furniture Industry
- Education Sector Industry
- Hospitality/Tourism Industry
- Craft Industry
- Textiles Industry

8. TRAINING, OTHER QUALIFICATIONS AND ADVANCEMENT

8.1 Training:-

Academic qualifications in the form of certificate and diploma provided by many higher learning institutes. A few higher learning institutes and government agencies such as Department of Skills Development (DSD) schools offered short courses in Interior Decor related industries.

Some of the Training Provider for the course are:

- Furniture Industry Technology Centre (FITEC)
  FITEC as an agency under MARA provides training skills especially for Bumiputera entrepreneur in furniture industry.

- National Productivity Centre (NPC)

- Institiut Kraf Negara (IKN)

- Kolej Komuniti Kementerian Pendidikan

8.2 Industrial/Professional recognition:

9. SOURCES OF ADDITIONAL INFORMATION

- **MATRADE**
  Menara MATRADE,
  Jalan Khidmat Usaha,
  Off Jalan Duta,
  50480 Kuala Lumpur,
  MALAYSIA
  General Tel   **:** 603-6207 7077
  General Fax   **:** 603-6203 7037 / 7033
  General Email **:** info@matrade.gov.my

10. ACKNOWLEDGEMENT

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard in full completion.

11. COMMITTEE MEMBERS FOR DEVELOPMENT OF NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS)

INTERIOR FURNISHING PRODUCTION (FABRIC) - (OS, OAS, CPC, CP)
LEVEL 3

	PANEL OF EXPERTS	
1.	PUAN NORAINI BINTI MARGONO	PENGASAS NORELLE SDN BHD, TAMPOI UTAMA, JOHOR BAHRU
2.	EN. ELIMUHAZLI BIN AMAN ELIAS	PENGURUS OPERASI, NORELLE SDN. BHD, TAMPOI UTAMA, JOHOR BAHRU
3.	EN. ZULKIPLEE BIN JAMAL .	PENGURUS (ZACK) OLIVIA DESIGN, TAMAN JOHOR JAYA. JOHOR BAHRU,
4.	PUAN NORIHAN BINTI NGAH	PENGURUS, AKADEMI JARUM BERLIAN, KEMAMAM,TERENGGANU
5.	PUAN HALIMAH BINTI AHMAD,	CONSULTANT, SEREMBAN, NEGERI SEMBILAN
6.	PUAN SITI ROHANAH BINTI AHMAD	PENGURUS, SRN SUPPLY & SERVICES, GOMBAK, W.P
7.	PUAN MARIAM BINTI ABU	KETUA JABATAN, JABATAN KELUARGA DAN SAINS KONSUMER, UNIVERSITI PENDIDIKAN SULTAN IDRIS TANJUNG MALIM PERAK
8.	PUAN NOORAZIZAH BINTI ABU,	PENSYARAH FESYEN DAN PAKAIAN, KOLEJ KOMUNITI. BUKIT BERUANG, MELAKA
9.	PUAN SAADIAH BINTI SALEHAN	CONSULTANT, SEREMBAN, NEGERI SEMBILAN
10	PUAN RAMAWATHY A/P NOKARAIU	PENGARAH. NPR SKILL ACADEMY SDN BHD BATU CAVES. SELANGOR
11	PUAN GENGABAVANI A/P NOOKAIAH	PENGARAH. NPR SKILL ACADEMY SDN BHD BATU CAVES. SELANGOR
12	CIK NURUL ASYIKIN BINTI SHAFIE	PENOLONG PENGURUS, AKADEMI JARUM BERLIAN, KEMAMAM,TERENGGANU
FACILITATOR		
1.	RAZALEE CHE ROS	JABATAN PEMBANGUNAN KEMAHIRAN.

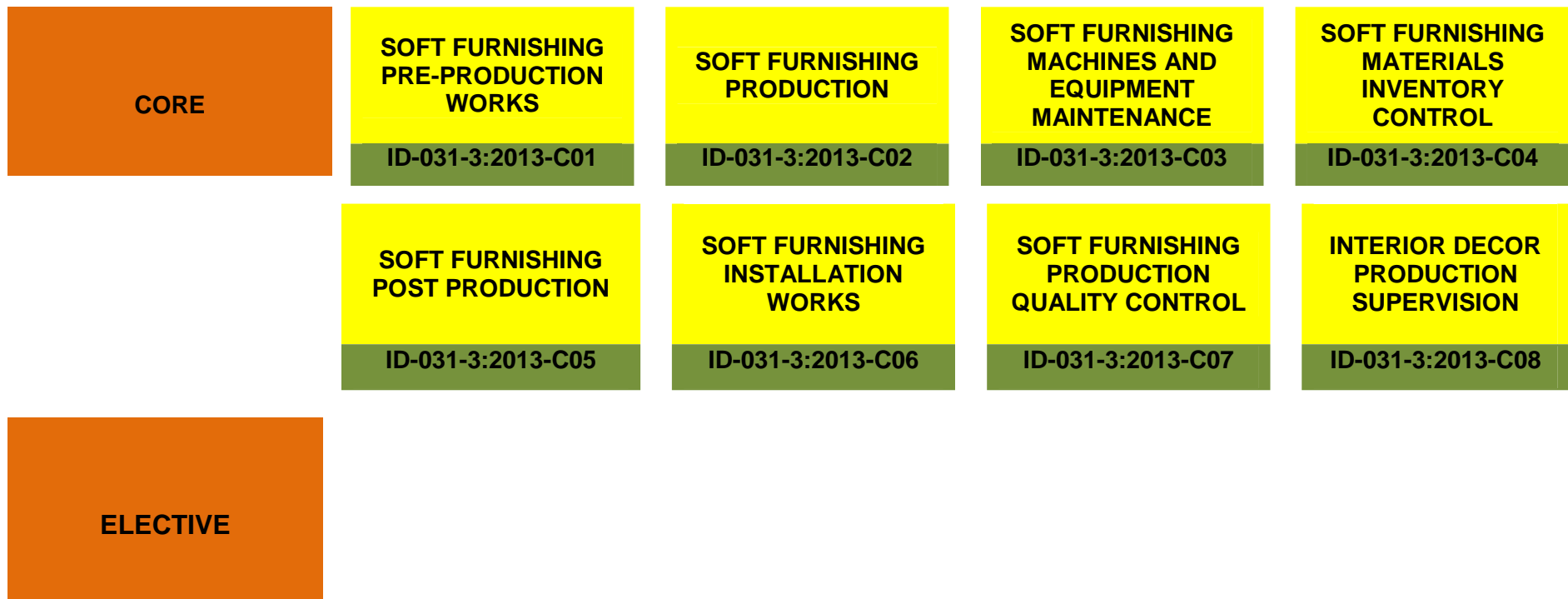## 12. COMMITTEE MEMBERS FOR DEVELOPMENT OF NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS)

INTERIOR FURNISHING PRODUCTION (FABRIC) - (COCU)
LEVEL 3

PANEL OF EXPERTS		
1.	PUAN NORAINI BINTI MARGONO	PENGASAS NORELLE SDN BHD, TAMPOI UTAMA, JOHOR BAHRU
2.	EN. ELIMUHAZLI BIN AMAN ELIAS	PENGURUS OPERASI, NORELLE SDN. BHD, TAMPOI UTAMA, JOHOR BAHRU
3.	PUAN GENGABAVANI A/P NOOKAIAH	PENGARAH. NPR SKILL ACADEMY SDN BHD BATU CAVES. SELANGOR
4.	PUAN NORIHAN BINTI NGAH	PENGURUS, AKADEMI JARUM BERLIAN, KEMAMAM,TERENGGANU
5.	PUAN HALIMAH BINTI AHMAD,	CONSULTANT, SEREMBAN, NEGERI SEMBILAN
6.	PUAN SITI ROHANAH BINTI AHMAD	PENGURUS, SRN SUPPLY & SERVICES, GOMBAK, W.P
7.	PUAN MARIAM BINTI ABU	KETUA JABATAN, JABATAN KELUARGA DAN SAINS KONSUMER, UNIVERSITI PENDIDIKAN SULTAN IDRIS TANJUNG MALIM PERAK
8.	PUAN NOORAZIZAH BINTI ABU,	PENSYARAH FESYEN DAN PAKAIAN, KOLEJ KOMUNITI. BUKIT BERUANG, MELAKA
9.	PUAN RAMAWATHY A/P NOKARAIU	PENGARAH. NPR SKILL ACADEMY SDN BHD BATU CAVES. SELANGOR
10	CIK NURUL ASYIKIN BINTI SHAFIE	PENOLONG PENGURUS, AKADEMI JARUM BERLIAN, KEMAMAM,TERENGGANU
11	EN HAIRUL AKMAL BIN MUHAMAD	TENAGA PENGAJAR, GIATMARA BANDAR TUN RAZAK, CHERAS KUALA LUMPUR
FACILITATOR		
1.	RAZALEE CHE ROS	JABATAN PEMBANGUNAN KEMAHIRAN.

COMPETENCY PROFILE CHART (CPC)

SECTOR	INTERIOR DECOR	
SUB SECTOR	INTERIOR FURNISHING	
JOB AREA	SOFT FURNISHING	
NOSS TITLE	INTERIOR SOFT FURNISHING PRODUCTION (FABRIC)	
JOB LEVEL	3 (THREE)	JOB AREA CODE ID-031-3:2013

← COMPETENCY → ← COMPETENCY UNIT →

CORE	SOFT FURNISHING PRE-PRODUCTION WORKS ID-031-3:2013-C01	SOFT FURNISHING PRODUCTION ID-031-3:2013-C02	SOFT FURNISHING MACHINES AND EQUIPMENT MAINTENANCE ID-031-3:2013-C03	SOFT FURNISHING MATERIALS INVENTORY CONTROL ID-031-3:2013-C04
	SOFT FURNISHING POST PRODUCTION ID-031-3:2013-C05	SOFT FURNISHING INSTALLATION WORKS ID-031-3:2013-C06	SOFT FURNISHING PRODUCTION QUALITY CONTROL ID-031-3:2013-C07	INTERIOR DECOR PRODUCTION SUPERVISION ID-031-3:2013-C08

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COMPETENCY PROFILE (CP)

Sub Sector	INTERIOR FURNISHING
Job Area	SOFT FURNISHING
NOSS Title	INTERIOR FURNISHING PRODUCTION (FABRIC)
Level	LEVEL 3

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
1. SOFT FURNISHING PRE –PRODUCTION WORKS	ID-031-3: 2013-C01	Soft furnishing pre-production is a process in assuring soft furnishing product meet production specification in determining the materials, colour, packing and dimension of the product to meet customer's satisfaction. These include machine preparation, material preparation, scheduling preparation and product sampling prototype. The scope of competency requires frame making, product sewing, materials assembling and product compliance assurances. The person who is competent in	1. Prepare soft furnishing prototype pre-production specification	1.1 Soft furnishing sketched and technical drawing specifications are obtained. 1.2 Soft furnishing design and customer requirements are studied. 1.3 Product specification requirements are drafted in accordance with customer's specification
			2. Prepare soft furnishing tools, machines, fixtures (accessories) and equipment . .	2.1 Soft furnishing tools, machines, equipment and fixtures availability are identified in accordance with job requirement. 2.2 Soft furnishing tools, machines, equipment and fixtures suitability and functions are checked in accordance with manufacturer's

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
		soft furnishing preparation shall be able to prepare soft furnishing prototype pre-production specification , prepare soft furnishing tools, machines, fixtures (accessories) and equipment, prepare soft furnishing materials, produce Soft furnishing product (Prototype) and perform soft furnishing production work area cleaning in accordance with product specification. The outcome of this competency unit is to ensure sufficient material and functionality of tools, and materials of the prototype quality fit, clean, smooth, colour and material quality		specification 2.3 Soft furnishing tools, machines, equipment and fixtures are arranged in accordance with product specification.
			3. Prepare soft furnishing materials	3.1 Soft furnishing materials type, grade and usage are identified in accordance with product specification. 3.2 Soft furnishing materials availability are checked in accordance with product specification 3.3 Soft furnishing materials consumption are estimated in accordance with product specification 3.4 Soft furnishing material preparation are recorded in accordance organisational requirement.

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
			4. Produce Soft furnishing product (Prototype)	4.1 Soft furnishing requirements are studied in accordance with job specification
				4.2 Specified tools, materials, equipment and production schedule are obtained.
				4.3 Product and material measurement are taken in accordance with job specifications.
				4.4 Soft furnishing pattern are drafted in accordance with design specifications..
				4.5 Pattern are transferred to material in accordance with design specifications
				4.6 Soft furnishing materials are cut to size in accordance with job specifications
				4.7 Cut parts are sorted in accordance with job specifications.
				4.8 Cut parts are assembled in accordance with job specifications.
				4.9 Soft furnishing finished products (prototype) are checked in accordance with job specifications.
				4.10 Soft furnishing report are prepared in accordance with organisational requirement

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
			5. Perform soft furnishing production work area cleaning	5.1 Cleaning tools and materials are selected in accordance with cleaning procedures.
				5.2 Useable soft furnishing tools are cleansed.
				5.3 Useable soft furnishing material are gathered.
				5.4 Waste material aresegregated for disposal.
				5.5 Cleansed and indicated tools and equipment are stored in accordance with storage procedure.
				5.6 Production workplace cleaning activity is recorded.
				5.7 Safety procedures in accordance with production requirement are applied

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria

2. SOFT FURNISHING PRODUCTION	**ID-031-3: 2013-C02**	Soft furnishing production are activities that are obtain through product requirement in meeting production schedule to produce Soft furnishing products that are planned, executed in product activities such as material preparation, materials cutting and sewing, materials assembling and product compliances to meet quality standard within time frame.
		
