

# Level 3 Audio and Music Technology

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Course Handbook 2024-2025

DS24

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## Welcome to Confetti from the Head of FE

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Dear Students, Parents, and Carers



I'm Nathan Levi Simpson, Head of Further Education here at Confetti.

It's great to have you as part of our Confetti community, and we look forward to supporting you on your creative industry journey. This handbook gives you with all the essential information you'll need throughout the year.

Inside, you'll find our guidelines and policies, as well as specific information related to your course. From academic expectations and support services, to course schedules and assessments, this handbook is your go-to resource. Whether you are a new or returning student, we encourage you to take the time to familiarize yourself with its contents.

This handbook is designed to help you navigate your time at Confetti confidently, ensuring that you have the information and tools necessary to succeed.

The year ahead is brimming with possibilities, and I am confident it will be a time of academic achievement, personal growth, and creative exploration.

For our new students, this is the start of an exciting journey. You are joining an institution that values dedication, creativity, innovation and excellence. For our returning students, welcome back! We look forward to seeing you build on the strong foundation you've already established, continuing to uphold the high standards that make Confetti such a special place.

As we come together this year, it's important to remember the four Confetti rules:

1. **Be Here** - Regular attendance is crucial for success. Whether you're new or returning, being present in classes and college activities is key to making the most of your time here.
2. **Be On Time** - Punctuality shows respect for yourself, your peers, and your tutors. It ensures that everyone benefits fully from each class and college activity.
3. **Work To Deadline** - Managing your time effectively and meeting deadlines is essential for academic success and future career readiness.
4. **Be Professional** – Professionalism helps to create a positive, productive learning environment where everyone can thrive.

These principles are central to everything we do at Confetti and are designed to prepare you for the challenges and opportunities that lie ahead.

We are committed to supporting you every step of the way, providing the highest quality education and resources to help you achieve your full potential. Thank you for choosing Confetti as your place to learn, grow, and succeed.

Here's to a fantastic year ahead, welcome, and let's make it one to remember!

## Welcome to your course

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Dan Woodward

Course Leader

[daniel.woodward@confetti.ac.uk](mailto:daniel.woodward@confetti.ac.uk)

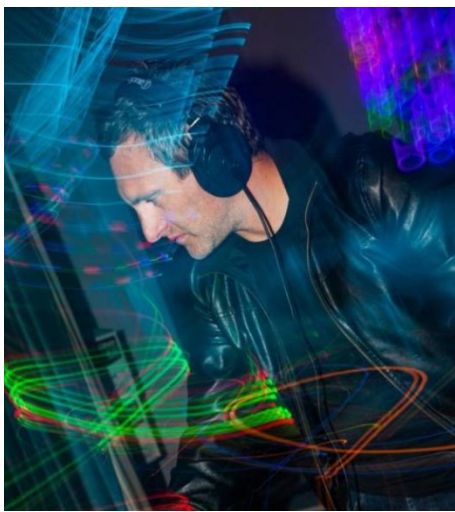
Hello everyone!

My name is Dan Woodward, and I am the course leader for Level 3 Audio and Music Technology here at Confetti. I have worked in music education for almost 20 years whilst also working in the industry as a freelance musician, composer, and producer for a range of independent and major record labels, including Sony BMG. As a composer, my musical works have been used by various

international and domestic broadcasters such as the BBC, ITV, and Netflix. Due to my work as composer, I am a voting member of the UK collection societies PRS for Music and PPL. In addition to this, I am a guitarist and have over 20 years of live performance experience in bands and function bands.

Throughout this course, you will explore various aspects of audio production, music technology, and industry practices. My team and I are dedicated to supporting your practical development and knowledge in music technology, with the goal of helping you achieve success in the industry.

Throughout your course, I actively encourage you to ask questions, collaborate with your peers, build your industry network, and fully engage in the learning process. I wish you all the best in your pursuit of a career in the music industry and your time with us at Confetti!



## Chris Goss

### Tutor

[chris.goss@confetti.ac.uk](mailto:chris.goss@confetti.ac.uk)

Hello, and a warm welcome to the course. My name is Chris Goss, and I'll be joining you for your Music Industry sessions. I've been involved in the music industry for nearly thirty years, with over twenty in education. My journey began in Nottingham's vibrant club scene in the mid-1990s.

