

**THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND
TRAINING**



OCCUPATIONAL STANDARDS

OCCUPATION: ARCHITECTURAL INTERIOR DESIGN TECHNICIAN

LEVEL: NTA LEVEL 5

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ABBREVIATIONS

BOQ	Bill of Quantities
CAD	Computer-Aided Design
CBET	Competency Based Education and Training
EMP	Environmental Management Plan
ICT	Information Computer Technology
ID	Interior Design
NACTVET	National Council for Technical and Vocational Education and Training
NOS	National Occupational Standards
OS	Occupational Standards
PPE	Personal Protective Equipment
TET	Technical Education and Training
TVET	Technical and Vocational Education and Training

GLOSSARY OF TERMS

Circumstantial Knowledge:	Detailed knowledge, which allows the decision-making in regard to different circumstances and cross cutting issues.
Competence:	The ability to use knowledge, understanding, practical, and thinking skills to perform effectively to the workplace standards required in employment.
Competency:	A description of the ability one possesses when able to perform a given occupational task effectively and efficiently.
Competency-based Education:	An instructional programme that derives its content from validated tasks and bases assessment on the learner's performance.
Curriculum:	A description or composite of statements about "what is to be learned" by the trainee/student in a particular instructional programme; a product that states the "intended learning outcomes".
Educational/Training Programme:	The complete curriculum and instruction (what and how) that is designed to prepare a person for employment in a job or other particular performance situation.
Occupation:	A specific position requiring the performance of specific tasks – essentially the same tasks are performed by all employees having the same title. (Example: baker)
Occupational Area:	This is a broad grouping of related jobs. (Example: food service)
Occupational Competence:	The application of knowledge and skills that consistently meet the standards required by the work context.
Occupational Standards:	Specific requirements of competences people are expected to demonstrate in a particular occupational area, including knowledge and relevant attitudes. They also act as a performance tool of assessment of the prescribed outcomes.
Occupational/Job Analysis:	A process used to identify the tasks that are important to employees in any given occupation.
Performance Criteria:	Indicate expected end results or outcomes in the form of evaluative statements.
Skills:	The ability to perform occupational tasks with a high degree of proficiency within a given occupation. Skill is conceived of as a composite of three completely interdependent components: cognitive, affective, and psychomotor.

Standards:	A set of statements, which if proved true under working conditions, means that an individual is meeting an expected level and type of performance.
Task Analysis:	The process of analysing each task to determine the steps, circumstantial knowledge, attitudes, performance standards, tools and materials needed, as well as safety concerns required for the employees performing it.
Task:	A work activity that has a definite beginning and ending, is observable or measurable, and consists of two or more definite steps that leads to a product, service, or decision.
Underpinning Knowledge:	Crucial knowledge that an individual must acquire in order to demonstrate competences that are associated in performing a given task.
Verification Process:	The process of having experts review and confirm the importance of the task (competency) statements identified through occupational analysis. Other questions, such as the degree of task learning difficulty are also frequently asked. This process is also sometimes referred to as validation.

1.0 INTRODUCTION

Technical Education and Training (TET) is one of the most important education sub-sectors in Tanzania, responsible for developing a skilled workforce to support the country's industrialization economic agenda. Tanzania's *Development Vision 2025* intends to raise the country's economy to a middle-income status, with a high level of human development. This requires a skilled workforce that is aligned with the needs of the public and private sectors of the economy. The National Council for Technical and Vocational Education and Training (NACTVET) has begun the job of drafting Occupational Standards (OS) that will eventually be adopted as National Occupational Standards (NOS) for use in the delivery of TET that meets the needs of the labour market and the country's economic agenda.

Occupational Standards (OS) are performance criteria that are matched with labour market demands. Each of them describes the functions, performance standards, and understanding or knowledge underpinning a given occupation. They combine skills, knowledge, and attitudes to describe best practice. They are useful tools for establishing job roles, personnel recruitment, supervision, and appraisal, as well as TET Standards. They are also helpful for benchmarking and harmonizing job qualifications on a national and international level. Standards, in general, provide a solid framework for high-quality TET that is labour market-relevant, current, and consistent in application across all public and private institutions.

However, it must be noted that Occupational Standards are different from Training /Education Standards. Occupational standards are defined in terms of activities performed by a person in a selected occupation (e.g., an electrical engineer designs electrical circuits, performs troubleshooting in electrical circuits, etc.), and are usually defined by Employers following procedures as agreed upon by all the stakeholders. On the other hand, Training and Education Standards are developed from the activities defined in the occupational standards, and they specify learning objectives to ensure that the necessary skills and knowledge are developed by a person to enable him/her to function at an agreed level in an occupation. Training and Education Standards are used to define curricula in training institutions. It is critical, however, to establish a direct link between the occupational standards and the training standards for both of them to respond collaboratively to the demands of the labour market.

For the purpose of TET delivery, Tanzania has adopted the Competence Based Education and Training (CBET) approach. The CBET approach focuses on providing learners with the skills and knowledge required to meet the occupational standards. Occupational standards are thus the starting point for developing competency-based training (CBET) programmes. Therefore, it is quite pertinent for TET institutions to use the relevant occupational standards as a benchmark for formulating their

curricula. Occupational Standards are developed based on a given occupation's current and future demands. As a result, they serve as a means of bridging the gap between the worlds of employment and technical education and training. The document explains how the occupational standards were developed, as well as the scope, the occupational profile in the form of DACUM charts, and the Occupational Standards.

2.0. OCCUPATIONAL STANDARD DEVELOPMENT PROCESS

The process of developing these Occupational Standards involved both local and international expertise. The process began with an examination of major documents that guide Tanzanian skills development including the *10-year National Skills Development Strategy (2016-2026)*. NACTVET labour market reports were also used in the literature review to determine the skills demand in the Tanzanian labour market as a whole.

After the literature review, a team of experts in consultation with practitioners developed draft occupational standards. The draft document was used to develop an occupational profile for each occupation (DACUM Chart), which is attached as an **Appendix** to every Occupational Standard.

The draft occupational standards will be validated during stakeholders' forum. The information from stakeholders' forum will provide insight from the workplaces and professional bodies regarding trends and changes in the profession, including how well graduates are prepared for working in the occupation.