		The person who is competent in Soft furnishing production shall be able to prepare production manpower requirement, prepare soft furnishing production tools, machines, fixtures and equipment, prepare soft furnishing production materials, perform soft furnishing fabricated work, perform soft furnishing parts sewing, perform soft furnishing finishing works, perform soft furnishing work area housekeeping and coordinate
			1. Prepare production manpower requirement	1.1 Production work process requirements are interpreted and drafted which include:
				
				• Sketching
				• Drawing
				• Pattern making which includes
				  - Heading
				  - pleat
				  - scallop
				  - cover
				  - pelmet
				  - blind
				  - quilting
				  - patch work
				• Cutting
				• Sewing
				• Fixing
				• Finishing
				• Alteration
				
				1.2 Production manpower skills identified and availability confirmed.
				
				1.3 Production man power planning schedule updated.
				
				1.4 Work task production are delegated in accordance with job requirement.

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
		waste materials disposal in accordance with production specification. The outcomes of this competency unit is to ensure production time targeted, wastage reduced, sewing and product quality achieved, productivity increased and equipment sustained.	2. Prepare soft furnishing production tools, machines, fixtures and equipment	2.1 Types of production tools, machines, fixtures and equipment availability are identified. 2.2 Soft furnishing production tools, machines, fixtures and equipment suitability and functionality are checked in accordance with manufacturer's specification. 2.3 Soft furnishing production tools, machines, fixtures and equipment are set up in accordance with manufacturer's specification. 2.4 Soft furnishing In-line production tools, machines, fixtures and equipment are selected and made ready for production.
			3. Prepare soft furnishing production materials	3.1 Soft furnishing materials requirements are determined in accordance with job specification. 3.2 Soft furnishing materials availability are checked in accordance with job specification 3.3 Soft furnishing materials costing, consumption usage are estimated,

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				measured which includes: • straight measurement • heading measurement • curve measurement • circular measurement in accordance with job specification 3.4 Production material preparation are recorded in accordance with organisational requirement
			4. Perform soft furnishing fabricated work	4.1 Soft furnishing fabricated work requirements are checked in accordance with job specification. 4.2 Tools, materials, equipment and production schedule are obtained 4.3 Soft furnishing product pattern are drafted in accordance with design specification 4.4 Soft furnishing pattern are transferred to material in accordance with job specification 4.5 Fabricated parts material are cut in accordance with job specification 4.6 Cut components are sorted in accordance with job specification

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				4.8 Fabricated parts are assembled in accordance with job specification
				4.9 Fabricated finished product are tested in accordance with job specification
				4.10 Fabricated activities are report in accordance with organisation requirements..
			5. Perform soft furnishing parts sewing.	5. 1 Sewing specification are determined in accordance with customer's requirement
				5.2 Sewing materials are prepared in accordance with job specification
				5.3 Sewing method is selected in accordance with job specification which include:
				• single needle stitching • edge stitching • hand embroidery • double needle stitching • hand stitching.
				5.4 Sewing machine is set up in accordance with manufacture's specification.
				5.5 Soft furnishing parts are sewn and

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				checked in accordance with design specification.
				5.6 Sewing activities are recorded in accordance with organisation requirements.
			6. Perform soft furnishing finishing works	6.1 Soft furnishing finishing products are determined in accordance with product specification.
				6.2 Soft furnishing tools, equipment, material and accessories are set up and made ready
				6.3 Decoration and accessories are attached to finished product in accordance with design requirements.
				6.4 End thread trimmed and remnants are removed and product are pressed in accordance with job requirements
				6.5 Finishing work are recorded in accordance with organisational requirement
			7. Perform soft furnishing work	7.1 Specified soft furnishing cleaning tools and materials are obtained in

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
			area housekeeping	accordance with job requirement.
				7.2 Useable soft furnishing materials are gathered.
				7.3 Useable soft furnishing tools are cleansed in accordance with manufacturer's specification.
				7.4 Cleansed and indicated soft furnishing tools and equipment are stored in accordance with storage procedure.
				7.5 Housekeeping checklist is recorded.
			8. Coordinate waste materials disposal	8.1 Disposal waste material are identified.
				8.2 Disposal waste materials are segregated in accordance with environmental requirements.
				8.3 Waste material disposal method are determined in accordance with environmental requirements
				8.4 Disposal contractor are contacted in accordance with organizational requirement.
				8.5 Waste materials disposal are

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				monitored in accordance with organisational requirement.
				8.6 Waste materials disposal checklist is recorded in accordance with organizational requirement.
3. SOFT FURNISHING MACHINES AND EQUIPMENT MAINTENANCE	**ID-031-3: 2013-C03**	Soft furnishing machines and equipment maintenance is the activities in maintaining sustainability and functionality of machines and equipment to maximise its performance. This is done through scheduled preventive maintenance and monitoring corrective maintenance. The person who is competent in Soft furnishing machines and equipment maintenance shall be able to prepare soft furnishing equipment and machines maintenance requirements, perform soft furnishing machines and equipment preventive maintenance, coordinate soft furnishing machines and equipment corrective	1. Prepare soft furnishing equipment and machine maintenance requirements	1.1 Specified machine, equipment and fabrication maintenance documents are obtained. 1.2 Maintenance Faulty hand tools machines and equipment for repair are identified, in accordance manufacturer's specification. 1.3 Maintenance method which include preventive and corrective are selected in accordance with manufacture's specification. 1.4 Soft furnishing tools, machines, equipment and machine condition are checked in accordance with manufacturer's specification 1.5 Periodical maintenance check list, manufacturer's manual / guide line, and maintenance procurements are arranged in accordance with organization requirement

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
		maintenance, arrange raw materials and finished product storage, monitor soft furnishing machines and equipment corrective maintenance activities, test repaired soft furnishing machines and equipment functionality and prepare maintenance report in accordance with manufacturer's specification The outcome of this competency unit is to filled up maintenance record, periodical table followed machine functionality, cleanliness and sustainability checked.	2. Perform soft furnishing machines and equipment preventive maintenance	2.1 Specified scheduled maintenance chart are obtained. 2.2 Preventive maintenance requirements are studied in accordance with manufacturer's specification. 2.3 Machine parts are oiled and greased in accordance with manufacturer's specification. 2.4 Machine and equipment are dusted, wiped, air-blown and washed with selected chemicals in accordance with manufacturer's specification. 2.5 LED lighting are attached to Soft furnishing sewing machine in accordance with work requirement 2.6 Completed preventive maintenance work report are prepared.
			3. Coordinate soft furnishing machines and equipment corrective maintenance	3.1 Faulty soft furnishing machines and equipment to be repaired are identified 3.2 Types of corrective maintenance

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				which include mechanical repair, electrical and electronic repair are checked in accordance with manufacturer's specification.
				3.3 Specified maintenance repair work are arranged in accordance with organizational requirement.
				3.4 Repair works documentation are drafted in accordance with organizational requirement
			4. Arrange raw materials and finished product storage	1.1 Delivery and production schedule are checked in accordance with job specification.
				1.2 Raw materials and finished product storage are checked in accordance with job specification.
				1.3 Raw materials and finished product are labelled and tagged in accordance with job specification.
				1.4 Raw materials and finished product are arranged and stored in accordance with storage requirement
				1.5 Stock inventory documentation is

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				prepared in accordance with organizational requirements**.**
			5. Monitor soft furnishing machines and equipment corrective maintenance activities	4.1 Type of repair works and date of completion are identified in accordance with manufacturer's specification.
				4.2 Repair work status is checked in accordance with manufacturer's specification.
				4.3 Corrective maintenance checklist is prepared in accordance with organizational requirement
			6. Test repaired soft furnishing machines and equipment functionality	5.1 Received repaired machines and equipment are checked against procurement.
				5.2 Machines and equipment operational function are confirmed in accordance with manufacturer's specification.
				5.3 Machines and equipment trial run carried out for performance function in accordance with manufacturer's specification.
				5.4 Completed machines and equipment

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				report are prepared.
			7. Prepare maintenance report	6.1 Specified maintenance report check list are obtained.
				6.2 Maintenance report data gathered and documented in accordance with manufacturer's specification.
				6.3 Maintenance report is prepared in accordance with organizational requirement
4. SOFT FURNISHING MATERIAL INVENTORY CONTROL	ID-031-3: 2013-C04	Soft furnishing material inventory control are activities in receiving raw materials, inventory checking, inventory procurements, product level checking and storage of finished product that are packed and labelled for distribution purposes. This activity involved systematic approach of labelling, filling, cataloguing and updating records. The system use maybe manual or automation in accordance with organisational requirement.	1. Prepare soft furnishing product storage requirements	1.1 Soft furnishing product storage method is identified in accordance with storage requirements
				1.2 Storage capacity is checked in accordance with storage requirements.
				1 3 Storage documentation requirements are checked in accordance with organization requirements
				1.4 Stock incoming and outgoing procedures are check in accordance with organization requirements
				1.5 Defects raw material storage are determined in accordance with organization requirements

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
		The person who is competent in Soft furnishing material inventory control shall be able to prepare Soft furnishing product storage requirements, perform inventory requisition, receive raw materials and finished products, arrange raw materials and finished products and arrange raw materials and finished product storage and perform storage area housekeeping in accordance with company's procedures. The outcome of this competency unit will prevent surplus supply of stock, overdue and out dated products to ensure prompt availability and sufficiency of stock level maintain at all time.		1.6 Product storage checklist is drafted in accordance with organization requirements
			2. Perform inventory requisition	2.1 Storage inventory list is obtained. 2.2 Soft furnishing stock balance are checked in accordance with storage specification. 2.3 Stock requisition is prepared in accordance with organization specification. 2.4 Stock replenishment checklist are completed and recorded.
			2. Receive raw materials and finished products	2.1 Specific requisition check list obtained. 2.2 Product received are checked and verified against delivery order in accordance with job specification. 2.3 Completed receiving document are endorse and filed.
			4. Arrange raw materials and finished product storage	4.1 Delivery and production schedule are checked in accordance with job specification.

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				4.2 Raw materials and finished product storage are checked in accordance with job specification.
				4.3 Raw materials and finished product are labelled and tagged in accordance with job specification.
				4.4 Raw materials and finished product are arranged and stored in accordance with storage requirement
				4.5 Stock inventory documentation is prepared in accordance with organizational requirements.
			5. Perform storage area housekeeping .	5.1 Specific storage area cleaning tools and materials are obtained in accordance with job requirement.
				5.2 Useable storage area materials are gathered.
				5.3 Usable storage area tools are cleansed in accordance with manufacturer's specification.
				5.4 Cleaned and indicated tools and equipment are stored in accordance with storage procedure.

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				5.5 Housekeeping checklist is recorded
5. SOFT FURNISHING POST PRODUCTION	ID-031-3: 2013-C05	Soft furnishing post production are activities in making ready the finished product that have gone through quality control checked. The product to be pressed (ironing), packed, labelled, segregated for delivery or storage. This may involve storage of finished products prior to delivery. Logistic involved transportation arrangement and procurements. The person who is competent in Soft furnishing post production shall be able to prepare soft furnishing post production requirements, perform soft furnishing corrective works, perform soft furnishing product packaging, perform soft furnishing product tagging and labelling and perform soft furnishing product segregation for storage in	1. Prepare soft furnishing post production requirements .	1.1 Product finishing specification are identified in accordance with design specification 1.2 Product packaging specification are identified in accordance with job specification 1.3 Product delivery mode are identified in accordance with organisational requirement 1.4 Post production documentations are arranged in accordance with organisational requirement 1.5 Post production report is prepared in accordance with organisational requirement
			2. Perform soft furnishing corrective works	2.1 Product defects are identified in accordance with manufacturer's specification 2.2 Corrective works are determined in accordance with manufacturer's specification 2.3 Corrective works are carried out in accordance with design

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
		accordance with organisational requirement. The outcome of this competency unit is to ensure smooth delivery and to avoid over stacking product storage, timely delivery, after sales service rendered.		specifications 2.4 Corrective works are checked in accordance with design specification 2.5 Corrective works report is prepared in accordance with organisational requirements
			3. Perform soft furnishing product packaging	3.1 Soft furnishing product packaging instruction is identified 3.2 Soft furnishing product packaging methods are identified in accordance with design specification 3.3 Product packaging are carried out in accordance with design specification 3.4 Soft furnishing product packaging are checked in accordance with design specification 3.5 Soft furnishing packaging report is prepared in accordance with organisational requirements

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
			4. Perform soft furnishing product tagging and labelling	4.1 Product tagging and labelling instruction are studied
				4.2 Product tagging and labelling materials are prepared in accordance with storage requirements
				4.3 Packaging products are tagged in accordance with storage requirements
				4.4 Packaging products are labelled in accordance with storage requirements
				4.5 Tagging and labelling works are checked in accordance with storage requirements
				4.6 Tagging and labelling report is prepared in accordance with organisational requirements
			5. Perform soft furnishing product segregation for storage	5.1 Soft furnishing storage location is identified.
				5.2 Storage capacity is checked in accordance with storage specification
				5.3 Soft furnishing finished product storage are arranged in accordance with storage specification
				5.4 Storage procedure compliances are checked in accordance with organisational requirements

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				5.5 Product storage are recorded in accordance with organisational requirements.
6. SOFT FURNISHING INSTALLATION WORKS	**ID-031-3: 2013-C06**	Soft furnishing installation works is to ensure quality, smoothness and efficient overall operation. The responsibility include the skill of the installer and general worker in executing Soft furnishing installation works as per design specification requirement.	1. Study soft furnishing installation works Information	1.1 Documents and requirements on Soft furnishing work instruction from superior obtained

1.2 Types of soft furnishing installation techniques are determined in accordance with job requirements |
| | | The person who is competent in Soft furnishing Installation works shall be able to study soft furnishing Installation works Information, prepare soft furnishing installation requirements, perform soft furnishing installation works in accordance with client requirements. | 2. Prepare soft furnishing installation requirements. | 2.1 Manpower skill in soft furnishing at site is identified in accordance with job requirements

2.2 Tools, equipment & machinery identified in accordance with job requirements

2.3 Tools, equipment & machineries is selected in accordance with job requirements |
| | | The outcome of this CU is to ensure soft furnishing installation works provide practical skill of fixings, from concepts to install | 3. Perform soft furnishing installation works | 3.1 Job specification is obtained

3.2 Tools equipment and products are prepared in accordance with organisational requirements.

3.3 Installation area is determined in accordance with organisational requirements |

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
		and ongoing maintenance by following standard stipulated procedures. and ensuring safety at the work site.		3.4 Installation works are carried out in accordance with organisational requirements 3.5 Final installation works are checked in accordance with organisational requirements 3.6 Installation works are recorded in accordance with organisational requirements
				4.1 Design specification is obtained 4.2 Installation finishing quality is inspected in accordance with design specification 4.3 Fitting quality is inspected in accordance with design specification 4.4 Measurement compliance is inspected in accordance with design specification 4.5 Appearance quality is inspected in accordance with design specification 4.6 Decoration work quality is inspected with design quality

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
7. SOFT FURNISHING PRODUCTION QUALITY CONTROL	ID-031-3: 2013-C07	Soft furnishing production quality control is a process in production to ensure the soft furnishing product produced met customer satisfaction. This involve the quality checks and specification meets at all level of the process in the production line which include material quality, frame quality, sewing quality, assembling quality, finishing quality, installation quality and packaging quality. The person who is competent in soft furnishing production quality control shall be able to prepare quality control requirement, check design conformance, perform product quality control and perform product quality control in	1. Prepare quality control requirement	1.1 Product materials specification is identified. 1.2 Product specification is obtained. 1.3 Product standard conformance is checked in accordance with product drawing. 1.4 Conformance quality information is compiled
			2. Check design conformance	2.1 Product parts are checked as specified in accordance with technical drawing. 2.2 Cushion part is fitted as specified in accordance with technical drawing. 2.3 Product dimension are checked as specified in accordance with design specification.

