Student Handbook
2019/2020

confetti

institute of creative technologies

Welcome and Introduction

Hello everyone, welcome to Confetti Institute of Creative Technologies.

Congratulations on securing your place at this unique place of learning.

We're a specialist creative technology institute and our Creative Quarter campus is home to the very best technology, studios and equipment, industry-connected tutors and over 1600 passionate and committed students.

Our links with the creative industries and education will give you the best possible chance to start your career. Whether you want to be a performer, games designer, sound engineer, VFX artist, graphic designer, TV producer, film maker or events technician we offer courses designed to prepare your for work in the creative technologies industry.

You have some great things to look forward to this year and we are really excited about helping you reach your potential.

Our Confetti four rules are essential in your journey to employment and we expect you to take them as seriously as we do:

- Be Here
- On Time
- Stay on Track
- Be Professional

We aim to ensure you have the best possible experience while studying at Confetti and we always welcome your feedback on any aspect of what we do.

We hope you enjoy your time studying with us.

Confetti Institute of Creative Technologies

At Confetti our aim is to make sure you receive the best, the most relevant & the most inspiring creative industry education. We're all about making sure you get the best chances to 'Do It For Real' – perform it, produce it, design it, film it, stage it.

Confetti Institute of Creative Technologies (CICT) was established in 1994 to provide high quality training and education relevant to the needs of the industry and fulfilling the aspirations of students.

Confetti's College courses are run in partnership with Access Creative College – a national training provider that offers courses in seven cities across the country.

Confetti's parent organisation is Nottingham Trent University (NTU) and our Higher Education degrees are delivered at Confetti in partnership with NTU.

Confetti-ICT courses include:

LEVEL 1	LEVEL 2	LEVEL 3 *
Introduction to the Creative Industries	BTEC Level 2 in Music (Technology or Performance pathways) BTEC Level 2 in Digital Media BTEC Level 2 in Games	BTEC Level 3 in Audio & Music Technology BTEC Level 3 in Music Performance & Song writing BTEC Level 3 in Technical Events BTEC Level 3 in TV & Film Production BTEC Level 3 in Visual Effects & Animation BTEC Level 3 in Graphic & Digital Design BTEC Level 3 in Games Technology BTEC Level 3 in Games Art
GCSE Grade D or below	**GCSE Grade C or above**	**'A' level Equivalent**

* All Level 3 courses consist of two, one year qualifications. You must complete both to achieve the Extended Diploma

Alongside your vocational course you will study a combination of Maths, English and PPD (Personal Professional Development). These Core Skills will support you in achieving your employment goals and progression into Higher Education.

Studying At Confetti

When you enrol on a course at Confetti you also become a student of Access Creative College and are subject to all college policies.

Confetti provides courses in a unique environment with particular practices, policies and procedures additional to those at the college. These are outlined in this handbook.

Sustenance

Water
Water is available in the student cafe on the first floor. Plastic cups are also available there for you to use – please inform a member of staff if they need to be replenished. Please dispose of empty cups in the bins provided.

Food
Food and drink are available from the vending machines and hot food from the student café on Floor 1 of the DMH building. Sandwiches and hot meals are made freshly onsite, and include a wide range of tasty and healthy options at competitive prices. All food and drink must be consumed in the café and litter disposed of in the bins provided.
If you would prefer to eat out, there are also a wide range of sandwich shops nearby.

Toilets
Toilets are located in the following places:

- Ground floor Convent Street
- First floor Convent Street – in the cafe area
- Second floor Convent Street
- Ground Floor HE Centre (disabled toilet)
- HE Centre Basement
- First floor HE Centre

Safety and Security

Signing In and Out Of Confetti

You will be issued with a student card when you enrol on your course. You must wear this card on your lanyard at all time. Where there is the facility to do so, you must scan this card at reception **every time** you enter or exit the building. This is a policy requirement is also for your own safety in the event of an accident or fire. If you lose your ID card, you must go directly to reception. Please note that you may be charged for a replacement card.

Access
Confetti aims to maintain a safe and secure environment and most doors in Confetti have a card access system. Confetti staff have access to the card protected doors, as well as some students for bookable sessions on some courses. If you see anything suspicious, you should inform a member of staff as soon as you can. You must wear your Confetti student card on the provided lanyard at all times when you are onsite. You must show your card if you are asked by a member of staff. If you are not able to present your card when asked, you may be escorted off the premises.

Fire Safety
Confetti will hold regular fire drills. This is to ensure that you know what to do in the event of an emergency. Please cooperate with the drill when it happens and follow instructions from staff carefully. It is vital that you know the fire safety procedures, including what to do if you discover a fire. Your tutors will cover this with at the start of your course. Ensure you know:

- How to raise the alarm
- Where the fire exits are
- Where the assembly point is

First Aid

Should you need medical assistance, there are a number of Confetti staff members who are trained in First Aid.

If you feel unwell or have had an accident, you must inform a member of staff as soon as you can. If you are unsure who to tell, you can talk to reception or Student Services.

If you have an ongoing medical condition (for example, epilepsy, diabetes, etc.) and/or you are taking medication, you will be asked to fill out an RFA1 form. This is a strictly confidential form which will help to ensure you receive the correct medical attention should the need arise.

If you are involved in an accident, or a near miss, it is vital that you immediately report this at reception where you will be asked to fill out an incident form. This is to highlight any issues around the building as well as logging any incidents to ensure any issues are resolved quickly.

Changes to Personal Details

 If you change your address, phone number, email or any other personal details, please make sure that you inform us. Confetti staff may need to contact you about your course so it is important that we have your latest details. You will need to fill out a form to change your address on the system. This is available from Student Services.

Personal Belongings

Confetti has lockers in some areas. These lockers are accessed using a £1 coin. You may use these lockers on a temporary basis. The lockers may be opened at any time if staff suspect they are not being used correctly. They must be emptied during holiday periods to allow for cleaning, if they are not emptied, staff will do this and items will be placed in lost property.

We cannot take responsibility for any personal items damaged, lost or stolen while you are in the building, so please take care of your personal belongings and keep them with you at all times. Teaching rooms can be locked during a break, so it may be possible to leave your belongings safely during a session. Please check with your tutor if this is the case.

Data Protection / Duty of Care

At Confetti, we are proud of our industry connections, and how we are able to reflect up to date industry practices in our courses and activities. We also recognise that we have a duty of care to students and parents / guardians, being open about the potential risks, as well as the benefits to being a practising professional in the Creative Industries. The information below summarises some of the additional elements and services of our provision. If you would like to discuss any of these, please contact us for further information.

Prevent

The Counter-Terrorism and Security Act, 2015 imposes duties on Further and Higher Education Institutions. The Act requires us to have due regard to the need to prevent people from being drawn

into terrorism. This includes but is not limited to the logging of Internet and general IT usage. For further information, please see: https://www.gov.uk/government/publications/prevent-duty-guidance

Posting Images on Social Media

Confetti makes use of social media as a tool for promotion, internal marketing, awareness raising, and creating an online community for students. Facebook, Twitter, Sound cloud, Vimeo and YouTube sites are administered and run in-house, with students and external users able to view and comment on materials posted. As well as text-based posts, this may also involve uploading pictures taken of students, staff and other users engaging with activities and events as part of their learning experience.

Using Images in Marketing Material

In addition to social media, some photos or videos of events and activities are also used as part of Confetti's wider marketing and advertising campaigns. This might include, for example; course prospectuses; flyers; posters; billboards; bus advertising; web or TV broadcast of show reels and promotional videos, amongst other things. Where likenesses are used in such marketing activity, individual permissions are sought from those involved.

Four E-Safety Rules

While studying at Confetti you will have access to a wide range of IT resources. Please ensure you protect yourself and your digital footprint by following the guidelines below.

1. Log-in securely
2. Check your settings
3. Be responsible
4. Log-out

Log-in Securely:

Ensure you use or enable multi-step protection when using online email or social media.

Create different passwords for each account.

Change your passwords regularly and avoid using obvious passwords such as your date of birth, name, and names of family members or sequences of characters such as '123456'.

Be particularly cautious about using computers you don't trust when inputting log-in information or accessing personal information.

Check your settings:

Check who can view or post information to your social media profiles.

Consider your digital footprint. One of the biggest criticisms of social media timelines (Facebook / Twitter etc.) is that they can resurface old posts, profile updates, photographs and videos you may have forgotten about or may no longer wish for others (including your friends) to view. Ensure that past posts are limited.

Ensure virus software and firewalls are enabled and frequently updated to help to ensure your computer is secure from online threats.

