



Model Curriculum

Supervisor Finishes

SECTOR: Construction
SUB-SECTOR: Real Estate and Infrastructure Construction
OCCUPATION: MASONRY
REF ID: CON/Q0112, V1.0
NSQF LEVEL: 6





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Supervisor Finishes

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Supervisor Finishes”, in the “Construction” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Supervisor Finishes		
Qualification Pack Name & Reference ID	CON/Q0112, v1.0		
Version No.	1.0	Version Update Date	23-08-2017
Pre-requisites to Training	Preferably 12th standard with 15 years site experience in same occupation for non-trained worker/ 5 years site experience as a certified Foreman Wet Finishing & Flooring / Foreman Painting & Decorating / Foreman Interior and Exterior Finishes for trained worker.		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Read & interpret drawings, specifications and standards for finishing works: - Read and interpret drawings, manufacturers' specification and work method statement for painting, wet finishing, flooring, façade, false ceiling and dry wall installation works. • Allocate and monitor man and material resources at site, procure approvals and fill checklist for finishing works:- Allocating tools, equipment and resources for the execution of finishing works and monitoring them, along with procuring approvals for the finishing works • Supervise and monitor execution of wet finishing and flooring:-Supervise and monitor execution of wet finishing and flooring works on construction site • Supervise and monitor execution of painting works: - Supervise and monitor execution of painting works at the construction site. • Supervise and monitor execution of façade installation, false ceiling and dry wall partition works:- Supervise and monitor execution of façade installation, false ceiling and dry wall partition works at the construction site. • Plan, arrange and manage resources for execution of relevant work:- Planning, arranging and managing resources for execution of relevant work • Plan and organize work to meet expected outcomes:- Organise working procedure within a team at site • Supervise, monitor and evaluate performance of subordinates at workplace: - Supervising, monitoring and evaluating subordinates performance at site. • Manage workplace for safe and healthy work environment: - Importance of Health & Safety aspects, its management & measures to be followed while working. 		

This course encompasses 9 out of 9 National Occupational Standards (NOS) of “Supervisor finishes” Qualification Pack issued by “Construction Skill Development Council of India”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> • Introduction to QP/NOS of supervisor finishes • Role description/ functions of the job role • Expected personal attributes from the job role • Brief description about course content, mode of learning and duration of course • Future possible progression and career development provisions on completion of the course • computer basics – MS Office, Internet, E-mail • Leadership development program 	1. Classroom having seating requirement for 30 people. 2. Projector 3. Blackboard
2	Read & interpret drawings, specifications and standards for finishing works Theory Duration (hh:mm) 56:00 Practical Duration (hh:mm) 56:00 Corresponding NOS Code CON/N0138	Theory:- Understand the concept of: <ul style="list-style-type: none"> • Different architectural drawing, structural detail drawing and specifications for wet finishing, flooring, painting, façade installation, false ceiling and dry wall partition works. • Procedure to read plan, elevation and sectional drawings • principals involved in reading and interpreting various relevant drawings • terminology used for wet finishing, flooring, painting, façade installation, false ceiling and dry wall partition works • Simplified sketch preparation from the architectural drawings • Work schedule for wet finishing, flooring, painting, façade installation, false ceiling and dry wall partition works • Standards and specifications for wet finishing, flooring, painting, façade installation, false ceiling and dry wall partition works • Reading of manufacturer's specification and work method statement for wet finishing, flooring, painting, façade installation, false ceiling and dry wall partition works • Calculating material and resource required from relevant drawings Demonstration/ Practical :-	1. Classroom having seating requirement for 30 people. 2. Projector 3. Blackboard 4. pencil