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
		accordance with organisational requirement. The outcome of this competency unit is to ensure quality standard met at all level of production processes, thus producing quality products that meets customer's satisfaction.	3. Perform product quality control	3.1 Production quality control instruction is obtained. 3.2 Quality control tools are prepared. 3.3 Production process are checked in accordance with product and quality control specification. 3.4 Quality control process checklist is filled.
			4. Prepare quality control report	4.1 Quality control check list is obtained. 4.2 Quality control data are gathered in accordance with job specification. 4.3 Quality control report is prepared in accordance with standard format
8. INTERIOR DECOR PRODUCTION SUPERVISION	**ID-031-3: 2013-C08**	Interior decor production supervision requires ability to supervise the program in accordance to the client requirement. This include monitoring work progress and the manpower requirement.	1. Perform soft furnishing work verification	1.1 Supervisor roles and responsibility explained as per production. 1.2 Production workflow explained as per company requirements. 1.3 Type and scope of subordinate administration determined according to company

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
		Supervisors are the direct link between management and the work force and can be responded to employee needs, problems, and satisfaction in accordance with organisational requirements. The person who is competent in supervisory function shall be able to perform Soft furnishing work verification, conduct staff job training, monitor personnel competency, conduct section meeting/briefing, conduct staffs coaching and counseling and plan manpower requirement in accordance in with organisational requirements. The outcome of this competency unit is to demonstrate positive attitude, cooperation, coaching, decision making and work communication.	2. Conduct staffs job training	requirements. 2.1 Improvement requirements for every staffs are identified and notified. 2.2 On job training schedule is prepared. 2.3 Competency of on job training is verified. 2.4 On job training completion are recorded
			3. Monitor personnel competency	3.1 Key performance indicators are developed. 3.2 KPI requirements are communicated and made understood. 3.3 Staffs performances are reviewed. 3.4 Appraisal is conducted and staffs are graded. 3.5 Improvement areas are discussed and recorded. 3.6 Staffs are trained in Soft furnishing methods, equipment operation, safety procedures, or company

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				policies.
			4. Conduct section meeting/briefing	4.1 Meeting schedule and agenda are prepared.
				4.2 Target group informed.
				4.3 Previous minutes confirmed.
				4.4 Minute of meeting are recorded and distributed.
			5. Conduct staffs coaching and counselling	5.1 Improvement requirements for every staffs are identified and notified.
				5.2 Coaching and counselling schedule are prepared.
				5.3 Effectiveness of coaching and counselling provided are verified.
			6. Plan manpower requirement	6.1 Types and quantum of manpower requirements is established.
				6.2 Distribution of manpower is determined and production workflow explained as per company requirements.
				6.3 Type and scope of subordinate administration is determined in

CU Title	CU Code	CU Descriptor	Work Activities	Performance Criteria
				according with company requirements. 6.4 Prioritization manpower is determined in accordance with job priority.

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	INTERIOR FURNISHING
Job Area	SOFT FURNISHING
NOSS Title	INTERIOR SOFT FURNISHING PRODUCTION (FABRIC)
Competency Unit Title	SOFT FURNISHING PRE-PRODUCTION WORKS
Learning Outcomes	The outcome of this competency unit is to ensure smooth production process with zero defects and production wastage thus enhancing productivity. In particular the trainees will be able to: 1. Prepare Soft furnishing Prototype preparation specification 2. Prepare Soft furnishing tools, machines, fixtures (accessories) and equipment 3. Prepare Soft furnishing materials 4. Produce Soft furnishing product (Prototype) 5. Perform Soft furnishing production work area cleaning

Competency Unit ID	ID-031-3:2013-C01	Level	3	Training Duration	172 Hours	Credit Hours	17.2

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
1. Prepare Soft furnishing Prototype preparation specification	1.1 Soft furnishing principles and elements of design 1.2 Design specification which include: • Types • Sketches/illustration	1.1 Obtain soft furnishing design specification 1.2 Study soft furnishing design, and customer's requirement	*Attitude:* i. Resourceful in identifying requirements and specifications	K – 10 S - 15	Lecture Demonstration and Observation	1.1 Types of soft furnishing prototype preparation specification are gathered and acquired.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria

	• Scale
	• Detailing
	1.3 Product technical drawing specification
	  • Drawing tools
	  • Flat drawing
	  • Detailing
	  • Colour
	  • Texture
		1.3 Produce technical drawing specification	*Environmental:*
			
			Clean and conducive work area
						1.2 Soft furnishing design and customer's requirement are interpreted and explained
						
						1.3 Product specification requirement are produced and submitted.

2. Prepare Soft furnishing tools, machines, fixtures (accessories) and equipment	2.1 Soft furnishing tools, machines, equipment and fixtures identification
	  • Types
	  • Function and usage
	
	2.2 Suitability and functions of soft furnishing tools, machines, equipment and fixtures
		2.1 Identify soft furnishing tools, machines, equipment and fixtures availability
		2.2 Check soft furnishing tools, machines, equipment and fixtures suitability and functions.
		2.3 Arrange soft furnishing tools, machines,
			. *Attitude:*
			i. Resourceful in preparing prototype tools and equipment
			ii. Analytical mind in ensuring equipment preparation comply with Standard Operation Procedure (SOP)
				K – 15
				
				S - 20
					Lecture
					
					Demonstration and Observation
						2.1 Soft furnishing tools, machines, equipment and fixtures checklist drafted and presented
						2.2 Soft furnishing tools, machines, equipment and fixtures suitability and functions are tested and confirmed.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	• Manual usage • Machine accessories 2.3 Procedures of setting up soft furnishing tools, machines, equipment and fixtures	equipment and fixtures.	*Safety:* i. Adhere to safety procedures Use soft furnishing tools and equipment safely			2.3 Soft furnishing tools, machines, equipment and fixtures setup
3. Prepare soft furnishing materials	3.1 Usage and type of soft furnishing materials 3.2 Soft furnishing materials selection • Design • Colour • Quality 3.3 Material estimation (costing) • Calculation formula • Material consumption • Material design requirement 3.4 Material preparation record.	3.1 Identify soft furnishing materials requirements 3.2 Check soft furnishing materials availability 3.3 Estimate soft furnishing materials consumption usage (costing) 3.4 Record material preparation	*Attitude:* i. Able to recognise types of material used ii. Systematic in recording and compiling *Safety:* i. Adhere to safety procedures ii. Responsible in keeping document with care	K - 15 S - 35	Lecture Demonstration and Observation	3.1 Material type, grade and usage are listed and explained. 3.2 Sufficiency of soft furnishing material are confirmed. 3.3 Soft furnishing material usage are calculated 3.4 Material preparation record is drafted

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
4. Produce Soft furnishing Prototype	4.1 Types of soft furnishing product specification • Size • Material • Colour • Design 4.2 Production work schedule • Cutting plan • Time study • Production plan • Date of completion • Material requirements 4.3 Production Prototype process i. Measurement ii. Pattern drafting/tracing iii. Pattern transfer iv. Pattern layout v. Cutting/ sorting vi. Parts assembling 4.4 Prototype finished product inspection • Work process • Quality	4.1 Study soft furnishing requirements 4.2 Obtain specific tools, materials, equipment and production schedule 4.3 Carry out production process 4.4 Check soft furnishing Prototype 4.5 Prepare soft furnishing report	*Attitude:* i. Identifying Soft furnishing requirements and specifications ii. Clean spills quickly while glue is still wet iii. Strictly follow work schedule iv. Patience when handling customer's dissatisfaction *Safety:* i. Adhere to safety procedures ii. Follow safety procedures *Environmental:* i. Clean and conducive work area ii. Well ventilated working area	K -15 S - 40	Lecture Demonstration and Observation	4.1 Drawing, tools, material, equipment, production process and specification are interpreted 4.2 Specific tools, materials, equipment and production schedule are listed and presented 4.3 List of product and material measurement, Pattern drafting, pattern transfer, pattern layout, cutting/sorting, and parts assembling are produced. 4.4 Product pattern are produced . 4.5 Product pattern are laid and marked on material

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	monitoring • Product function • Design specification • Material usage • Quality 4.5 Soft furnishing report (Prototype) • Feedback • Format • Content					4.6 Material are separated to pieces and segregated 4.7 Finished product (Prototype) are produced 4.8 Product (Prototype) measurement, fitting, shape and design are confirmed 4.9 Product feedback are compiled and recorded
5. Perform soft furnishing production work area cleaning	5.1 Procedures of Cleaning Production working area 5.2 Types of cleaning tools and material 5.3 Importance of work area housekeeping • Safety • Optimization of tools and	5.1 Identify working area 5.2 Tidy up working area. 5.3 Obtain cleaning tools and materials 5.4 Clean work area. 5.5 Dispose waste materials	*Attitude:* iii. Able to recognise types of material used iv. Systematic in recording and compiling	K - 2 S - 5	Lecture Demonstration and Observation	5.1 Specified working area is determined 5.2 Tools and equipment are kept in place 5.3 Cleaning tools and material are listed and presented.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	materials • Identification 5.4 Method of production waste disposal • Types/categories • Method of disposal • Location of disposal 5.5 Method of storing cleaning agent, tools and equipment 5.6 Production cleaning record 5.7 Personal Protective Equipment (PPE) involved: • Apron • Gloves • Mask	5.6 Store cleaning agents, tools and equipment 5.7 Record soft furnishing production cleaning activity	*Safety:* i. Adhere to safety procedures ii. Responsible in keeping document with care			5.4 Soft furnishing tools are up kept in place and work area tidied up 5.5 Waste materials are cleared and recorded. 5.6 Tools and equipment are kept in place. 5.7 Soft furnishing cleaning activity is updated. 5.8 Safety Procedures followed and applicable PPE attired worn

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information	1. Communication skills
01.02 Document information, procedures or processes.	2. Conceptual skills
01.03 Utilize basic IT applications	3. Interpersonal skills
01.04 Analyze information	4. Learning skills
01.05 Utilize the internet to locate and gather information	5. Leadership skills
01.06 Utilize word processor to process information	6. Multitasking and prioritizing
01.11 Apply thinking skills and creativity	7. Self-discipline
02.01 Interpret and follow manuals, instructions and SOP's	8. Teamwork
02.03 Communicate clearly	
02.04 Prepare brief reports and checklists using standard forms	
02.05 Read / interpret flowcharts and pictorial information	
02.06 Write memos and letters	
02.07 Utilize local area network (LAN) Internet to exchange information	
02.08 Prepare pictorial and graphic information.	
02.09 Prepare flowcharts	
02.10 Prepare reports and instructions	
02.11 Convey information and ideas to people	
03.01 Apply cultural requirements to the workplace.	
03.02 Demonstrate integrity and apply ethical practices.	
03.03 Accept responsibility for own work and work area.	
03.04 Seek and act constructively upon feedback about performance	
03.05 Demonstrate safety skills	

Core Abilities	Social Skills
03.08 Develop and maintain a cooperation within work group	
03.09 Manage and improve performance of individuals	
03.12 Provide coaching/on-the job training	
03.13 Develop and maintain team harmony and resolve conflicts	
03.14 Facilitate and coordinate teams and ideas	
03.15 Liaise to achieve identified outcomes	
03.16 Identify and assess client / customer needs	
03.17 Identify staff training needs and facilitate access to training	
04.01 Organize own work activities	
04.02 Set and revise own objectives and goals	
04.03 Organize and maintain own workplace	
04.04 Apply problem solving strategies	
04.05 Demonstrate initiative and flexibility	
04.06 Allocate work	
04.07 Negotiate acceptance and support for objectives and strategies	
05.01 Implement project / work plans	
05.02 Inspect and monitor work done and / or in progress	
06.03 Identify and highlight problem	
06.04 Adapt competencies to new situations / systems	
06.05 Analyze technical systems	
06.06 Monitor and correct performance of systems	
06.07 Develop and maintain networks	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM: Trainees)
1. Fabric and furnishing sewing machine	1:1
2. Cutting tools	1:1
3. Cutting table	1:2
4. Spray gun	1:1
5. Adhesive/Glue/Lacquer	1:10
6. Job Description	1:10
7. Product Design Drawing	1:10
8. References materials	1:10
9. Hardware materials	1:1
10. Hardware equipment	1:1
11. Bating (quilting)	1:25
12. Foam	1:5
13. Sponge	1:1
14. Fabric	1:1
15. Webbing	1:1
16. Spring	1:1
17. Frame	1:1
18. Wood	1:1
19. Leather / PVC / PU	As per required
20. Air stapler/hand stapler	As per required
21. Welting	As per required

