



L3 Film & Television Production

Course Handbook 2024-2025 – VS23

Qualification: Level 3 Extended Diploma in Creative Media Practice

Contents

Head of FE introduction	3
Student Services Team	4
Safeguarding	5
Student Services: Access & Inclusion Offer	6
Four Rules	9
What you'll need	9
Email & the Internet	9
Student Blogs and MS Teams	9
Keeping in Touch	9
Health & Safety	9
Term Dates	10
Your Tutors	10
Teaching, learning and assessment	10
Timetable	11
Assessment and Feedback	14
Deadline Planner	15
Resubmissions: Fails	15
Resubmissions: If you wish to improve a pass or merit grade	15
Working out your final grade	16
UCAS points	18
Tutorials	18
Resource booking	18
Student feedback	18
Student Representatives	19
Industry Opportunities at Confetti	19
Ambassadors	19

Head of FE intro

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!

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.

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. Logos for 'confetti' (Institute of Creative Technologies) and 'NTU Nottingham Trent University' are also present.

Are you worried about yourself or someone else? Do you need to talk?

contact our safeguarding team
Email safeguarding@confetti.ac.uk
Phone +44 (0) 7752 729 566

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 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.](#)

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.

Four Rules

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

Your commitment to these will be measured through our database and reviewed at each of your tutorials.

What you'll need

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

- Notepad and Pen
- USB stick (32GB or greater)
- SD card (not mandatory but useful to have)
- Headphones (not mandatory but useful to have)
- Your Student Lanyard
- A new College Google account (we use google drive for extra storage, backups and sharing documents)

Email & 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 college email daily as this is one of the main ways we will communicate information about your course.

Student Blogs and MS Teams

You can access our sessional resources through the course's Film and TV Blog which you will be introduced to during your induction and all of the information you need to login to your Blog will be sent to your college email account. You will use your Blog to submit all of your work. You will also be have a MS Teams account which will be used for your online class and communicating with the course team.

Keeping in Touch

If you will be absent please call the absence line on [0115 993 2315](tel:01159932315) and email absence@confetti.ac.uk. It is also a good professional habit to get into emailing your course leader too – james.west2@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 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.

Term Dates

Milestone	2023/24
Start of Term 1	9 September
Half Term	28 October – 1 November
End of Term 1	20 December
Start of Term 2	6 January
Half Term	17 February – 21 February
End of Term 2	04 April
Start of Term 3	22 April
May Bank Holiday	5 May
Half Term	26 May – 30 May
End of Term 3	17 July

Your Tutors

James West – Course Leader james.west2@confetti.ac.uk

Sam Farrow – Tutor sam.farrow@confetti.ac.uk

Johann Chipol – Tutor johann.chipol@confetti.ac.uk

Chris Rogers – Tutor chris.rogers@confetti.ac.uk

Cameron Foster – Tutor cameron.foster@confetti.ac.uk

Teaching, learning and assessment

Your course is a Pearson BTEC Nationals, Extended Diploma in Creative Media Practice (2019). You can [read the full specification](#), however this handbook contains the most important bits.

Timetables

VS23-1 (TV and Film)

		09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
VS23-1 (TV and Film)	Mon			PLANNING Chris Rogers <i>Online (FE TV and Film)</i>			PRODUCTION and LOCATION FILMING Chris Rogers <i>S00 (Space 2 - Bleaching House)</i>			PERSONAL DEVELOPMENT EMPLOYABILITY Chris Rogers <i>S15 (Space 2 - Media Suite)</i>
	Tue									
	Wed									
	Thu		PORTFOLIO DEVELOPMENT and LOCATION FILMING Johann Chipol <i>C109 (Media Production Suite)</i>	PLANNING Johann Chipol <i>Online (FE TV and Film)</i> ONLINE VIDEO	RESEARCH and DEVELOPMENT Johann Chipol <i>C108 (Media Computer Suite)</i>					
	Fri							POST-PRODUCTION Sam Farrow <i>C109 (Media Production Suite)</i>		WORKSHOP Sam Farrow <i>C109 (Media Production Suite)</i>

Accessible version of VS23-1

Monday

- 11am-1pm: Planning, Chris Rogers, Online (FE TV and Film)
- 2pm-5pm: Production, location and filming, Chris Rogers, S00 Space 2
- 5pm-6pm: Personal development employability, S15 Space 2

Thursday

- 10am-11am: Portfolio development and location filming, Johann Chipol, C109
- 11am-12pm: Planning, Johann Chipol, Online (FE TV and Film)
- 12pm-2pm: Research and development, Johann Chipol, C108