3.0 THE SCOPE AND OVERVIEW OF THE OCCUPATION STANDARDS FOR ARCHITECTURAL INTERIOR DESIGN TECHNICIANS

These standards cover a broad range of duties and tasks that can be performed by an Architectural Interior Design Technician. However, the occupational standards are not meant to replace individual job descriptions. Instead, they are to be used for guidance in defining skill levels and knowledge for the technician in specific settings or positions. The Architectural Interior Design Technician may perform tasks in a number of key areas in the occupational standards, but not necessarily in all areas. For example, in large operations, other individuals may be employed or designated to perform specific tasks.

The Architectural Interior Design Technicians shall design interior space of new buildings, remodel and rebuild interior spaces of existing buildings, and provide suggestions for the restoration and preservation of interior spaces of old buildings. They are able to design interior spaces that are functional, safe, sustainable and aesthetically pleasing by taking advantage of their professional knowledge in interior design and excellent drafting skills.

Except for designing interior spaces, they need to write feasibility reports, determine environmental impact and create project proposals. Besides, they shall estimate costs, make schedules and supervise the construction. The Architectural Interior Design Technicians shall keep proactive throughout the interior design, adjusting their plans based on budget constraints, environmental factors, and customer needs. Generally, the Architectural Interior Design Technician performs the following responsibilities:

- a) Preparation of project material
- b) Preparation of design results
- c) Construction drawing
- d) Compilation of project list
- e) Cooperation at the construction site
- f) Collation of project material
- g) Project summary

The Occupational Standards have been clustered into NTA qualification levels, i.e. NTA level 4, 5 and 6.

4.0 VALIDITY PERIOD

Due to the rapid development of technology, the validity period of occupational standards is 3-5 years. The review will proceed in the same manner as the one before it, with new occupational standards being developed based on current trends of the labour market.

5.0 OCCUPATIONAL STANDARDS

5.1 OCCUPATIONAL STANDARDS FOR ARCHITECTURAL INTERIOR DESIGN TECHNICIAN - NTA 5

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	COLLATE PROJECT MATERIALS	DUTY NO.	501
TASK TITLE	COLLECT PROJECT MATERIAL	TASK NO.	5011
PERFORMANCE CRITERIA	The person performing this task must be able to collect original project materials and carry out on-site surveys, surveying and mapping, and data collation for the construction project.		
RANGE STATEMENT	The task can be performed on site and in offices under the supervision of a Senior Technician or an Architectural Interior Design Engineer. The tools and equipment to be used include: 1. Notebook; 2. Pencil/pen;		

	3. Computers; 4. Printer; 5. GPS; 6. Camera; 7. Laser rangefinder; 8. Personal protective equipment (PPE).
EVIDENCE REQUIREMENT	
PRACTICAL PERFORMANCE	UNDERPINNING KNOWLEDGE
The person performing this task must be able to do the following: 1. Collect project materials; 2. Collate project materials; 3. Check the integrity of the materials; 4. Name and number documents; 5. Perform digital processing; 6. Store and archive documents; 7. Perform data backup and recovery; 8. Perform version control and updates; 9. Conduct information exchange and collaboration; 10. Observe confidentiality requirements.	Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Analyse the internal and surrounding natural conditions and layout of the construction project, as well as the basic information and usage requirements of the users, to provide a basis for later design; 1.2 Collate the project materials based on relevant materials. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Comprehensiveness and accuracy of the analysis in the early stage; 2.2 Elements of the analysis chart. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Theories of interior design drawing and reading 3.2 Interior design foundation; 3.3 Computer-aided design. 4.0 Essential skills 4.1 Computer operation skills; 4.2 Typesetting skills; 4.3 Teamwork skills; 4.4 Communication skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Collection of Project materials is done according to the needs.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Analytical methods for original materials; 2. Specifications of technical indexes; 3. Drawing of the current state map.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	COLLATE OF PROJECT MATERIAL	DUTY NO.	501
TASK TITLE	CARRYOUT PROJECT MATCHMAKING AND NEGOTIATIONS	TASK NO.	5012
PERFORMANCE CRITERIA	The person performing this task must be able to understand customer needs, answer customer inquiries, introduce the company information and project design schemes, and assist in the signing of design contracts.		
RANGE STATEMENT	The task can be performed on the construction site and in offices under the leadership of senior technicians or architectural interior design engineers. The equipment to be used include: notebook, pen/pencil, computer and projector.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Produce the project plan; 2. Conduct effect demonstrations and give explanations; 3. Perform cost estimating and budgeting; 4. Perform risk assessment and control; 5. Coordinate problem solving; 6. Refine project documents; 7. Get familiar with relevant regulations and rules.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Confirm the status of the project with the customer based on the original materials and analysis in the early stage; 1.2 Determine the design scheme based on the customer needs, design specifications, etc. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles of indoor functional requirements; 2.2 Principles of technical requirements; 2.3 Principles of economic effects; 2.4 Management of the design contract performance. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Specifications and depth requirements for design documents; 3.2 Content of the design contract. 4.0 Essential Skills 4.1 Teamwork skills; 4.2 Communication skills; 4.3 Computer application skills.	

DESCRIPTION OF THE END PRODUCT / SERVICE	Project matchmaking and negotiations are carried out according to the relevant specifications.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Design business management; 2. Development and modification of the design contract.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PREPARE SCHEME DESIGN	DUTY NO.	502
TASK TITLE	DRAW PLANE SCHEME DIAGRAMS	TASK NO.	5021
PERFORMANCE CRITERIA	The person performing this task must be able to draw plane scheme diagrams and make changes based on the customer's feedback to confirm compliance with the customer needs and current design specifications.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Senior Technician or an Architectural Interior Design Engineer. The equipment, tools and materials to be used include: notebook, pencil/pen, computer, printer, paper, and laser rangefinder.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Get familiar with design software; 2. Develop spatial planning; 3. Make drawings; 4. Prepare annotations and legends; 5. Solve technical problems; 6. Comply with standards and specifications; 7. Collate and archive documents; 8. Learn and update knowledge.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Compile design documents of different stages; 1.2 Provide advice for the customer on the design scheme; 1.3 Interpret relevant departmental requirements and design specifications. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Satisfaction of customer needs; 2.2 Functional principles; 2.3 Reasonable technical requirements. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Basic design procedures; 3.2 Requirements and depth of preparation of design documents of different stages; 3.3 Relevant departmental requirements and design specifications. 4.0 Essential Skills 4.1 Teamwork skills; 4.2 Communication skills; 4.3 Computer skills.	