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Demonstrate reading & understanding of details from relevant drawings Demonstrate reading & understanding details from schedule of work Demonstrate reading & understanding of specification and standards provided for relevant works Demonstrate reading & understanding of specification provided in the relevant drawing Demonstrate reading & understanding of method statement for execution of work Demonstrate reading & understanding of manufactures specification for operation of power tools Calculate quantity of materials, time and resources required from relevant schematic working drawings Demonstrate process to convey structural changes to workman by making a simplified sketch 	
3	<p>Allocate and monitor man and material resources at site, procure approvals and fill checklist for finishing works</p> <p>Theory Duration (hh:mm) 44:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>OJT (hh:mm) 44:00</p> <p>Corresponding NOS Code CON/N0139</p>	<p>Theory:- <u>Understand the concept of :-</u></p> <ul style="list-style-type: none"> Standard procedure for shifting and stacking of materials and components related to wet finishing, flooring, painting, façade installation, false ceiling and dry wall partition works Knowledge of company policies and hierarchy for reporting any anomaly Knowledge of optimum utilization of equipment based on usage and availability procedure to read relevant structural drawings and extract technical specifications related to wet finishing, flooring, painting, façade installation, false ceiling and dry wall partition works Procedure of writing reports for submission to concerned authority Details of the process of material request and indent Procedure to determine work methods based on best use of relevant resources Procedure of optimum utilization and allocation of tools, equipment and resources as per requirement 	<p>**Since the demonstration/ practical training is being conducted on-site to get the required competencies the tools required will be acquirable at site.</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Procedure to carry out productivity calculation • Productivity norms for various activities and equipment • Process of providing status information • Various types of documentations required to resource management such as preparation of indents, material and manpower calculation, preparation of daily labor reports etc. • Procedure followed for filling of pre-approval checklist and post completion checklists • Format and procedure for work permit system • Procedure followed for obtaining clearance from various department prior to commencement of work • Procedure to prepare sketches on relevant work from drawings • Procedure to providing mobilization order to sub-contractors • how to maintain record and file for relevant work • Procedure for Attending Snag list /rectifications in time before handing over of work for other activities. • Safety precautions related to relevant job and deployment of safety measures at workplace <p><u>Demonstration/ Practical :-</u></p> <ul style="list-style-type: none"> • Demonstrate calculation of manpower, tools, and materials required for the task • Demonstrate process of notifying concerned superior of resources, tools, materials and equipment needs. • Demonstrate process of determining method of lifting, route and mode of transportation of relevant materials from stock yard to erection point • Demonstrate process of determining resources to be used for respective work • Demonstrate process of allocation of manpower to various activities on the basis of work requirement for wet finishing, flooring, painting, façade installation, false ceiling and dry wall and partitions works 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Demonstrate checks performed on completed works to ensure its compliance as per drawing and quality Provide instructions to workmen on the safe and correct use of tools and equipment as per manufacturer's instructions /specification Demonstrate reporting to the concerned authorities for equipment breakdown, discrepancies found in the jobs provide status information on work received, in progress, backlog, and work assignments completed as requirement Demonstrate procedure to coordinate between various departments for execution of work Demonstrate process of taking approval from concerned authority before allocation of resource and material Demonstrate process of taking safety clearance from EHS department before commencing work Demonstrate process of taking clearance from services department before commencing work Demonstrate process of taking reviewing estimates, preparing sketches and reports on labor expenditures and materials used Demonstrate process of providing documentation to concerned superior for preparation of project deliverables to client Demonstrate process of carrying out checks and filling checklist after completion of work Demonstrate process of providing clearance and mobility order to subcontractors for mobilization of resource and material at next workspace Demonstrate preparation of reports on labour deployment, work done and productivity for respective works. 	
4	Supervise and monitor execution of wet finishing and flooring Theory Duration (hh:mm)	Theory:- Understand the concept of: <ul style="list-style-type: none"> architectural drawings relevant to wet finishing works 	**Since the demonstration/ practical training is being conducted on-site to get the required