Be responsible:

Consider how your project yourself online. Many of you will be seeking some form of employment in the near future. Your potential employers could look at your online presence on Facebook, Twitter, etc. If your profile displays inappropriate language, poor or discriminatory language or photos which could be inappropriate, this could affect your job application.

Equally, if you project a professional online presence on sites such as LinkedIn, About. Me, it could lead to exciting work opportunities.

Consider how you conduct yourself online. What you say online can be interpreted in different ways. Sometimes your intentions can be misinterpreted or could cause offence.

Be careful about which photos and videos you share on social media sites - avoid photos of your home, work, school or places you're associated with.

Avoid participating in any name-calling or anything which could be considered as cyber-bullying. Please note that this could have severe implications and in some cases could involve the police or you may be removed from your course at Confetti. If in doubt, stop typing and log-off.

Avoid meeting strangers you have met online. People aren't always who they say they are. If you choose to meet someone in person, ensure you arrange to meet in a public place and ensure you are accompanied by friends or family.

Phishing is an attempt to trick users in to entering personal information such as email addresses, passwords or bank details. Never provide these details in response to emails as the request is unlikely to be legitimate. Banks will never request log-in information via email or phone. If you are in any doubt, speak with your local branch.

On occasions you may need to input personal details. Ensure you check for a small padlock symbol in the address bar (or elsewhere in your browser window) and a web address beginning with https:// (the s stands for 'secure').

When communicating with people online, be careful not to give out personal information such as your full name, email address, phone number or home address. If criminals were to get hold of such information there's a risk they might steal your identity. This means that they could apply for products or services in your name.

The filming, recording or streaming of Confetti sessions or staff is forbidden unless you have consent from your tutor or Confetti management.

Check whether someone might be able to see you input your log-in details. Is anyone looking over your shoulder?

Log-out:
Ensure you log-out of websites / email / social media once you have finished using them. This will reduce the chance of someone else obtaining access to your accounts and potentially changing your status, profile or sending messages.
For absolute piece of mind, please log-out of the computer you are using at the end of each session. This will automatically ensure that you are logged out of any social media or online email accounts.

Please see some web links below for further information relating to online safety.

https://www.staysafeonline.org/

http://www.saferinternet.org.uk/

http://www.bbc.co.uk/webwise/topics/safety-and-privacy/

https://www.barclayslifeskills.com/

Moodle Virtual Learning Environment (VLE)

Moodle is an online, interactive learning environment that allows you to engage with learning materials in a variety of different ways, e.g. uploaded lesson resources, links to videos, quizzes, access to download assignment briefs, notice boards and forums. Using online services safely is covered during the induction period, so you should be made aware of how to professionally engage with this resource. The Moodle site is hosted by a third party provider, and requires the sharing of some personal data to set up the accounts. As part of this service, your personal details are protected by the provider's data protection policy, further information on which is available on request.

Third Party Suppliers

Some of the services we offer (e.g. monitoring sign up to enrichment events, postal and electronic mail shots) involves using third party suppliers, and requires the sharing of some basic personal data. This may also include staff or student use of Cloud services (e.g. Windows Live, Evernote, iCloud), where notes on student progress may be stored. Confetti takes steps to ensure that any personal data shared with third parties is appropriate, and that those providers have policies adhering to the principles of the Data Protection Act 1998. Further information on the policies of these third party suppliers is available on request.

18-Rated Material

As part of a structured and varied programme of learning, encompassing a wide range of industry relevant material, some 18-rated resources are occasionally used. This could take the form of extracts from films, songs, TV shows, or video games. Confetti takes steps to ensure that any age restricted material is presented in an appropriate context, with consideration of the risks to students taken into account.

Using Examples of Student Work

As part of Confetti's promotional activities, events, interview programme or inspection / audit cycle, we are required to provide examples of a range of student work. This might mean that we take copies of the work you produce, or provide access to multimedia materials such as Sound cloud pages, YouTube channels, DVDROMs etc.

Support

Various forms of advice and support are available at Confetti to help you make the most of your studies. During your course you will receive academic advice and support from your tutors. In addition to this there are support services available to address learning support needs and provide help and guidance regarding any issues that may affect your ability to attend and meet course requirements.

All staff at Confetti aim to help you achieve your potential and make the most of your time with us, not only by achieving a gold-standard national qualification but also furnishing you with the skills and knowledge required to achieve within your chosen industry. If you can think of any way we can improve how we offer support please let us know so that we can improve our service.

Course Fees

You will not be allowed to continue on your course after two weeks with unpaid fees. You must talk to the Student Services at the earliest opportunity if this is likely to be a problem for you.

Your Tutors

Your vocational tutors at Confetti are experts in the Music, Video, Events, Media, Gaming and Design industries. Your core skills tutors are experienced in helping students achieve their Maths and English qualifications, as well as teaching the wider skills necessary for the workplace. The role of each tutor is to guide, motivate and inspire you to achieve your very best you as you progress through the course. Tutors will provide information, practical experience and research guidance through a series of practical sessions, lectures, tutorials and workshops.

Your Personal Tutor

You will have a Personal Tutor who will be available to provide help and support during your course. Regular individual tutorial sessions will help to identify your current trajectory but also to negotiate targets to help you progress in the following areas. **Career – Qualification – Characteristic.**
Tutorials are also an opportunity for you to address and discuss any concerns or grievances you may have. You will have a minimum of one progress tutorial each term. Your Personal Tutor should be your first point of contact if you have any questions or concerns.

Confetti Student Support Services

Student Support Services is a multi-disciplinary team, made up of the Student Services Team and the Additional Learning Support Team.

Confetti Student Services Team (SST)

The Student Services Team is on site in the reception area of DMH to offer information, advice and guidance for all Confetti students. The office is open daily 8.30am-5.00pm and operates an open door policy during these hours. SST are available to help with general enquiries but can also offer information on specific areas of support, including:

- Finances
- Child care
- Council Tax exemption certificates
- Counselling referrals
- Confidential Support
- Bursaries and support funds
- Advice on UCAS and HE applications
- Career & progression information
- Benefits advice

- Debt management advice
- Child care

This list is by no means exhaustive, and SST can discuss support available through Confetti and other agencies, where appropriate.

The SST office is sometimes busy and not always the easiest place to discuss a sensitive issue. You can make an individual appointment to see the team in a more private environment.

To book an appointment you can drop in to the office, call the telephone number on your student card or email us at studentservices@confetti.ac.uk with your request. If you do not get an immediate response, we will aim to contact you within 24 hours (Monday-Friday).

Additional Learning Support
The Additional Learning Support Team is a team of tutors and Learning Support Assistants who help students to develop the skills needed to progress towards their future lives and become independent learners.

If you haven't already told us about your support needs, it is not too late, you can speak to your personal tutor or make contact with the ALS team on als@confetti.ac.uk so we can arrange a support assessment. We will treat your information confidentially, and only share it with members of the Confetti team, in support of your learning.

The types of support that may be available to you are:

Study Zones - At our main site, we have a Learning Resource Centre; a member of the Additional Learning Support team is there every day, to help you to develop your study skills, or signpost you to other support services. Pick up a timetable from the LRC.

Workshops – We run small group sessions to help you to develop particular skills which will help you with your studies. For example, we might run some sessions on the use of Read write Gold or sessions on confidence in exams. Pick up a termly timetable from the LRC.

1:1 academic support – we offer 1:1 support with an ALS tutor for 6 weeks to focus on particular skill development, and then we will review whether you need to continue with this support, or whether you can go to a workshop or study zone.

Shared in-class support – Some students may need help in the classrooms, this is an assessed support need, and so if you think that it will be helpful to you, you will need to let us know why at your support assessment.

Exam concessions – Some students are eligible for exam concessions; this will depend upon your support needs and will need either evidence of a support need, or an exam concession assessment – this will be done once you start studying with us.

Reasonable adjustments – Our aim is to make learning with us as accessible as possible by removing potential barriers. Sometimes however, some people need a further adjustment to meet their specific needs. You will be able to talk to your tutor about this once you start studying with us.

Whatever your support needs are, do not wait to get in touch with us until you are behind with your work as this could result in you failing assessments.

Students with Education Health and Care plans
Students with EHCPs will be supported by the EHCP Coordinator; you will have a review every year at which we will talk about your outcomes related to:

- Education and employment
- Independence and independent living
- Community and relationships
- Health and wellbeing

It is really important that you attend your review so that we can keep you central to the discussion; we will invite anyone that is important to you to, and you can let us know if there is anyone else who you want to invite too.

We will talk about what is working, and what is not working, and review your plans for the future. This is an opportunity to raise issues that are concerning you (not working), and for us all to look at what is positive and possible to support you to achieve your goals.

