BTEC Level 2 Diploma in Music Industry Skills - Technology and Performance Pathways

Course Handbook

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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!

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

• 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

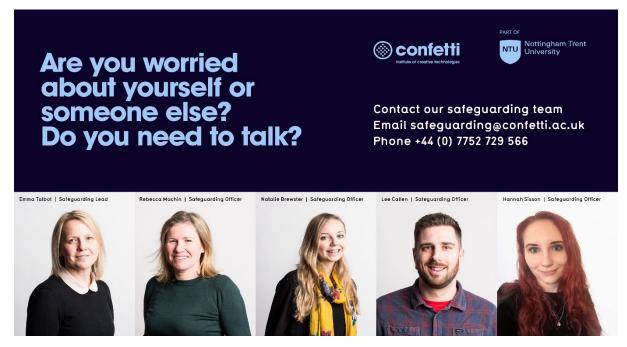• Taking action to enable all children, young people and vulnerable adults to have the best outcomes

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

• 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.

Accessible version:

Are you worried about yourself or someone else? Do you need to talk? Contact out safeguarding team – email 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 Support 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:

https://confetti.ac.uk/sstreferral/

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.:

What you'll need

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

- ID card & Confetti your Lanyard
- Notepad, pens and pencils
- Folder with paper
- USB stick
- Headphones

*If you are on the performance course, you will need to bring your own instrument for practical sessions only (check your timetable).

Term Dates

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

The 4 Rules: Be Here, On Time, Stay on Track, Be Professional

Email, Forwarding Emails & the Internet

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. Please check your emails daily. We would recommend you adapting the settings to having emails forwarded to your personal email inbox. Details of how to do so.

Microsoft Teams

If you have a laptop or mobile phone, you should download the Microsoft Teams mobile app to it. You will need to sign in with your Confetti email address and password. See Microsoft Teams apps.

Moodle

Module and session 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. You may also be required to submit some of your work using it.

Submissions

Ensure that you share all your final submissions with James.Burt@confetti.ac.uk and Bridget.Holmes@confetti.ac.uk.

Health & Safety

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 additional health & safety rules and considerations specific to this program of study, particularly in relation to working in the studios and rehearsal rooms. These issues will be covered at the beginning of your course and will be revisited as part of your modules.

Keeping in Touch

If you will be late or absent please ensure the absent team is contacted calling 0115 993 2315 *or* emailing absent@confetti.ac.uk. If you are under 18, your parent or guardian must contact them. It is also a good professional habit to contact your course leader and/ or tutor too (see below).

Your Tutors

James Burt – Course Leader: James.Burt@confetti.ac.uk

Hi, I'm James, the course leader for Level 2 Music and personal tutor for the technology groups. I've been a singer/songwriter and multi-instrumentalist for over 10 years. While I enjoy a wide range of styles, my main inspiration comes from 80s synth-pop, which I love blending with modern genres and live instruments.

I was fortunate to study at Confetti, where I deepened my understanding of the music industry. During my time here, I had the amazing opportunity to record a single with talented students and musicians, under the guidance of Al Groves, producer for bands like Bring Me the Horizon and Cast.

Confetti played a huge role in shaping my musical journey, and now I'm excited to pass that inspiration on to you.

Bridget Holmes – Music Performance Tutor Bridget.Holmes@confetti.ac.uk.

Hi, I'm Bridget! I'll be your personal tutor for Music Performance and will also be teaching some English classes.

My musical background is rooted in classical training, and I've achieved ABRSM Grade 8 on multiple instruments. Over the years, I've gained extensive experience teaching peripatetically, as well as composing and accompanying for various artists. My musical journey has taken me from traditional folk bands to the world of electronic dance music.

I hold a degree in Music Performance from Confetti, which has provided me with a valuable foothold in the Nottingham music scene. I'm excited to share my passion and experience with you

Chris Goss – Music Technology Tutor Chris.goss@confetti.ac.uk

Hi, I'm Chris Goss, and I'll be leading your studio sessions. I've been in the music industry for nearly 30 years, with over 20 years in education. My career began in Nottingham's club scene in the mid-90s as a House Music DJ, taking me around the world, including tours in the U.S. and Europe. I've performed at festivals like Glastonbury and Pohoda, and in cities like Chicago, San Francisco, and Berlin.