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	100:00 Practical Duration (hh:mm) 00:00 OJT (hh:mm) 100:00 Corresponding NOS Code CON/N0140	<ul style="list-style-type: none"> • basic principles of measurement along with simple geometry • Guidelines provided in Indian Standard code of practices applicable for wet finishing and flooring works • Sequential activity for wet finishing and flooring works • simplified sketch preparation from the drawing • use and application of tools, components and equipment • terminology used in wet finishing and flooring works • methodology for estimation of required resource and material • standard tolerance limits for all aspects of wet finishing works • appropriate techniques (including use of tools, equipment and material) for all aspects of wet finishing works • appropriate ratio of cement mortar mix and plastering mix for relevant task • methodology for checking line ,level and alignment for various wet finishing works • methodology for brick/block & random rubble masonry works • methodology of construction of walkways, arches and manholes • methodology of laying tiles, marble, granite and other natural stones • methodology for different surface finishes like grit-wash, stone-crete, cement wash and ornamental plastering works • different baton strips and their uses • methodology for waterproofing works • methodology for curing of different finishing works • standard tolerance limits for flooring and cladding works • ratio of cement mortar mix used for various flooring and cladding works • methodology for various flooring works 	competencies the tools required will be acquirable at site.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> methodology for dry and wet cladding works use of anchoring tools for cladding works use of mechanical ties and anchor clip for dry and wet cladding procedure for checking for line, level and alignment preventive and corrective action to ensure that the wet finishing and flooring work meets the quality requirements <p><u>Demonstration/ Practical :-</u></p> <ul style="list-style-type: none"> Demonstrate assistance in sequencing key activities related to wet finishing and flooring works Demonstrate assistance in planning of duration and time require for identified key activities Demonstrate monitoring of wet finishing and flooring jobs Demonstration checks to ensure completion of survey works and preparatory works Demonstration checks to ensure setting out for brick/block work , random rubble masonry works, plastering, flooring, waterproofing ,cladding, surface finishing works are as per the approved drawings Demonstration checks to ensure that working platforms and access stairs are safe for working Demonstration checks to ensure that all tools, tackles, consumables ,materials and equipment are available prior to commencement of work Demonstration checks to ensure that the receiving surface is prepared appropriately Demonstration checks to ensure that preparation of cement mortar and pop mix is in the required specified proportion 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Demonstration checks to ensure that plastering coats are applied as per approved/ specified thickness and to desired finish Demonstration checks to ensure that plaster moulds are cast as per specification Demonstration checks to ensure that execution of cementitious waterproofing works as per specifications and standard practices Demonstration checks to ensure that waterproofing and brick bat coba course is laid as per specification Demonstration checks to ensure that holes are drilled at regular interval in order to carry out grouting activity Demonstration checks to ensure consistency of grouting material is as per specification Demonstration checks to ensure testing of surface upon application of waterproofing material for leakage Demonstration checks to ensure marking and leveling is as per drawing Demonstration checks to ensure selection of appropriate aggregate for exposed plaster as per specified finish Demonstration checks to ensure that preparation of mortar for different surface finishes in appropriate ratio Demonstration checks to ensure that execution of various types of finishes like grit-wash, stone –crete, cement wash and other surface finishes are as per specifications and standard practices Demonstration checks to ensure that execution of cladding of stones as per specifications and standard practices Demonstration checks to ensure that specified gap is maintained between back wall and stone lining to provide for adequate drainage in dry cladding works Demonstration checks to ensure that execution of flooring works are as per the major finishes such as Vacuum dewatered flooring (VDF), Terrazzo (marble chips) flooring, PVC sheet 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>flooring, Carpet flooring, Wood / Timber flooring, Marble flooring, Mosaic flooring, Rubber and Linoleum flooring, etc</p> <ul style="list-style-type: none"> Demonstration checking of line, level and alignment of wet finishing and flooring works at specified intervals as per requirement Estimate personnel and material; required for the task Demonstrate maintenance of records and reports 	
5	<p>Supervise and monitor execution of painting works</p> <p>Theory Duration (hh:mm) 100:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>OJT (hh:mm) 100:00</p> <p>Corresponding NOS Code CON/N0141</p>	<p>Theory:- Understand the concept of:</p> <ul style="list-style-type: none"> architectural drawings relevant to painting works Guidelines provided in Indian Standard code of practices applicable for painting works Sequential activity for painting work manuals and specifications relevant to task technical specifications, standards relevant to work terminology used in painting and decorating works use and application of tools, components and equipment methodology for estimation of required resource and material standard tolerance limits for all aspects of painting works appropriate proportions for mixing painting materials methodology for checking line ,level and alignment for various painting works appropriate techniques for all aspects of painting works various type of paint finishes and the appropriateness / suitability for a specific structure preventive and corrective action to ensure painting work meets the required standards of quality <p>Demonstration/ Practical :-</p> <ul style="list-style-type: none"> Demonstrate reading of specification sheets for information such as 	<p>**Since the demonstration/ practical training is being conducted on-site to get the required competencies the tools required will be acquirable at site.</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>location of paint work, characteristics of paint ingredients, type of finish of painting works, manufactures specification for paints, additives, varnishes and polishes for painting and decorating work</p> <ul style="list-style-type: none"> • Demonstrate planning and scheduling of painting works • Demonstrate estimation of time and materials for painting works • Demonstrate monitoring of painting jobs • Demonstrate estimation of personnel and materials for painting works • Demonstration checks to ensure work progress, equipment, or construction sites is complying to safety standards • Demonstration checks to ensure that specifications are met • Demonstrate recording of information such as personnel, production, or operational data on specified forms or reports • analyze the more complex painting or repair of painting faults to determine methods and materials • Demonstrate coordination of various construction activities • Demonstration checks to ensure completion of preparatory works prior to painting at construction site • Demonstration checks to ensure that the characteristics of paint ingredients including density, viscosity, drying time, surface coverage, etc. are as per specification prior to application • Demonstration checks to ensure working platforms, hand rails and access stairs are safe for working • Demonstration checks to ensure that surfaces to be painted are cleaned, sanded prepared as per specification prior to painting • Demonstration checks to ensure corrective action in case of fabrication defects on welded pieces of structural steel 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Demonstration monitoring of application of paint and related material as per specification/desired finish Demonstration monitoring and allocation of various paint related equipment like Spray Paint machine ,rollers, sanders etc. along with the preventive maintenance Demonstration checks to ensure surface after painting works is free from surface deformities and defects Demonstration checks to ensure implementation of specified method for repair as per applicability supervise the removal and repair of painted surface with defects as approved by senior/client Demonstration checks to ensure proper application of paint by spray using correct overlapping technique Demonstration checks to ensure that spray paint has achieved required level of opacity, finish texture and even finish as per specification Demonstration checks to ensure that various paint coats are as per the shop drawings /sketches for the desired level of finishing / decoration Demonstration checks to ensure proper barricading and protection of painted surface Demonstration checks to ensure synchronization of all above painting activities for obtaining a uniform finish Demonstration recording of details of the painting works covering quality of paint, area and location of painting works, number of workers , tools and equipment deployed for work and achieved productivity 	
6	Supervise and monitor execution of façade installation, false ceiling and dry wall partition works Theory Duration	Theory:- Understand the concept of: <ul style="list-style-type: none"> architectural drawings relevant to panels and partitions installation works 	**Since the demonstration/ practical training is being conducted on-site to get the required competencies the