As a House Music DJ, my career has taken me around the world, including major tours in the U.S. and Central Europe. I continue to play at festivals and clubs today. Highlights include performing at Glastonbury Festival in the U.K., Pohoda Festival in Slovakia, and in cities like Chicago, San Francisco, and Berlin. As a promoter, I've organized events across the U.K. and Europe, including our Nottingham and Prague-based club night, Rebound, which was named one of the top 20 club events in the U.K. by BBC Radio 1 and recognized by various electronic music magazines.

I first came to Confetti in 2003 and have seen it grow from a few music studios to what we have today. You're in the perfect place to kick-start your music career! With over twenty years of experience in music production, I've produced and engineered for various labels and helped many up-and-coming artists, DJs, and producers gain the skills to succeed in their music scenes. Some have gone on to have very successful careers. I look forward to meeting you and helping you on your journey into the music industry.



## Matt Horobin

### Tutor

[matt.horobin@confetti.ac.uk](mailto:matt.horobin@confetti.ac.uk)

I have 36 years of experience in the music industry, working as a freelance music producer and sound engineer in numerous recording studios over the decades. I ran a successful independent Drum & Bass/Jungle label in the '90s, with distribution covering the UK and Europe.

In 2023, I started a new independent record label, Delia Recordings, where I produce artists, write material, organize "Happenings" in unique locations, and promote music events. The label has received playlist support from Gilles Peterson (BBC 6 Music), Colleen 'Cosmo' Murphy (Balearic Brunch), and Phil Cooper (Pikes, Ibiza). I have undertaken various remix commissions and vinyl releases on labels such as Sun Sea Sound, Is It Balearic?, and Project Club Records, among others, and have done mastering work for Disfunction and Lang Records. I have run my own commercial recording studio from the early '90s to the present day, focusing on digital production techniques, complemented by an extensive range of synthesis, sound design, and outboard production tools.

I also have 25 years of teaching experience in both Further and Higher Education, covering music technology and music performance disciplines. I am an external moderator for music courses at the University of the Arts London and ran the 'New Deal for Musicians' scheme in the early 2000s across the East Midlands, supporting musicians in reaching their goals.



## Kevin Thomson

### Tutor

[kevin.thomson@confetti.ac.uk](mailto:kevin.thomson@confetti.ac.uk)

With over twelve years of experience as a teacher, youth worker, and community arts practitioner, I have dedicated my career to the intersection of education, music, and the arts. As a seasoned producer and DJ, I have performed at numerous UK festivals and international events in Italy, Croatia, Holland, and Japan. My experience also extends to event promotion and stage management, where I have worked with various festivals and events across the country.

My musical background is rooted in genres like drum and bass, jungle, garage, and 140, with releases on labels such as Sony, Tru Thoughts, Born on Road, Scotch Bonnet, and Nice Up! My tracks have received significant radio play, with support from national stations like BBC Radio 1, 1Xtra, and BBC Radio 6 Music.

In addition to my work as a DJ and producer, I own and operate a commercial music studio in Nottingham, where I work as a recording and mixing engineer. This role allows me to collaborate with emerging artists on a weekly basis and provides the opportunity to share my expertise in studio engineering and equipment with first-year students at Confetti.

I am also a guitarist with over 20 years of experience and have spent six years working as a professional live sound engineer, mixing bands across various Nottingham music venues. My diverse background in music production, engineering, and live performance equips me with the knowledge and skills to help you develop your studio and audio engineering abilities throughout the coming year.

## Four Rules

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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.

## Term Dates

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### Term 1 2024-25

Starts	9 <sup>th</sup> September 2024
Half-Term	28 <sup>th</sup> October – 1 <sup>st</sup> November 2024
Ends	20 <sup>th</sup> December 2024

### Term 2 2024-25

Starts	6 <sup>th</sup> January 2025
Half-Term	17 <sup>th</sup> February – 21 <sup>st</sup> February 2025
Ends	4 <sup>th</sup> April 2025

### Term 3 2024-25

Starts	21 <sup>st</sup> April 2025
Half-Term	26 <sup>th</sup> May – 30 <sup>th</sup> May 2025
Ends	17 <sup>th</sup> July 2025

## What you'll need

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To ensure you are ready to learn you should bring the following to each session at Confetti.