As a promoter, I've organised events across Europe, including Rebound, a club night named one of the UK's top 20 by BBC Radio 1. I joined Confetti in 2003 and have seen it grow into the incredible facility it is today. With years of experience in music production, I've helped many emerging artists and producers launch successful careers. I look forward to supporting you on your journey into the music industry!

Teaching, learning and assessment

Your course is the BTEC Level 2 Diploma in Music Industry skills. Upon successful completion of your course you will have gained a Level 2 BTEC Qualification. Read the full specification, however this handbook contains the most important bits.

Timetable

Your timetable shows the time, location and tutor for each of your sessions. If you have not yet achieved at least a grade 4/C in GCSE maths and English, attending those sessions in addition to your music sessions is part of the conditions for your place at Confetti. We aim to keep timetables the same from term to term, however if this is not possible there may be changes. Please contact your tutors if you have not received a timetable yet.

Lessons

You will complete 6 units during your course in order to gain your qualification. Your course covers both practical and theoretical aspects of music, and the music industry. Your main practical sessions will be 3 hours each. You will also have a 1-hour PDE session which will support you in your personal and professional development.

Each week you will be taught to develop your practical skills, gain insight in to the realities of working in music the industry, look at current music industry happenings, and prepare for industry level opportunities.

Soundtrap

For those without access to downloadable music production software at home, we recommend using Soundtrap. Soundtrap is an online music production platform, you will not need to download

it. It can be used to record and develop your musical ideas. [You will need to use your Confetti email address and password to sign up](). [Access tutorials videos]().

Technology Pathway

Term 1: Introduction to Music Technology

During this term, you will be introduced to a wide range of techniques, creative ideas, and equipment that you will use to experiment and create music with. You will also be introduced to the recording studio and will be learning about some of the techniques that are important in order for you to operate the studio independently. You will also be learning how to use Logic music production software to produce your own music.

Alongside this, you will develop a career plan, that will allow you to explore potential job roles, routes into industry, and ways of getting your music career started.

Term 2: Portfolio

In term 2, you will work with professional session musicians to record music in the recording studio to produce and mix a full song. You will also extend your portfolio by creating 2 original songs in your music production sessions.

Alongside these, you will begin exploring how to market yourself and promote your music to your audience, and create multimedia incorporating promotional materials.

Term 3: Music Project

During the final term you will complete the final unit of the course, music project. This unit will bring together all of the technical, academic and professional skills that you have developed over the year. Working to a client brief, you will create a final piece of work that demonstrates your ability and style.

You will also complete an end of year project that will prepare you for progression on to Level 3 and/or employment in the industry.

To do this you will work in a team to plan, organise and record a radio show. For this you will research and discuss topics that could be featured in your show for your target audience. You will also continue to write your own music to prepare for the end of year showcase event.

Performance Pathway

Term 1: Introduction to Music Performance

During this term, you will be introduced to a wide range of techniques, creative ideas, and equipment that you will use to experiment and create music with.

You will also explore the rehearsal facilities, and begin to develop ensemble and solo performance skills, by exploring general and instrument-specific practice, exercises and techniques.

Alongside this, you will develop a career plan, that will allow you to explore potential job roles, routes into the industry, and ways you can get your music career started.

Term 2: Portfolio

In term 2, you will work in ensembles to rehearse and refine a set list of covers which will result in improvements in your overall musicianship, and prepare you for live performances. You will also write at least two original songs to showcase in front of an audience.

Alongside this, you will begin exploring how to market yourself and promote your music to your audience, and will create multimedia incorporating promotional materials.

Term 3: Music Project

During the final term you will complete the final unit of the course, music project. This unit will bring together all of the technical, academic and professional skills that you have developed over the year. Working to a client brief, you will create a final piece of work that demonstrates your ability and style.