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 100:00 Practical Duration (hh:mm) 00:00 OJT (hh:mm) 100:00 Corresponding NOS Code CON/N0142	<ul style="list-style-type: none"> schematic drawings and sketches for false ceiling, dry wall, partitions and façade work Guidelines provided in Indian Standard code of practices applicable for façade, false ceiling and dry wall installation works Sequential activity for façade, false ceiling and dry wall installation works manuals and specifications relevant to task technical specifications, standards relevant to all aspects of interior and exterior finishing works terminology used in all aspects of interior and exterior finishing works use and application of tools, components and equipment methodology for estimation of required resource and material standard tolerance limits for all aspects of all aspects of interior and exterior finishing works tools and tackles used for carrying out field measurements significance in laying panels vertically or horizontally as per requirements of specific structure procedure to carry out markings to guide activities of subordinates manufacturer's instructions for of false ceiling, dry wall, partitions and façade work at construction site different type of glass used for panels different type of frame materials like timber, steel, aluminium, PVCu, composites etc. different type of curtain walls such as panelized curtain wall, unitised curtain wall, stick system curtain wall, rainscreens etc. types of paneling material (aluminium composite panel, glass, glass fiber reinforced concrete, stone, ceramic) and their respective properties and applications 	tools required will be acquirable at site.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • selection and use of tools and equipment required for fixing false ceiling • appropriate method of storing and stacking gypsum board, plasterboard, fibre board • selection and use of appropriate materials including beads cement render, plasterboard, etc. • different type of false ceiling including grid ceiling, gypsum board ceiling, fiber board ceiling, concealed ceiling, semi concealed ceiling • appropriate techniques (including use of tools, equipment and material) for all aspects of interior and exterior finishing works • methodology for checking line ,level and alignment for various interior and exterior finishing works • methodology for installing panels and partition works • methodology of installing panels for architectural / ornamental designs • different type of joints for installation of panels and partitions • preventive and corrective action to ensure that the interior and exterior finishing work meets the quality requirements <p><u>Demonstration/ Practical :-</u></p> <ul style="list-style-type: none"> • Demonstrate planning and scheduling of façade installation, false ceiling and dry wall partition works • Demonstrate estimation of time and materials for façade installation, false ceiling and dry wall partition works • Demonstrate monitoring of façade installation, false ceiling and dry wall partition works • Demonstrate estimation of personnel and materials for painting works • Demonstration checks to ensure work progress, equipment, or construction sites is complying to safety standards • Demonstration checks to ensure that specifications are met 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Demonstrate recording of information such as personnel, production, or operational data on specified forms or reports Demonstrate coordination of various construction activities Demonstration checks to ensure completion of preparatory works prior to interior and exterior finishing at construction site Demonstration reading & interpretation of specification, standards, and schematic working drawings for interior and exterior finishing works Demonstration checks to ensure that setting out for false ceiling, dry wall, partitions and façade work is as per the approved drawings Demonstration checks to ensure that working platforms, hand rails and access stairs are safe for working Demonstration checks to ensure that all tools, tackles, consumables ,materials and equipment are available prior to commencement of work Demonstration checks to ensure that material for false ceiling such as boards, grids and for fixing hangers, grids and firings etc are stacked and aligned appropriately at the workplace Demonstration checks to ensure that markings are done for ceiling brackets/perimeter for false ceiling works ,partitions and dry wall installation as per specification Demonstration checks to ensure that suitable lifting equipment is in place at point of installation Demonstration checks to ensure proper placement of studs, frames and other sub – structures as per approved drawings Demonstration checks to ensure proper fixing of panels and partitions as per approved drawings 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Demonstration checks to ensure proper fixing of false ceiling as per approved pattern and design Demonstration checks to ensure execution of panel installations for ornamental / architectural designs Demonstration checks to ensure that wall wrap is fixed to the exterior wall framing prior to installation of panels Demonstration checks to ensure that all penetrations such as waste water pipes, etc. have been flashed to the building wrap using flexible flashing Demonstration checks to ensure application of approved flexible flashing tape around openings prior to the installation of any joinery Demonstration checks to ensure that panel joints are finished as per instructions Demonstration checks to ensure proper fixing of panels as per approved drawings Demonstration checks for line, level & alignment of installed panels for the interior and exterior finishing works Demonstration checks to ensure panel and partitions installation works are within specified tolerances limit and as per specified standards 	
7	<p>Plan, arrange and manage resources for execution of relevant work</p> <p>Theory Duration (hh:mm) 24:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>OJT (hh:mm) 24:00</p> <p>Corresponding NOS Code</p>	<p>Theory: -</p> <ul style="list-style-type: none"> Method of estimating quantities and determining quantum of work Knowledge of Productivity Norms for various activities Method of resource calculation and ascertaining timelines for assigned task Method of submitting the requirement to seniors Method of identifying priority and critical activity of a task Method and technique on briefing team members about relevant work Importance of daily productivity report and its preparation 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	CON/N7001	<ul style="list-style-type: none"> Importance of daily attendance register and its preparation Method of calculation of quantum of relevant work Method of calculation of tools and material requirement Method of optimization of available resources Different check to evaluate progress and quality of relevant works Organizing resources and quality checks to be performed as per requirement of the finishing works <p><u>Demonstration/ Practical (D/P) :-</u></p> <ul style="list-style-type: none"> Prepare work schedule as per planning Determine quantum of work and calculate manpower required for work. Submit manpower requirement to seniors and procure approval of the same. Allocate resources for the work Allocate material, equipment and tools to workmen and extract the work as per plan Provide clear instruction to workman and extract work as per schedule. Explain deviation in works and justify the same Minimize wastage as per standard working method Prepare format for daily labour attendance Prepare format for daily productivity report and calculate the daily productivity for a given work 	