- Notepad
- Pens
- USB stick
- Headphones
- Lanyard

You may choose to bring your own laptop to use with Microsoft Office applications and for music production; however, you will be fully responsible for this. You will have access to the DAW Logic Pro within all production and studio sessions throughout the academic year and have the option to migrate to your chosen personal DAW once a range of projects have been completed within the first term.



## Email & the Internet

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As a student at the College, you will be given access to an e-mail address, Microsoft Teams account and the Internet. You are expected to use these business tools in a mature and responsible way. Your internet use at Confetti is monitored and inappropriate use will be challenged.

Please check your email and Teams account daily as important information will be sent here such as feedback for your work and important updates and announcements.

## Moodle and Microsoft Teams

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[All of our sessional resources are placed on a virtual learning environment \(VLE\) called Moodle.](#) You should be checking this regularly for your sessional content and also your assessment briefs. This is also where you will submit your coursework, which will be checked for the plagiarism and use of AI.

As part of your timetable, you will engage in two online sessions: Personal, Development and Employment and a Guest Lecture Masterclass. You will be invited to relevant Teams classes where you may access these sessions on a desktop computer, laptop, tablet or smartphone. As part of your enrolment at Confetti, you will be provided with access to a Microsoft 365 account where you will be able to access applications such as Teams, Word, PowerPoint and OneDrive.

## Keeping in Touch

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If you will be absent or late, please call 0115 993 2315 or email [absent@confetti.ac.uk](mailto:absent@confetti.ac.uk) for this to be logged on the system. It is also expected that you contact your course leader and personal tutor with regards to any absences or lateness.

If you are under 18 your parents must call in or email the absence line.

## Health & Safety

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Matters regarding your Health & Safety, including your responsibilities as a student of Confetti are included within the College Handbook and available on the college intranet. There are specific additional matters relating to your health & safety on this program of study, particularly in relation to safe studio practice. These issues will be covered during the first part of your course and as part of your modules.

## Student Services and safeguarding

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### **Student Services Team:**

The Student Services Team are based behind Confetti Main Reception in our DMH building. Our staff are available from 08:30-18:00, Monday-Friday (excluding Bank Holidays and Christmas Closure).

The team consists of Safeguarding leads, Welfare officers, an Information, Advice and Guidance (IAG) Officer and Student Services Administrators.

We can offer advice and support around a host of topics and provide help both practically and emotionally. Our remit includes:

- Safeguarding
- Mental Health Issues/Concerns
- Wellbeing Support such as, bereavement, family problems, identity issues, anxiety etc.
- Finance, funding and bursaries
- Information and Guidance such as, volunteering opportunities, careers, UCAS, progression etc.
- C-Card Registration

We offer confidential support meetings to students in a 1:1 setting, as a group or jointly with your curriculum team

You can contact us by dropping in during our usual working hours or alternatively, via the below methods:

- Phone - 0115 9522075
- Email - [studentservices@confetti.ac.uk](mailto:studentservices@confetti.ac.uk)
- [Self-referral](#)

### 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 full potential.

Safeguarding is the *action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.*

Safeguarding means:

- protecting children and vulnerable adults from abuse and maltreatment
- preventing harm to children and vulnerable adult's health or development
- ensuring children grow up with the provision of safe and effective care

- taking action to enable all children, young people and vulnerable adults to have the best outcomes

The Safeguarding Team at Confetti also holds responsibility for the Prevent Duty and concerns around radicalisation and extremism are dealt with as a safeguarding issue. The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent vulnerable people from being radicalised in to terrorism.

The safeguarding team consists of five members of staff who work within Student Services. They are contactable from 08:30-18:00, Monday-Friday (excluding Bank Holidays and Christmas Closure).

If you are concerned about yourself or somebody else and/or feel that someone may be at risk, you can contact us as per below:

- Email- [safeguarding@confetti.ac.uk](mailto:safeguarding@confetti.ac.uk)
- Phone- 07752 729566

**If you or someone else is at risk and you require urgent support outside of Confetti's working hours, please speak to a trusted adult (such as a parent or guardian), call your GP during their usual working hours, present at your local A&E Department or dial, 999 for the relevant emergency service.**

## Student Services: Access & Inclusion Support Offer

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The Student Services pathway of support provides a graduated approach to promoting independence, personal development and supporting individual needs.