ITEMS	RATIO (TEM: Trainees)
22. Stretchers	As per required
23. Types of Fastener	As per required 1:1
24. Personal Protective Equipment (PPE) - (Safety boots, face mask, ear plug, apron, safety glasses or Goggles)	1:1
25. Hand tools kit / box	As per required
26. Cleaning tools & equipment	As per required
27. Samples	As per required
28. Stationeries	As per required
29. Manual, broachers,	As per required
30. Computer & peripherals	1:3
31. AVA AUDIO VISUAL AIDS i. Projector ii. White board	1:25

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	INTERIOR FURNISHING
Job Area	SOFT FURNISHING
NOSS Title	INTERIOR SOFT FURNISHING PRODUCTION (FABRIC)
Competency Unit Title	SOFT FURNISHING PRODUCTION
Learning Outcomes	The outcomes of this competency unit is to ensure production time targeted, wastage reduced, sewing and product quality achieved, productivity increased and equipment sustained. In particular the trainees will be able to: 1. Prepare production manpower requirement 2. Prepare soft furnishing production tools, machines, fixtures and equipment 3. Prepare soft furnishing production materials 4. Perform soft furnishing fabricated work 5. Perform soft furnishing sewing procedures 6. Perform soft furnishing finishing works 7. Perform soft furnishing workplace housekeeping 8. Coordinate waste materials disposal

Competency Unit ID	ID-031-3:2013-C02	Level	3	Training Duration	881 Hours	Credit Hours	88.1

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria

1. Prepare production manpower requirement	1.1 Production work process which include:
	
	• Measurement
	  - straight
	  - heading
	  - curve
	  - circular
	• Design specification
	• machine preparation
	• material preparation
	• Tools and equipment preparation
	• Work schedule preparation
	
	1.2 Production process manpower requirement
	
	• Competency
	• Availability
	• Suitability
	
	1.3 Production manpower work schedule
	
	• Time study
		1.1 Identify production work process
		1.2 Check production manpower requirements
		1.3 Draft up production manpower work schedule
		1.4 Assign production manpower designation
			Attitude:
			i. Follow company's Standard operation procedures (SOP)
			ii. Analytical mind in assessing manpower data
			iii. Accuracy in work function operation procedures
			
			Safety:
			i. Adhere to safety requirement
				K - 10
				
				S - 30
					Lecture
					
					Demonstration
					
					On Job Training
					
					Observation
						1.1 Production flow interpreted and produced.
						1.2 Production skill workers identified and confirmed
						1.3 Man power planning schedule produced and presented.
						1.4 Production work task are delegated.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	• Production plan • Date of completion • Job delegation/ responsibilities					
2. Prepare soft furnishing production tools, machines, fixtures and equipment	2.1 Types and function of soft furnishing machines and equipment: • Soft furnishing equipment • List of equipment • Soft furnishing machine which include: i. Frame - Table saw, Jig saw, Nail gun, radial arm saw, mitre saw ii. Fabric - Fabric Cutter, Sewing machine iii. Sponge and Foam - Foam cutter 2.2 Soft furnishing machine and equipment serviceability check • Mechanical parts • Electrical and	2.1 Identify soft furnishing production tools, machines, fixtures and equipment 2.2 Check soft furnishing production tools, machines, fixtures and equipment suitability and functionality 2.3 Set up soft furnishing production tools, machines, fixtures and equipment 2.4 Record soft furnishing production tools, machines, fixtures and equipment preparation.	*Attitude:* i. Precise in selection of tools, machines and equipment *Safety:* i. Handle cutting tool with care in accordance with safety procedures *Environment:* - Adhere to environmental regulation	K – 15 S - 30	Lectures Demonstration On Job Training Observation Lecture	2.1 Types of production tools, machines, fixtures and equipment are located and availability confirmed. 2.2 Soft furnishing production tools, machines, fixtures and equipment suitability compliance with job specification is confirmed. 2.3 Soft furnishing production tools, machines, fixtures and equipment

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	electronic parts • Manufacturer's manual specification 2.3 Setting up machine and equipment • Threading • Testing • Function 2.4 Tools, machines, fixtures and equipment functionality preparation record					functionality with manufacturer's requirements are confirmed. 2.4 Soft furnishing in-line production tools, machines, fixtures and equipment are selected and made ready for production. 2.5 Standard Of Procedure applied and safety requirement adhered
3. Prepare soft furnishing production materials	3.1 Types of soft furnishing materials which includes: • Fabric • Wood • Metal • Plastic	3.1 Identify Soft furnishing materials requirements 3.2 Check materials quality and availability 3.3 Estimate soft	*Attitude:* i. Meticulous in preparing soft furnishing materials *Safety:* i. Handle cutting tool with care in	K - 20 S - 30	Lecture Demonstration On Job Training Observation	3.1 Soft furnishing production materials are listed and presented. 3.2 Soft furnishing production materials quality and

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	• Fibres 3.2 Soft furnishing material physical properties which includes: • Colour • Size • Weight • Flexibility • Durability • Texture • Dimension • Material defects 3.3 Materials estimation 3.4 Material preparation record	furnishing materials consumption usage 3.4 Record material preparation	accordance with safety procedure *Environmental:* I Clean work area and well organised ii Clean and well ventilated work area			availability are confirmed. 3.3 Soft furnishing material usage are calculated 3.4 Material production preparation record is produced
4. Perform soft furnishing fabricated work	4.1 Soft furnishing fabricated materials: • Types • Size • Pattern/ design • Colour • Quantity 4.2 Production work	4.1 Check soft furnishing fabricated work requirements 4.2 Obtain tools, materials, equipment and production schedule 4.3 Draft soft furnishing	*Attitude:* i. Meticulous in sewing soft furnishing cut pieces ii. Handle cutting materials with care. *Safety:*	K – 50 S - 100	Lecture Demonstration On Job Training Observation	4.1 Size, type and grade of materials, process and tools for fabricated works are confirmed 4.2 Tools, materials,

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	schedule • Cutting plan • Time study • Production plan • Date of completion • Material requirements • Tools and equipment requirement 4.3 Soft furnishing pattern construction • Drafting materials and tools • Design specification • Pattern symbol and labels • Pattern layout • Pattern tracing • Material cutting • Cut materials sorting 4.4 Assembling of cutting parts 4.5 Evaluation of fabricated works • Durability • Fitting	product pattern 4.4 Transfer soft furnishing pattern to material 4.5 Cut fabricated parts material 4.6 Sort cutting components 4.8 Assemble fabricated parts 4.9 Test fabricated finished product 4.10 Report fabricated activities	i. Handle tools with care ii. Wear appropriate PPE iii. Follow safety procedures *Environment:* i. Maintain cleanliness work area ii. Ensure work area free from dust, humidity and pest/insect			equipment and production schedule are listed and presented 4.3 Soft furnishing product pattern is produced. 4.4 Fabricated component materials are segregated, arranged and installed as per pattern.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	• Aesthetic • Quality 4.6 Fabricated work report • Material usage • Material types • Design requirement • Feedback • Assembling method • Tools and equipment 4.7 Personal Protective Equipment (PPE) such as • Safety glasses/goggles • Gloves • Apron • Safety boots • Ear plug.					
5. Perform soft furnishing sewing procedures	5.1 Sewing specification which include: • Stitch density • Thread/needle size • Pattern/ design 5.2 Sewing tools and	5.1 Identify sewing specification 5.2 Prepare sewing tools and equipment 5.3 Select sewing method 5.4 Set up sewing	*Attitude:* i. Meticulous in sewing soft furnishing cut pieces *Safety:* i. Handle sewing	K - 62 S - 230	Lecture Demonstration On Job	5.1 Soft furnishing production sewing materials identified. 5.2 Soft furnishing sewing tool determined.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	equipment • Sewing kit/tools • Sewing equipment • Manufacturer's manual 5.3 Method of sewing • Hand sewn • Machine sewing 5.4 Sewing machine preparation • Threading • Testing 5.5 Assembling process of soft furnishing product • Stuffing • Measurement • Fitting • Fixing • Decorating (Accessory attachment) 5.6 Evaluation of finished product • Sewing quality	machine 5.5 Sew soft furnishing products 5.6 Check sewn finished product 5.7 Record sewing activities	tool with care ii. Always keep finger away from needle while sewing *Environment:* i. Clean and conducive work area and free from dust and homicide.			5.3 Sewing method selected. 5.4 Sewing process implemented. 5.7 Report listed out 5.8 Safety Procedures followed and LED lighting attached to machine used functioned

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	• Sewing specification • Sewing compliance 5.7 Sewing work report					
6. Perform soft furnishing finishing works ,	6.1 Soft furnishing finishing works • Trimming (end threads) • Ironing • Measuring • Packing • Tagging and labelling 6.2 Types of tools, equipment and materials • Cutting tools • Pressing tools & equipment • Packaging tools 6.3 Soft furnishing finishing works operation 6.4 Finishing works verification • Clean	6.1 Identify soft furnishing finishing work 6.2 Prepare tools, equipment, material and accessories 6.3 Execute finishing works 6.4 Check completed finishing work 6.5 Decorate soft furnishing final product 6.6 Record finishing works	*Attitude:* i. Ensure assembling process take place in according with product specification *Safety:* i. Handle equipment with care ii. Use proper PPE	K - 57 S - 220	Lecture Demonstration and Observation	6.1 Final assembly finishing works are listed,. 6.2 tools, equipment, material and accessories are determined, listed and arranged 6.3 Finishing works are carried out and completed 6.4 Completed finishing works are confirmed against design specifications 6.5 Accessories are selected and fixed to soft finishing final product 6.6 Finishing works record are produced.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	• Neat • Precise • Quality 6.5 Record finishing works					
7. Perform soft furnishing workplace housekeeping	7.1 Cleaning tools and materials • Types • Usage 7.2 Importance of work place housekeeping procedures and requirements • Safety and environmental requirement • Optimization of tools and materials • Identification • 5S Implementation 7.3 Production cleaning recording • Format • Content 7.4 Personal Protective Equipment (PPE) such	7.1 Identify working area 7.2 Tidy up working area. 7.3 Obtain cleaning tools and materials 7.4 Clean work area, tools and equipment 7.5 Dispose waste materials 7.6 Store tools and equipment 7.7 Report soft furnishing production cleaning activity	*Attitude:* i. Strict in conducting work process ii. Efficient in quality control *Safety:* i. Wear appropriate Personal Protection Equipment (PPE) ii. Adhere to safety procedures *Environment* i Ensure work area free from dust, humidity and pest/insect	K - 2 S - 5	Lecture Demonstration and Observation	7.1 Specific working area is determined 7.2 Tools and equipment are kept in place 7.3 Cleaning tools and material are listed and presented. 7.4 Soft furnishing tools are up kept in place and work area tidied up 7.5 Waste materials are cleared and recorded. 7.6 Tools and equipment are kept in place. 7.7 Soft furnishing cleaning

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	as • Safety Boots • Apron					activity is updated. 7.8 Safety procedures followed and applicable PPE attired worn
8. Coordinate waste materials disposal	8.1 Types of waste material • Paper • Metal • Plastic • Wood • Liquid 8.2 Method of waste materials disposal: • Sell • Buried • Burn • Treatment 8.3 Location of waste materials disposal 8.4 Waste materials disposal regulation and requirement • Authorities	8.1 Identify soft furnishing waste materials 8.2 Segregate waste materials 8.3 Determine waste materials method disposal 8.4 Liaise with disposal authorities 8.5 Monitor waste materials disposal 8.6 Record waste materials disposal checklist	*Attitude:* i. Adhere to Standard Operation Procedure (SOP) & DOSH *Safety:* i. Wear appropriate PPE *Environment:* i. Adhere to environmental regulation	K - 10 S - 10	Lecture Demonstration and Observation	8.1 Soft furnishing waste materials are listed. 8.2 Soft furnishing waste materials are packed and wrap in designated area. 8.3 Disposal authorities are contacted and informed. 8.4 Waste materials disposal are observed and record updated. 8.5 Safety Procedures followed and PPE attired worn

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	involved					
	• Related by laws					
	• Environmental compliances					
	8.5 Recording waste materials disposal					
	• Format					
	• Content					
	8.6 Personal Protective Equipment (PPE) such as					
	• Safety Boots					
	• Apron					

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information	1. Communication skills
01.02 Document information, procedures or processes.	2. Conceptual skills
01.03 Utilize basic IT applications	3. Interpersonal skills
01.04 Analyze information	4. Learning skills
01.05 Utilize the internet to locate and gather information	5. Leadership skills
01.06 Utilize word processor to process information	6. Multitasking and prioritizing
01.11 Apply thinking skills and creativity	7. Self-discipline
02.01 Interpret and follow manuals, instructions and SOP's	8. Teamwork
02.03 Communicate clearly	
02.04 Prepare brief reports and checklists using standard forms	
02.05 Read / interpret flowcharts and pictorial information	
02.06 Write memos and letters	
02.07 Utilize local area network (LAN) Internet to exchange information	
02.08 Prepare pictorial and graphic information.	
02.09 Prepare flowcharts	
02.10 Prepare reports and instructions	
02.11 Convey information and ideas to people	
03.01 Apply cultural requirements to the workplace.	
03.02 Demonstrate integrity and apply ethical practices.	
03.03 Accept responsibility for own work and work area.	
03.04 Seek and act constructively upon feedback about performance	
03.05 Demonstrate safety skills	
03.08 Develop and maintain a cooperation within work group	