8	<p>Plan and organize work to meet expected outcomes</p> <p>Theory Duration (hh:mm) 24:00</p> <p>Practical Duration</p>	<p><u>Theory: -</u></p> <ul style="list-style-type: none"> Method of resource planning and ascertaining timelines for assigned task Organizing resources and quality checks to be performed as per requirement of the structural execution works 	<p>**Since the demonstration/ practical training is being conducted on-site to get the required competencies the tools required will be acquirable at site.</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 00:00 OJT (hh:mm) 24:00 Corresponding NOS Code CON/N8002	<ul style="list-style-type: none"> Method of preparation of work schedule Method of estimation of resources from drawings/ schedules Monitoring procedure of ongoing works and inspection of completed works to ensure compliance with all safety and quality parameters Method of preparation of observation data sheet, inspection report Method of reconcile material used for assigned task Method of preparation of budget for finishing works <p><u>Demonstration/ Practical (D/P) :-</u></p> <ul style="list-style-type: none"> Prepare work schedule as per planning Arrange material and required tools/ fixtures prior to start any work Explain deviation in works and justify the same Suggest alternative arrangement/ use of equipment in case of emergency situation Coordinate with subordinates and different trade personnel Minimize wastage as per standard working method 	
9	Supervise, monitor and evaluate performance of subordinates at workplace Theory Duration (hh:mm) 24:00 Practical Duration (hh:mm) 00:00 OJT (hh:mm) 24:00	<p><u>Theory: -</u></p> <ul style="list-style-type: none"> Setting up timelines for completion of activities as per resource deployed and productivity norms Managing manpower and allocation of manpower as per deadline provided for assign task Critical quality aspects to be checked in the ongoing/ completed finishing works How to provide timely instructions to the subordinates during ongoing finishing works How to evaluate strengths and weakness of subordinate workers and utilize them appropriately as per job requirement 	<p>**Since the demonstration/ practical training is being conducted on-site to get the required competencies the tools required will be acquirable at site.</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code CON/N8003	<ul style="list-style-type: none"> Method of supervising activities to increase productivity of workers and achieving set quality and safety standards for the structural execution works Demonstration/ Practical (D/P): - <ul style="list-style-type: none"> Instruct subordinates for applicable working methods and safety norms for assigned finishing works Seek work related clarifications from subordinates and provide support/ guidance as per requirement of the job Observe each subordinate as per their strength and weaknesses and deploy them as per criticality/ emergency of the job Implement organizational/ quality / safety work methods while undertaking any job and ensure compliance to the same by subordinates 	
10	Manage workplace for safe and healthy work environment Theory Duration (hh:mm) 24:00 Practical Duration (hh:mm) 00:00 OJT (hh:mm) 24:00 Corresponding NOS Code CON/N9002	Theory: - <ul style="list-style-type: none"> Types of hazards involved in construction sites Types of hazards involved in structural execution works Process of hazard analysis for structural execution works Detailed safety norms as per standard practice and organizational policy, procedure of providing CPR, first aids, use of regular and job specific PPEs as per requirement classification of fire and use of fire protection devices Emergency safety control measures and actions to be taken under emergency situation Concept of: - <ol style="list-style-type: none"> 1. First Aid process 2. Use of fire extinguisher 3. Classification of fires and fire extinguisher 4. Safety drills 5. Types and use of PPEs as per general and structural execution works safety norms 	<ol style="list-style-type: none"> 1. Safety Helmets 2. Face shield 3. Overalls 4. Knee pads 5. Safety shoes 6. Safety belts 7. Safety harness 8. Safety Gloves 9. Safety goggles 10. Particle masks 11. Ear Plugs 12. Reflective jackets 13. Fire Extinguisher 14. Fire prevention kit 15. First Aid box 16. Safety tags 17. Safety Notice board <p>**Since the demonstration/ practical training is being conducted on-site to get the required competencies the tools required will</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Reporting procedure to the concerned authority in emergency situations Standard procedure of handling, storing and stacking material, tools and equipment for structural execution works What is safe disposal of waste, type of waste and their disposal Type of power tools ,their power ratings and area of application basic ergonomic principles as per applicability <p><u>Demonstration/ Practical (D/P): -</u> The skills will be developed and practiced while carrying out following trade related activities in a predictable and familiar working condition.</p> <ul style="list-style-type: none"> Fill finishing works permits and work approval documents Selection of PPEs and use them appropriately as per working need of finishing works, handling, storing, stacking and shifting of materials, tools and equipment used for structural execution works Selection of PPEs and use them appropriately as per working need of finishing works. Analysis of hazards involved in finishing works works circuits/ connections by external effects and taking necessary steps or informing to seniors Identification of locations, situations/ circumstances, malpractices which can be hazardous for general or finishing works works Selection of fire extinguisher based on classification of fire, standard practice of storing & stacking firefighting equipment/ materials at work locations Disposal of waste materials as per their nature and effects on weather. 	be acquirable at site.
	Total Duration	**Since the demonstration/ practical training is being conducted on-site to get the required competencies the tools required will be acquirable at site.	
	Theory Duration		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	504:00 Practical Duration 56:00	<p>Infrastructure Classroom for theory and assessment with 30 study chairs ,Workshop/Mock-up yard for practical training and assessment ,Toilet/Urinals (Separate for gents and Ladies), 3 phase power supply points , Single phase power supply points, Fire extinguishers (mechanical foam, DCP, CO2 and sand buckets with stand), First aid kit, Tool box with lock and key</p> <p>PPEs Safety Helmets, Face shield, Overalls, Knee pads, Safety shoes, Safety belts, Safety harness, Safety Gloves, Safety goggles, Particle masks, Ear Plugs, Reflective jackets, Fire Extinguisher, Fire prevention kit, First Aid box, Safety tags, Safety Notice board</p>	