DESCRIPTION OF THE END PRODUCT / SERVICE	The plane scheme diagrams are drawn and modified based on the customer's feedback to confirm compliance with the customer needs and current design specifications.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Principles of interior design; 2. Computer drawing software.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PREPARE SCHEME DESIGN	DUTY NO.	502
TASK TITLE	COLLECT PRIMARY MATERIALS AND PRODUCT INFORMATION	TASK NO.	5022
PERFORMANCE CRITERIA	The person performing this task must be able to determine the selection of primary materials and products and collect information based on the customer needs and design style.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Senior Technician or an Architectural Interior Design Engineer. The tools and equipment to be used include: notebook, pen/pencil, computer, printer and paper.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Know about the materials; 2. Search and organize information; 3. Perform assessment and screening; 4. Perform sample management; 5. Visit exhibition halls and exhibitions; 6. Acquire the knowledge of prices and supply channels; 7. Cooperate with suppliers.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Select materials according to the customer needs and room functions; 1.2 Select materials according to the project budget; 1.1 Select materials according to new technologies and processes in the present. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Satisfaction of customer needs; 2.2 Relevant functional and technical requirements. 3.0 Theories The person performing this task must be able to explain the following; 3.1 Relevant departmental requirements and design specifications. 4.0 Essential Skills 4.1 Teamwork skills; 4.2 Communication skills; 4.3 Computer application skills.	
DESCRIPTION OF THE END PRODUCT / SERVICE		The primary materials and product information are collected according to the relevant departmental requirements and design specifications.	
CIRCUMSTANTIAL KNOWLEDGE		Detailed knowledge about: 1. Basic knowledge of interior design materials; 2. Collection and collation of materials.	

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PREPARE SCHEME DESIGN	DUTY NO.	502
TASK TITLE	DESIGN COORDINATION	TASK NO.	5023
PERFORMANCE CRITERIA	The person performing this task must be able to assist in the coordination of related disciplines with design is acquired.		
RANGE STATEMENT	The task can be performed on site and in offices under the supervision of a Senior Technician or an Architectural Interior Design Engineer. The tools and equipment to be used include: notebook, pen/pencil, computer, printer and paper.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Understand architectural design; 2. Understand design documents; 3. Coordinate different disciplines; 4. Consult specifications and standards; 5. Develop a coordination plan; 6. Record and report; 7. Review and validate design documents; 8. Answer questions and provide support.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Coordinate various design stages of interior design; 1.2 Coordinate design and construction; 1.3 Coordinate various stages of construction; 1.4 Coordinate interior design with other disciplines such as architecture, structure, electrical engineering and equipment (heating, air conditioning, and water supply and drainage); 1.5 Communicate with the owner. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles of interior design; 2.2 Principles of interior construction technologies. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Relevant departmental requirements and design specifications; 3.2 Interior construction procedures; 3.3 Division of labor in interior design and other disciplines such as architecture, structure, electrical engineering and equipment. 4.0 Essential Skills 4.1 Teamwork skills; 4.2 Communication skills.	

DESCRIPTION OF THE END PRODUCT / SERVICE	Design coordination is carried out as per specifications.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Interior design and construction procedures; 2. Teamwork and communication skills.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PREPARE SCHEME DESIGN	DUTY NO.	502
TASK TITLE	PREPARE SCHEME EFFECT DIAGRAMS	TASK NO.	5024
PERFORMANCE CRITERIA	The person performing this task must be able to produce scheme effect diagrams.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Senior Technician or an Architectural Interior Design Engineer. The tools and equipment to be used include: notebook, pen/pencil, computer, printer and paper.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Master design software; 2. Understand the design requirements; 3. Measure and draw; 4. Conduct spatial arrangements; 5. Perform modeling and rendering; 6. Select colors and materials; 7. Produce effect diagrams; 8. Print and process; 9. Communicate and coordinate with designers.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Understand the design drawings and design intent; 1.2 Choose the appropriate method and software to express the design effect. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Satisfaction of customer needs; 2.2 Satisfaction of the design intent; 2.3 Basic interior design principles. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Basic interior design procedures; 3.2 Operation methods of basic effect diagram software. 4.0 Essential Skills 4.1 Teamwork skills; 4.2 Communication skills; 4.3 Computing application skills.	
DESCRIPTION OF THE END PRODUCT / SERVICE		The scheme effect diagrams are prepared based on the customer needs and design intent.	
CIRCUMSTANTIAL KNOWLEDGE		Detailed knowledge about: 1. Principles of interior design; 2. Computer operation.	

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PREPARE SCHEME DESIGN	DUTY NO.	502
TASK TITLE	PREPARE DESIGN RESULT TEXT	TASK NO.	5025
PERFORMANCE CRITERIA	The person performing this task must be able to prepare the design result text.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Senior Technician or an Architectural Interior Design Engineer. The tools and equipment to be used include: notebook, pen/pencil, computer, printer and paper.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Understand the design requirements; 2. Prepare the design drawings; 3. Perform material selection; 4. Develop color schemes; 5. Purchase furniture and accessories on selection; 6. Prepare construction drawings; 7. Prepare the contract text; 8. Communicate and coordinate with the customer.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Read design drawings; 1.2 Communicate with the designer to understand the design intent; 1.3 Prepare the design result text. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Satisfaction of customer needs; 2.2 Satisfaction of the design intent; 2.3 Basic interior design principles. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Basic interior design procedures; 3.2 Operation methods of basic electronic document software. 4.0 Essential Skills 4.1 Teamwork skills; 4.2 Communication skills; 4.3 Computer application skills.	
DESCRIPTION OF THE END PRODUCT / SERVICE:		The design result text is prepared according to the designer's design intent and the other technical requirements.	
CIRCUMSTANTIAL KNOWLEDGE		Detailed knowledge about: 1. Principles of interior design; 2. Operation of computer-related software.	

