



Level 2

Film & Photography

Course Handbook 2024-2025

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!

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What you will need

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

- Notepad
- Pens
- USB stick
- Headphones
- Lanyard

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 email daily.

For your Level 2 Creative Media course: Digital Video and Photography we use Teams to pass on relevant information about your course including assignment briefs, lesson resources and to contact you personally or about events / trips etc. related to your course.

You may also use Edublogs or Moodle which is an online blog / site to record and detail the work you do daily and to submit assignments. Your tutors can access this easily and see how you are progressing with your work and advise on improvements etc.

Staying Connected

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

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

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

Your Tutors

Anthony Wynne– Course Leader anthony.wynne@confetti.ac.uk

Thomas Hallifax -Tutor thomas.hallifax@confetti.ac.uk

Teaching, learning and assessment

COURSE INTENT

To introduce and then develop the skills and knowledge needed for photography and moving image productions including pre-production, production, and post- production knowledge. Content will also coversome graphic design content, and important skills related to seeking employment in the industry and background knowledge of how it is organized.

Understanding The Basics (Photography/Audio/Film)

First term [Autumn]: Developing skills

The first term you will be introduced to and then develop the skills and knowledge needed for photography and moving image productions.

Second term [Spring]

Short Film Production (Film)

Developing and applying skills to produce promotional projects for moving image and photography briefs

Third term [Summer]

Project Management (Writing/Distribution/Production Management)

Applying skills to fulfil a brief – short film and promotional package

Lesson professionalism – to ensure that lessons go smoothly and to minimise disruption only drinks with a sealable lid are allowed in class – bottled water or similar. No other food or drink is allowed in class. The use of mobile phones in class is not allowed – this is a constant issue with students, but they are a major distraction, and you will be told to have it turned off in session. [This applies to tutors as well!]

You will study four units [**A1; B1; A2; C1**] to complete the course, each unit has a grade, for example Merit, and each unit grade is added together to give the final grade.

Each week you will have at least five core sessions related to your course.

ASSESSMENT AND FEEDBACK

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.](#)

Deadlines for your assignment are found on the assignment brief which you will be sent and will also be in Teams.

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 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 exceptional 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 anthony.wynne@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 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.

Certificate 180 GLH

Grade	Points threshold
U	0
P	10
M	17
D	24

Extended certificate 240 GLH

Grade	Points threshold
U	0
PP	15
MP	20
MM	25
DM	33
DD	40

Extended diploma 360 GLH

Grade	Points threshold
U	0
PP	25
MP	33
MM	42
DM	54
DD	66

	Assessment units A1, A2 and B1	Assessment unit C1
U	0	0
Pass	1	2
Merit	2	4
Distinction	3	6

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.

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 and 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 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 investigate 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 are 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 will be able to volunteer via your course tutors, who will make sure the experience is suitable for you and you will 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.

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.

A dark blue banner with white and light blue text. On the left, it asks 'Are you worried about yourself or someone else? Do you need to talk?'. On the right, it provides contact information for the safeguarding team, including email and phone number. Logos for Confetti and 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

PART OF
NTU Nottingham Trent University

confetti
Institute of creative technologies

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.