

# Level 3 Extended Diploma in Production Arts Practice

## Technical Events

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Course Handbook 2024-2025

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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 familiarise 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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Welcome to Level 3 Technical Events! We strive to provide the very best education within the event production industry at level 3. This course will provide you with the vital and multi-disciplinary skills within event production to help move you into either the industry itself or to take you to the next level in education (Degree based courses).

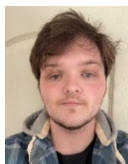
We not only offer you excellent teaching and learning within event production but provide you with real industry experience. This is course provides you with multiple industry experiences that not only gives you a real taste of the industry but ensures that you can operate at a professional level.

You'll also gain experience in event planning, production management and event theory, providing you with the skills to not only work on an event as a technician, but also be part of organising and running events. Your skills will be put into practice on your own events and productions and you will have the opportunity to work at some of the East Midlands' largest festivals and events.



**Darren Harding – Course Leader** [Darren.harding@confetti.ac.uk](mailto:Darren.harding@confetti.ac.uk)

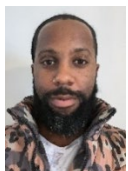
Darren comes from a live sound, touring and event production background with over 20 years of experience in the industry. Starting with touring in bands (UK and internationally), Darren moved on to a studying studio engineering and music technology degree before working as a live sound engineer at Rock city. After multiple years of event production (working with a wide selection of local and international acts), he moved into education at Confetti Institute of Creative Technologies, working on multiple courses until L3 Technical Events started in 2012.



**Paul Hutchison – Year 1 Tutor** [Paul.hutchison@confetti.ac.uk](mailto:Paul.hutchison@confetti.ac.uk)

Paul has a background as a Session musician, Event manager and a crew member within the industry expanding over a decade. After studying at Confetti on the performance course, he moved on to study Event Management in London where he started booking shows for artists and working as a stage manager for larger shows.

Continuing wanting to improve on his skills, Paul works as Event Crew for acts such as Foo Fighters, The Killers and many more alongside teaching to provide the best experience and knowledge for his students as they progress in a career as industry professionals.



**Jonathan Scott – Year 2 Tutor** [Jonathan.scott@confetti.ac.uk](mailto:Jonathan.scott@confetti.ac.uk)

With a degree in Music Technology, Jonathan spent a decade as a freelance technician in live events, honing his skills and expertise. As a function band manager and bassist, he balanced creativity with leadership. His passion for performance arts led him to assist in a college, supporting dance and musical theatre for four years. Driven by a keen interest in new technology, Jonathan has now completed a PGCE in teaching, aiming to inspire the next generation as a live events tutor. Jonathan's journey reflects a blend of technical prowess, artistic passion, and a commitment to education.

## 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**
- **Work to Deadline**
- **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.

If you will be absent or late, please call 0115 993 2315

## Term Dates

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### Term 1 2024-25

Starts	9 September 2024
Half-Term	28 October – 1 November 2024
Ends	20 December 2024

### Term 2 2024-25

Starts	6 January 2025
Half-Term	17 February – 21 February 2025
Ends	4 April 2025

### Term 3 2024-25

Starts	21 April 2025
Half-Term	26 May – 30 May 2025
Ends	17 July 2025

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## 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
- Sharpie Pens and Electrical Tape (to be used in Practical Sessions)
- USB stick
- Headphones
- Student card and Lanyard (provided by Confetti)
- Steel Toe-cap Boots (For Practical Lessons and Productions)
- Hearing protection

## Email & the Internet

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As a student at the College you will be given access to an e-mail 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 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.

As a course, we utilise Microsoft teams as your central point for all course resources and materials. You will find your assigned project briefs, submission section and course resources. You will be able to log into your Microsoft teams account with your Confetti log-in and will be shown how to do this on the first week of teaching.

## Keeping in Touch

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If you will be absent please call the absence line on 0115 993 2315 and email [absence@confetti.ac.uk](mailto:absence@confetti.ac.uk). It is also a good professional habit to get into to email your course leader, too (see below)

If you are under 18 your parents must call in.

## 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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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

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**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.**



The banner features a dark blue background with white text on the left asking 'Are you worried about yourself or someone else? Do you need to talk?'. On the right, it provides contact information for the safeguarding team: 'Contact our safeguarding team', 'Email [safeguarding@confetti.ac.uk](mailto:safeguarding@confetti.ac.uk)', and 'Phone +44 (0) 7752 729 566'. Logos for 'confetti Institute of creative technologies' and 'PART OF Nottingham Trent University' are also present.

Emma Talbot | Safeguarding Lead

Rebecca Machin | Safeguarding Officer

Natalie Brewster | Safeguarding Officer

Lee Callen | Safeguarding Officer

Hannah Sisson | Safeguarding Officer

Accessible version:

Are you worried about yourself or someone else? Do you need to talk? Contact our safeguarding team – email [safeguarding@confetti.ac.uk](mailto:safeguarding@confetti.ac.uk) or phone 07752729566.