We have the below offers of support for students:

Universal open to all students:

Study Zone\*/ LRC drop ins throughout the week.

\*Study Zone is in our Learning Resources Centre which is open Monday- Friday 9-5pm where students can work in a quiet space, with access to an A&I tutor.

By referral:

All referrals are triaged to ensure that you are signposted to the most appropriate pathway of support. Some students will be signposted to universal services, others will have an initial assessment, and will be referred to group-based support services, according to need.

Access & Inclusion services by referral can include:

Study Zone/ LRC drop ins, Group Study (FE), Check in appointments and regular 1:1 session if identified.

Tutors and support staff can make a referral, with your permission, you can also [self-refer through the website on the support page.](#)

### Targeted:

Sometimes a short-term, focussed, support intervention is needed to overcome particular challenges. This can range from a 1-hour session up to a 6-week block of structured support.

We aim to identify barriers and work towards positive outcomes. We may create a support plan, in which goals and targets are set with you.

(See above for types of support)

### 1:1 Structured support strategies may include can cover:

#### Study Skills Strategies

- Reading strategies (comprehension, reading at speed, decoding strategies)
- Planning for assignments
- Organisation and time management, including workspace organisation
- Academic writing skills
- Accurate thought presentation/ writing with clarity
- Note taking techniques
- Using assistive technology
- Research techniques
- Citing references
- Developing critical analysis skills
- Presentation techniques
- Spelling, punctuation and grammar
- Proof reading strategies
- Memory strategies

#### Mentoring strategies

- Managing change and transition
- Strategies for coping with anxiety and stress

- Encouragement to explore and use course materials independently
- Clarifying course expectations
- Exploring appropriate study strategies including organisation and time management
- Developing communication and social interaction skills
- Confidence building
- Strategies for maintaining focus and motivation
- Finding a healthy work/life balance
- Encouraging independence/self-management
- Help in accessing other areas of college life (e.g. library)
- Managing classroom concerns

#### Individual Support:

Some students are eligible for individualised support. This is determined through disclosure evidence and may include those with an EHCP (High Needs Funding).

This may, depending on individual needs and course level, include:

- support plans
- support to access the curriculum and Confetti Community

If you have an EHCP you will have an EHCP practitioner at Confetti that you can discuss any support needs with as well your tutors, course leader and LSAs in session.

## Disciplinary Stages

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**Disciplinary Stages**

- **Stage 1 Initial Concern**  
Meeting with Group tutor
- **Stage 2 First Formal Warning**  
Meeting with Course Leader
- **Stage 3 Second Formal Warning**  
Meeting with FE manager & Course Leader
- **Stage 4 Final Formal Warning**  
Meeting with FE Manager & Head of FE

**Suspension**  
You can jump between stages & suspension can happen at any time. Anything considered Gross Misconduct or persistent failure to meet agreed disciplinary targets could result in this action.

Accessible version below:

### Disciplinary Stages:

- Stage 1 – Initial concern: Meeting with group tutor
- Stage 2 – First formal warning: Meeting with Course Leader
- Stage 3 – Second formal warning: Meeting with FE Manager and Course Leader
- Stage 4 – Final formal warning: Meeting with FE Manager and Head of FE

Suspension: You can jump between stages and suspension can happen at any time. Anything considered Gross Misconduct or persistent failure to meet agreed disciplinary targets could result in this action.

## Teaching, learning and assessment

Your course is Level 3 Audio and Music Technology. On completion of Year 1, you will achieve the BTEC qualification Level 3 Foundation Diploma in Music (Production), an equivalent of 1.5 A Levels. On completion of Year 2, you will achieve a Level 3 Extended Diploma in Music (Production), an equivalent of 3 A Levels.

[Read the full specification for qualification.](#)

## Timetable

Where possible we try to keep the same timetable for the full academic year, however your timetable may be subject to change, especially in the first six weeks of the course.