Grand Total Course Duration: **1000 Hours, 0 Minutes**
{Including Mandatory **440 hours of OJT (project site experience)**}

(This syllabus/ curriculum has been approved by Construction Skill Development Council of India)

Trainer Prerequisites for Job role: “Supervisor Finishes” mapped to Qualification Pack: “CON/Q0112, v1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “CON/Q0112”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field
3	Minimum Educational Qualifications	ITI/12 th standard pass
4a	Domain Certification	Trainer/Assessor- 50% in each NOS of Qualification Pack “CON/Q0112” & 80% overall , Lead trainer/Lead Assessors- 50% in each NOS of Qualification Pack “CON/Q0112” & 90% overall
4b	Platform Certification	Trainer/Assessor-80% in each NOS of Qualification Pack “MEP/Q0102” or “MEP/Q0104”, Lead trainer/ Lead Assessors- 90% in each NOS of Qualification Pack “MEP/Q0101” or “MEP/Q0103”and overall 90%
5	Experience	i. Technical Degree holder with minimum three years of Field experience and preferably two years of teaching experience or, ii. In case of a Diploma Holder five years of field experience and preferably two years of teaching experience or, iii. In case of ITI/12 th pass minimum eight years of field experience and preferably two years of teaching Experience.



CRITERIA FOR ASSESSMENT OF TRAINEES

<u>Job Role</u>	Supervisor Finishes
<u>Qualification Pack</u>	CON/Q0112
<u>Sector Skill Council</u>	Construction

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on assessment criteria.
5. The passing percentage for each QP will be 70%. To pass the Qualification Pack, every trainee should score a minimum of 70% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.
7. The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
8. After the certain number of iteration as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
9. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack within the specified timeframe set by SSC.
10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
CON/N0138: Read & interpret drawings, specifications and standards for finishing works	PC1. read & interpret details from relevant drawings	100	11	5.5	5.5
	PC2. read & interpret details from schedule of work		11	5.5	5.5
	PC3. read and understand specification and standards provided for relevant works		11	5.5	5.5
	PC4. read and understand all specification provided in the relevant drawing		11	5.5	5.5
	PC5. read and understand schedule provided for completion of work		11	5.5	5.5
	PC6. read method statement for execution of work		11	5.5	5.5
	PC7. read, understand & follow manufactures specification for operation of power tools		11	5.5	5.5
	PC8. carry out calculation of required quantity of materials from relevant schematic working drawings		12	6	6
	PC9. convey structural changes to workman as simple sketches		11	5.5	5.5
		Total	100	50	50
CON/N0139: Allocate and monitor man and material resources at site, procure approvals and fill checklist for finishing works	PC1. confirm hours worked and description of work performed for employee with concerned superior	100	4	2	2
	PC2. provide inputs to seniors regarding requirements for manpower, tools, and materials as per work requirements		4	2	2
	PC3. notify concerned superior of resources and equipment needs		4	2	2
	PC4. determine method of lifting, route and mode of transportation of relevant materials from stock yard to erection point		4	2	2
	PC5. determine resources to be used in accordance with safety practices during wet finishing, flooring, painting, façade installation, false ceiling and dry wall and partitions works		5	2.5	2.5
	PC6. allocate manpower to respective activities on the basis of work requirement		4	2	2
	PC7. ensure productivity of manpower by providing instruction, checking completed works as per drawing and reporting to senior authorities		5	2.5	2.5
	PC8. instruct workmen on the safe and correct use of tools and equipments as per manufacturer's instructions /specification		5	2.5	2.5
	PC9. report efficiently to the concerned authorities for equipment breakdown, discrepancies found in the jobs		5	2.5	2.5

	PC10. provide status information on work received, in progress, backlog, and work assignments completed as requirement		5	2.5	2.5
	PC11. inform the concerned superior on specific areas where the work needs to be adjusted in accordance with site conditions and material deliveries		5	2.5	2.5
	PC12. take approval from concerned authority before allocation of resource and material		4	2	2
	PC13. take safety clearance from EHS department before commencing work		5	2.5	2.5
	PC14. take clearance from services department before commencing work		4	2	2
	PC15. ensure all pre preparatory works have finished before starting work		4	2	2
	PC16. review estimates, prepares sketches and reports on labor expenditures and materials used		4	2	2
	PC17. perform bid walks and submit documentation to concerned superior as required		4	2	2
	PC18. provide documentation to concerned superior for preparation of project deliverables to client		5	2.5	2.5
	PC19. carry out checks and fill checklist after completion of work		4	2	2
	PC20. provide clearance and mobility order to subcontractors for mobilization of resource and material at next workspace		4	2	2
	PC21. maintain records and files and prepare reports on labour deployment, work done and productivity		4	2	2
	PC22. ensure proper quality of work within agreed timeline		4	2	2
	PC23. ensure that rectifications (if any) are carried out in time		4	2	2
Total			100	50	50
CON/N0140: Supervise and monitor execution of wet finishing and flooring	PC1. assist in sequencing key activities related to wet finishing and flooring works for making schedule	100	3	1.5	1.5
	PC2. assist in planning of duration and time require for identified key activities		3	1.5	1.5
	PC3. keep records of masons time and materials used for each job		4	2	2
	PC4. supervise closely wet finishing and flooring jobs requiring a high degree of skill		4	2	2
	PC5. ensure survey works and preparatory works are complete so as to provide required level & reference		3	1.5	1.5
	PC6. ensure setting out for brick/block work , random rubble masonry works, plastering, flooring, waterproofing ,cladding, surface finishing works are as per the approved drawings		4	2	2

PC7. ensure working platforms and access stairs are safe for working
PC8. ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work
PC9. ensure that the receiving surface is prepared appropriately
PC10. ensure preparation of cement mortar and pop mix is in the required specified proportion
PC11. ensure plastering coats are applied as per approved/ specified thickness and to desired finish
PC12. check and ensure plaster moulds are cast as per specification
PC13. ensure execution of cementitious waterproofing works as per specifications and standard practices
PC14. ensure waterproofing and brick bat coba course is laid as per specification
PC15. ensure holes are drilled at regular interval in order to carry out grouting activity
PC16. check and ensure the consistency of grouting material is as per specification
PC17. ensure appropriate grouting for water proofing works
PC18. ensuring testing of surface upon application of waterproofing material for leakage
PC19. check and ensure required marking and leveling is as per drawing
PC20. ensure selection of appropriate aggregate for exposed plaster as per specified finish
PC21. ensure preparation of mortar for different surface finishes in appropriate ratio
PC22. ensure addition of right pigment for desired color and finish
PC23. ensure execution of various types of finishes like grit-wash, stone –crete, cement wash and other surface finishes as per specifications and standard practices
PC24. ensure execution of cladding of stones as per specifications and standard practices
PC25. ensure specified gap is maintained between back wall and stone lining to provide for adequate drainage in dry cladding works
PC26. ensure execution of flooring works as per the major finishes such as vacuum dewatered flooring (VDF), terrazzo (marble chips) flooring, PVC sheet flooring, carpet flooring, wood / timber flooring,