Core Abilities	Social Skills
03.09 Manage and improve performance of individuals	
03.12 Provide coaching/on-the job training	
03.13 Develop and maintain team harmony and resolve conflicts	
03.14 Facilitate and coordinate teams and ideas	
03.15 Liaise to achieve identified outcomes	
03.16 Identify and assess client / customer needs	
03.17 Identify staff training needs and facilitate access to training	
04.01 Organize own work activities	
04.02 Set and revise own objectives and goals	
04.03 Organize and maintain own workplace	
04.04 Apply problem solving strategies	
04.05 Demonstrate initiative and flexibility	
04.06 Allocate work	
04.07 Negotiate acceptance and support for objectives and strategies	
05.01 Implement project / work plans	
05.02 Inspect and monitor work done and / or in progress	
06.03 Identify and highlight problem	
06.04 Adapt competencies to new situations / systems	
06.05 Analyze technical systems	
06.06 Monitor and correct performance of systems	
06.07 Develop and maintain networks	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM: Trainees)
1. Fabric and furnishing sewing machine	1:1
2. Cutting tools	1:1
3. Cutting table	1:2
4. Spray gun	1:1
5. Adhesive/Glue/Lacquer	1:10
6. Job Description	1:10
7. Product Design Drawing	1:10
8. References materials	1:10
9. Hardware materials	1:1
10. Hardware equipment	1:1
11. Bating (quilting)	1:25
12. Foam	1:5
13. Sponge	1:1
14. Fabric	1:1
15. Webbing	1:1
16. Spring	1:1
17. Frame	1:1
18. Wood	1:1
19. Leather / PVC / PU	As per required
20. Air stapler/hand stapler	As per required
21. Welting	As per required
22. Stretchers	As per required

ITEMS	RATIO (TEM: Trainees)
23. Types of Fastener	As per required 1:1
24. Personal Protective Equipment (PPE) - (Safety boots, face mask, ear plug, apron, safety glasses or Goggles)	1:1
25. Hand tools kit / box	As per required
26. Cleaning tools & equipment	As per required
27. Samples	As per required
28. Stationeries	As per required
29. Manual, broachers,	As per required
30. Computer & peripherals	1:3

31. Audio Visual Aids
   i. Projector
  ii. White board
	1:25

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	INTERIOR FURNISHING
Job Area	SOFT FURNISHING
NOSS Title	INTERIOR SOFT FURNISHING PRODUCTION (FABRIC)
Competency Unit Title	SOFT FURNISHING MACHINES AND EQUIPMENT MAINTENANCE
Learning Outcomes	The outcome of this competency unit is to filled up maintenance record, periodical table followed machine functionality, cleanliness and sustainability checked. In particular the trainees will be able to: 1. Prepare soft furnishing equipment and machine maintenance requirements 2. Perform soft furnishing machines and equipment preventive maintenance 3. Coordinate soft furnishing machines and equipment corrective maintenance 4. Monitor soft furnishing machines and equipment corrective maintenance activities 5. Test repaired soft furnishing machines and equipment functionality 6. Prepare maintenance report

Competency Unit ID	ID-031-3:2013-C03	Level	3	Training Duration	162 Hrs	Credit Hours	16.2

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
1. Prepare soft furnishing equipment and machine	1.1 Types of soft furnishing machine & equipment • Sewing machine	1.1 Obtain maintenance schedule 1.2 Identify faulty soft furnishing	*Attitude:* i. Tactful and systematic in selecting/solving equipment	K - 15 S - 20	Lecture Demonstration and Observation	1.1 Maintenance schedule is located and presented.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
maintenance requirements	• Cutting tools 1.2 Type of operation manual and maintenance schedule • Daily • Weekly and monthly • Yearly 1.3 Type of machine maintenance • Preventive • Corrective 1.4 Inspection machine operation and mechanical and electrical parts functionality 1.5 Machine and soft equipment servicing report	equipment. 1.3 Select maintenance method 1.4 Check soft furnishing tools, machine and equipment condition and functions 1.5 Arrange soft furnishing tools, machine and equipment maintenance documents	problems ii. Adhere to Standard operation procedures (SOP) iii. Factual in determining guideline manual *Safety:* i. Adhere to OSHA ii. Handle equipment & machine with care iii. Adhere to safety procedures and requirements *Environmental:* i. Keep work area clean ii. Avoid split oil at the work area iii. Well ventilated and conducive work area		.	1.2 Faulty soft furnishing equipment are listed and explained. 1.3 Preventive and corrective maintenance method for soft furnishing tools, machine and equipment are indicated and explained 1.4 Soft furnishing tools, machine and equipment faulty condition and function are identified and confirmed. 1.5 Periodical maintenance check list, manufacturer's manual / guide line, and maintenance procurements

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
						are compiled and updated.
2. Perform soft furnishing machines and equipment preventive maintenance	2.1 Introduction of preventive maintenance 2.2 SOP related to preventive maintenance 2.3 Types of manufacture's maintenance specification 2.4 Method of soft furnishing tools, machinery parts and fixtures cleaning 2.5 Personal Protection Equipment (PPE) involved: • Safety boots • Safety Glasses • Apron • Gloves	2.1 Obtain maintenance schedule. 2.2 Study preventive maintenance requirements 2.3 Prepare preventive maintenance requirement. 2.4 Execute preventive maintenance 2.5 Check preventive maintenance end results 2.6 Record preventive maintenance work	*Attitude:* i. Precise in Preventive Maintenance in accordance with manufacturer recommendation *Safety:* i. Handle equipment & machine with care ii. Adhere to safety procedures iii Wear proper PPE	K - 20 S - 25	Lecture Demonstration and Observation	2.1 Specific maintenance schedule are sourced and presented. 2.2 Preventive maintenance requirements are interpreted 2.3 Preventive maintenance tools, equipment and materials are listed and arranged. 2.4 Oiling, greasing, cleaning, calibration and adjustment are carried out. 2.5 Preventive maintenance work are confirmed against

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
						manufacturer's manual
						2.6 Preventive maintenance record are compiled and updated
3. Coordinate soft furnishing machines and equipment corrective maintenance	3.1 Type of machine's faulty • Minor • Major 3.2 Type of corrective maintenance: • In house • Outsource 3.3 Corrective maintenance procedures 3.4 Method of maintenance safety system • Lock Out Tag Out (LOTO) 3.5 Safety procedures and Standard operation procedures (SOP)	3.1 Identify soft furnishing machines and equipment corrective maintenance requirements 3.2 Check corrective maintenance repair work. 3.3 Arrange repair work 3.4 Record machines and equipment corrective maintenance. coordinating checklist	*Attitude:* i. Be efficient and accurate *Safety:* i. Handle equipment & machine with care ii. Adhere to safety procedures *Safety:* i. Adhere to OSHA ii. Handle equipment & machine with care iii. Adhere to safety procedures and requirements	K - 15 S - 30	Lecture Demonstration and Observation	3.1 Soft furnishing machines and equipment corrective maintenance are listed and presented. 3.2 Corrective maintenance repair work which include • mechanical repair, • electrical • electronic are confirmed. 3.3 Specific maintenance supplier notified for

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
			Environmental: i. Keep work area clean ii. Avoid split oil at the work area iii. Well ventilated and conducive work area			repair work action. 3.4 Corrective Maintenance work record are compiled and updated.
4. Monitor soft furnishing machines and equipment corrective maintenance activities.	4.1 Corrective maintenance quality assurance • Monitoring process • Quality conformance 4.2 Repair work progress feedback • Status • Dateline 4.3 Maintenance report • Format • Content	4.1 Identify repair work requirements 4.2 Check repair work status 4.3 Record corrective maintenance monitoring checklist	*Attitude:* i. Systematic in recording and compiling *Safety:* i. Handle equipment & machine with care Adhere to safety requirement and procedures	K - 5 S - 5	Lecture Demonstration and Demonstration	4.1 Types of repair works and date of completion are listed. 4.2 Repair work feedback progress is confirmed. 4.3 Corrective maintenance feedback recorded and updated.
5. Inspect machines and equipment functionality	5.1 Machine performance in order 5.2 Type of machines and equipment testing	5.1 Receive corrective machines and equipment report 5.2 Check machines	*Attitude:* i. Ensure suitability of machine	K - 5 S - 10	Lecture	5.1 Specific corrective machines and equipment report is

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	procedure: • Company SOP • Machine manual 5.3 Machines testing report 5.4 Soft furnishing equipment functionality report 5.5 Personal Protective Equipment (PPE) involved: • Safety glasses • Apron • Safety boot	and equipment readiness 5.3 Test machines and equipment functions 5.4 Record machines and equipment functionality testing checklist.	functionality *Safety:* i. Handle equipment & machine with care ii. Adhere to safety requirement iii. Use proper PPE .		Demonstration and Observation	obtained and presented. 5.2 Repaired machines and equipment received from supplier readiness are confirmed 5.3 Machines and equipment operational function confirmed as specification. 5.4 Corrective maintenance functionality report produced and updated.
6. Prepare maintenance report	6.1 Types of maintenance report: • Procurements list and checklist • Soft furnishing machine equipment maintenance requirement	6.1 Obtain maintenance activities check list 6.2 Compile maintenance data 6.3 Prepare maintenance report	*Attitude:* - Systematic in recording and compiling	K - 6 S - 6	Lecture Demonstration and Observation	6.1 Maintenance activity checklist is acquired and presented. 6.2 Preventive and corrective maintenance data are

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	report • Preventive maintenance work record • Soft furnishing equipment corrective maintenance report • Corrective maintenance feedback • Soft furnishing equipment functionality report					gathered and collated. 6.3 Preventive and corrective maintenance report produced and verified

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information	1. Communication skills
01.02 Document information, procedures or processes.	2. Conceptual skills
01.03 Utilize basic IT applications	3. Interpersonal skills
01.04 Analyze information	4. Learning skills
01.05 Utilize the internet to locate and gather information	5. Leadership skills
01.06 Utilize word processor to process information	6. Multitasking and prioritizing
01.11 Apply thinking skills and creativity	7. Self-discipline
02.01 Interpret and follow manuals, instructions and SOP's	8. Teamwork
02.03 Communicate clearly	
02.04 Prepare brief reports and checklists using standard forms	
02.05 Read / interpret flowcharts and pictorial information	
02.06 Write memos and letters	
02.07 Utilize local area network (LAN) Internet to exchange information	
02.08 Prepare pictorial and graphic information.	
02.09 Prepare flowcharts	
02.10 Prepare reports and instructions	
02.11 Convey information and ideas to people	
03.01 Apply cultural requirements to the workplace.	
03.02 Demonstrate integrity and apply ethical practices.	
03.03 Accept responsibility for own work and work area.	
03.04 Seek and act constructively upon feedback about performance	
03.05 Demonstrate safety skills	
03.08 Develop and maintain a cooperation within work group	

Core Abilities	Social Skills
03.09 Manage and improve performance of individuals	
03.12 Provide coaching/on-the job training	
03.13 Develop and maintain team harmony and resolve conflicts	
03.14 Facilitate and coordinate teams and ideas	
03.15 Liaise to achieve identified outcomes	
03.16 Identify and assess client / customer needs	
03.17 Identify staff training needs and facilitate access to training	
04.01 Organize own work activities	
04.02 Set and revise own objectives and goals	
04.03 Organize and maintain own workplace	
04.04 Apply problem solving strategies	
04.05 Demonstrate initiative and flexibility	
04.06 Allocate work	
04.07 Negotiate acceptance and support for objectives and strategies	
05.01 Implement project / work plans	
05.02 Inspect and monitor work done and / or in progress	
06.03 Identify and highlight problem	
06.04 Adapt competencies to new situations / systems	
06.05 Analyze technical systems	
06.06 Monitor and correct performance of systems	
06.07 Develop and maintain networks	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM: Trainees)
1. Job Description	1:1
2. Sewing machine ,tools & equipment	1:1
3. Hand tools kit / box	1:1
4. References materials	As per required
5. Hardware equipment	As per required
6. Fabric Scrap	As per required
7. Personal Protective Equipment (PPE) - (Safety boots, face mask, ear plug, apron, safety glasses or Goggles)	1:1
8. Cleaning tools & equipment	As per required
9. Company's SOP	1:25
10. Stationeries	As per required
11. Maintenance report	As per required
12. Samples	As per required
13. Manual, broachers	As per required
14. Projector	1:25
15. White board	1:25
16. Computer & peripherals	1:3

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	INTERIOR FURNISHING
Job Area	SOFT FURNISHING
NOSS Title	INTERIOR SOFT FURNISHING PRODUCTION (FABRIC)
Competency Unit Title	SOFT FURNISHING MATERIAL INVENTORY CONTROL
Learning Outcomes	The outcome of this competency unit will prevent surplus supply of stock, overdue and out dated products to ensure prompt availability and sufficiency of stock level maintain at all time. In particular the trainees will be able to: 1. Prepare soft furnishing storage requirements 2. Perform inventory requisition 3. Receive raw materials and finished products 4. Arrange raw materials and finished product storage 5. Perform storage area housekeeping

Competency Unit ID	ID-031-3:2013-C04	Level	3	Training Duration	108 Hours	Credit Hours	10.8

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
1. Prepare soft furnishing storage requirements	1.1 Arrangement storage • Stack (pigeon	1.1 Identify soft furnishing storage method	*Attitude:* i. Meticulous in	K - 13 S - 20	Lecture Demonstration and	1.1 Storage space for different category of finished product