The Confetti Learning Resource Centre (LRC)
The Learning Resource Centre is a place where everyone can go, to:

- Study quietly and independently
- Get support with academic study skills and guidance on how to prepare for your assignments – see study zone timetable
- Access study skill workshops - pick up a termly timetable from the LRC.
- Request small group sessions (so you can come along with your peers)
- Access study resources and a supply of books related to your area of study

Information about services available from the LRC are displayed on the plasma screens, so keep a look out for what will help you. You can also book onto study zones or workshops by going to https://confetti.ac.uk/lrc/

You are encouraged to use the LRC during breaks between sessions provided you are working on study related activities. Social spaces are available elsewhere on the Confetti campus.

Confidential Support
If you are struggling with anything and would like to talk about it then Confetti offers a confidential support service. You can either meet face to face or get advice online. Either drop into Student Services to book an appointment or contact us directly at:

Studentservicesreferrals@confetti.ac.uk

Please note the content of your disclosure will be kept confidential except in the following circumstances:

- Where information is given indicating risk of abuse
- Where there is a serious perceived risk of harm to you or to others

- Where you give consent to breach confidentiality, for example if you would like us to make a referral to a permanent counsellor or set up a joint tutorial
- Where there are definite plans in place to harm yourself
- When the staff member is in need of support or guidance from their supervisor
- If a criminal offence has been or may be committed or records are demanded by the courts.

You can also report safeguarding issues by emailing safeguarding@confetti.ac.uk or in emergencies calling 07752 729566. The phone number is available Monday-Friday 8.30-17.00.

Financial Support for Your Studies
A common concern for students is how to manage on limited financial resources. To find out what financial support can be accessed during your studies, look at the information below. This is a guide only and you should discuss your particular circumstances with Student Services, who will be able to advise you.

Various bursary funds are available to support you financially. These funds are usually means tested and depend on age and individual circumstances. You can talk to Student Services for a more detailed assessment of what you may be eligible to claim. **Please note that all bursary applications have to be submitted within the first six weeks of your course**.

Equality, Diversity and Inclusion (EDI)
People are protected from discrimination under the Equality Act 2010. It states that people can't be treated less favourably because of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership. Harassment and victimisation are also unlawful.

At Confetti, you will be treated with respect and dignity, and are expected to treat other people in the same way; we promote acceptance; access to opportunity; access to services; difference; fulfilling of potential; utilisation of talent; and we are welcoming to all.

You will learn more about the types of discrimination during your induction, and this will be repeated throughout your studies. If you have any questions you will be able to speak with your tutor, Course Leader, or anyone in the Additional Learning Support or Student Services teams.

Any complaints related to EDI can following the general complaints procedure.

Your Course

Our partnership with Access Creative College

Our further education courses are delivered in collaboration with Access Creative College – a national training provider which offers creative courses in seven cities across the country. College courses include games art and technology, digital media, video and photography, music performance, music production, vocal artist and event production. The college also runs foundation degrees in partnership with Nottingham Trent University.

Confetti counts musician Jake Bugg and actor Vicky McClure amongst our ambassadors and we'll soon celebrate a quarter of a century as a leading creative industry educator. Similarly, Access Creative College, now in its 26th year, has seen thousands of young people access its training, including patron Ed Sheeran, as well as Rita Ora and Jess Glynne.

Course Induction

Between enrolling and the first few days of your course you should have received the following:

- Induction checklist
- Confetti Student Pledge(The 4 Rules)
- Term dates
- Timetable
- Wi-Fi terms of use (Acceptable Usage Agreement)
- Course handbook
- Induction project

The first part of your course at Confetti is the Induction, where you are given information to help you get used to how your course will run, and cover important aspects of your studies like PREVENT, Health & Safety, Equality, Diversity and Inclusivity, Safeguarding, a Personal Professional Development Programme, Maths and English and other aspects that may affect and enhance how you learn and develop.

You will complete the induction checklist to confirm you have all the information you need to make the most of your course. You will log all the training you receive throughout induction and you will need to sign the checklist agreement, so that we also know that we have provided all of the necessary information and training. Some of the checks we will perform in the first few weeks include your contact details (including parents/carers where applicable), proof of qualifications (if not provided already) and allocating one to one tutorial dates.

Our Promise to You – In the Classroom

At Confetti we aim to ensure that **all** the sessions you attend are engaging, enjoyable and that you learn something you didn't know before. To help make this happen, Confetti tutors operate using an agreed set of 'learning values', developed through our involvement with learning at every level.

In *all* of your lessons you can expect the following:

- The environment will be appropriate for learning
- The session will start promptly at the scheduled time
- Registers will be completed during each class

- Reference to previous and forthcoming lesson will be made to help you gain an understanding of where you are within each course or project
- The aims and objectives of the lesson will be made clear
- The aims and objectives will be referred to as appropriate during the lesson
- The objectives will be designed to make sure learning takes place for the whole group
- Breaches of college or Confetti policy will be challenged appropriately by the tutor
- Frequent checks on learning will be made
- As well as subject specific teaching, other wider themes will be delivered in each session. This will include Personal Development, Behaviour and Attitudes, Maths, English, Healthy & Safety, PREVENT and Safeguarding.

Depending on the session, the following may be covered in addition:
- Progress data will be made available, individually or for the group where appropriate
- Agreed targets will be used to keep you on track
- Reminders of current projects and deadlines will be made available
- An overall timeline for the course or term will be made available
- Group activities will be undertaken to ensure you are working professionally as a team
- The time plan for the session will be made explicit, as appropriate.

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- Access study skill workshops - pick up a termly timetable from the LRC.

- Request small group sessions (so you can come along with your peers)
- Access study resources and a supply of books related to your area of study

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https://confetti.ac.uk/lrc/
You are encouraged to use the LRC during breaks between sessions provided you are working on study related activities. Social spaces are available elsewhere on the Confetti campus.

Assignments and Coursework
Project/Assignment Briefs
When you are set an assignment you will be given a brief that clearly outlines:
- The aim of the project and outline of what is expected of you
- The evidence you are required to produce
- The issue date and deadline
You will also be given a cover sheet specifying the assessment criteria which will help you to assess how well you think you performed.

Types of Assessment
You will be assessed in various ways throughout your course, including written reports, online tests and practical assessments. Depending on the course, the nature of practical assessments can vary, but

please be prepared for one to one or group observations relating to your knowledge and practical demonstration of equipment or software. You may also be encouraged to deliver verbal presentations, group and individual practical projects and research projects.

Handing in your Work

When complete, work should be submitted following the instructions on your assignment brief on the deadline day. Most of your submissions will need to be uploaded to Moodle.

Deadlines

At Confetti, deadlines are final. This reflects our belief in preparing students for a career in the creative industries. In exceptional circumstances, extensions can be applied for at least three working days before 10am of the published deadline.

Circumstances that might be considered as grounds for applying for an extension and may be accompanied by supporting documentation include:

- Acute illness or injury that is serious and debilitating and occurs at the time of the assessments concerned
- The death of a member of your immediate family or a very close friend
- Being a victim of a serious crime
- Jury Service

Where relevant, applications must be accompanied by documentary evidence e.g. certification by a qualified doctor specifying nature of illness to include duration and impact on ability to study, letter from qualified counsellor, copy police incident report. Where original documentation cannot be attached a 'certified true copy' signed by the authorised signature may be accepted.

The following will NOT be regarded as grounds for applying for an extension.

Circumstances that:

- Arise from minor accidents or injuries, ailments (e.g. a cold) or conditions that you should normally be able to control (e.g. hay fever, headaches)
- Are symptoms relating to normal exam stress and anxiety? You should develop strategies to cope with this with support from the Confetti support teams
- Arise from your failure to manage your time effectively
- Arise from your own negligence or carelessness
- Arise as a result of bad planning (e.g. booking a holiday or making travel arrangements). It is your responsibility to ensure you plan your time to be able to complete assessments on time.
- Arise from computer / loss of data or printer failure
- Arise from pressures of paid work (in exceptional circumstances extension requests will be considered where there has been a temporary but substantial increase in workload which was imposed at short notice and which could not have reasonably been foreseen. This will require written confirmation from the student's employer).
- Arise from having more than one compulsory assessment or presentation etc. on the same day
- Arise as a result of any event that could have reasonably been expected or anticipated e.g. weddings, holidays, moving house.

The examples above are not exhaustive, nor does the existence of acceptable grounds guarantee that an extension to the submission date will be granted. Please ensure you take reasonable action to minimise disruption to your studies and ensure you meet all deadlines.

Feedback Record

The tutor marking your work will complete a feedback form. This will state the grade you have been awarded for each criteria and provide comments relating to your work. You will receive this feedback via your Confetti email.