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PREPARE DETAILED DESIGN	DUTY NO.	503
TASK TITLE	PREPARE DETAILED DESIGN OF INTERFACE MODELING	TASK NO.	5031
PERFORMANCE CRITERIA	The person performing this task must be able to organize and optimize the functional layout and circulation relationship of the project's floor plan according to the design intent and relevant technical requirements, and complete the detailed design of interfaces.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Senior Technician or an Architectural Interior Designer. The equipment, tools and materials to be used include: notebook, pen/pencil, computer and printer.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Analyse and position the scheme design results; 2. Select an appropriate color scheme; 3. Select appropriate materials; 4. Design detailed floor plans, elevations and spatial effect diagrams of the project by means of computer or hand drawing; 5. Organize and optimize the functional layout and circulation relationship of the project's floor plan; 6. Perform detailed design according to the decoration structures and material process characteristics.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Master and apply the ergonomic knowledge of ergonomic scale relations between humans and furniture and interior spaces; 1.2 Complete the detailed design of the interface using computer-aided design and hand-drawn effect diagrams. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Overall design requirements; 2.2 Indoor functional requirements; 2.3 Aesthetic requirements for interior spaces; 2.4 Basic interior design principles. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Ergonomic scale relations between humans and furniture and interior spaces; 3.2 Presentation methods of computer-aided design and hand-drawn effect diagrams. 4.0 Essential Skills 4.1 Architectural interior drawing ability; 4.2 Teamwork skills;	

	4.3 Communication skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The functional layout and circulation relationship of the project's floor plan can be optimized, and the detailed design of interfaces can be completed.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Theoretical knowledge of architectural interior design; 2. Theoretical knowledge of ergonomics; 3. Architectural interior drawing skills.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PREPARE DETAILED DESIGN	DUTY NO.	503
TASK TITLE	PREPARE DETAILED DESIGN USING DIFFERENT MATERIALS	TASK NO.	5032
PERFORMANCE CRITERIA	The person performing this task must be able to complete the detailed design of the material process according to the design intent and relevant technical requirements.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Senior Technician or an Architectural Interior Designer. The equipment, tools and materials to be used include: notebook, pen/pencil, computer and printer.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Research and purchase materials on selection; 2. Make material samples; 3. Match materials; 4. Handle material details; 5. Coordinate the materials with other design disciplines; 6. Perform acceptance inspection and supervision over the materials.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Master the data parameters of decorative materials and the structure construction process; 1.2 Perform detailed design of the materials based on the circumstantial knowledge of decorative styles and genres. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Overall design requirements; 2.2 Indoor functional requirements; 2.3 Reasonable technical requirements; 2.4 Good economic effect; 2.5 Aesthetic requirements for interior spaces. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Data parameters of decorative materials; 3.2 Construction process of the decorative material construction. 4.0 Essential skills 4.1 Data collection skills; 4.2 Theoretical knowledge of decorative materials and the ability to apply them in design; 4.3 Architectural interior drawing ability;	

	4.4 Teamwork skills; 4.5 Communication skills.
DESCRIPTION OF THE END PRODUCT / SERVICE:	The detailed design is completed using different materials and process technologies according to the decorative style and related technical requirements.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Architectural interior decoration materials and processes; 2. Decorative styles and genres.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PREPARE DETAILED DESIGN	DUTY NO.	503
TASK TITLE	PREPARE DETAILED DESIGN OF INTERIOR FURNISHINGS	TASK NO.	5033
PERFORMANCE CRITERIA	The person performing this task must be able to organize the detailed color and furnishing art designs according to the interior design style and relevant technical requirements.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Senior Technician or an Architectural Interior Designer. The equipment, tools and materials to be used include: notebook, pen/pencil, computer and printer.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Conduct interior space planning and layout design; 2. Purchase furniture and decorations on selection; 3. Purchase furniture and decorations on selection; 4. Match colors to the design style; 5. Design the lighting according to the requirements; 6. Place and arrange furnishings; 7. Produce effect diagrams; 8. Conduct sustainable designs.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Apply the technical terms and data of interior colors; 1.2 Master and apply new trends in the art and development of interior furnishings; 1.3 Acquire information on the channels of furnishing products. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Overall design requirements; 2.2 Requirements for interior furnishing styles; 2.3 Reasonable technical requirements; 2.4 Good economic effect; 2.5. Aesthetic requirements for interior spaces. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Design principles of furnishing art; 3.2 Design color principles. 4.0 Essential skills 4.1 Architectural interior drawing ability; 4.2 Ability to collect materials and information; 4.3 Aesthetic ability in furnishing art design; 4.4 Teamwork skills; 4.5 Communication skills.	

DESCRIPTION OF THE END PRODUCT / SERVICE	Detailed design of Interior furnishing and color effect is prepared according to the interior design style and relevant technical requirements.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Matching of lighting fixtures and furnishings; 2. Expression of color and furnishing art.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PREPARE DETAILED DESIGN	DUTY NO.	503
TASK TITLE	PREPARE COORDINATION OF RELATED DISCIPLINES FOR INTERIOR DESIGN	TASK NO.	5034
PERFORMANCE CRITERIA	The person performing this task must be able to coordinate the design of HVAC, drainage, fire protection, and other professional basic points based on the overall design and technical requirements.		
RANGE STATEMENT	The task can be performed in offices under the supervision of an Architectural Interior Designer. The equipment, tools and materials to be used include: notebook, pen/pencil, computer and printer.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Coordinate the design of HVAC, water supply and drainage, fire protection, and other professional basic points; 2. Define coordination milestones for the detailed design of each discipline; 3. Coordinate the data of relevant products and equipment; 4. Coordinate with the design requirements of multimedia and intelligent systems for detailed design.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Master the design specifications for building equipment (water supply and drainage, electrical engineering, HVAC, and smart system); 1.2 Master the design specifications for building environment (thermal, acoustic, daylighting, and lighting); 1.3 Coordinate the design of HVAC, drainage, fire protection, and other professional basic points; 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Overall design requirements; 2.2 Interior design process; 2.3 Reasonable technical requirements; 2.4 Good economic effect. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Theoretical knowledge of building equipment engineering; 3.2 Theoretical knowledge of building environment engineering.	

	4.0 Essential skills 4.1 Architectural interior drawing reading skills; 4.2 Teamwork skills; 4.3 Communication skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The coordination of building equipment and building intelligence with other relevant disciplines such as multimedia and fire protection is carried out according to the design requirements and technical requirements.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Fire code requirements.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PREPARE DETAILED DESIGN	DUTY NO.	503
TASK TITLE	SUMMARY OF DETAILED DESIGN RESULTS	TASK NO.	5035
PERFORMANCE CRITERIA	The person performing this task must be able to compile all the required materials for the summary of scheme design results, prepare the report text for the scheme design results, and perform typesetting as per the requirements.		
RANGE STATEMENT	The task can be performed in offices under the supervision of an Architectural Interior Designer. The equipment, tools and materials to be used include: notebook, pen/pencil, computer and printer.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Be familiar with CAD software; 2. Typeset with BIM technology; 3. Draw the architectural plan; 4. Produce detail drawings; 5. Adjust the design scheme; 6. Summarize the design results; 7. Perform document arrangement and backup.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Use computer image editing and typesetting software; 1.2 Conduct business communication; 1.3 Master customer needs, and have knowledge of the project's related industry. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Key points in the preparation of design drawings; 2.2 Content of detailed design results. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Coordination requirements for detailed design between relevant disciplines; 3.2 Summarization methods of relevant disciplines for detailed design drawings. 4.0 Essential skills 4.1 Business communication skills; 4.2 Typesetting skills; 4.3 Teamwork skills;	