DS24-1 (Music Technology)

		09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
DS24-1 (Music Technology)	Mon	MUSIC INDUSTRY Chris Goss C110 (Computer Suite)		MUSIC TECHNOLOGY in CONTEXT Matt Horobin C110 (Computer Suite)				AUDIO ENGINEERING Kevin Thomson Metronome FE Recording Studios		
	Tue									
	Wed							MUSIC PRODUCTION Daniel Woodward C007 (Music Mac Lab)		
	Thu			PERSONAL DEVELOPMENT EMPLOYABILITY Daniel Woodward Online (FE Music Tech)		GUEST LECTURE MASTERCLASS Daniel Woodward Online (FE Music Tech)				
	Fri									

Level 3 Audio and Music Technology  
 BTEC Level 3 National Foundation/Extended Diploma in Music (Production)

Accessible version:

**Monday**

- 9am-11am: Music Industry, Chris Goss, C110 (Computer Suite)
- 11am-1pm: Music technology in context, Matt Horobin, C110 (Computer Suite)
- 3pm-6pm: Audio engineering, Kevin Thomson, Metronome FE Recording Studios

**Wednesday**

- 3pm-6pm: Music production, Daniel Woodward, C007 (Music Mac Lab)

**Thursday**

- 11am-12pm: Personal Development Employability, Daniel Woodward, Online (FE Music Tech)
- 1pm-3pm: Guest lecture masterclass, Daniel Woodward, Online (FE Music Tech)

DS24-2 (Music Technology)

		09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
DS24-2 (Music Technology)	Mon	MUSIC PRODUCTION Daniel Woodward C007 (Music Mac Lab)					MUSIC TECHNOLOGY in CONTEXT Matt Horobin C110 (Computer Suite)		MUSIC INDUSTRY Chris Goss C110 (Computer Suite)	
	Tue									
	Wed	AUDIO ENGINEERING Daniel Woodward Metronome FE Recording Studios								
	Thu			PERSONAL DEVELOPMENT EMPLOYABILITY Daniel Woodward Online (FE Music Tech)		GUEST LECTURE MASTERCLASS Daniel Woodward Online (FE Music Tech)				
	Fri									

Accessible version:

**Monday**

- 9am-12pm: Music production, Daniel Woodward, C007 (Music Mac Lab)
- 2pm-4pm: Music technology in context, Matt Horobin, C110 (Computer Suite)
- 4pm-6pm: Music industry, Chris Goss, C110 (Computer Suite)

**Wednesday**

- 9am-12pm: Audio Engineering, Daniel Woodward, Metronome FE Recording Studios

Level 3 Audio and Music Technology  
 BTEC Level 3 National Foundation/Extended Diploma in Music (Production)

**Thursday**

- 11am-12pm: Personal Development Employability, Daniel Woodward, Online (FE Music Tech)
- 1pm-3pm: Guest lecture masterclass, Daniel Woodward, Online (FE Music Tech)

DS24-3 (Music Technology)

		09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
DS24-3 (Music Technology)	Mon									
	Tue				MUSIC PRODUCTION Daniel Woodward C007 (Music Mac Lab)				MUSIC INDUSTRY Daniel Woodward C107 (Computer Suite)	
	Wed				AUDIO ENGINEERING Kevin Thomson Metronome FE Recording Studios				MUSIC TECHNOLOGY in CONTEXT Matt Horobin C110 (Computer Suite)	
	Thu			PERSONAL DEVELOPMENT EMPLOYABILITY Daniel Woodward Online (FE Music Tech)		GUEST LECTURE MASTERCLASS Daniel Woodward Online (FE Music Tech)				
	Fri									

Accessible version:

**Tuesday**

- 12pm-3pm: Music production, Daniel Woodward, C007 (Music Mac Lab)
- 4pm-6pm: Music industry, Daniel Woodward, C107 (Computer Suite)

**Wednesday**

- 12pm-3pm: Audio engineering, Kevin Thomson, Metronome FE Recording Studios
- 4pm-6pm: Music technology in context, Matt Horobin, C110 (Computer Suite)

**Thursday**

- 11am-12pm: Personal development employability, Daniel Woodward, Online (FE Music Tech)
- 1pm-3pm: Guest lecture masterclass, Daniel Woodward, Online (FE Music Tech)



Level 3 Audio and Music Technology  
 BTEC Level 3 National Foundation/Extended Diploma in Music (Production)