Assessment Criteria

When you are set a piece of work your tutor will go through the assignment brief with you so that you have a clear understanding of what is expected of you and how to meet the assessment criteria. The ALS Team can also provide guidance to help you fulfil your capabilities in assignments. Specific assessment criteria are provided for each piece of work, which should make it clear what you have to do to achieve the required standard. If you are in any doubt of what is required, it is essential that you speak ask a member of staff ASAP to ensure you achieve your potential.

Assessment Appeals

The tutors at Confetti are subject specialists and have a great deal of experience. In addition to this we have a rigorous system to check that tutors are assessing students fairly and correctly. However, if at any point you disagree with an assessment decision made by your tutor you have a right to appeal against that decision. The process for doing this is outlined in the Student Assessment Appeals Procedure. Speak to your Personal Tutor or course leader for more details.

Marking Codes

To support our commitment to improving your literacy skills, tutors will include grammar, punctuation and spelling feedback on all your written assessments. Please familiarise yourself with the codes below as they will be used to highlight certain types of errors on your work.

By highlighting the corrections needed, but not actually making them, we are encouraging you to investigate and make the required changes on your work. It also allows the tutor to easily see what type of errors you make more often, thereby allowing specific targets to be set that you can work towards in your next assessment.

Codes

O Incorrect or missing punctuation points (**P** will appear in margin if there is a punctuation mistake)

sp Incorrect spelling (**sp** will appear in the margin and the incorrect spelling will be underlined)

// New paragraph needed

/ New sentence needed

gr Grammar mistake (**gr** will appear in the margin and the error will be underlined)

ʌ If something is missed out

? Meaning is unclear

Below is an example of what your work might look like with any errors highlighted.

sp There are a wide vareity of jobs in the creative industries,
including sound engineer, camera operator, director, P
designer, games programmer, radio and TV presenter and
sp many mor. If you is applying for a job it is important you gr
have a strong CV, or you might not even get an interview /
gr any employer will expect you have basic computer skills,
such as using email, the internet and spreadsheet. gr

English & Maths

If you have not achieved a 9 - 4 (A* - C) grade in English and Maths you will be required to continue to study these subjects alongside your main qualification. Depending on your grade, you may be continue your studies to achieve either a GCSE or Functional Skills qualification. New government funding rules require all further education students to continue studying towards achieving a level two (grade 4 / C grade) or above. The reason for this is that most employers and all universities (including the higher level courses at Confetti) expect a high standard of ability in these areas.
Dedicated sessions will be delivered to help you gain these qualifications and you will be assessed through a final examination towards the end of the academic year. You will be given plenty of notice to prepare.

Independent Study

Definition of Independent Study Independent study can
be:
- Any work or activities students are asked to engage with outside lesson time either on their own or as part of a group
- Any additional study students choose to undertake on their own.

Why is Independent Study Important?
At Confetti we believe that independent study is an important part of your learning experience, and in many cases is a requirement of the course. The purpose of independent study is to:

- Reinforce the learning that takes place in the classroom
- Extend your learning beyond what is covered in the classroom
- Help address any support needs you may have through practice
- Build your confidence in learning and study activities ⬚   Help you build skills in independent learning ⬚   Prepare you for employment.

Types of Independent Study
Independent study could take many forms, including:

- Reading / summarising / reviewing written documents
- Research tasks
- Preparing for presentations or exams
- Practical or practice based tasks
- Evaluating / developing your own professional opinions ⬚   Watching / listening to media (films / music / games etc.) ⬚   Preparatory work for an upcoming session.

Amount of Independent Study
The course you have enrolled on is equivalent to full time, and requirements will increase with the level of course. On average, we recommend that you spend at least the same amount of time studying outside of class that is spent in class. For example, if your weekly timetable adds up to 12 hours, then you should spend an extra 12 hours studying independently.

What happens if you don't complete Independent Study?
It is expected that you will complete all the independent study tasks set by the given deadlines. If you do not, we will treat this seriously, as you are jeopardising your learning. Usually, your Personal Tutor will have a talk with you to ensure you are clear on what is expected. If you do not complete tasks set then

disciplinary action may be taken, and this may affect your opportunities for progression or any booking privileges.

Tutor Responsibilities
- Setting appropriate independent study with an appropriate deadline
- Giving you feedback on independent study, mainly through your one to one tutorials
- Checking that you are recording details of independent study

Student Responsibilities
In undertaking independent study, you should always make sure of the following:

- Always carry a personal organiser of some sort, or have an appropriate way of logging what it is you are asked to do. This could be a diary, a calendar in your phone, outlook or other email app.
- Deadlines are critical part of your course. It is essential that you meet your deadlines. Independent study are an important part of this.
- If you are absent, it is your responsibility to find out what work has been missed and catch up on it. Being away on the day homework is set is not an excuse for not doing it
- Problems with independent study should be resolved before the deadline. If necessary, students should see the member of staff concerned for help. You should aim to complete each activity to the best of your ability

Study Days
To help you manage your independent study, you should highlight a study day in your timetable. This is a time when you are expected to be doing your coursework. You can make use of the Learning Resource Centre, or, if you wish, work from home. During tutorials and class time, your tutors will discuss how you are using this Study Day to benefit you.

Virtual Learning Environments (VLE)
Confetti courses make use of a variety of web based tools to help enhance your learning and enjoyment. These can range from simple email programmes to other, more interactive Web Tools such as Moodle, Pad let, YouTube, Facebook, Blogs etc. Different courses make use of these facilities in many different ways and during your induction programme, the tutors will take you through how these are used and how you can get the best from them to support your coursework.
The use of such tools falls under the *IT Acceptable Usage Policy*, *e-learning policy* and Confetti's *Safeguarding Policy*.

Special Events
Confetti runs a number of events throughout the year, including Fresher's Week, Christmas Party, Industry Week, Celebrate, competitions and other activities you can get involved in. You will be made aware of various events through weekly notices which will be read out during one of your lessons. In addition, many events are advertised around Confetti. If you have any ideas for special events, please make sure that you make a suggestion to your group's Student Representative. Your representative can then bring the suggestion to the Student Forum for consideration. You might also like to make your suggestion directly through one of the Confetti surveys or just talk to a member of staff.

Confetti will on occasion take photographs and film students studying and taking part in events. Images and film footage will be held in Confetti's image library and may/may not be used for a range of publicity and promotional purposes such as on our website and Facebook page or for advertising Confetti's courses. All photographs are used in an appropriate context and will be kept in accordance with the Data Protection Act 1998.

Industry Week
Confetti's Industry Week is the only event of its kind in the UK – giving you and your fellow students a real insight into the industries you aspire to join – with tips, tricks and insider knowledge to help you on your way to getting job-ready. Each year we go off timetable for a week of workshops, lectures and masterclasses given by names from across Film, TV, Music and Games.

Celebrate
Occurs at the end of every academic year in July and is an opportunity for you and your fellow students to present your amazing work to family and friends. We also open the show to the public allowing you the opportunity to showcase your work and the incredible opportunities that are on offer when you study at Confetti to a wider audience.

Progress

Praise & Concern Notes

During your studies at Confetti, a member of staff may log a Concern Note or a Praise Note about your performance on the course. Staff members will make you aware that a 'note' has been submitted, and your Personal Tutor will follow them up with you, either in one of your regular tutorial sessions, or in a specially scheduled tutorial.

A Concern Note will highlight concerns about your performance. This is often a comment on your studentship. For example, consistent lateness will be a concern, as will handing in coursework late. Poor behaviour in and out of class would be another reason for concern, as would poor attendance.

A Praise Note will highlight good or improved performance, and again is often a comment on your professionalism. For example, if your attendance record is particularly good or you are particularly helpful or professional in class. A high number of Praise Notes may well lead to you receiving an award or other benefits.

All 'notes' are collected in your student record, and used as an indicator of your performance. The system is designed to help you keep on track and reach your potential, as well as leading to special benefits to reward good performance. Behaviour can have a large impact on how well you progress at Confetti, with some poorly behaved students being blocked from progressing onto the next course or having privileges revoked.

Confetti Points

You will begin each new course or year of a course with 50 Confetti Points. Your Confetti Points score will be affected over time in various ways and is an indication of your overall performance. A particularly high Confetti Points score may result in an award or other benefit, whilst a low Confetti Points score will lead to tutorial support, Additional Learning Support or in certain cases disciplinary action. Your Personal Tutor will be able to tell you what your current Confetti Points score is. Students with high points scores have gone on to win various prizes, including equipment vouchers, DVD / CD prizes or group trips.