	4.4 Communication skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The compilation of detailed design results is accomplished and sorted out based on the requirements of relevant disciplines.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Interior design process management methods; 2. Basic business communication methods; 3. Basic knowledge of the relevant disciplines.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	FINALIZE DRAWING DESIGN	DUTY NO.	504
TASK TITLE	CARRYOUT DESIGN ANALYSIS AND SPECIFICATION ALIGNMENT	TASK NO.	5041
PERFORMANCE CRITERIA	The person performing this task must be able to collect, import, edit and archive relevant materials according to the detailed design scheme, and finally complete the collection and alignment of construction drawing design specifications.		
RANGE STATEMENT	The task can be performed in offices under the supervision of the Project Leader or an Architectural Interior Designer. The equipment, tools and materials to be used include: notebook, pen/pencil, computer, printer and paper.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Be familiar with the relevant design specifications; 2. Design and analyse; 3. Proofread the design documents; 4. Propose design changes; 5. Understanding technology trends; 6. Coordinate with the relevant disciplines; 7. Write design analysis reports.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Set the design cycle of the construction project; 1.2 Grasp the intent of the detailed design scheme for the construction project; 1.3 Meet the requirements of construction-related investment and approval departments; 1.4 Comply with the funding arrangements for the construction project; 1.5 Complete the collection and alignment of the design specifications for construction drawings. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Design principles of architectural interior construction drawings; 2.2 Production standards for architectural interior construction drawings; 2.3 Principles for the preparation of special design of construction drawings. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Design requirements for construction drawings of different types of work in architectural interior; 3.2 General requirements for architectural interior construction drawings;	

	3.3 Calculation methods for relevant special designs. 4.0 Essential skills 4.1 Teamwork skills; 4.2 Competence in special design of construction drawings; 4.3 Communication skills; 4.4 Computer application skills; 4.5 Adaptability; 4.6 Time management.
DESCRIPTION OF THE END PRODUCT / SERVICE	Design analysis and specification alignment is carried out according to standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Knowledge of architectural surveying and mapping; 2. Interior finishing materials and construction processes.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	FINALIZE CONSTRUCTION DRAWING DESIGN	DUTY NO.	504
TASK TITLE	PRODUCECONSTRUCTION DRAWINGS	TASK NO.	5042
PERFORMANCE CRITERIA	The person performing this task must be able to produce the detailed design drawings of architectural interior design construction drawings of construction projects according to the relevant design requirements and technical requirements.		
RANGE STATEMENT	The task can be performed in offices under the supervision of the Project Leader. The equipment, tools and materials to be used include: notebook, pen/pencil, computer, printer and paper.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Recheck the structure, dimensions, construction conditions and other information based on the on-the-spot survey of the existing building, and formulate a design specification document; 2. Develop the design specification document based on the architectural structure of the new project and other related professional information; 3. Draw floor plans, elevations, ceiling plans, flooring plans, sections, etc. for all spaces; 4. Draw general joint drawings; 5. Provide coordination conditions for interior parts manufacturers and produce coordination drawings.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Set the design cycle of the construction project; 1.2 Determine the content of the special design according to the project characteristics and approval requirements; 1.3 Complete the production of construction drawings. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Key points of design of architectural interior construction drawings; 2.2 Production standards for architectural interior construction drawings. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Design content of architectural interior construction drawings; 3.2 General requirements for architectural interior construction drawings. 4.0 Essential skills 4.1 Teamwork skills;	

	4.2 Competence in special design of construction drawings; 4.3 Communication skills; 4.4 Computer application skills; 4.5 Adaptability; 4.6 Time management.
DESCRIPTION OF THE END PRODUCT / SERVICE	The production of construction drawings related to architectural interior design for the construction project is accomplished in accordance with project requirements.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Knowledge of architectural structures; 2. Analytical methods for interior space functions; 3. General rules and points of architectural interior design; 4. Reading and drawing of architectural interior constructions; 5. Preparation of architectural interior construction drawings.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	FINALIZE DRAWING DESIGN	DUTY NO.	504
TASK TITLE	PREPARE CONSTRUCTION PROCESS INSTRUCTIONS AND CONSTRUCTION DRAWINGS	TASK NO.	5043
PERFORMANCE CRITERIA	A complete set of construction drawings and construction process instructions is compiled, and standard node construction process guidelines and special process construction procedures are developed in accordance with project requirements and relevant technical requirements.		
RANGE STATEMENT	The task can be performed in offices under the supervision of the Project Leader. The equipment, tools and materials to be used include: notebook, pen/pencil, computer, printer and paper.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Read drawings; 2. Understand the construction processes and procedures of architectural interior design; 3. Compile construction drawings; 4. Coordinate design and construction; 5. Check the construction quality; 6. Organize the construction quality; 7. Follow the construction schedule.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Rank the construction drawing subitems; 1.2 Determine the content of construction drawing submissions; 1.3 Determine the steps for submission of construction drawings; 1.4 Determining the submission cycle for construction drawings; 1.5 Determine the content of the review of construction drawings. 2.0. Principle The person performing this task must be able to explain the following principles: 2.1 Principles of collating interior construction drawing brochures; 2.2 Principles of reviewing interior construction drawing brochures; 2.3 Principles of submitting interior construction drawing brochures. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Construction process flow; 3.2 Construction structure theories;	

	3.3 Standard practices and specifications for construction processes; 3.4 Funding arrangements for the construction project. 4.0 Essential skills 4.1 Teamwork skills; 4.2 Competence in special design of construction drawings; 4.3 Communication skills; 4.4 Computer application skills; 4.5 Adaptability; 4.6 Time management.
DESCRIPTION OF THE END PRODUCT / SERVICE	The preparation of construction process instructions and construction drawings for the interior construction of the construction project is done in accordance with project requirements.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Knowledge of interior finishing materials and construction processes; 2. Basic knowledge of building equipment (water supply and drainage, electrical engineering, HVAC, and intelligent system); 3. Mandatory standards for engineering construction.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	COMPILE PROJECT LIST	DUTY NO.	505
TASK TITLE	PREPARE LIST OF BUDGETARY ESTIMATES	TASK NO.	5051
PERFORMANCE CRITERIA	The person performing this task must be able to complete the preparation of the list of budgetary estimates during the scheme design and detailed design phases based on the approved standards and guidelines by the competent authority.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Senior Technician. The tools and equipment to be used include: computer, office software, stationery, standards and guidelines, and project documents.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Know well about construction processes and procedures; 2. Perform process planning; 3. Compile construction drawings; 4. Coordinate design and construction; 5. Check the construction quality; 6. Collate construction materials; 7. Follow the construction schedule.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Explain the specific content of the project; 1.2 Perform unit price analysis; 1.3 Record and calculate values; 1.4 Prepare the list of budgetary estimates. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Relevant standards for the composition of the list of budgetary estimates; 2.2 Accuracy principle; 2.3 Economic principle. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Relevant standards and guidelines for interior design of buildings; 3.2 Construction methods for indoor construction. 4.0 Essential skills 4.1 Teamwork skills; 4.2 Communication skills; 4.3 Computer skills; 4.4 Analysis skills; 4.5 Creativity;	