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	hole) • Border line 1.2 Storage capacity • Size of materials/ products • Volume of materials 1.3 Incoming and outgoing stock documentation • Types • Usage 1.4 Storage requirement • Inventory Record • Sample references 1.5 Raw material defects • Causes and remedial • Appearances 1.6 Storage record • Usage • Content • Format	1.2 Check storage capacity 1.3 Check storage documentation requirements 1.4 Check stock incoming and outgoing procedures 1.5 Check raw materials and finished products defect 1.6 Update storage record	monitoring operation and inventory control ii. Precise in documents location iii. Efficient in applying computer skills *Safety:* i. Responsible in keeping document with care		Observation	and raw materials are confirmed. 1.2 Bin, box, containers and hangers storage methods are listed and presented. 1.3 Delivery order and purchase order for specified product are confirmed. 1.4 Incoming and outgoing stock procedures are confirmed 1.5 Raw materials and finished products defect are listed, confirmed and presented. 1.6 Storage information recorded and checklist produced.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
2. Perform inventory requisition	2.1 Stock Inventory requisition documentation • Item list • Material • Quantity • Specification • Supplier 2.2 Inventory stock replenishment: • Stock balance • Stock requisition 2.1 Requisition form • Usage • Content • format	2.1 Obtain inventory requisition list 2.2 Check stock availabilities 2.3 Prepare requisition form 2.4 Submit requisition for approval	. *Attitude:* i. Responsible In purchasing products suitable in operation. ii. Responsible in recording purchased item *Safety:* i. Responsible in keeping document with care	K - 4 S - 6	Lecture Demonstration and Observation	2.1 Specific inventory list is sourced and presented. 2.2 Stock availabilities is confirmed against inventory list. 2.3 Requisition form is filled up and presented for approval. 2.4 Requisition form recorded and filed.
3. Receive raw materials and finished products.	3.1 Requisition form • Usage • Content • Format	3.1 Obtain requisition check list 3.2 Check products received 3.3 Verify products	. *Attitude:* i. Meticulous in preparing inventory record	K - 9 S - 15	Lecture Demonstration and Observation	3.1 Specific requisition check list received. 3.2 Products received are

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	3.2 Receiving and verification procedures • Types • Quantity • Quality	received. 3.4 Update stock replenishment record	ii. Good and meticulous in writing report _Safety:_ i. Responsible in keeping document with care _Environment:_ i. Keep work area clean			confirmed and endorsed against order form. 3.3 Stock replenishment recorded and filed
4. Arrange raw materials and finished product storage	4.1 Delivery and production schedule • Types • Date • Quantity 4.2 Stock delivery • Delivery details 4.3 Storage method • Stand • Stacking • Hanging	4.1 Check delivery and production schedule 4.2 Check raw materials and finished product storage 4.3 Label raw materials and finished product 4.4 Execute storage activities 4.5 Prepare stock	_Attitude:_ i. Meticulous in preparing inventory record ii. Good and meticulous in writing report _Safety:_ i. Responsible in keeping document with care ii. Adhere to	K - 14 S - 20	Lecture Demonstration and Observation	4.1 Delivery and production schedule are confirmed. 4.2 Raw materials and finished product storage are confirmed. 4.3 Materials and finished product are indicated 4.4 Counting, segregating, sizing, sorting, stacking,

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	4.4 Storage system and procedures • FIFO/LIFO • Safety procedures	inventory documentation	safety procedures *Environment:* i. Maintain cleanliness work area ii. Ensure work area free from dust, humidity and pest/insect			wrapping and indicating are carried out 4.5 Completed inventory documentation are presented.
5. Perform storage area housekeeping	5.1 Cleaning tools and materials • Types • Usage 5.2 Importance of work place housekeeping procedures and requirements • Safety and environmental requirement • Optimization of tools and materials • Identification	5.1 Identify working area 5.2 Tidy up working area. 5.3 Obtain cleaning tools and materials 5.4 Clean work area, tools and equipment 5.5 Dispose waste materials 5.6 Store tools and equipment 5.7 Report soft furnishing	*Attitude:* i. Strict in cleaning work place *Safety:* i. Wear appropriate Personal Protection Equipment (PPE) ii. Adhere to safety procedures	K - 2 S - 5	Lecture Demonstration and Observation	5.1 Specific working area is determined 5.2 Tools and equipment are kept in place 5.3 Cleaning tools and material are listed and presented. 5.4 Store cleaning tools are up kept in place and work area tidied up 5.5 Waste materials

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	• 5S Implementation 5.3 Storage cleaning recording • Format • Content 5.4 Personal Protective Equipment (PPE) such as • Safety Boots • Apron	production cleaning activity	iii. Ensure work area free from dust, humidity and pest/insect			are cleared and recorded. 5.6 Tools and equipment are kept in place. 5.7 Store cleaning activity is updated. 5.7 Safety procedures followed and applicable PPE attired worn

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information	1. Communication skills
01.02 Document information, procedures or processes.	2. Conceptual skills
01.03 Utilize basic IT applications	3. Interpersonal skills
01.04 Analyze information	4. Learning skills
01.05 Utilize the internet to locate and gather information	5. Leadership skills
01.06 Utilize word processor to process information	6. Multitasking and prioritizing
01.11 Apply thinking skills and creativity	7. Self-discipline
02.01 Interpret and follow manuals, instructions and SOP's	8. Teamwork
02.03 Communicate clearly	
02.04 Prepare brief reports and checklists using standard forms	
02.05 Read / interpret flowcharts and pictorial information	
02.06 Write memos and letters	
02.07 Utilize local area network (LAN) Internet to exchange information	
02.08 Prepare pictorial and graphic information.	
02.09 Prepare flowcharts	
02.10 Prepare reports and instructions	
02.11 Convey information and ideas to people	
03.01 Apply cultural requirements to the workplace.	
03.02 Demonstrate integrity and apply ethical practices.	
03.03 Accept responsibility for own work and work area.	
03.04 Seek and act constructively upon feedback about performance	
03.05 Demonstrate safety skills	

Core Abilities	Social Skills
03.08 Develop and maintain a cooperation within work group	
03.09 Manage and improve performance of individuals	
03.12 Provide coaching/on-the job training	
03.13 Develop and maintain team harmony and resolve conflicts	
03.14 Facilitate and coordinate teams and ideas	
03.15 Liaise to achieve identified outcomes	
03.16 Identify and assess client / customer needs	
03.17 Identify staff training needs and facilitate access to training	
04.01 Organize own work activities	
04.02 Set and revise own objectives and goals	
04.03 Organize and maintain own workplace	
04.04 Apply problem solving strategies	
04.05 Demonstrate initiative and flexibility	
04.06 Allocate work	
04.07 Negotiate acceptance and support for objectives and strategies	
05.01 Implement project / work plans	
05.02 Inspect and monitor work done and / or in progress	
06.03 Identify and highlight problem	
06.04 Adapt competencies to new situations / systems	
06.05 Analyze technical systems	
06.06 Monitor and correct performance of systems	
06.07 Develop and maintain networks	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM: Trainees)
1.Standard Operation Procedures (SOP)	1:25
2. Computer and peripherals	1:25
3. Job specification	1:1
4. Stock inventory documentation	As per required
5. Tagging materials	1:1
6. Labelling materials	1:1
7. Stationeries	1:1
8. Cleaning equipment	1:1

References

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   Langkah Demi Langkah Belajar Menjahit - Langsir, Kusyen, Sofa, Alas Meja, Koleksi Jahit Sendiri Seri Dewi & Keluarga ISBN : 978-983-43342-0-8

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	INTERIOR FURNISHING
Job Area	SOFT FURNISHING
NOSS Title	INTERIOR SOFT FURNISHING PRODUCTION (FABRIC)
Competency Unit Title	SOFT FURNISHING POST PRODUCTION
Learning Outcomes	The outcome of this competency unit is to ensure smooth delivery and to avoid over stacking product storage, timely delivery, after sales service rendered. In particular the trainees will be able to: 1. Prepare soft furnishing post production requirements 2. Perform soft furnishing corrective works 3. Perform soft furnishing product packaging 4. Perform soft furnishing product tagging and labelling 5. Perform soft furnishing product segregation for storage

Competency Unit ID	ID-031-3:2013-C05	Level	3	Training Duration	43	Credit Hours	4.3

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
1. Prepare soft furnishing post production requirements	1.1 Soft furnishing post production requirements: • Job specification • Products • Product tagging & labelling • Product procurement procedures • Product delivery 1.2 Post production checklist • Product types • Packaging specification • Delivery • Date • Quality assurance	1.1 Identify product specification 1.2 Identify product packaging specification 1.3 Identify product delivery mode 1.4 Arrange post production documentations 1.5 Prepare post production report .	*Attitude;* i. Careful in specification documents	K - 7 S - 10	Lecture Demonstration and Observation	1.1 Product finishing specification which included • trimming, • ironing • decoration (accessories) are listed and presented 1.2 Product packaging specification which include : • tagging. • labelling, • folding, • wrapping are listed and presented. 1.3 Product delivery mode are specified and confirmed 1.4 Specific post production method are identified for delivery work 1.5 Procurements

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
						which include invoices and completed job order are listed and presented
						1.6 Completed post production check list is updated and record.
2. Perform soft furnishing corrective works	2.1 Soft furnishing product defects: • Types • Corrective methods • Corrective tools and equipment 2.2 Corrective work procedures • Measurement/size • Appearance • Pattern alteration 2.3 Corrective work report • Format • Content	2.1 Identify product defects 2.2 Determine corrective work 2.3 Execute corrective works 2.4 Check corrective works 2.5 Prepare corrective work report	*Attitude;* ii. Careful in handling tools	K - 3 S - 4	Lecture Demonstration and Observation	2.1 Product defects are determined and listed 2.2 Measurement, stitching and pattern alteration corrective works are listed and presented 2.3 Stitching, pattern and alteration Corrective works are carried out. 2.4 Corrective works are confirmed against pattern

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
						2.5 Corrective works report is produced
3. Perform soft furnishing product packaging	3.1 Product packaging specification • Packaging instruction • Materials • Tools • Quality & quantity • Types	3.1 Identify soft furnishing product packaging instruction 3.2 Identify soft furnishing product packaging method 3.3 Execute product packaging 3.4 Check soft furnishing product	*Attitude:* i. Precise in packaging product .	K - 3 S - 4	Lecture Demonstration and Observation	3.1 Specific soft furnishing product packaging instruction is presented. 3.2 Soft furnishing product packaging methods, tools and materials are listed and arranged. 3.3 Selected

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	1.3 Packaging method • Box • Wrapping • Packing 1.4 Packaging quality • Strength • Material usage • Printing • Specification 1.5 Packaging report • Usage • Content • Format • Verification	packaging 3.5 Prepare soft furnishing packaging report				product is packed and wrapped. 3.4 Quality of soft furnishing product packaging is confirmed. 3.5 Completed soft furnishing packaging record is filed.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
4. Perform soft furnishing product tagging and labelling	4.1 Tagging and labelling specification • Types • Design • Date of manufacture • Quantity • Barcode • Weight • Materials • Product care 4.2 Product tagging and labelling report • Labelling and tagging method • Product specification • Format • Verification	4.1 Study product tagging and labelling instruction 4.2 Prepare product tagging and labelling materials 4.3 Tag and label packaging products 4.4 Check tagging and labelling works 4.5 Prepare tagging and labelling report	*Attitude:* i. Precise in tagging and labelling method *Safety:* i. Handle tagging and labelling tools with care	K - 2 S - 4	Lecture Demonstration and Observation	4.1 Soft furnishing product instruction are interpreted and explained. 4.2 Tagging and labelling materials are listed and. arranged 4.3 Product folded, packed and tagged are indicated 4.4 Product tagging and labelling works quality and accuracy as per specification are confirmed. 4.5 Soft furnishing tagging and labelling report are produced.
5. Perform soft furnishing product storage	5.1 Storage system • Location • Lighting and ventilation • Types of storage	5.1 Identify soft furnishing storage location 5.2 Check storage capacity	*Attitude:* i. Knowledgeable and meticulous in product segregation	K - 3 S - 3	Lecture Demonstration and	5.1 Soft furnishing product store located and confirmed. 5.2 Storage capacity

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	system (First In First Out, FIFO) 5.2 Transportation logistic - Method - Schedule - Transport mode 5.3 Soft furnishing product segregation checklist	5.3 Check storage procedures compliances 5.4 Arrange soft furnishing finished product storage 5.5 Record product storage	*Environment:* i. Adhere to safety procedures .		Observation	are confirmed as per finished product requirements. 5.3 Soft furnishing product storage are notified and executed. 5.4 Storage procedures compliances are confirmed and followed

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information	1. Communication skills
01.02 Document information, procedures or processes.	2. Conceptual skills
01.03 Utilize basic IT applications	3. Interpersonal skills
01.04 Analyze information	4. Learning skills
01.05 Utilize the internet to locate and gather information	5. Leadership skills
01.06 Utilize word processor to process information	6. Multitasking and prioritizing
01.11 Apply thinking skills and creativity	7. Self-discipline
02.01 Interpret and follow manuals, instructions and SOP's	8. Teamwork
02.03 Communicate clearly	
02.04 Prepare brief reports and checklists using standard forms	
02.05 Read / interpret flowcharts and pictorial information	
02.06 Write memos and letters	
02.07 Utilize local area network (LAN) Internet to exchange information	
02.08 Prepare pictorial and graphic information.	
02.09 Prepare flowcharts	
02.10 Prepare reports and instructions	
02.11 Convey information and ideas to people	
03.01 Apply cultural requirements to the workplace.	
03.02 Demonstrate integrity and apply ethical practices.	
03.03 Accept responsibility for own work and work area.	
03.04 Seek and act constructively upon feedback about performance	
03.05 Demonstrate safety skills	