3	1.5	1.5
4	2	2
4	2	2
4	2	2
4	2	2
4	2	2
4	2	2
4	2	2
4	2	2
3	1.5	1.5
3	1.5	1.5
3	1.5	1.5
3	1.5	1.5
3	1.5	1.5
3	1.5	1.5
3	1.5	1.5
3	1.5	1.5
3	1.5	1.5
3	1.5	1.5

	marble flooring, mosaic flooring, rubber and linoleum flooring, etc.				
	PC27. check line ,level & alignment of wet finishing and flooring works at specified intervals as per requirement		3	1.5	1.5
	PC28. provide estimates of personnel and material required for a job		3	1.5	1.5
	PC29. keep records and compiles reports of work performed by masonry crew		3	1.5	1.5
	Total	100	50	50	
CON/N0141: Supervise and monitor execution of painting works	PC1. plan and schedule projects, estimate time and materials, supervise subordinates, maintain records and file and prepare reports for painting works	100	4	2	2
	PC2. supervise closely painting tasks requiring high degree of skill		4	2	2
	PC3. provide estimates of personnel and material required for a job		4	2	2
	PC4. inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met		4	2	2
	PC5. record information such as personnel, production, or operational data on specified forms or reports		5	2.5	2.5
	PC6. analyzes the more complex painting or repair of painting faults to determine methods and materials		5	2.5	2.5
	PC7. coordinate work activities with other construction project activities		5	2.5	2.5
	PC8. reads specification sheets for information such as location of paint work, characteristics of paint ingredients, type of finish of painting works manufactures specification for paints, additives, varnishes and polishes for painting and decorating work		5	2.5	2.5
	PC9. check, inspect and ensure completion of preparatory works prior to painting at construction site		4	2	2
	PC10. check to ensure that the characteristics of paint ingredients including density, viscosity, drying time, surface coverage, etc. are as per specification prior to application		4	2	2
	PC11. check and ensure working platforms, hand rails and access stairs are safe for working		4	2	2
	PC12. inspect and ensure that surfaces to be painted are cleaned, sanded prepared as per specification prior to painting		4	2	2
	PC13. ensure corrective action in case of fabrication defects on welded pieces of structural steel		4	2	2

	PC14. supervise and monitor application of paint and related material as per specification/desired finish		4	2	2
	PC15. monitor the allocation and usage of various paint related equipments like spray paint machine ,rollers, sanders etc. along with the preventive maintenance		4	2	2
	PC16. examine surface after painting works for surface deformities and defects		4	2	2
	PC17. ensure implementation of specified method for repair as per applicability		4	2	2
	PC18. supervise the removal and repair of painted surface with defects as approved by senior/client		4	2	2
	PC19. inspect to ensure proper application of paint by spray using correct overlapping technique		4	2	2
	PC20. check and ensure that spray paint has achieved required level of opacity, finish texture and even finish as per specification		4	2	2
	PC21. check and ensure that various paint coats are as per the shop drawings / sketches for the desired level of finishing / decoration		4	2	2
	PC22. ensure proper barricading and protection of painted surface		4	2	2
	PC23. ensure synchronization of all above painting activities for obtaining a uniform finish		4	2	2
	PC24. record details of the painting works covering quality of paint, area and location of painting works, number of workers , tools and equipment deployed for work and achieved productivity		4	2	2
		Total	100	50	50
CON/N0142: Supervise and monitor execution of façade installation, false ceiling and dry wall partition works	PC1. plan and schedule projects, estimate time and materials, supervise subordinates, maintain records and file and prepare reports for façade installation, false ceiling and dry wall partition works	100	4	2	2
	PC2. supervise closely façade installation, false ceiling and dry wall partition works requiring high degree of skill		4	2	2
	PC3. provide estimates of personnel and material required for a job		4	2	2
	PC4. inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met		4	2	2
	PC5. record information such as personnel, production, or operational data on specified forms or reports		5	2.5	2.5
	PC6. coordinate work activities with other construction project activities		5	2.5	2.5

