



# Level 2 Games

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Course Handbook 2024-2025

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## Welcome to Confetti from the Head of FE

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**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.**

## Welcome to your course

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### Course Leader

**Kashelle.Dennis-Gayle@Confetti.ac.uk**

Welcome to the Level 2 Games Design course! I'm Kash, your course leader. With a passion for creative storytelling and game development, I'm here to guide you through the exciting world of game design. Throughout this course, we'll explore key concepts like character creation, level design, 3D modelling, animation and VFX, all while helping you develop the skills needed to bring your game ideas to life. I am looking forward to seeing you develop yourself not only as a games designer but as a person. We will work together to develop you both professionally and personally.



### Tutor

**Megan Mann**

**Megan.Mann@Confetti.ac.uk**

Welcome! I am one of the tutors on the Level 2 Games course! I love to create a supportive and positive environment where learners feel valued and encouraged to reach their full potential. I approach challenges with calmness and patience, understanding that growth takes time and persistence. My dedication to the self-development of learners is a top priority, and I strive to inspire and guide you to cultivate your own skills and confidence. I believe in leading by example,

continually developing myself so that I can provide the best possible support to those in my care.  
Excited to meet you all!



## **Tutor**

**Sean Shiang Shu James**

**Sean.James@Confetti.ac.uk**

Oi oi! I'm Sean, I'm a multifaceted creative with a searing passion for education and gaming. As a games artist, coder, and musician, I bring a unique blend of technical expertise and artistic flair to every project. Be sure that I am a fun, bombastic, and relatable teacher who is dedicated to making learning an engaging and transformative experience. With a deep commitment to both education and the world of games, I aim to inspire, challenge, and guide you on your journey to mastering the art of game creation. Get ready for an exciting adventure!



## **Tutor**

**Kaynat Zehra**

**Kaynat.Zehra@Confetti.ac.uk**

Hello, I'm Kaynat, your Games Art Tutor. I'm an Illustrator-Designer with a deep passion for art, drawing, and gaming. I'm excited to guide you on your creative journey and help you develop your skills in game art. I love hearing about your latest favourite games and taking the time to admire art together. Also, I'm a huge cat lover, so feel free to share pictures of your feline friends!

I'm passionate about helping my students realise that anyone can draw, and through my lessons, I hope you'll come to believe that too. Let's make this a fun and inspiring experience!

## Four Rules

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Our Confetti four rules are essential in your journey to employment and we expect you to take them as seriously as we do:

- Be Here
- On Time
- Stay on Track
- Be Professional

We aim to ensure you have the best possible experience while studying at Confetti and we always welcome your feedback on any aspect of what we do.

If you will be absent or late, please call 01159932315

## Term Dates

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Event	Term dates
Term 1 Start	9 September 2024
FE Half Term	28 October – 1 November 2024
Term 1 Ends	20 December 2024
Term 2 Start	6 January 2025
FE Half Term	17 February-21 February
Term 2 Ends	4 April 2025
Easter Break	2 Weeks
Term 3 Start	22 April 2025
Bank Holiday (May Day)	5 May 2025
FE Half Term	27 May-31 May 2025
Term 3 Ends	17 July 2025

## What you'll need

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

- Notepad
- Pens
- USB stick
- Headphones
- Lanyard
- A good attitude!

## 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

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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.

## Keeping in Touch

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If you will be absent please call the absence line on 01159932315 *nd* 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:

**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.*

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](mailto: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.

## Teaching, learning and assessment

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Your course is Level 2 Diploma in creative media skills. [Read the full specification.](#)

## 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.

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.

## 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.
- ✓ 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 resubmissions 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.

If your unit grade is:

U0 PP:25 MP:33 MM:42 DM:54 DD:66

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

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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.