Here are some things which will raise your Confetti Points score:
- High attendance
- Good punctuality
- Meeting submission deadlines
- Professional behaviour

Here are some things which will lower your Confetti Points score:
- Low attendance
- Poor punctuality
- Missing submission deadlines
- Unprofessional behaviour

Form

As well as your Confetti Points, there is a set of indicators which are helpful in assessing your *recent* performance; this is known as your 'form' and includes recent attendance and punctuality. An example may help explain how this works. If you have a good Confetti Points score, but you have been performing poorly recently due to some personal issues, your form will help your tutors, and you, to

spot that you may need some extra guidance or assistance in carrying on with your course. Your form can also work the other way around. Say that you have recently been performing particularly well, but your Confetti Points do not reflect this because of some issues near the beginning of your course; your form helps your tutors, and you, know that your current performance is good so that you do not get barred from prizes or other rewards because of poor performance in the past.

Progress Reports

At the end of each term a progress report will be sent out to you and your parents / carers (if under 18). This report will contain your most up to date performance data, including your overall Confetti Points score, attendance, punctuality, form, submissions and the number of praise or concern notes on your record.

Parents and Carers

If you are under 18 we will remain in close contact with your parents or carers to keep them up to date with your progress. This may take the form of phone calls, emails, letters or invitations to the various parent's evenings throughout the year. If you become 18 whilst on programme, we will not keep your parents / guardians informed. If you would like us to keep in contact with your parents / guardians, please provide written confirmation to Student Services or your Personal Tutor.

The Examination Board

The Exam Board meets on a regular basis to formally approve your progression onto the next part of your course. For all Further Education courses the Exam Board meets every term. If you do not have all of your coursework submitted, or your attendance/punctuality is low, or your studentship and behaviour are poor, the Exam Board may not allow you to progress to the next part of your course. In extreme cases, the Exam Board may request your withdrawal from the course.

It is therefore very important that you keep up to date with your coursework. If you feel that you are beginning to fall behind, you must talk to your Personal Tutor immediately.

Progression

Whether you are in your first year or second year your tutors will help offer the appropriate advice and guidance about your next step. You will be supported through the UCAS process if you wish to go onto study in Higher Education, you will be supported in finding an appropriate apprenticeship if you wish to explore those opportunities, and you will be offered advice if your wish is to enter employment.

We offer a full range of Higher Education qualifications at Confetti and each year hundreds of our Further Education students decide to continue their studies at degree level at Confetti.

If you would like to find out more about Confetti's degrees then please visit the website, but more importantly speak to your tutors and contact our Higher Education course leaders who will be able to tell you more about the exciting opportunities available to you.

Careers

The skills you will learn on your course are transferable across many areas. If you would like to discuss your employment prospects speak to your Personal Tutor. To arrange a meeting to discuss careers, contact Student Service who will be able to discuss options and/or signpost you to more formal arrangements.

Confetti offers regular careers events, including help and advice from external bodies, CV writing workshops, amongst others. Dates for these events will be advertised through your tutors, in student's notices and on digital screens.

Student Experience

Open Days

Over the year, Confetti holds Open Days where prospective students have the opportunity to visit, take part in interactive demonstrations and talk to a tutor about the courses on offer. If you have any friends who might be interested in finding out more about Confetti, just point them in the direction of one of these events or to the Confetti website (www.confetti.ac.uk). Alternatively they can call Student Services to book an individual interview. Open Day dates will be advertised throughout the building and on flyers and posters.

Quality Assurance

There is a Quality Assurance System at Confetti to ensure that you experience the best possible service. In brief, the Quality Assurance system at Confetti includes the following aspects:

Quality Audits

These take various forms, and will generally happen without you being aware of them, although you may be made aware of the outcome of these important checks as necessary. Some of these checks may have a small impact on your class, which is unavoidable. If this is the case we apologise in advance for any inconvenience, but assure you that these checks are vital to making sure that you receive the very best service.

Internal Audits

Are designed to make sure that the systems surrounding your education are rigorous and accurate, and that you receive appropriate information and support at the right times. This system operates outside of the classroom and should have no impact on you.

Internal Verification is a two-part system of making sure that you are assessed correctly. Every project or assignment brief that you are given is checked to make sure it is fit for purpose, which is the first part of the process (IVAB). The second part of the process (IVAD) checks that you have been assessed fairly, and that different tutors are marking accurately with respect to each other. You will be generally unaware of these processes, other than receiving assignment briefs of a high quality and being assessed fairly.

Lesson Observations & Learning Walks

Lesson Observations are a vital part of making sure that you are receiving high quality education. On a regular basis an observer, which may be another tutor or part of the management team, will sit in some or all of a class that you are taking part in. The observer will usually stay for about an hour of the session, and may also want to talk to you or some of your peers. The tutor taking your class will be given feedback on their performance in the session, as a way of making sure that all sessions at Confetti are well planned and delivered.

Learning Walks are very similar to Lesson Observations. They typically last between 5 - 15 minutes. The observers will spend a short amount of time in your session to get a feel for how the session is progressing. Because these checks take less time than a full observation, they can be more frequent, normally every six weeks.

In both lesson observations and learning walks, the observer will often want to speak with students, so don't be surprised if the observer(s) talks to you. Unless you are speaking with the observer, you should act as if they were not in the room, allowing the session to progress as normal.

Register Checks

These take place on a regular basis, where you are asked to sign a sheet to prove that your attendance is recorded accurately. The person completing the register check may also need to speak to you.

Standards Verification / Quality Review and Development

is a process whereby the awarding body (i.e. Pearson or AIM Awards) appoints a Standards Verifier to each course to make sure that assessment is accurate and in line with national standards. They will also check that the internal moderation systems are working correctly, as well as talking to students on the course. A report is produced from each visit or verification process with comments about the provision and/or recommendations for improvement. *You may be asked to meet with members of awarding bodies at some point during your course, or you may be asked to provide previous completed and marked assignments, so it is very important that you keep all your coursework safely for reference should this be necessary.*

Ofsted Inspection

Takes place less frequently, but will be noticeable by a possible increase in lesson observations and inspectors may need to talk to you or your peers, sometimes in groups. Ofsted is an official government body and each inspection will take several days and look in depth at every aspect of the provision and produce a judgement and recommendations for improvement.

Your Feedback – 'Learner Voice'

We encourage you to speak to your Group Tutor or any of the support staff if you have concerns you would like to raise, but there are more official ways that Confetti takes note of your views and feedback. Confetti aims to process and respond to your comments publicly, making them accessible to all students through Student Representatives and notice boards.

Questionnaires

Are an important way of getting your feedback. You will be asked to fill out a number of questionnaires at different stages of your course. Honest and accurate feedback from these questionnaires is used to make decisions on how Confetti develops. Occasionally you may be asked for your views on specific issues, and again your feedback plays an important part in the decisions that are made.

QDP Survey

Takes place in terms 1 and 3. A large portion of a timetabled session is devoted to the process. Your full and honest engagement in this process helps to make sure that Confetti is aware of all students' needs and wishes. Many new initiatives have been put in place as a result.

Focus Groups

Are formed to involve small groups of students in specific initiatives, and you may have the opportunity to volunteer your input. You are encouraged to take part as your views are vital to make sure that Confetti develops by taking in as many opinions and viewpoints as possible.

A Course Representative

Is elected for each group at Confetti. The Course Representative is a way for each group to highlight any issues as well as providing a link within each group for activities and opportunities available for students

at Confetti. The Course Rep is an important role model for your peers and perhaps other, less experienced Confetti students, and it is very beneficial to your CV for UCAS and other applications.

Student Forum Meetings

Take place every term throughout the academic year. It is part of a Course Representative's duties to gather feedback from the group and to attend each meeting. Course Reps and key members of staff will meet together to discuss the quality of Confetti's services, as well as any issues identified by students. Your tutor will inform you of dates for these meetings. These meetings will be chaired by the Head of Further Education.

Comments and Complaints

Confetti strives to offer the best possible service and education thereby providing you with the best chance of success. We expect good conduct whilst you are at Confetti, and you should equally expect high standards from Confetti. We understand that sometimes you may be frustrated or disappointed with a part of the service that you receive, and Confetti is keen to resolve any complaints you may have quickly, so that you can concentrate on your studies without undue frustration.

If you have a more serious complaint, it is important that you talk to a member of staff as soon as possible, so that we can help to resolve your issue. If you are not satisfied, there is a grievance procedure in place. If you would like to take your complaint further, you will be required to submit your comments in writing to complaints@confetti.ac.uk. This will then be passed on to the appropriate committee. This helps to keep any issues clear and will also help to resolve any problems as quickly as possible.