	4.6 Adaptability; 4.7 Time management. 5.0 Math Skills 5.1 Numerical calculation skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The list of budgetary estimates is prepared in accordance with the standards and guidelines approved by the competent authority.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Reading of project drawings and materials; 2. Basic knowledge of the list of budgetary estimates.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	COMPILE PROJECT LIST	DUTY NO.	505
TASK TITLE	PREPARE THE PROJECT COST LIST	TASK NO.	5052
PERFORMANCE CRITERIA	The person performing this task must be able to prepare the project cost list in accordance with the standards and guidelines approved by the competent authority.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Senior Technician. The tools and equipment to be used include: computer, office software, office stationery, standards and guidelines, and project documents.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Know about interior design and be familiar with engineering projects; 2. Analyse the work requirements according to the project requirements; 3. Consult and obtain market conditions; 4. Prepare the list based on the project requirements and market conditions; 5. Estimate the cost based on the quantities in the list; 6. Consult the list and cost prepared; 7. Summarize and report.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Prepare project specifications; 1.2 Determine/acquire cost rates; 1.3 Calculate the list quantity of architectural interior design projects; 1.4 Calculate the total cost. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles of quantity surveying; 2.2 Principles of list quantity calculation; 2.3 Relevant standards and guidelines for the list. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Theories of quantity surveying for indoor construction; 3.2 Construction theory for interior construction. 4.0 Essential skills 4.1 Teamwork skills; 4.2 Communication skills; 4.3 Computer skills; 4.4 Analysis skills; 4.5 Creativity; 4.6 Adaptability;	

	4.7 Time management. 5.0 Math Skills 5.1 Numerical calculation skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The project cost list is prepared in accordance with the standards and guidelines approved by the competent authority.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Reading of project drawings and materials; 2. Basic knowledge of the cost list.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PROVIDE SERVICE IN THE CONSTRUCTION PROCESS	DUTY NO.	506
TASK TITLE	DESIGN DISCLOSURE	TASK NO.	5061
PERFORMANCE CRITERIA	The person performing this task must complete design disclosure in accordance with project requirements.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Registered Architectural Interior Design Technician. The equipment, tools and materials to be used include: computer, printer, paper, measuring tape, notebook, clipboard, pen/pencil, camera, etc.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Identify relevant specifications and standards for architectural and interior design; 2. Read the design documents and design specifications carefully; 3. Provide a detailed analysis of the design object; 4. Develop the design scheme based on design requirements and analysis results; 5. Select appropriate building materials based on the design scheme and budget requirements; 6. Produce design drawings using computer-aided software; 7. Prepare detailed design specifications; 8. Supervise the construction process; 9. Explain the design scheme description in detail and complete the disclosure.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Explain the design intent of the drawings and the content of the disclosure; 1.2 Explain the key steps of the project; 1.3 Explain the technical requirements and construction process of new materials. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Principles of design disclosure of construction drawings and architectural decorations. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Content of disclosure of architectural construction drawings; 3.2 Atlas of design specifications and standards for construction drawings. 4.0 Essential skills 4.1 Computer drawing skills; 4.2 Autonomic learning and research skills; 4.3 Teamwork skills; 4.4 Communication and coordination skills; 4.5 Report writing skills.	
DESCRIPTION OF THE END PRODUCT / SERVICE		The design disclosure is carried out in accordance with project requirements.	

CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Content of architectural decoration design; 2. Process flow and content of design disclosure.
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OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PROVIDE SERVICE IN THE CONSTRUCTION PROCESS	DUTY NO.	506
TASK TITLE	PREPARE PRIMARY MATERIALS AND PRODUCTS	TASK NO.	5062
PERFORMANCE CRITERIA	The person performing this task must be able to confirm primary materials and products in accordance with project requirements.		
RANGE STATEMENT	The task can be performed in offices or at construction sites under the supervision of a Registered Architectural Interior Design Technician. The equipment, tools and materials to be used include: computer, printer, paper, measuring tape, notebook, clipboard, pen/pencil, camera, etc.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 2. Identify architectural interior materials and products in the market; 3. Select materials and products according to the design scheme and customer needs; 4. Perform comparative analysis of materials and products; 5. Purchase materials and product samples; 6. Confirm material and product specifications; 7. Control material and product costs; 8. File records of materials and products.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Identify suppliers, manufacturers and appointed agents; 1.2 Coordinate meetings between the customer, supplier and design team; 1.3 Recommend the appropriate technology for the construction project. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles of quotation of primary materials and products; 2.2 Principles of project budgeting. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Theories of finishing and construction materials; 3.2 Theories of decoration and construction techniques; 3.3 Theories of procurement and rear supply; 3.4 Technical requirements for traditional and modern decoration construction. 4.0 Essential skills 4.1 Computer drawing skills; 4.2 Autonomic learning and research skills;	