DS24-4 (Music Technology)

		09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	
DS24-4 (Music Technology)	Mon										
	Tue	MUSIC TECHNOLOGY in CONTEXT Kevin Thomson C110 (Computer Suite)			AUDIO ENGINEERING Kevin Thomson Metronome FE Recording Studios						
	Wed										
	Thu			PERSONAL DEVELOPMENT EMPLOYABILITY Daniel Woodward Online (FE Music Tech)		GUEST LECTURE MASTERCLASS Daniel Woodward Online (FE Music Tech)					
	Fri	MUSIC PRODUCTION Chris Goss C007 (Music Mac Lab)					MUSIC INDUSTRY Chris Goss C110 (Computer Suite)				

Accessible version

**Tuesday**

- 9am-11am: Music technology in context, Kevin Thomson, C110 (Computer Suite)
- 12pm-3pm: Audio engineering, Kevin Thomson, Metronome FE Recording Studios

**Thursday**

- 11am-12pm: Personal development employability, Online (FE Music Tech)
- 1pm-3pm: Guest lecture masterclass, Daniel Woodward, Online (FE Music Tech)

**Friday**

- 9am-12pm: Music production, Chris Goss, C007 (Music Mac Lab)
- 2pm-4pm: Music industry, Chris Goss, C110 (Computer Suite)

In addition to your vocational timetable that focuses on audio and music technology, you may be expected to attend English and/or Maths session depending on your entry grades.

## Qualification and Lessons

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You will study two modules in Year 1, which include four individually assessed units in total. Each unit has a grade, for example Merit, and each unit grade is added together to give the final grade to achieve a Level 3 Foundation Diploma in Music (Production).

Level 3 Audio and Music Technology  
 BTEC Level 3 National Foundation/Extended Diploma in Music (Production)

Learning and teaching modules	Related assessment units	Foundation diploma	Extended diploma
B Music Production Skills Development – 450 GLH	B4 Studio recording	FD	ED
	B5 Creating musical material through production	FD	ED
	B6 Music technology and live events	FD	ED
C The Music Industry – 90 GLH	C7 Planning a career in industry	FD	ED

Within Year 2, you will study two additional modules that include six individually assessed units. These units will be added together with your achievement from the Year 1 units to complete with a Level 3 National Extended Diploma in Music (Production). [Further information about Year 2 can be found here.](#)

Learning and teaching modules	Related assessment units	Foundation diploma	Extended diploma
B Music Production Skills Development – 450 GLH	B4 Studio recording	FD	ED
	B5 Creating musical material through production	FD	ED
	B6 Music technology and live events	FD	ED
C The Music Industry – 90 GLH	C7 Planning a career in the industry	FD	ED
D Personal Music Profile – 270 GLH	D8 Using development plans to refine skills		ED
	D9 Producing a personal project		ED
	D10 Using material for self promotion and marketing		ED
E Collaborative Music Project – 270 GLH	E11 Undertaking a defined technical project role		ED
	E12 Using creative collaboration to develop a project		ED
	E13 Producing a collaborative project		ED

Your Year 1 timetable consists of 6 sessions that include both onsite and online teaching.

Audio Engineering (onsite):

In this audio engineering session, Term 1 and 2 will focus on studio recording, where you will learn to understand and operate studio recording equipment, apply multi-track recording techniques, and

develop mixing skills to produce professional-quality recordings. In Term 3, the focus shifts to music technology and live events, where you will plan the use of music technology for live performances, understand how to set up and configure live event equipment, and apply your skills in operating sound systems during a live event, ensuring smooth and effective audio production.

#### Guest Lecture Masterclass (online)

In this online guest lecture masterclass series, you will explore a broad range of music industry themes and topics with experienced external professionals. These sessions, varying between Q&A and demonstration formats, are designed to deepen your industry knowledge and support your career development. You will also have the opportunity to network with peers and industry experts, gaining valuable insights and connections that can enhance your future career prospects in the music industry. [Join the Guest Lecture Masterclass Teams channel.](#)

#### Music Industry (onsite)

In this music industry session, you will explore the evolution of the music industry, gaining insight into its historical development and current trends. You will also examine various sectors and employment opportunities within the industry, helping you understand the diverse career paths available. Finally, you will identify potential future opportunities, equipping you with the knowledge to strategically plan and pursue a successful career in the ever-evolving music industry.