Project Groups

A Confetti Project Group is formed to look into specific areas or issues at Confetti. Different Project Groups are formed, with a different membership, for different reasons. This flexible system may sometimes call on students to take part and help out with their views, opinions, knowledge and other input. In the past, groups have been formed to look at such things as the tutorial system, food served in the Student Café and the Confetti Showcase event

Useful Contact Numbers

Emergency		
Emergency Police, Fire Brigade, Ambulance	999 or 112	https://www.police.uk/
Nottinghamshire Police HQ	0115 9670999	www.nottinghamshire.police.uk
Education		
Confetti	0115 9522075	www.confetti.ac.uk
Confetti Student Services	0115 9522075	
Confetti Absence Line	0115 9932315	
Central College Nottingham	0115 9146414	www.centralnottingham.ac.uk
Student Finance England	0300 1000607	www.studentfinance.direct.gov.uk
Support Contacts		
APEX Trust (Ex-Offenders Support)	01744 612898	www.apextrust.com
Base 51	0115 9525040	www.base51.org.uk
Bullying UK	0808 8002222	www.bullying.co.uk
Citizens Advice Bureau	03444 111 444	www.adviceguide.org.uk
Child line	0800 1111	www.childline.org.uk
Epilepsy Action	0808 800 5050	www.epilepsy.org.uk
FRANK (Drug Counselling Support)	0300 1236600	www.talktofrank.com

NACRO (National Association for the Care and Resettlement of Offenders)	0300 123 1889	www.nacro.org.uk

NHS Direct	111	www.nhs.uk
Samaritans	116 123	www.samaritans.org
Harmless	0115 9348445	http://www.harmless.org.uk
Shelter (Housing and Homeless Support)	0808 8004444	www.shelter.org.uk
Stonewall Limited (Support for Sexual Orientation)	0207 5931850	www.stonewall.org.uk
Smoke free		www.nhs.uk/smokefree
Women's Aid (Domestic Violence Helpline)	0808 8000340	www.wais.org.uk

Codes of Conduct

Personal Professionalism

Attendance

Regular attendance is not only a course requirement but also the way to ensure that you obtain the best possible results and can progress. You are required to inform Confetti of the reason for any absence prior to sessions, unless emergency circumstances make this impossible. If you miss a session without informing us, the register will show an 'unauthorised absence', this will affect your attendance percentage and could have an impact on any financial support you may have claimed from a college support fund. Any absence will be considered to be unauthorised unless there is a valid reason otherwise.

Your attendance is monitored very closely, and your Personal Tutor will often contact you if there are any issues. Should your attendance fall below an acceptable level your place on the course will be reviewed. If you miss four weeks of your course, you will be considered for withdrawal as part of our Attendance and Engagement board. It is our aim that all students enjoy and participate fully in their course and we will do all we can to make this possible. It is vital that you discuss any attendance issues with your Personal Tutor or a member of the Student Services.

The Attendance Hotline number is 0115 9932315 – You must call this number before your timetabled session (from 08.30 for a 09.00 start) if you are going to be absent or late. This number

also appears on your Confetti ID card. When you call you must leave your full name, group, reason for absence and the name of your Personal Tutor.

Authorised or Unauthorised Absence?

Authorised absences are subject to discretion and evidence, and you are permitted only one self-certified absence per term. Where evidence is required to support a claim for authorised absence, the burden of proof lies with you (the student). If an absence is deemed 'authorised' any bursary payments should not be affected. If you are absent for more than one day, you must ring in on each day to report this. Confetti is obliged to adhere strictly to the government guidelines, summarised below:

AUTHORISED	UNAUTHORISED
A MEDICAL APPOINTMENT which cannot be arranged outside of college hours, such as a hospital appointment – a letter or appointment card must be shown to Student Services to authorise the absence.	Routine doctors' or dentists' appointments.
SICKNESS – you are allowed one isolated period of sickness per term. Additional time off may be authorised under special circumstances. If you suffer from a medical condition that may affect your attendance, contact Student Services. A letter will be required from your doctor so that special consideration can be applied.	Sickness is not automatically accepted as a reason for authorised absence.
CARING RESPONSIBILITIES – for example, if you have a child that is ill (although repeated occurrence should be referred to student services).	Babysitting younger brothers or sisters, or taking them to school, or helping out at home is not generally acceptable.
RELIGIOUS REASONS Up to four days per academic year authorised absence can be granted to students for religious festivals such as Eid, Diwali, Baisakhi etc. Student Services must be notified of this intended absence at least one week in advance	If the absence is not notified in advance, then it will be considered unauthorised. A Pilgrimage to Mecca is not an allowed authorised absence It is not acceptable for you to leave Confetti premises during timetabled sessions if the request to leave classes is not made in advance.

RAMADAN – if the class activity is prohibited during Ramadan, for example the handling of food in a class, then you may be excused from the activity, but you must stay on Confetti premises and undertake another course related activity, e.g. private study in the Library Students may request to leave Confetti early in order to break the fast at sundown with their families. However, requests must be made in writing, at least one week in advance.	It is not acceptable for you to take time off without giving prior notification to Student Services
A Futures, careers or job interview are all acceptable authorised absences, if they cannot be scheduled outside class time. Notification should be made in advance and evidence, such as an appointment letter or card, should be produced.	Part or full time work, which is not part of your programme of study.
Work experience – an unpaid placement that is an integral part of your course.	
Extra-curricular activity – such as taking part in a regional or national sporting, music, drama or other one-off event may be considered an authorised absence when notified in advance, authorised by your Course Leader and evidence produced.	
EXTRA-CURRICULAR ACTIVITY – such as taking part in a regional or national sporting, music, drama or other one-off event may be considered an authorised absence when notified in advance, authorised by your Course Leader and evidence produced. If you think you may have to attend such activities regularly, advice should be sought from Student Services.	
AUTHORISED EXTERNAL EXAMINATIONS – for example a music examination not connected with Confetti, or a driving test, may be treated as an authorised absence as long as you provide documentary evidence to Student Services at least one week in advance.	
CONFETTI / COLLEGE MEETINGS – Class Representative training / focus groups and attendance at other official Confetti organised meetings, should be authorised as long as notified in advance.	

COURT APPEARANCE OR PROBATION MEETING – you must notify Student Services at least one week in advance and provide documentary evidence.	Making a court appearance without notifying Student Services or providing appropriate evidence.
JURY SERVICE	
BEREAVEMENT - Attendance at a funeral is an acceptable absence if Student Services are notified in advance.	
DEATH OF FAMILY MEMBER – this will depend on your closeness to the family member. Student Services should be notified as soon as possible, preferably on the first day of absence.	
TRANSPORT PROBLEMS – major disruption to transport caused by, for example, a bus/rail strike or severe weather conditions, would normally be an acceptable reason for absence, where there is no practical, alternative means of getting to Confetti. Lateness for these reasons or due to unforeseen road delays, such as those caused by a major road traffic accident, may also be accepted.	It would not be acceptable if you live within reasonable walking distance (three mile round trip), and there is no medical reason to prevent you walking to Confetti.
UNIVERSITY VISITS – when attending open days or interviews, you must notify Student Services in advance.	The leave will be considered unauthorised if you fail to provide notification in advance.
TERRITORIAL ARMY OR CADET EVENTS – you should notify Student Services in advance	The leave will be considered unauthorised if you fail to provide notification in advance.
HOLIDAYS / OTHER CELEBRATIONS – see section on 'Religious Reasons' above.	Absences for a holiday, birthdays, weddings or other such celebrations will not be authorised.
CLASSES CANCELLED – students will not be penalised where a class cannot run because of the illness or industrial action of lecturers, or for other reasons such as power or heating failure within Confetti.	Absence by students in support of national campaigns of action will be considered unauthorised. Lateness to class – students consistently arriving late to lessons will not have met the attendance criteria. The definition of late is when a student arrives after the start of the lesson (i.e., the lecturer has started teaching).
	A driving or music lesson.
	It is not acceptable for you to miss classes to attend meetings unless you have permission from the Course Leader.

Punctuality

The first part of any teaching session is vitally important in terms of setting tasks and making the purpose of the session clear. If you miss this, not only does it make it difficult for you to integrate into the session from that point, but it also affects the learning experience for your whole group. As part of your induction, you will be asked to sign the 'Confetti Student Pledge' to demonstrate that you understand these issues.

If you are going to be late it is essential that you contact the Absence Line before your session (0115 9932315) and give a valid reason for being late.

If you arrive late to a session, you will be challenged by the tutor, and may need to stay behind after class. It will also be your responsibility to catch up with any work missed.

If you cannot be on time on a regular basis for a particular class for a legitimate reason (such as a childcare issue), you should talk to your Personal Tutor or Student Services.