	4.3 Teamwork skills; 4.4 Communication and coordination skills; 4.5 Organizing ability; 4.6 Keen insight into details.
DESCRIPTION OF THE END PRODUCT / SERVICE	The primary materials and products required for the project are prepared in accordance with project requirements.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Specific environmental and social impacts of the project; 2. Regulations and detailed rules of the local government; 3. Occupational safety and health.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PROVIDE SERVICE IN THE CONSTRUCTION PROCESS	DUTY NO.	506
TASK TITLE	PREPARE SITE DETAILED DESIGN	TASK NO.	5063
PERFORMANCE CRITERIA	The person performing this task must be able to perform site detailed design in accordance with project requirements.		
RANGE STATEMENT	The task can be performed at construction sites under the supervision of a Registered Architectural Interior Design Technician. The equipment, tools and materials to be used include: computer, printer, paper, measuring tape, notebook, clipboard, pen/pencil, camera, etc.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Measure all dimensions of the site and review the drawings according to the site conditions; 2. Coordinate the detailed design tasks under the subcontracts of assigned professions and ensure that such design tasks do not conflict with each other; 3. Submit the detailed design drawings to the owner or the design department for approval, and issue and manage the approved detailed design drawings according to requirements; 4. Attend regular on-site project meetings and actively cooperate in solving various design-related problems arising on site to ensure the normal construction progress; 5. Cooperate with the construction parties in completing the review of the as-built drawings and assist in collating and filing the technical data upon the successful completion of the project.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Understand the requirements of related investment and approval departments; 1.2 Master the funding arrangements for the construction project; 1.3 Complete site detailed design according to the site conditions. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles of detailed design for architectural decoration; 2.2 Production standards for construction drawings of architectural decoration. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Theories of finishing and construction materials; 3.2 Technical requirements for decoration and construction; 3.3 Theories of site detailed design. 4.0 Essential skills 4.1 Computer drawing skills; 4.2 Autonomic learning and research skills; 4.3 Teamwork skills; 4.4 Communication and coordination skills;	

	4.5 Organizing ability; 4.6 Keen insight into details.
DESCRIPTION OF THE END PRODUCT / SERVICE:	Site detailed design drawings are produced in accordance with project requirements.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Specific environmental and social impacts of the project; 2. Regulations and detailed rules of the local government; 3. Occupational safety and health.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PROVIDE SERVICE IN THE CONSTRUCTION PROCESS	DUTY NO.	506
TASK TITLE	PREPARE DESIGN CHANGES	TASK NO.	5064
PERFORMANCE CRITERIA	The person performing this task must be able to prepare design changes in accordance with project requirements.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Registered Architectural Interior Design Technician. The equipment, tools and materials to be used include: computer, printer, paper, measuring tape, notebook, clipboard, pen/pencil, camera, etc.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Collect the written applications of the unit proposing design changes and relevant supporting materials; 2. Coordinate and communicate about the scope and content of design changes and review site conditions; 3. Issue design change drawings. 4. Submit the design change drawings to the owner or the design department for approval, and issue and manage the approved design change drawings according to requirements; 5. Attend regular on-site project meetings and actively cooperate in solving various design-related problems arising on site to ensure the normal construction progress; 6. Cooperate with the construction parties in completing the review of the as-built drawings and assist in collating and filing the technical data upon the successful completion of the project.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Understand the requirements of related investment and approval departments; 1.2 Master the funding arrangements for the construction project; 1.3 Prepare design changes according to the scope of changes. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles of preparing design change drawings. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Standards and general requirements for the preparation of design changes; 3.2 Content and scope of design changes. 4.0 Essential skills 4.1 Computer drawing skills; 4.2 Autonomic learning and research skills; 4.3 Teamwork skills; 4.4 Communication and coordination skills; 4.5 Organizing ability; 4.6 Keen insight into details.	
DESCRIPTION OF THE END PRODUCT / SERVICE		The design change drawings are produced in accordance with project requirements.	

CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Specific environmental and social impacts of the project; 2. Regulations and detailed rules of the local government; 3. Occupational safety and health.
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OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PROVIDE SERVICE IN THE CONSTRUCTION PROCESS	DUTY NO.	506
TASK TITLE	INSTALL INTERIOR FURNISHINGS	TASK NO.	5065
PERFORMANCE CRITERIA	The person performing this task must be able to arrange and install interior furnishings in accordance with project requirements.		
RANGE STATEMENT	The task can be performed at construction sites under the supervision of a Registered Architectural Interior Design Technician. The equipment, tools and materials to be used include: computer, printer, paper, measuring tape, notebook, clipboard, pen/pencil, camera, etc.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select and purchase furnishing items; 2. Perform spatial and plane layout; 3. Process the basic design; 4. Assemble and install furniture; 5. Install lighting fixtures and decorations; 6. Process and paint the walls; 7. Perform floor processing and covering; 8. Perform power distribution and electrical installations; 9. Install air conditioning and ventilation systems.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Select interior decorations; 1.2 Choose the way to furnish interior decorations. 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Aesthetics of the interior furnishing arrangement; 2.2 Rationality of the interior furnishing arrangement. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Development, style, classification, size, structure, selection and arrangement of indoor furniture; 3.2 Selection and arrangement of interior decorations; 3.3 Indoor greening furnishing. 4.0 Essential skills 4.1 Computer drawing skills; 4.2 Autonomic learning and research skills; 4.3 Teamwork skills; 4.4 Communication and coordination skills; 4.5 Organizing ability;	

	4.6 Keen insight into details.
DESCRIPTION OF THE END PRODUCT / SERVICE	Interior furnishings are installed in accordance with project requirements.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Specific environmental and social impacts of the project; 2. Regulations and detailed rules of the local government; 3. Occupational safety and health.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PROVIDED SERVICE IN THE CONSTRUCTION PROCESS	DUTY NO.	506
TASK TITLE	CARRYOUR FINAL INSPECTION OF INTERIOR CONSTRUCTION	TASK NO.	5066
PERFORMANCE CRITERIA	The person performing this task must be able to assist in the final inspection of the construction project in accordance with the contract.		
RANGE STATEMENT	The person performing this task shall complete it at construction sites and in offices independently. The equipment, tools and materials to be used include: notebook, pen, computer, printer, telephone, camera, etc.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Select the appropriate tools, equipment and safety devices for the task; 2. Review the list of issues in the construction project; 3. Obtain the as-built drawings of the project; 4. Participate in the final on-site inspection; 5. Supervise the compliance of the construction project with the Environmental Management Plan (EMP); 6. Prepare the defect repair certificate and have it signed by the architect and the contractor; 7. Assist in reviewing the contractor's final claim and submit it to the estimator for appraisal; 8. Assist in reviewing the final estimate report submitted to the user/customer by the quantity surveyor; 9. Obtain operation manuals and warranties from the specialist contractor for reference; 10. Obtain material and equipment performance warranties from experts.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Join the completion acceptance team of the construction project; 1.2 Determine the as-built drawings required by the prime contractor; 1.3 Assist in assessing the compliance with environmental management; 1.4 Supervise the Construction Environmental Management Plan (EMP). 2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Degree of project completion; 2.2 Compliance with environmental management; 2.3 Principles of construction inspection. 3.0 Theories The person performing this task must be able to explain the following: 3.1 The basis for document editing and classification of documents; 3.2 Construction management methods; 3.3 Theories related to the construction contract law. 4.0 Essential skills 4.1 Coordination skills; 4.2 Computer skills;	

	4.3 Report writing skills; 4.4 Teamwork skills; 4.5 Communication skills; 4.6 Adaptability; 4.7 Time management; 4.8 Visual inspection skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Final inspection of the construction project under the contract is carried out as per requirements and contract.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Regulations and detailed rules governing on-site construction; 2. Occupational health and safety; 3. Scope of duties.