#### Music Production (onsite)

In this music production session, you will learn to create musical material by developing music sequencing techniques. You will develop an understanding of how to apply these techniques in response to a brief, exploring creative processes to shape and refine your musical ideas. By the end of the course, you will apply your musical creation skills and sequencing techniques to produce original compositions that align with specific project requirements.

#### Music Technology in Context (onsite)

In this music technology in context session, you will explore a wide range of music technology topics that complement and enhance your audio engineering and music production lessons. These sessions will deepen your understanding of the tools, techniques, and equipment essential to modern music creation and recording. By connecting theoretical knowledge with practical applications, you will gain the skills to effectively integrate music technology into your projects, supporting your growth as a versatile audio professional.

#### Personal Development and Employability (online)

In this personal development and employability session, you will engage in a broad range of cultural, pastoral, academic, and professional topics. These sessions are designed to enhance your self-awareness, interpersonal skills, and career readiness. You will explore diverse subjects that contribute to your overall growth, from understanding cultural dynamics and developing emotional resilience to refining academic skills and preparing for the professional world, equipping you with the tools needed for personal and career success. [Join the PDE Teams channel.](#)

## Assessment and Feedback

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When you submit work, it is assessed within two weeks and electronic feedback is sent to your Confetti email address.

It is essential you check your email and Teams account regularly, read your feedback, and take any necessary action, for example you may have not achieved all pass criteria and therefore must complete a resubmission.

[Read BTECs rules on assessment and feedback.](#)

Your tutors will also go through this in sessions with you. It's important you understand how you will be assessed on the course. Please speak to your tutors if you are unsure what your feedback means.

## Deadline Planner

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During your time at Confetti you will undertake a range of formative and summative assessments.

Formative assessments are a type of evaluation used during the learning process to monitor student progress and understanding. Its primary purpose is to provide ongoing feedback to both students and instructors, helping to identify strengths and areas for improvement. These formative assessments you undertake may mirror some of the summative assessments to provide you with an understanding of the processes involved.

A summative assessment is a type of evaluation conducted at the end of an instructional period, such as a unit, course, or programme, to measure student learning and achievement against specific learning objectives or standards. These assessments are designed to evaluate the cumulative knowledge and skills students have acquired and are assessed against specific objectives and grading criteria. These assessments will count towards your final grade for your BTEC Level 3 Foundation/National Diploma in Music (Production).

Formative		
Assessment	Issue	Deadline
Music Industry: Character – Qualification – Career (Induction Project)	9 September 2024	27 September 2024
Studio on a Shoestring (Induction Project)	9 September 2024	4 October 2024
Music Production Analysis (Induction Project)	9 September 2024	11 October 2024
Logic Competency and Remix	18 October 2024	22 November 2024
Audio Engineering	4 November 2024	20 December 2024

Production Music	25 November 2024	24 January 2025
Music for Media	27 January 2025	28 March 2025
Collaborative Single	9 June 2025	11 July 2025

Summative		
Assessment	Issue	Deadline
Music Industry – The Present	4 November 2024	13 December 2024
Music Industry – The Past	20 January 2025	21 March 2025
Plan Record Mix	3 February 2025	4 April 2025
Freelance Producer	31 March 2025	23 May 2025
Music Industry – The Future	21 April 2025	6 June 2025
Running the Show	21 April 2025	6 June 2025

Please note that all formative and summative deadlines may be subject to change.

## Resubmissions: Fails

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If you fail an assignment, you must resubmit.

A resubmission includes any work that you missed or did incorrectly.

You can only resubmit once for each assignment. Each resubmission must be authorised by a Lead Internal Verifier at Confetti.

Resubmissions can only be authorised if:

- ✓ You meet all initial deadlines set in the assignment
- ✓ The assessor judges that you can provide improved evidence without further guidance
- ✓ You will have up to 10 working days to complete the resubmission IT CANNOT BE ACCEPTED AFTER THIS PERIOD.