Core Abilities	Social Skills
03.08 Develop and maintain a cooperation within work group	
03.09 Manage and improve performance of individuals	
03.12 Provide coaching/on-the job training	
03.13 Develop and maintain team harmony and resolve conflicts	
03.14 Facilitate and coordinate teams and ideas	
03.15 Liaise to achieve identified outcomes	
03.16 Identify and assess client / customer needs	
03.17 Identify staff training needs and facilitate access to training	
04.01 Organize own work activities	
04.02 Set and revise own objectives and goals	
04.03 Organize and maintain own workplace	
04.04 Apply problem solving strategies	
04.05 Demonstrate initiative and flexibility	
04.06 Allocate work	
04.07 Negotiate acceptance and support for objectives and strategies	
05.01 Implement project / work plans	
05.02 Inspect and monitor work done and / or in progress	
06.03 Identify and highlight problem	
06.04 Adapt competencies to new situations / systems	
06.05 Analyze technical systems	
06.06 Monitor and correct performance of systems	
06.07 Develop and maintain networks	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM: Trainees)
1. Tools & equipment 2. Hand tools kit / box 3. Job Description 4. References materials 5. Hardware equipment 6. Personal Protective Equipment (PPE) - (Safety boots, face mask, ear plug, apron, safety glasses or Goggles) 7. Cleaning tools & equipment 8. Company's SOP 9. Stationeries 10. Post production documentations 11. Packaging materials 12. Manual 13. Computer & peripherals 14. Ava Audio Visual Aids i. Projector ii. White board	As per required 1:1 1:1 As per required As per required 1:1 As per required 1:1 1:1 As per required As per required As per required 1:3 1:25

References

REFERENCES

1. The New Step-by-Step Home Decorating Projects, Editors of Creative Publishing International Inc in cooperation with the Sewing Education Department, Singer Sewing Company, (1998), Creative Publishing International Inc, ISBN 0-86573-179-9

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6. **Cara Mudah Menjahit Langsir (Jilid 4),** Noraini Margono (2010), Utusan Publications & Distributors Sdn Bhd, ISBN 9789676123817

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CURRICULUM of COMPETENCY UNIT (CoCU

Sub Sector	INTERIOR FURNISHING						
Job Area	SOFT FURNISHING						
NOSS Title	INTERIOR SOFT FURNISHING PRODUCTION						
Competency Unit Title	SOFT FURNISHING INSTALLATION						
Learning Outcome	The outcome of this CU is to ensure soft furnishing works installation provide practical skill of fixings, from concepts to install and ongoing maintenance by following standard stipulated procedures. and ensuring safety at the work site. In particular he/she will be able to: 1. Study soft furnishing Installation works Information 2. Prepare soft furnishing installation requirements. 3. Perform soft furnishing installation works 4. Check soft furnishing installation						
Competency Unit ID	ID-031-3:2013-C06	Level	3	Training Duration	72	Credit Hour	7.2

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
1. Study soft furnishing Installation works Information	1.1 Soft furnishing installation work order:- • Types • Content	1.1. Obtain soft furnishing documents and requirements instruction	*Attitude* - Precise in gathering information - Interpersonal communication skill	K - 5 S - 4	Lecture Demonstration and Observation	1.1 Soft furnishing instruction documentation and requirements are acquired and presented

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
	1.2 Soft furnishing installation • Methods • Techniques • Tools & equipment and usage • Product • Location • Time duration • Manpower • Safety • transportation	1.2. Determine soft furnishing installation methods and techniques	- Systematic in determining type of information			1.2 Soft furnishing installation work methods and techniques are defined.

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare soft furnishing installation requirements.	2.1 Soft furnishing installation requirements • Tools & equipment and usage • Product • Location • Time duration • Manpower • Safety • Transportation	2.1. Identify soft furnishing installation manpower skill 2.2. Identify soft furnishing installation tools, equipment & machinery 2.3. Select soft furnishing installation tools, equipment & machineries	*Attitude* - Detail in strategy / focus - Time management - Precise in installation technique - Responsible in preparing activity *Safety* - Adhere to safety rules and regulation	K - 5 S - 5	Lecture Demonstration and Observation	2.1 Soft furnishing installation manpower skill organized 2.2 Soft furnishing installation tools, equipment & machinery classified 2.3 Specific soft furnishing installation tools and equipment are used and acquired machineries are determined

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
3. Perform soft furnishing installation works	3.1 Soft furnishing Installation • Methods and techniques • Tools & equipment and usage • Finished product • Materials and usage • Location • Manpower • Time frame • Safety • Cleaning works 3.2 Usage and functions of soft furnishing which include: i. soft furnishing product which include: • Curtain • Covers • Skirting ii soft furnishing supporting product which includes: • railing • accessories	3.1 Obtain job specification 3.2 Prepare tools equipment and products 3.3 Determine installation area 3.4 Execute installation works 3.5 Check final installation works. 3.6 Record installation works	*Attitude* - Smart in follow installation technique - team work - Strictly follow work schedule - Meticulous in report writing *Safety* - Adhere to safety regulation Act	K - 13 S - 30	Lecture Demonstration and Observation	3.1 Specific job specification is located and acquired 3.2 tools equipment and products are selected , listed and arranged 3.3 Specific installation area are confirmed 3.4 Installation works are carried out and completed 3.5 Final installation works are confirmed against drawing specification 3.6 Complete installation works record is produced

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria

	• Frame
	• Frame/Board
	
	3.3 Installation area identification
	
	• Indoor/outdoor
	• Vehicles
	• Furniture
	
	3.4 Installation works which includes:
	
	• Railing works
	• Curtains
	  - blinds
	  - scallop
	  - pelmet
	  - straight heading\
	  - pleats
	• Covers
	  - Chair
	  - Cushion
	  - Pillow
	  - Bed cover
	  - Table
	  - Bed decoration
	• Skirting
	  - cascade
	    decoration
	
	3.5 Final installation work verification					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment	Training Hours	Delivery Mode	Assessment Criteria
4. Check soft furnishing installation works	3.6 Installation report • Usage • Content • Verification • Format :- 4.1 Design specification • Types • Information 4.2 Soft furnishing product installation requirements • Fitting • Measurement • Appearance • Durability	4.1 Obtain design specification 4.2 Inspect installation works 4.3 Inspect product fitting 4.4 Inspect product measurement compliance 4.5 Inspect product appearance and decoration	*Attitude* - Integrity in doing maintenance - Interpersonal communication skill - Attention to detail work schedule - Dedicated in handle damage - Good and meticulous in writing report *Safety* - Adhere to safety regulation Act	K - 5 S - 5	Lectures Demonstration and Observation	4.1 Design specification is located and acquired 4.2 Installation finishing quality are identified and listed 4.3 Fitting quality are identified and listed 4.4 Measurement compliance are identified and listed 4.5 Appearance quality are identified and listed 4.6 Decoration work quality are identified and listed

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information	1. Communication skills
01.02 Document information, procedures or processes.	2. Conceptual skills
01.03 Utilize basic IT applications	3. Interpersonal skills
01.04 Analyze information	4. Learning skills
01.05 Utilize the internet to locate and gather information	5. Leadership skills
01.06 Utilize word processor to process information	6. Multitasking and prioritizing
01.11 Apply thinking skills and creativity	7. Self-discipline
02.01 Interpret and follow manuals, instructions and SOP's	8. Teamwork
02.03 Communicate clearly	
02.04 Prepare brief reports and checklists using standard forms	
02.05 Read / interpret flowcharts and pictorial information	
02.06 Write memos and letters	
02.07 Utilize local area network (LAN) Internet to exchange information	
02.08 Prepare pictorial and graphic information.	
02.09 Prepare flowcharts	
02.10 Prepare reports and instructions	
02.11 Convey information and ideas to people	
03.01 Apply cultural requirements to the workplace.	
03.02 Demonstrate integrity and apply ethical practices.	
03.03 Accept responsibility for own work and work area.	
03.04 Seek and act constructively upon feedback about performance	
03.05 Demonstrate safety skills	
03.08 Develop and maintain a cooperation within work group	

Core Abilities	Social Skills
03.09 Manage and improve performance of individuals	
03.12 Provide coaching/on-the job training	
03.13 Develop and maintain team harmony and resolve conflicts	
03.14 Facilitate and coordinate teams and ideas	
03.15 Liaise to achieve identified outcomes	
03.16 Identify and assess client / customer needs	
03.17 Identify staff training needs and facilitate access to training	
04.01 Organize own work activities	
04.02 Set and revise own objectives and goals	
04.03 Organize and maintain own workplace	
04.04 Apply problem solving strategies	
04.05 Demonstrate initiative and flexibility	
04.06 Allocate work	
04.07 Negotiate acceptance and support for objectives and strategies	
05.01 Implement project / work plans	
05.02 Inspect and monitor work done and / or in progress	
06.03 Identify and highlight problem	
06.04 Adapt competencies to new situations / systems	
06.05 Analyze technical systems	
06.06 Monitor and correct performance of systems	
06.07 Develop and maintain networks	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Hand tools kit / box	1:2
2. Cutting equipment	1:1
3. Spray gun/	1:1
4. Adhesive/Glue/Lacquer	1:1
5. Job Description	1:1
6. Product Design Drawing	1:1
7. References materials	1:4
8. Hardware materials	1:2
9. Hardware equipment	1:4
10. Stool & ladder	1:25
11. Personal Protective Equipment (PPE) - (Safety boots, face mask, ear plug, apron, safety glasses or Goggles)	1:1
12. Cleaning tools & equipment	
13. Stationeries	As per required
14. Manual	1:1
15. Ava Audio Visual Aids	1:25
i. Projector	
ii. White board	
iii. Computer & peripherals	

REFERENCES
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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	INTERIOR FURNISHING						
Job Area	SOFT FURNISHING						
NOSS Title	INTERIOR FABRIC & FURNISHING PRODUCTION (FABRIC)						
Competency Unit Title	SOFT FURNISHING QUALITY CONTROL						
Learning Outcomes	The outcome of this competency unit is to ensure quality standard met at all level of production processes, thus producing quality products that meets customer's satisfaction. In particular the trainees will be able to: 1. Prepare quality control requirement 2. Check design conformance 3. Perform product quality control 4. Prepare quality control report						
Competency Unit ID	ID-031-3:2013-C07	Level	3	Training Duration	30 Hours	Credit Hours	3.0

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
1. Prepare quality control requirement	1.1 Soft furnishing production quality control specification • Material • Customer needs	1.1 Identify product materials specification 1.2 Check product specification 1.3 Compile	*Attitude:* i. Knowledgeable in identifying method of selection ii Systematic in	K - 2 S - 4	Lecture Demonstration and	1.1 Product material specification is listed. 1.2 Product specification is

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria

	• Product specification
	
	1.2 Soft furnishing production quality control checklist
	
	    • Format
	
	    • Contents
		conformance quality information	recording and compiling		Observation	indicated and presented.
						
						1.3 Product standard in conformance with drawing.
						
						1.4 Conformance quality information is produced.

2. Check design conformance	2.1 Soft furnishing product design specification
	
	    • Product design detailing
	
	    • Size
	
	    • Materials
	
	2.2. Design conformance
	
	    • Grading
	
	    • Assessment method
	
	    • Remedial action
		2.1 Obtain product design specification
		
		2.2 Match product and design specification
		
		2.3 Verify product specification
			Attitude:
			
			i. Details in checking product specification
				K - 3
				
				S - 3
					Lecture
					
					Demonstration and Observation
						2.1 Product design specification is acquired and presented.
						
						2.2 Product drawing requirements are interpreted.
						
						2.3 Design specification conformance is finalized.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
3. Perform product quality control	3.1 Product quality control. • Assessment criteria • Procedures 3.2 Soft furnishing production quality control checklist • Format • Contents	3.1 Obtain quality control check list 3.2 Determine quality control criteria 3.3 Assess product quality. 3.4 Assess product appearance 3.5 Record product quality control assessment.	*Attitude:* i. Ensure quality control checklist is filled thoroughly ii. Responsible in keeping document with care *Safety:* i. Responsible in keeping document with care	K - 3 S - 5	Lecture Demo and Observation	3.1 Specific production quality control checklist is acquired and presented. 3.2 Quality control criteria are listed and presented. 3.3 Finish product quality and appearance are confirmed against design specification 3.4 Quality control checklist is completed and presented.
4. Prepare quality control report	4.1 Purpose of quality control report 4.2 Method of quality control data compilation 4.3 Soft furnishing production quality control format	4.1 Obtain quality control check list 4.2 Compile quality control data. 4.3 Prepare quality control report	*Attitude:* i. Keep the document neat and tidy ii. Systematic in recording and compiling	K - 4 S - 7	Lecture Demonstration and Observation	4.1 Quality control activity checklist is acquired and presented. 4.2 Quality control data are gathered and documented.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
			Safety: i. Responsible in keeping document with care and safe			4.3 Quality control report is produced and presented.