Team:

- Emma Talbot – Safeguarding Lead
- Rebecca Machin – Safeguarding Officer
- Natalie Brewster – Safeguarding Officer
- Lee Callen – Safeguarding Officer
- Hannah Sisson – Safeguarding Officer

## Student Services: Access & Inclusion Offer

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 work space 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.

## **Teaching, learning and assessment**

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The course you will be studying is the **BTEC Extended Diploma in Production Arts Practice (Technical)**. [Read the full specification.](#)

## Timetable

### Confetti ICT Timetables - September 2024

#### NS23-1 (Technical Events)

		09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
NS23-1 (Technical Events)	Mon	PRACTICAL WORKSHOP Jonathan Scott <i>Metronome P2</i>					PRACTICAL WORKSHOP Jonathan Scott <i>Metronome P2</i>			
	Tue									
	Wed	PRODUCTION PLANNING Jonathan Scott <i>C110 (Computer Suite)</i>				SEMINAR Darren Harding <i>C110 (Computer Suite)</i>		PERSONAL DEVELOPMENT EMPLOYABILITY Darren Harding <i>C110 (Computer Suite)</i>		
	Thu									
	Fri									

Accessible version:

#### Monday

- 9am-1pm: Practical workshop, Jonathan Scott, Metronome P2
- 2pm-5pm: Practical workshop, Jonathan Scott, Metronome P2

#### Wednesday

- 9am-11am: Production planning, Jonathan Scott, C110 (Computer Suite)
- 1pm-3pm: Seminar, Darren Harding, C110 (Computer Suite)
- 3pm-4pm: Personal Development Employability, Darren Harding, C110 (Computer Suite)

**Confetti ICT Timetables - September 2024**

NS23-2 (Technical Events)

		09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
NS23-2 (Technical Events)	Mon									
	Tue									
	Wed	<b>PRODUCTION PLANNING</b> Jonathan Scott <i>C110 (Computer Suite)</i>				<b>SEMINAR</b> Darren Harding <i>C110 (Computer Suite)</i>		<b>PERSONAL DEVELOPMENT EMPLOYABILITY</b> Darren Harding <i>C110 (Computer Suite)</i>		
	Thu	<b>PRACTICAL WORKSHOP</b> Jonathan Scott <i>Metronome P2</i>					<b>PRACTICAL WORKSHOP</b> Jonathan Scott <i>Metronome P2</i>			
	Fri									

Accessible version:

**Wednesday**

- 9am-11am: Production planning, Jonathan Scott, C110 (Computer Suite)
- 1pm-3pm: Seminar, Darren Harding, C110 (Computer Suite)
- 3pm-4pm: Personal development employability, Darren Harding, C110 (Computer Suite)

**Thursday**

- 9am-1pm: Practical workshop, Jonathan Scott, Metronome P2
- 2pm-5pm: Practical workshop, Jonathan Scott, Metronome P2

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

## Lessons

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You will study 4 units to complete the course, each unit has a grade, for example Pass, Merit or Distinction, and each unit grade is added together to give the final grade.

Each week you will have the following lessons:

- **Seminar** (2hrs) - C110
- **Practical Workshop** (8hrs with breaks) in our Performance 2 rehearsal space
- **Production Planning and Theory** (2hrs) - C110
- **Course Leader Check-In** (1hr) - C110

## Assessment and Feedback

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

It is essential you check your email 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. Its important you understand how you will be assessed on the course. Please speak to your tutors if you unsure what your feedback means.

## Deadline Planner

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Project Title	Issue Date	Deadline	Type	Activity
Mobo Formative	14.10.24	18.10.25	Formative	Observation
Personal Development Project	21.10.24	5.1.25	Summative	Project
Creative Collaboration	13.1.25	16.3.25	Summative	Portfolio
Esports Tech Run Formative	10.2.25	14.2.25	Formative	Observation
Final Major Project	17.3.25	8.6.25	Summative	Production
Tech Run Formative	14.4.25	18.4.25	Formative	Observation
Personal Promotion	21.4.25	1.6.25	Summative	Portfolio

## 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 15 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.
- ✓ You apply in writing to [Darren.harding@confetti.ac.uk](mailto:Darren.harding@confetti.ac.uk) giving compelling reasons for an upgrade resubmission.
- ✓ 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 resubmission is a pass grade

## Working out your final grade

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**(THIS IS AN EXAMPLE PLEASE MAKE SURE YOU USE THE CORRECT INFORMATION FOR YOUR COURSE)**

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 70 points.
- Merit – it is worth 80 points.

- Distinction – it is worth 90 points.

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.

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

Points range above pass grade	Grade
1300-1339	MPP
1340-1379	MMP
1380-1419	MMM
1420-1459	DMM
1460-1499	DDM
1500-1529	DDD
1530-1559	D*DD
1560-1589	D*D*D
1590 and above	D*D*D*

## 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.

## Disciplinary

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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.



# 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.

## 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.

## 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.