You will also complete an end of year project that will prepare you for progression on to level 3 and/or employment in the industry. To do this you will work in a team to plan, organise and deliver your own final performance. For this you will choose your set list, bands and running order, and work with events staff and students to run the event. You will also continue to write your own music to prepare for the end of year showcase event

Assessment and Feedback

Your course leader and tutors will take you through assessments, and guide you through the process of producing work and getting feedback. There are a few important things you should be aware of, that are listed here. They come from a larger document about assessment and feedback.

Teaching and learning

- During teaching and learning teaching will give verbal feedback.
- Teachers will enable you to make progress.
- Explain how BTEC assessment works and what learners need to do to achieve a Pass, Merit or Distinction.
- Give feedback on how to improve knowledge, skills, understanding, behaviour, approach, grammar etc.

During assessment

- While you are working on assessment teachers can give general feedback, however there are rules as to what we can and cannot say.
- We will give guidance on on to approach the knowledge and skills.
- Confirm which criteria we are targeting.
- Clafify what the assignment brief means.

Following assessment

- Following the assessment we will give clear feedback on a number of points.
- We will explain what criteria you have achieved
- We will explain why criteria is not achieved and why.
- **The feedback MUST NOT provide a list of instructions on how to get a higher grade.**

When you submit your work, it is assessed within two weeks, and written feedback is sent to your Confetti email address. It is essential you check your emails regularly, read your feedback, and take any necessary action, for example, if you have not achieved all the pass criteria and you will be required to complete a resubmission.

Deadline Planner

Units 1, 2 7 and 8 will be completed by all students. All others are pathway specific.

Unit 1: Exploring Music	Unit 2: Professional Development
Deadline: Friday 20 December 2024	Deadline: Friday 22 November 2024
Unit 3: Creating Music (Performance Only)	Unit 4: Music Performance (Performance Only)
Deadline: Thursday 4 April 2025	Deadline: Friday 21 March 2025
Unit 5: Music Production (Technology Only)	Unit 6: Sound Engineering (Technology Only)
Deadline: Thursday 4 April 2025	Deadline: Friday 21 March 2025
Unit 7: Self-Promotion	Unit 8: Music Project
Deadline: Friday 16 May 2025	Deadline: Friday 20 June 2025
End of Year Project	
Deadline: Friday 17 July 2025	

Resubmissions: Fails

If you fail an assignment, you must resubmit it. 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 cannot tell you specifically what to do to gain a higher grade.

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

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 your tutor 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 complete and genuine, you will be refused an upgrade resubmission. This includes poor time management and prioritising other commitments like work over your assignments.

Working out your final grade

When studying a BTEC qualification, 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.

You will track your grades in tutorials, but can request an update at any time from your personal tutor via email.

If you add up all your unit grade points, you will be able to work out your final grade. The following table shows the grades achieved for each point value.

Points Range	Overall Grade
0 – 95	Unclassified
96 - 111	PP (Pass-Pass)
112 - 127	MP (Merit-Pass)
128- 151	MM (Merit-Merit)
152 - 175	DM (Distinction-Merit)
176 - 192	DD (Distinction-Distinction)

Progression Opportunities

If you wish to progress onto a level 3 course at Confetti, or elsewhere, it is important to keep a close eye on your grades, as well as your attendance, punctuality and submissions.

From September, there will be 3 music courses available to study at level 3 at Confetti. These are:

- Audio and Music Technology
- Music Performance & Songwriting
- Technical Events

Tutorials

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, progress, and agree targets to help you to develop skills.

Student feedback

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. 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.

Disciplinary Stages

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.

Student Opportunities

There are a number of ways you can get involved in student life at Confetti.

Student Representatives

Your class will elect a representative who will attend termly meetings to speak directly to your Confetti course leader and senior management. After conversations with you they will 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.

Ambassadors

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.

Industry Opportunities

How to Get Involved at Confetti

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. Your tutors will make sure the experience is suitable for you, and that 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.

You should also pay attention to the weekly student notices as some opportunities will appear there.