	PC7. read & interpret specification, standards, and schematic working drawings for interior and exterior finishing works		5	2.5	2.5
	PC8. check and ensure setting out for false ceiling, dry wall, partitions and façade work is as per the approved drawings		5	2.5	2.5
	PC9. check and ensure working platforms, hand rails and access stairs are safe for working		4	2	2
	PC10. ensure all tools, tackles, consumables ,materials and equipments are available prior to commencement of work		4	2	2
	PC11. check material for false ceiling such as boards, grids and for fixing hangers, grids and firings etc are stacked and aligned appropriately at the workplace		4	2	2
	PC12. check and ensure markings are done for ceiling brackets/perimeter for false ceiling works ,partitions and dry wall installation as per specification		4	2	2
	PC13. check and ensure that suitable lifting equipment is in place at point of installation		4	2	2
	PC14. ensure proper placement of studs, frames and other sub – structures as per approved drawings		4	2	2
	PC15. ensure proper fixing of panels and partitions as per approved drawings		4	2	2
	PC16. ensure proper fixing of false ceiling as per approved pattern and design		4	2	2
	PC17. ensure execution of panel installations for ornamental / architectural designs		4	2	2
	PC18. ensure that wall wrap is fixed to the exterior wall framing prior to installation of panels		4	2	2
	PC19. ensure that all penetrations such as waste water pipes, etc. have been flashed to the building wrap using flexible flashing		4	2	2
	PC20. ensure application of approved flexible flashing tape around openings prior to the installation of any joinery		4	2	2
	PC21. check and ensure panel joints are finished as per instructions		4	2	2
	PC22. ensure proper fixing of panels as per approved drawings		4	2	2
	PC23. check line, level & alignment of installed panels for the interior and exterior finishing works		4	2	2
	PC24. carry out checks to ensure panel and partitions installation works are within specified tolerances limit and as per specified standards		4	2	2
	Total		100	50	50
CON/N7001: Plan, arrange	PC1. determine quantum and nature of work under assigned activity	100	5	2.5	2.5



and manage resources for execution of relevant work	PC2. calculate requirement of manpower for assigned activities		8	4	4
	PC3. submit manpower requirement to superiors		5	2.5	2.5
	PC4. allocate and extract work as per plan		8	4	4
	PC5. provide clear instructions to workmen for execution of work		8	4	4
	PC6. ensure optimum utilization of manpower resources		8	4	4
	PC7. record the daily labour attendance		8	4	4
	PC8. record the daily productivity report		8	4	4
	PC9. estimate quantity of assigned work		8	4	4
	PC10. estimate requirement for material, components and fixtures		8	4	4
	PC11. estimate equipment, tools and accessories required		8	4	4
	PC12. submit material, equipment and tool requirement to superiors		8	4	4
	PC13. allocate material , equipment and tools to workmen and extract the work as per plan		8	4	4
	PC14. provide clear instructions for optimized use of resources		8	4	4
CON/N8002: Plan and organize work to meet expected outcomes		Total	100	50	50
	PC1. understand clearly the targets and timelines set by superiors		13	6.5	6.5
	PC2. plan activities as per schedule and sequence		10	5	5
	PC3. provide guidance to the subordinates to obtain desired outcome	100	13	6.5	6.5
	PC4. plan housekeeping activities prior to and post completion of work		8	4	4

	PC5. list and arrange required resources prior to commencement of work		10	5	5
	PC6. select and employ correct tools, tackles and equipment for completion of desired work		8	4	4
	PC7. complete the work with allocated resources		8	4	4
	PC8. engage allocated manpower in an appropriate manner		5	2.5	2.5
	PC9. use resources in an optimum manner to avoid any unnecessary wastage		5	2.5	2.5
	PC10. employ tools, tackles and equipment with care to avoid damage to the same		5	2.5	2.5
	PC11. organize work output, materials used, tools and tackles deployed,		10	5	5
	PC12. processes adopted to be in line with the specified standards and instructions		8	4	4
		Total	100	40	60
CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace	PC1. fix expected targets for the respective gang as per site requirements and allocate work to subordinates	100	15	7.5	7.5
	PC2. establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes		15	7.5	7.5
	PC3. inspect assigned work to the respected gang of workers through progressive checking		20	10	10
	PC4. observe and verify the work activities performed by the subordinates at the construction site		20	10	10
	PC5. monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority		15	7.5	7.5
	PC6. ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations		15	7.5	7.5
		Total	100	50	50
CON/N9002: Manage workplace for safe and	PC1. ensure proper housekeeping at workplace	100	5	2.5	2.5
	PC2. implement safe handling , stacking methods at workplace / store		5	2.5	2.5
	PC3. insure that health and safety plan is followed by all subordinates		5	2.5	2.5



healthy work environment	PC4. identify any hazard in workplace and notify them to appropriate authority		5	2.5	2.5
	PC5. ensure that all safety and protection installation are correctly placed & adequate		5	2.5	2.5
	PC6. ensure safe access is available at work place for movement of workers & materials		5	2.5	2.5
	PC7. ensure safe use of tools and tackles by the workmen as per applicability		5	2.5	2.5
	PC8. ensure appropriate use of following Personal Protective Equipment (PPE) as per applicability:		10	5	5
	• Head Protection (Helmets)				
	• Ear Protection				
	• Fall Protection				
	• Foot Protection				
	• Face and Eye Protection,				
	• Hand &Body Protection				
	• Respiratory Protection				
	PC9. maintain entrances & exit from confined spaces , excavated pits and other location in concurrence with safety parameters or instruction form safety personals.		5	2.5	2.5
	PC10. ensure organizational policies and procedures are followed for health , safety and welfare, in relation to:		10	5	5
	• methods of receiving or sourcing information				
	• dealing with accidents and emergencies associated with the work and environment				
	• reporting				
	• stooping work				
	• evacuation				
	• fire risks and safe exit procedures				
	PC11. follow procedures for accident recording and reporting as per organizational and statutory requirements		5	2.5	2.5
	PC12. ensure effective adherence to response to emergency procedures / protocols		7.5	3.75	3.75



	PC13. report any case of emergency / risks to the concern people at the construction site		7.5	3.75	3.75
	PC14. report any perceived risk hazards to the superiors / concerned EHS		7.5	3.75	3.75
	PC15. demonstrate the use of fire protection equipments for different type of fire hazard		7.5	3.75	3.75
	PC16. implement control measures to reduce risk & meet legal requirement as per organizational policies		5	2.5	2.5
		Total	100	50	50