> *"Remember that there is no such thing as 'late' in Creative Industries – if a programme is scheduled for broadcast, a game to be published or an album scheduled for release, then being late is not an option. Being punctual not only helps you to really understand the value of keeping up with coursework, but helps you to develop that all-important professionalism too!"*

Safeguarding

Confetti is committed to the support and protection of children and vulnerable adults. Detailed and rigorous policies are in place to support all students in achieving their potential, and help meet key outcomes as defined by the Office for Standards in Education (Ofsted):

- Staying safe
- Being healthy
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well-being.

In addition to this, Confetti has specific responsibilities for children, young people and vulnerable adults. The Designated Senior Lead for safeguarding at Confetti is Emma Talbot, Student Services Manager, to whom any queries can be directed.

You can contact the safeguarding team on safeguarding@confetti.ac.uk or in emergencies on 07752 729566. The phone number is available Monday-Friday 8.30-17.00.

Full policy documentation is available on request.

Bullying

We take respect very seriously indeed, and any behaviour intended to intimidate others should not play a part in your time at Confetti. Confetti has an attitude of zero tolerance in this area, and bullies will be expelled if necessary. If you are being bullied or someone you know is being bullied either in person or online through social network sites you must inform a member of staff as soon as you can. If you are unsure who to tell, you can talk to your tutor or Student Services.

Equality, Diversity and Inclusion (EDI)

As a Confetti student you are bound by the College Equality, Diversity and Inclusion Policy. Your tutor will talk about this during induction to make sure you are clear about your responsibilities, which are in brief:

- To ensure that you are aware of the content and implications of the policy
- To ensure that you treat all members of the College with respect and do not engage in bias, stereotyping, harassment or discrimination
- To report any incident that contravenes the policy to a member of staff.

The policy covers the full range of required sub-policy topics as outlined in The Equality Act 2010, all of which will be discussed during your Induction. They are as follows:

- Sex discrimination
- Race relations
- Disability discrimination
- Religion or belief
- Sexual orientation
- Gender Identity
- Pregnancy or maternity
- Age
- Marriage and Civil Partnership

Full policy documentation is available on request.

EDI Complaints Procedure

Confetti is proud of its diversity and welcomes the way in which it enriches the life of Confetti and the experience of all students and staff. If you feel that you are being discriminated against or harassed for reasons of ethnic origin, disability, gender, age, socio-economic group or sexual orientation please speak with your tutor, your Course Leader, one of the education managers or a member of Student Services. In addition to this, there are various external support groups who may be able to offer independent support and guidance; details of these can be found in the 'Support Contacts' page.

Health and Safety

Confetti is committed to helping to ensure your Health and Safety whilst you are at college. The responsibility for Health and Safety lies with everyone, and you have a part to play as well. Your tutor will talk to you about Health and Safety on a regular basis, but here are some general principles:
- Keep work areas and gangways tidy and clear
- Clean up or report spills straight away
- Wash your hands before eating and after using the toilet
- Walk, don't run, around the building
- Look out for, and obey, all warning notices and safety signs
- Make sure you lift or carry things correctly

- Switch off at the mains before connecting or disconnecting any electrical appliance
- Report any damaged electrical equipment, including cables and extension leads
- Sit correctly when operating a computer and take regular breaks
- Make sure you know how to raise the fire alarm and fire safety instructions
- Report any incidents of bullying, intimidation, aggressive behaviour or harassment
- Report any illness or accidents
- Avoid the presence of any intoxicants in your system or on your person whilst onsite at Confetti.

Discipline

At Confetti, we like to foster as relaxed an environment as possible, as we believe this is conducive to your learning. If your behaviour strays outside of acceptable boundaries, you will be subject to disciplinary proceedings as outlined in the Confetti policy and procedures. Some offences can lead to instant dismissal from your course. If disciplinary action is taken, we may negotiate a contract with you. This will clearly lay down the rules for you and ensure that, for your own benefit, you do not continue to fail.

Breaking the contract could lead to immediate suspension or exclusion. In some cases, a contract will be negotiated if your number of 'concern notes' is above the normally expected level.

IMPORTANT:
- Violent or threatening aggressive behaviour towards staff will not be tolerated.
- The filming, recording or streaming of Confetti sessions or staff is forbidden unless you have consent from your tutor or Confetti management.

Disciplinary Framework

Where students fail to meet their obligations on their programme of study or are in breach of the college code of conduct then action will be taken. If you are under 18, your parents or guardians will be involved in the disciplinary process, informed of any warnings you receive and be invited along to disciplinary meetings. Where student fail to attend the meeting, a decision relating to the incident or your place on the course can be made in your absence.

A contract is used as a way of presenting and delivering the process in a clear and measurable way. There are three formal warnings before a student may be excluded. The stages of the disciplinary framework are as follows:

Informal warnings on Day to Day Behaviour
Your tutors or Personal Tutor will monitor your progress and contact you to address any minor issues on a daily basis. This may take the form of Concern Notes on your individual learner record (ILR). *If there is no improvement*:

STAGE 1: Cause for Concern (Discussion between Yourself and Your Personal Tutor)
Your Personal Tutor will discuss their concerns with you, and the discussion will be recorded on your ILR. Targets for improvement will be set. *If there is no improvement:*

STAGE 2: First Formal Warning
You will be given a contract outlining specific targets to meet and measurable criteria to fulfil. This will be agreed in the presence of your Personal Tutor and the Course Leader. *If there is no improvement:*

STAGE 3: Second Formal Warning

You will meet with the Course Leader and the Core Skills and Progression Leader to review your place on the course and previous disciplinary record. You will receive a new contract containing further targets to improve. *If there is no improvement:*

STAGE 4: Final Formal Warning
You will be required to attend a formal meeting with the Core Skills and Progression Leader. A final contract will be drawn up containing specific targets to improve within an appropriate timescale. *If there is no improvement:*

STAGE 5: Suspension
You will be suspended from studies and will not be permitted to enter the building until a panel has met to discuss the case. The panel may request additional information or may invite you to attend a suspension meeting. The decision will be made as to whether you are permanently excluded or conditions for your return.

Note that it is possible to skip some of the stages outlined above, depending on the situation.

From Stage 1, you will receive written correspondence outlining your position in the disciplinary framework. You will have the right to bring along an impartial friend or relative to support you in any disciplinary meetings arranged. If you are under 18, your guardians will be informed and invited to disciplinary meetings.

Appeals

You have the right to appeal any suspension or exclusion decision. Should you wish to do so, the appeal must be made in writing within 10 working days of the decision. This should be addressed to:

Disciplinary Appeals
Confetti ICT
Convent Street
Nottingham
NG1 3LL

Alternatively, email disciplinaryappeals@confetti.ac.uk.

You will receive a response to your appeal within 10 working days from receipt. During this time, the appeals panel may wish to invite you in or may request additional information. Please note that any suspension / exclusion will be upheld pending the outcome of the appeal.

Unacceptable Behaviour

The following are *examples* of unacceptable behaviour:

- Persistent lateness or unexplained absence
- Persistent failure to hand in coursework
- Plagiarism
- Disruptive behaviour in class
- Disobeying safety instructions
- Disobeying reasonable requests from staff
- Unprofessional conduct
- Use of bad or discriminatory language towards staff or students
- Conflict with other students

- Refusal to comply with any reasonable request from College staff
- Any action which threatens the health and safety of yourself or others including disobeying safety instructions
- Inappropriate or unauthorised use of recording technology

Any of the above may result in disciplinary action. You will be told clearly what is being alleged and you will have an opportunity to respond to any allegations.

Alternative Procedure In Cases Of Gross Misconduct
Students are not automatically entitled to all stages of the process as set out above, and this depends on the seriousness of a particular offence. If the offence is deemed serious enough then action to suspend or exclude may be taken immediately; for example, in the case of gross misconduct. Where students are involved in criminal activities or are suspected of having broken the law, the police may be involved.

Gross Misconduct
The following are examples of gross misconduct which could result in permanent exclusion and/or criminal proceedings:

- Physical violence against any other person
- Deliberate damage to college or student property
- Theft
- Personal harassment (e.g. racial, sexual, online)
- Drug or alcohol abuse – this includes being on Confetti premises with intoxicating substances in your system
- Any kind of threatening behaviour towards any individual
- Bullying or harassment either in person or online

In cases of serious misconduct the Core Skills and Progression Leader (Ed Whiteley) or a delegated representative may tell a student, pending further enquiries, to leave the premises immediately. The student will be told when to return to college, to whom and where they should report. This will be confirmed by letter (a copy sent to parents/carers in the case of students under the age of 18).

This action will typically result in an investigation where statements may be taken from witnesses.