**IMPORTANT: Your tutors cannot give you any additional guidance on how to achieve a specific grade. This means we can't tell you specifically what to do to gain a higher grade.**

## Resubmissions: If you wish to improve a pass or merit grade

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We will consider requests to resubmit to improve grades in special circumstances.

Upgrade resubmissions can only be authorised if:

- ✓ You made a full and genuine attempt to the best of your ability at the first submission.
- ✓ You meet all initial deadlines set in the assignment.
- ✓ The assessor judges that you can provide improved evidence without further guidance.

**If your first attempt is not full and genuine, you will be refused an upgrade resubmission. This includes poor time management and prioritising other commitments like work over your assignments.**

## Retakes: If you do not pass a resubmission

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- ✓ If you have still not achieved at least a pass after a submission and a resubmission you will be given one more chance to pass
- ✓ Your tutor will set up a retake assignment which will be different to your first assignment
- ✓ The highest grade you can achieve on a retake is a pass grade

## Working out your final grade

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When studying a BTEC, you complete units. For each unit you achieve a pass, merit or distinction. The lowest criteria grade in the unit determines the overall grade, e.g. in a unit with 4 criteria, if you get distinction for 3 criteria and pass for 1 the unit grade will be a pass.

If your unit grade is:

- Pass – it is worth 9 or 15 points depending on the units guided learning hours (90/150)
- Merit – it is worth 15 or 25 points depending on the guided learning hours (90/150)
- Distinction – it is worth 24 or 40 points depending on the guided learning hours (90/150)

If you add up all the unit grade points, you will have your final grade.

You will track your grades in tutorials but can request an update at any time from your personal tutor via email. You can also find a grading calculator on your Moodle page.

The following table shows the grades achieved for each point value.

Foundation Diploma		Extended Diploma	
Grade	Points Threshold	Grade	Points Threshold
U	0	U	0
P	54	PPP	108
		MPP	124
		MMP	140
M	78	MMM	156

		DMM	176
		DDM	196
D	108	DDD	216
		D*DD	234
		D*D*D	252
D*	138	D*D*D*	270

## UCAS points

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If you wish to go to university, you will need UCAS points. Once you know your predicted grade, you can use the [UCAS points calculator](#) to figure out your grade. When it comes to going to university, you will need to meet entry requirements and may need to work towards a specific grade.

## Tutorials

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You will have at least one tutorial per term; however, you can request more from your personal tutor. During tutorials we discuss your learning, assessment and progress and agree targets to help you to develop skills. Your personal tutor should be your first point of contact at Confetti.

[Kevin Thomson](#) – Personal Tutor for DS24-1 and DS24-4

[Dan Woodward](#) – Personal Tutor for DS24-2 and DS24-3

## Student feedback

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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 any comments regarding your experience with any of Confetti's services we would encourage you to complete a customer comments form to notify us. These forms can be found at reception with a closed box for you to post them into. This service can be used anonymously if you wish.

If you have a complaint about a member of staff, please talk to Emma Talbot in Student Services, who can look into your concerns confidentially and sensitively.

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](mailto: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

## Student Representatives

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Your class will elect a representative who will attend termly meetings to speak directly to your Confetti course leader and senior management and give feedback on all aspects of life at Confetti. Reps are *your* mouthpiece, so make them your first port of call for any course and Confetti-wide issues

## Industry Opportunities at Confetti

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Whatever you're studying, there will be opportunities for you to volunteer for industry work experience - and this is what Confetti calls **'Do It For Real'**.

These opportunities will be promoted throughout the year and you'll be able to volunteer via your course tutors, who'll make sure the experience is suitable for you and you'll get the most out of it. Sometimes you may have to apply for a position which is good practice for when you come to finish your course.

Also keep an eye out on the weekly student notices as some opportunities appear there.

## Ambassadors

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Student ambassadors are hired by Confetti to work at promotional events, to give a first-hand account of the student experience here. We select the best students from a pool of applicants each year. If you are confident and have a lot to say about Confetti, speak to your tutor.

## Enrichment activities

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In addition to your weekly timetable you will have the opportunity to take part in many events throughout the academic year, this includes trips, game jams, industry talks and many other events. You will receive information about each event in the weekly student notices and from your tutors. This is an ideal way to make friends with people from other courses and open the doors to industry experiences. We encourage you to be part of the Confetti community.