Friday

- 3pm-5pm: Post-production, Sam Farrow, C109
- 5pm-6pm, Workshop, Sam Farrow, C109

VS23-2 (TV and Film)

		09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
VS23-2 (TV and Film)	Mon			PLANNING Chris Rogers <i>Online (FE TV and Film)</i>						
	Tue	PORTFOLIO DEVELOPMENT and LOCATION FILMING James West <i>C108 (Media Computer Suite)</i>	RESEARCH and DEVELOPMENT James West <i>C108 (Media Computer Suite)</i>							
	Wed	PERSONAL DEVELOPMENT EMPLOYABILITY Chris Rogers <i>S15 (Space 2 - Media Suite)</i>	PRODUCTION and LOCATION FILMING Chris Rogers <i>S00 (Space 2 - Bleaching House)</i>							
	Thu			PLANNING Johann Chipol <i>Online (FE TV and Film)</i> ONLINE VIDEO		WORKSHOP Sam Farrow <i>C109 (Media Production Suite)</i>				
	Fri			POST-PRODUCTION Sam Farrow <i>C109 (Media Production Suite)</i>						

Accessible version: VS23-2

Monday

- 11am-1pm: Planning, Chris Rogers, Online (FE TV and Film)

Tuesday

- 9am-10am: Portfolio development and location filming, James West, C108
- 10am-12pm: Research and development, James West, C108

Wednesday

- 9am-10am: Personal development employability, Chris Rogers, S15 Space 2
- 10am-1pm: Production and location filming, Chris Rogers, S00 Space 2

Thursday

- 11am-12pm: Planning Johann Chipol, Online (FE TV and Film)
- 11am-1pm: Post production, Sam Farrow, C109
- 1pm-2pm: Workshop, Sam Farrow, C109

VS23-3 (TV and Film)

		09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
VS23-3 (TV and Film)	Mon		PLANNING Chris Rogers <i>Online (FE TV and Film)</i>							
	Tue	PERSONAL DEVELOPMENT EMPLOYABILITY Chris Rogers <i>S15 (Space 2 - Media Suite)</i>	PRODUCTION and LOCATION FILMING Chris Rogers <i>S00 (Space 2 - Bleaching House)</i>							
	Wed		PORTFOLIO DEVELOPMENT and LOCATION FILMING James West <i>C109 (Media Production Suite)</i>	RESEARCH and DEVELOPMENT Johann Chipol <i>C109 (Media Production Suite)</i>						
	Thu			PLANNING Johann Chipol <i>Online (FE TV and Film)</i> ONLINE VIDEO						
	Fri			POST-PRODUCTION Sam Farrow <i>C109 (Media Production Suite)</i>		WORKSHOP Sam Farrow <i>C109 (Media Production Suite)</i>				

Accessible version: VS23-3

Monday

- 10am-11am: Planning, Chris Rogers, Online (FE TV and Film)

Tuesday

- 9am-10m: Personal development employability, Chris Rogers, S15 Space 2
- 10am-1pm: Production and location filming, Chris Rogers, S00 Space 2

Wednesday

- 10am-11am: Portfolio development and location filming, James West, C109
- 11am-1pm: Research and development, Johann Chipol, C109

Thursday

- 11am-12pm: Planning, Johann Chipol, Online (FE TV and film)

Friday

- 11am-1pm: Post production, Sam Farrow, C109
- 1pm-2pm: Workshop, Sam Farrow, C109

VS23-4 (TV and Film)

		09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18
VS23-4 (TV and Film)	Mon		PLANNING Chris Rogers <i>Online (FE TV and Film)</i>			PORTFOLIO DEVELOPMENT and LOCATION FILMING James West <i>C109 (Media Production Suite)</i>	RESEARCH and DEVELOPMENT James West <i>C109 (Media Production Suite)</i>			
	Tue						PERSONAL DEVELOPMENT EMPLOYABILITY Chris Rogers <i>S15 (Space 2 - Media Suite)</i>	PRODUCTION and LOCATION FILMING Chris Rogers <i>S00 (Space 2 - Bleaching House)</i>		
	Wed					POST-PRODUCTION Sam Farrow <i>C109 (Media Production Suite)</i>		WORKSHOP Sam Farrow <i>C109 (Media Production Suite)</i>		
	Thu			PLANNING Johann Chipol <i>Online (FE TV and Film)</i> ONLINE VIDEO						
	Fri									