Plagiarism
There are many definitions of what constitutes plagiarism. All of them agree that plagiarism is a form of academic misconduct or, put more simply, a form of cheating. Plagiarism is much more than simple copying from another learner, or from books, or from the internet and can be taken to include paraphrasing, subcontracting the work to someone else, submitting the same piece of work for two Different purposes. Ultimately, plagiarism is attempting to pass off other people's work and ideas as your own.

IMPORTANT: If you are found to have plagiarised, this will result in disciplinary action which in some cases could lead to your withdrawal from your course.

If you are unsure of what constitutes plagiarism or would like further information, please ask one of your tutors or a member of the ALS team.

Appeals

You have the right to appeal against any sanction(s) or decisions that affect you. Appeals should be made in writing to *disciplinaryappeals@confetti.ac.uk*. Appeals might include cases of written or verbal warnings, suspension, exclusion or Exam Board decisions regarding continuing your course or progressing to a new course. In all cases, for an appeal to be recognised, it **must** be made in writing and within ten working days of any officially dated communication made with you (e.g. email or letter).

Smoking

Confetti is a non-smoking organisation and if you smoke you are strongly encouraged to stop or cut down for your health. The only place you are permitted to smoke when at Confetti is in the courtyard, which is well signposted and bins and ashtrays are provided for your use. Please do not smoke in front of the Confetti building.

Electronic Cigarettes

Although electronic cigarettes fall outside the scope of smoke-free legislation, Confetti prohibits the use of e-cigarettes within the institute.

Although electronic cigarettes do not produce smoke, they do produce a vapour that could prove to be an annoyance or health risk to others.

Some electronic cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, and creating an impression for students, visitors and other employees that it is acceptable to smoke. Please only use e-cigarettes in the courtyard. Please refrain from using e-cigarettes in front of entrances to the building.

Professional use of Confetti Facilities

The study environment at Confetti may be unique compared to any you have experienced before. Most of your weekly sessions will take place in specialised facilities and it is essential you learn to use these environments in a safe and responsible manner. Your tutors will outline what is expected of you in each facility and your professionalism in each will increase as your knowledge increases. Whilst using specialised facilities at Confetti, at any time, please ensure that you follow these general guidelines:

Food and drink may ONLY be consumed in the STUDENT CAFE
You are not allowed to take food or drink of any kind into any of the classrooms. In some lectures you are allowed to take bottled water only; your tutor will tell you if this is allowed.

All mobile phones to be turned off during timetabled lessons
Staff and students alike. On occasions your tutor may ask you to use your phones as part of lesson delivery.

Listen carefully to Confetti staff
Confetti staff are experts in the equipment and resources in each facility. Listen to their instructions and advice carefully and take the opportunity to learn from their knowledge and experience.

Equipment must be booked in advance
Towards the end of your first term, you will take a 'licence' assessment. This is a sign that you can use the facilities in a basic, safe and professional manner. On some courses this licence also entitles you to book certain rooms and equipment. However, failure to book equipment in advance could result in either that piece of equipment being unavailable or a delay in starting your session. Please see below for information regarding general access to resources.

Do NOT attempt to change any part of the configuration of any facility
If you have a problem with equipment use a professional and systematic means of fault-finding (that does not involve moving cabling, other than patching in any booked equipment). If the problem persists consult a member of staff who will report it to a Confetti Technician.

Use media in a careful, respectful fashion
Do not erase important data. Log any additional data you create. Allow time to backup and restore data in your session and to verify it for any errors. Ensure borrowed media is returned. Look after your own data correctly. Please do not leave your personal data on local machines - the hard drives on these machines will be deleted on a regular basis.

Leave each facility as you would expect to find it
Each facility will have associated guidance on what is expected in terms of an acceptable state the leave the facility in. It is vital that you follow this guidance, and failure to do so will result in loss of privileges or disciplinary action.
Electrical Testing of External Equipment
On some courses you may wish to bring in your own equipment. In some cases we may need to test the power supply to ensure it is safe to use on the premises and doesn't pose a health and safety risk. Typically newer equipment won't need to be PAT tested, however if you are in any doubt, please ask a member of staff or take the equipment to the tech shed.

Access to Facilities
Term Time
During term time, and depending on your course and level of study, you may be able to book and use certain classrooms, studios or edit suites outside of class time, after passing your licence assessment. Any use needs to be booked in advance in accordance with the studio licence policy and contract. Please note that if you are on any stage of disciplinary then you may be not be able to book the use of resources or may be refused entry during out of hour's bookings. If you are under 18, you will need a parent or guardian to complete the booking contract.

Holidays
During holidays, Confetti facilities are closed and not available for student bookings. If you are behind with your work, your tutor may require you to come in during a break period to get up to date with your assessments.

Fault Reporting
Electronic equipment will occasionally malfunction. If faults go unreported for some time, they can cause ongoing issues, so you are requested to report any faults with equipment or IT and software issues to a member of staff as soon as you can, by asking your tutor to record the fault on Confetti's internal Helpdesk system. Please do not assume that someone else has already reported the issue, because this means that the problem will not get fixed for you and others. Please get into the habit of making a note of any problems you encounter to give to a member of staff as soon as you are able.

Phone Calls
Confetti may record telephone calls that are made or received for quality assurance purposes. In order to ensure fairness, it is not disclosed when these recordings will be made, so please be aware that it may apply to phone conversations that involve you, other students and/or parents.

Confetti Live Email Accounts

When you first enrol at Confetti, you will be given a unique user name and password which you will use to access network resources and the internet. Your Confetti login will also give you access to a range of online tools which includes your own 'Confetti Live' email address, which will be used by tutors to contact you. You can easily and automatically forward emails from this Confetti account to a current personal email account if you already have one. With this account, as with the use of all web tools and social networking, you are strongly advised to manage your privacy settings appropriately and be aware of and maintain your general web safety.

The Computer Network

The computer system at Confetti provides access to a wide range of music and media software. The computers also provide access to the internet, and course related materials such as handouts, project/assignment briefs, session videos, tricks and tips, quick starts and a host of music and media technology related data to help you with your studies. In addition, the computers provide an easy backup and restore system for work in progress.

To reflect realistic media industry use of IT, all unnecessary data on computers is regularly deleted to ensure that machines run efficiently. It is your responsibility to ensure that your work and files are managed appropriately and saved in the correct places as outlined by your tutors during sessions. You are expected to keep backup copies of all your work (for example on a data stick); Confetti cannot be held responsible if your work is deleted or lost.

You are expected to use the computer system in a responsible manner. Staff are available to assist should queries arise regarding use of software and backup systems.

All IT usage in Confetti is monitored using specific monitoring software. This is to ensure that systems are used appropriately and so that students can be kept safe from harm. The system is monitored by the safeguarding team and your screen can be accessed by them at any time if a breach is reported.

When using the internet you must adhere to the full policy which states:
Students may not download, search for or view files that are not relevant to their course, are illegal or can be deemed inappropriate. To do so will result in the individual losing network privileges and possible disciplinary action. Inappropriate sites and network use includes, but is not restricted to: Chat Rooms, Messaging, Network Broadcast Messages, Mobile Phone Downloads, or MP3 Downloads. Materials that deemed offensive, racist, pornographic, or used for hacking and warez will result in disciplinary action and could result in your withdrawal from the course. All ICT usage is automatically logged and may be monitored in accordance with our Prevent duty.

Please see the **Acceptable Usage Policy Code of Practice for Students** for further information.

Wi-Fi Access

Confetti is part of the international Eduroam network, which provides free Wi-Fi access to staff and students across a range of institutions worldwide.
Before logging in, and to gain access, you are required to sign the 'Confetti Live and Wi-Fi Terms of Use' form. This disclaimer means you will be using the service 'at your own risk'.

Deep Freeze™

Deep Freeze is a computer program designed to keep computers in full working order. The way it works is by restoring the system to the original starting point every time the computer starts up. Please take care to save your files only where instructed as you will lose your work if you have not saved it in the correct place. This is because Deep Freeze will completely reset the computer system on start-up, which

includes deleting any programs installed and any files saved to the desktop or other non-safe areas during your session.

Exams and External Assessments
Information for Candidates
Depending on your programme of study, you may be required to sit exams or external assessments as part of your course. Please take time to read the information below to ensure you are of the rules.

Information for candidates
For written examinations - effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You **must not** take into the exam room: • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. **Remember:** possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You **must not** write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	**Information – Make sure you attend your exams and bring what you need**
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	**Calculators, Dictionaries and Computer Spell-checkers**
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	**Instructions during the exam**
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet **before** you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	**Advice and assistance**
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	**At the end of the exam**
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.