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information	1. Communication skills
01.02 Document information, procedures or processes.	2. Conceptual skills
01.03 Utilize basic IT applications	3. Interpersonal skills
01.04 Analyze information	4. Learning skills
01.05 Utilize the internet to locate and gather information	5. Leadership skills
01.06 Utilize word processor to process information	6. Multitasking and prioritizing
01.11 Apply thinking skills and creativity	7. Self-discipline
02.01 Interpret and follow manuals, instructions and SOP's	8. Teamwork
02.03 Communicate clearly	
02.04 Prepare brief reports and checklists using standard forms	
02.05 Read / interpret flowcharts and pictorial information	
02.06 Write memos and letters	
02.07 Utilize local area network (LAN) Internet to exchange information	
02.08 Prepare pictorial and graphic information.	
02.09 Prepare flowcharts	
02.10 Prepare reports and instructions	
02.11 Convey information and ideas to people	
03.01 Apply cultural requirements to the workplace.	
03.02 Demonstrate integrity and apply ethical practices.	
03.03 Accept responsibility for own work and work area.	
03.04 Seek and act constructively upon feedback about performance	
03.05 Demonstrate safety skills	

Core Abilities	Social Skills
03.08 Develop and maintain a cooperation within work group	
03.09 Manage and improve performance of individuals	
03.12 Provide coaching/on-the job training	
03.13 Develop and maintain team harmony and resolve conflicts	
03.14 Facilitate and coordinate teams and ideas	
03.15 Liaise to achieve identified outcomes	
03.16 Identify and assess client / customer needs	
03.17 Identify staff training needs and facilitate access to training	
04.01 Organize own work activities	
04.02 Set and revise own objectives and goals	
04.03 Organize and maintain own workplace	
04.04 Apply problem solving strategies	
04.05 Demonstrate initiative and flexibility	
04.06 Allocate work	
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05.01 Implement project / work plans	
05.02 Inspect and monitor work done and / or in progress	
06.03 Identify and highlight problem	
06.04 Adapt competencies to new situations / systems	
06.05 Analyze technical systems	
06.06 Monitor and correct performance of systems	
06.07 Develop and maintain networks	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM: Trainees)
1. Computer and peripherals	As per required
2. Stationeries	As per required
3. Product drawing/design	1:1
4. Company's Standard Operation Procedure (SOP)	1:25
5. Quality Control Tools	1:25
6. Finished products	1:1
7. Job descriptions	1:1
8. Quality Control checklist & report	1:1
9. Manual	1:1
10. Computer & peripherals	1:3
11. Ava Audio Visual Aids	1:25
i. Projector	
ii. White board	

References

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CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	INTERIOR FURNISHING
Job Area	SOFT FURNISHING
NOSS Title	INTERIOR FABRIC & FURNISHING PRODUCTION (FABRIC)
Competency Unit Title	FABRIC & FURNISHING PRODUCTION SUPERVISION
Learning Outcomes	The outcome of this competency unit is to ensure supervisory competency applied in ensuring quality work being delivered and a step to guide the operators be productive The outcome of this competency unit is to demonstrate positive attitude, cooperation, coaching, decision making and work communication. In particular the trainees will be able to: 1. Perform soft furnishing work verification 2. Conduct staffs job training 3. Monitor personnel competency 4. Conduct section meeting/briefing 5. Conduct staffs coaching and counselling 6. Plan manpower requirement

Competency Unit ID	ID-031-3:2013-C08	Level	3	Training Duration	160 Hours	Credit Hours	16.0

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
1. Perform soft furnishing work verification	1.1 Supervisor job responsibilities to: • Material • Machine • Man hour • Method 1.2 Production management, planning and subordinate job description			8 hours	Lecture	1.1 Supervisor roles and responsibility explained as per production. 1.2 Production workflow explained as per product requirement. 1.3 Type and scope of subordinate administration determined according to product requirements.
		1.1 Identify supervisor roles and responsibilities 1.2 Describe production process flow 1.3 Describe subordinate job description	_Attitude:_ i. Resourceful in identifying production and administrative requirements	28 hours	Demonstration and Observation	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
			ii. Follow SOP to acquire subordinate administrative information, data and form			
2. Conduct staff job training	2.1 Job training staff improvement • Efficiency • Upgrade skill 2.2 Company training procedure 2.3 Training title and scope of coverage 2.4 Number of participant 2.5 Preparation of training materials, tools, equipment and facilities 2.6 Training location and venue 2.7 Conducting on-job training 2.8 Training assessment techniques.			6 hours	Lecture	2.1 Training title and scope of coverage determined as per requirements. 2.2 Number of participant confirmed as per requirements. 2.3 Training materials, tools, equipment and facilities prepared as per requirements. 2.4 Training location and

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	2.9 Re-training non-performing subordinate					venue arranged as per requirements.
		2.1 Determine training title and scope of coverage		16 hours	Demonstration and Observation	2.5 On-job training conducted according to procedure.
		2.2 Prepare on-the-job training content and schedules				2.6 Training achievement assessed and compared with company objective.
		2.3 Determine number of participant				2.7 Re-training for non-performance subordinate is arranged and conducted
		2.4 Arrange training materials, tools, equipment and facilities				
		2.5 Arrange training location and venue				
		2.6 Conduct on-job training				
		2.7 Collect on-job training questionnaire/ feedback from survey form				

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
		2.8 Assess training achievement 2.9 Re-training non-performance subordinate	*Attitude:* i. Practice interpersonal communication skill ii. Responsible in objective of training			
3. Monitor personnel competencies	3.1 Key performance indicator and functions. • Personal development • Company development • Team work development 3.2 Company human resource procedure 3.3 Achievement of			8 hours	Lecture	3.1 Applicators appraisal reports produced. 3.2 Applicators performance assessment report filled out. 3.3 On-job training content and schedule produced.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
	grading subordinate 3.4 Subordinate appraisal evaluation criteria 3.5 Subordinate performance and achievement assessment (KPI) 3.6 Record of subordinate future performance and improvement					3.4 On-the-job placement for applicators assigned. 3.5 On-the-job training completion report verified.
		3.1 Prepare subordinate appraisal reports 3.2 Monitor subordinate performance 3.3 Discuss and record improvement areas 3.4 Forward subordinate appraisal form to superior 3.5 Record on-the-job training completion verification		16 hours	Demonstration and Observation	

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Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
			Attitude: i. Firm in reviewing staff performance ii. Meticulous in writing subordinate administrative activities report iii. Adhere to report submission procedure			
4. Conduct section meeting/briefing	4.1 Meeting/briefing schedule and agenda • Time/date • Venue • Topic of Meeting 4.2 Process and procedures of meetings 4.3 Purpose of meetings			6 hours	Lecture	4.1 Meeting schedule and agenda are prepared. 4.2 Target group informed. 4.3 Section meeting/ briefing is conducted and chaired 4.4 Previous minutes of meeting

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
		4.1 Plan meeting schedule and agenda 4.2 Delegate information to target group 4.3 Chair section meeting/briefing 4.4 Verify and endorse previous minutes of meeting 4.5 Compile minute of meeting	_Attitude:-_ i. Details type of fabric and furniture work function operation procedures ii. Knowledge in identifying method of selection. iii. Meticulous in report writing _Safety:-_ i. Safety work	20 hours	Demonstration and Observation	confirmed and verified. 4.5 Minute of meeting are recorded and distributed.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
			document			
5. Conduct staff coaching and counselling.	5.1 Importance of job competencies for workers' productivity. 5.2 Methods of staff coaching and counselling. 5.3 Handling difficult and problematic workers. 5.4 Upgrading training for unproductive workers 5.5 Qualities of coaches and counsellors			8 hours	Lecture	6.1 Overall staff performance report are evaluated. 6.2 Specified staff strength and weakness are recognized. 6.3 Specified coaching and counselling program schedule are planned. 6.4 Specified on program schedule staff are briefed. 6.5 Effectiveness of coaching and counselling provided are verified.
		6.1 Review overall staff performance report 6.2 Identify staff strength and weaknesses 6.3 Prepare coaching and counselling program schedule 6.4 Inform staff on program schedule 6.5 Execute program		20 hours	Demonstration and Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
		according to schedule	*Attitude:* i. Follow briefing and discussion agenda ii. Respond to any feedback			
6. Plan manpower requirement	6.1 Types of workers competencies. 6.2 Source of manpower needs and skills upgrading 6.3 Scheduling on manpower employment report			8 hours	Lecture	6.1 Specified job order requirement are created. 6.2 All skilled and non-skilled workers requirement are classified. 6.3 Specified Manpower schedule and requirement report are organized.
		6.1 Determine job order requirement. 6.2 Identify skilled and non-skilled workers requirement 6.3 Prepare manpower schedule and requirement report	*Attitude:-* i. Details type of	16 hours	Demonstration and Observation	

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environment	Training Hours	Delivery Mode	Assessment Criteria
			fabric and furniture work function operation procedures ii. Knowledgeable in identifying method of selection. iii. Meticulous in report writing *Safety:-* i. Keep document in a safe place ii. Safety work procedures iii. Keep worker document confidential			

Employability Skills

Core Abilities	Social Skills
01.01 Identify and gather information	1. Communication skills
01.02 Document information, procedures or processes.	2. Conceptual skills
01.03 Utilize basic IT applications	3. Interpersonal skills
01.04 Analyze information	4. Learning skills
01.05 Utilize the internet to locate and gather information	5. Leadership skills
01.06 Utilize word processor to process information	6. Multitasking and prioritizing
01.11 Apply thinking skills and creativity	7. Self-discipline
02.01 Interpret and follow manuals, instructions and SOP's	8. Teamwork
02.03 Communicate clearly	
02.04 Prepare brief reports and checklists using standard forms	
02.05 Read / interpret flowcharts and pictorial information	
02.06 Write memos and letters	
02.07 Utilize local area network (LAN) Internet to exchange information	
02.08 Prepare pictorial and graphic information.	
02.09 Prepare flowcharts	
02.10 Prepare reports and instructions	
02.11 Convey information and ideas to people	
03.01 Apply cultural requirements to the workplace.	
03.02 Demonstrate integrity and apply ethical practices.	
03.03 Accept responsibility for own work and work area.	
03.04 Seek and act constructively upon feedback about performance	
03.05 Demonstrate safety skills	

Core Abilities	Social Skills
03.08 Develop and maintain a cooperation within work group	
03.09 Manage and improve performance of individuals	
03.12 Provide coaching/on-the job training	
03.13 Develop and maintain team harmony and resolve conflicts	
03.14 Facilitate and coordinate teams and ideas	
03.15 Liaise to achieve identified outcomes	
03.16 Identify and assess client / customer needs	
03.17 Identify staff training needs and facilitate access to training	
04.01 Organize own work activities	
04.02 Set and revise own objectives and goals	
04.03 Organize and maintain own workplace	
04.04 Apply problem solving strategies	
04.05 Demonstrate initiative and flexibility	
04.06 Allocate work	
04.07 Negotiate acceptance and support for objectives and strategies	
05.01 Implement project / work plans	
05.02 Inspect and monitor work done and / or in progress	
06.03 Identify and highlight problem	
06.04 Adapt competencies to new situations / systems	
06.05 Analyze technical systems	
06.06 Monitor and correct performance of systems	
06.07 Develop and maintain networks	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM: Trainees)
1 Appraisal form	1:1
2. Subordinate record	1:1
3. Stationary	1:1
4. Appraisal checklist	1:1
5. Standard Operation Procedures (SOP)	1:5
6. Computer and peripherals	1:1
7. Training module	1:25
8. AVA equipment	1:1
9. Training schedule	1:1
10. List of participant	1:1
11. Minute of meeting	1:1
12. Meeting memorandum	1:1
13. Job Description	1:1
14. Product Design Drawing	1:1

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SUMMARY OF TRAINING DURATION FOR INTERIOR DECOR (LEVEL 3)

CU CODE	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE (A)	RELATED SKILLS (B)	HOURS (A) + (B)	TOTAL (HRS)
ID-031-3:2013-C01	SOFT FURNISHING PRE-PRODUCTION WORKS	Prepare Soft furnishing Prototype preparation specification	10	15	25	172
		Prepare Soft furnishing tools, machines, fixtures (accessories) and equipment	15	20	35	
		Prepare Soft furnishing materials	15	35	50	
		Produce Soft furnishing product (Prototype)	15	40	55	
		Perform Soft furnishing production work area cleaning	2	5	7	
ID-031-3:2013-C02	SOFT FURNISHING PRODUCTION	Prepare production manpower requirement	10	30	40	881
		Prepare soft furnishing production tools, machines, fixtures and equipment	15	30	45	
		Prepare soft furnishing production materials	20	30	50	
		Perform soft furnishing fabricated work	50	100	150	
		Perform soft furnishing sewing procedures	62	230	292	
		Perform soft furnishing finishing works	57	220	277	
		Perform soft furnishing workplace housekeeping	2	5	7	
		Coordinate waste materials disposal	10	10	20	
ID-031-3:2013-C03	SOFT FURNISHING MACHINES AND EQUIPMENT MAINTENANCE	Prepare soft furnishing equipment and machine maintenance requirements	15	20	35	162
		Perform soft furnishing machines and equipment preventive maintenance	20	25	45	
		Coordinate soft furnishing machines and equipment corrective maintenance	15	30	45	
		Monitor soft furnishing machines and equipment corrective maintenance activities	5	5	10	
		Test repaired soft furnishing machines and equipment functionality	5	10	15	
		Prepare maintenance report	6	6	12	
ID-031-3:2013-C04	SOFT FURNISHING MATERIALS INVENTORY CONTROL	Prepare soft furnishing storage requirements	13	20	33	108
		Perform inventory requisition	4	6	10	
		Receive raw materials and finished products	9	15	24	
		Arrange raw materials and finished product storage	14	20	34	
		Perform storage area housekeeping	2	5	7	
ID-031-3:2013-C05	SOFT FURNISHING POST PRODUCTION	Prepare soft furnishing post production requirements	7	10	17	43
		Perform soft furnishing corrective works	3	4	7	
		Perform soft furnishing product packaging	3	4	7	
		Perform soft furnishing product tagging and labelling	2	4	6	
		Perform soft furnishing product segregation for storage	3	3	6	

Code	Competency	Task				Total
ID-031-3:2013-C06	SOFT FURNISHING INSTALLATION WORKS	Study soft furnishing Installation works Information	5	4	9	72
		Prepare soft furnishing installation requirements	5	5	10	
		Perform soft furnishing installation works	13	30	43	
		Check soft furnishing installation	5	5	10	
ID-031-3:2013-C07	SOFT FURNISHING PRODUCTION QUALITY CONTROL	Prepare quality control requirement	2	4	6	30
		Check design conformance	3	3	6	
		Perform product quality control	3	5	8	
		Prepare quality control report	3	7	10	
ID-031-3:2013-C08	INTERIOR DECOR PRODUCTION SUPERVISION	Perform soft furnishing work verification	8	28	36	160
		Conduct staffs job training	6	16	22	
		Monitor personnel competency	8	16	24	
		Conduct section meeting/briefing	6	20	26	
		Conduct staffs coaching and counselling	8	20	28	
		Plan manpower requirement	8	16	24	
		TOTAL HOURS (Core Competencies)	492	1136	1628	**1628**