Accessible version: VS23-4

Monday

- 10am-11am: Planning, Chris Rogers, Online (FE TV and Film)
- 1pm-2pm: Portfolio development and location filming, James West, C109
- 2pm-4pm: Research and development, James West, C109

Tuesday

- 2pm-3pm: Personal development employability, Chris Rogers, S15 Space 2
- 3pm-6pm: Production and location filming, Chris Rogers, S00 Space 2

Wednesday

- 1pm-3pm: Post production, Sam Farrow, C109
- 3pm-4pm: Workshop, Sam Farrow, C109

Thursday

- 11am-12pm: Planning, Johann Chipol, Online (FE TV and Film)

Assessment and Feedback

When you submit work, it is assessed within two weeks. Formative assessment (where we give you feedback that will help you to improve your work) will include an indication of the grade you are working towards to help you understand how you are progressing ahead of your final summative assessment. All assessment feedback and grades will be sent via our database 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 not have achieved all pass criteria and therefore must complete a resubmission. You can read BTECs rules on assessment and feedback [here](#). It is essential you check

your email regularly, read your feedback, and take any necessary action, for example you may not have achieved all pass criteria and therefore must complete a resubmission. [Read BTECs rules on assessment and feedback.](#)

Plagiarism

There are many definitions of what constitutes plagiarism. All of them agree that plagiarism is a form of academic misconduct or, put more simply, a form of cheating. Plagiarism is much more than simply copying from another learner, or from books, or from the internet and can be taken to include paraphrasing, subcontracting the work to someone else, submitting the same piece of work for two different purposes. Ultimately, plagiarism is attempting to pass off other people's work and ideas as your own. Please note this also includes the use of AI to complete your work. Any attempt at Plagiarism will result in disciplinary action and could affect your grades.

Deadline Planner

Assignment	Handout Date	Deadline Date
Induction Assignment	08.07.24	23.09.24
Personal Progression (unit B1)	16.09.24	22.11.24
Advertising (unit B2 - formative)	09.12.24	14.02.25
Short Film (unit B2 - summative)	24.02.25	13.06.25

Resubmissions: Fails

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

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 james.west2@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.

Working out your final grade

When studying a BTEC, you must complete all four units (A1, A2, B1 & B2). For each unit you are assessed against five criteria and for each you can be awarded a pass, merit or distinction grade. These three grades are equivalent to a set number of points and the sum of the points at the end of the course determines your final grade. Your grades in the final assessment are worth more, so please look at the following table for details.

Grade	Assessment Units A1, A2 and B1	Assessment Unit B2
U	0	0
Pass	1	3
Merit	2	6
Distinction	3	9

The following table below will allow you to calculate your overall grade for your first year and your final grade in your second year (although you will be provided with a grade calculator in term 1)

Year 1 - Units A1 & A2		Year 2 (Final Grade) - Units A1, A2, B1 & B2	
Grade	Points Threshold	Grade	Points Threshold
U	0	U	0
P	10	PPP	30
		MPP	36
		MMP	42
M	16	MMM	50
		DMM	58
		DDM	64
D	23	DDD	70
		D*DD	74
		D*D*D	80
D*	29	D*D*D*	85

For example, your first year overall grade may look like this.

Assessment Unit	Assessment Criteria Grade (and point value)	Total Unit Points
A1	AC1 - P (1) AC2 - M (2) AC3 - P (1) AC4 - M (2) AC5 - M (2)	8

A2	AC1 - P (1) AC2 - M (2) AC3 - M (2) AC4 - D (3) AC5 - M (2)	10
Qualification Grade: M		18

UCAS points

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 you're your potential UCAS points. When using the calculator, ensure you set your qualification to be **Pearson BTEC Level 3 National Extended Diploma in Creative Media Practice (first teaching from September 2019)**. When it comes to going to university, you will need to meet entry requirements and may need to work towards a specific grade, which we will support you with.

Tutorials

You will have at least one tutorial per term, however you can request more from your personal tutor. During tutorials we discuss your attendance, submissions, learning, and general progress and agree targets to help you to develop skills.

Resource booking

Once we're sure that you can use the facilities in a basic, safe and professional manner you will gain a booking licence which allows you to book equipment. You must sign a booking contract, which will be sent to you by the course leader. If you are under 18, your parents must also sign this before you can make any bookings.

Once this is complete and you have achieved your booking licence, [you can to book equipment](#).

Please note: if you breach the terms and conditions of your booking contract, we reserve the right to remove your licence.

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 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.

Student Representatives

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

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

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.