OCCUPATION	ARCHITECTURAL INTERIOR DESIGN TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PREPARE PROJECT SUMMARY	DUTY NO.	507
TASK TITLE	COLLATE MATERIALS IN THE PROJECT PROCESS	TASK NO.	5071
PERFORMANCE CRITERIA	The person performing this task must be able to collect and collate materials in the project process according to the requirements of the competent authority.		
RANGE STATEMENT	The task can be performed in offices under the supervision of a Registered Architectural Interior Design Technician. The tools and equipment to be used include: The equipment, tools and materials to be used include: computer, office software, office stationery and project documents.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Coordinate material collection and collation with relevant personnel; 2. Collate and archive documents; 3. Edit and integrate the documents; 4. Prepare and present reports; 5. Analyse and count the data collected; 6. Produce technical drawings and diagrams; 7. Communicate and coordinate on the project; 8. Manage and share knowledge.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Prepare engineering ledgers; 1.2 Classify and sort out materials. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Normative principle of materials; 2.2 Rationality of classification. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Material collation methods; 3.2 Filing methods. 4.0 Essential skills 4.1 Teamwork skills; 4.2 Communication skills; 4.3 Computer skills; 4.4 Analysis skills; 4.5 Creativity; 4.6 Adaptability; 4.7 Time management.	
DESCRIPTION OF THE END PRODUCT / SERVICE		The collation of materials in the project process is done according to the requirements of the competent authority.	

CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Data standards; 2. Scope of duties.
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**APPENDIX: DACUM CHARTS FOR ARCHITECTURAL INTERIOR DESIGN
TECHNICIAN - NTA LEVEL 5**

DUTIES	TASKS	ENABLERS
1.0 Collation of project material	1.1 Project material collection and arrangement.	General skills and knowledge • Usage of measuring tools • Interior design drawing reading skills • Interior design drawing skills • Information collection and classification skills • Teamwork skills • Communication skills • Computer skills Tools and equipment • notebook, pencil/pen, calculator • Computer, printer, camera, projector • Personal protective equipment (PPE) • Measuring tools (measuring tape, distance measuring instrument, etc.) Materials • Paper for drawing and printing Requirements for employees • Teamwork spirit, integrity, time management and commitment
	1.2 Participation in project matchmaking and negotiations.	
2.0 Scheme design	2.1 Participation in drawing plane scheme diagrams.	General skills and knowledge • Analytical methods for interior space functions • Knowledge of the scale of humans, furniture and interior spaces • Primary materials and products of interior decorations and their environmental indicators • Basic knowledge of air conditioning, heating and ventilation, water supply and drainage, as well as knowledge of firefighting systems • Computer skills • Teamwork skills • Communication skills • Project-related business knowledge
	2.2 Collection of primary materials and product information.	
	2.3 Assistance in coordinating related disciplines with design.	
	2.4 Production of scheme effect diagrams.	
	2.5 Assistance in preparing the design result text.	

DUTIES	TASKS	ENABLERS
		Tools and equipment • notebook, pencil/pen, calculator • computer and printer Materials • Paper for drawing and printing Requirements for employees • Teamwork spirit, integrity, time management and commitment
3.0 Detailed design	3.1 Detailed design of interface modeling.	General skills and knowledge • Communication skills • Analytical methods for interior space functions • Relevant architectural design specifications • Computer-aided design and hand-drawing techniques • Decorative material technology • Furnishing art design Tools and equipment • notebook, pen/pencil, computer, printer, binding machine and seal Materials • Paper and ink cartridge Requirements for employees • Teamwork spirit, integrity, time management, commitment, occupational ethics and adaptability
	3.2 Detailed design of materials.	
	3.3 Detailed design of interior furnishings.	
	3.4 Participation in coordination of project-related disciplines.	
	3.5 Summary of detailed design results.	
4.0	4.1 Detailed design analysis and specification alignment.	General skills and knowledge • Knowledge of laws and regulations related to architectural decoration • Computer-aided design software application skills • Underpinning knowledge of interior design • Underpinning knowledge of construction • Ability to collaborate related construction drawings
	4.2 Production of construction drawings.	
	4.3 Prepare construction process instructions and compile construction drawings.	

DUTIES	TASKS	ENABLERS
		Tools and equipment • notebook, pen/pencil, computer, printer, seal and binding machine Materials • Paper and ink cartridge Requirements for employees • Teamwork spirit, integrity, time management, commitment, occupational ethics and adaptability
5.0 Compilation of project list	5.1 Participation in the preparation of the list of budgetary estimates.	General skills and knowledge • Communication skills • List preparation skills • Knowledge of architectural interior construction • Technical drawing interpretation skills • Unit price analysis ability Tools and equipment • Office furniture • Computer • Office software • Office stationery • Printer Materials • Ink cartridge and paper Requirements for employees • Teamwork spirit, integrity, time management, commitment, occupational ethics and adaptability
	5.2 Participation in the preparation of the project cost list.	
6.0 Service provided in the construction process	6.1 Participation in design disclosure.	General skills and knowledge • Drawing reading skills • Departmental coordination ability • Ability to assist • Ability to arrange funding Tools and equipment • computer, printer, paper, measuring tape, notebook, clipboard, pen/pencil, camera, etc.
	6.2 Confirmation of primary materials and products.	
	6.3 Assistance in site detailed design.	
	6.4 Preparation of design changes.	
	6.5 Layout and installation of interior furnishings.	

DUTIES	TASKS	ENABLERS
	6.6 Assistance in project acceptance.	Requirements for employees • Teamwork spirit, integrity, time management, commitment, occupational ethics and adaptability
7.0 Project summary	7.1 Collation of materials in the project process.	General skills and knowledge • Communication skills • Teamwork skills • Ability to prepare reports Tools and equipment • Office furniture, computer, office software, office stationery, printer • Standards and guidelines, and project documents Materials • Ink cartridge and paper Requirements for employees • Teamwork spirit, integrity, time management, commitment, occupational ethics and adaptability
	7.2 Project summary.	