



Quarterly Intelligence Cohort (QUIC) report for English UK

Area: Reporting
Date: 01.02.2020

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Introduction

For our English UK members, we do offer an easy option to receive the needed report for submitting the quarterly QUIC report. The required data for English UK can be received within seconds in the needed format.

Detailed information about the QUIC report can be found here:

<https://www.englishuk.com/quic>

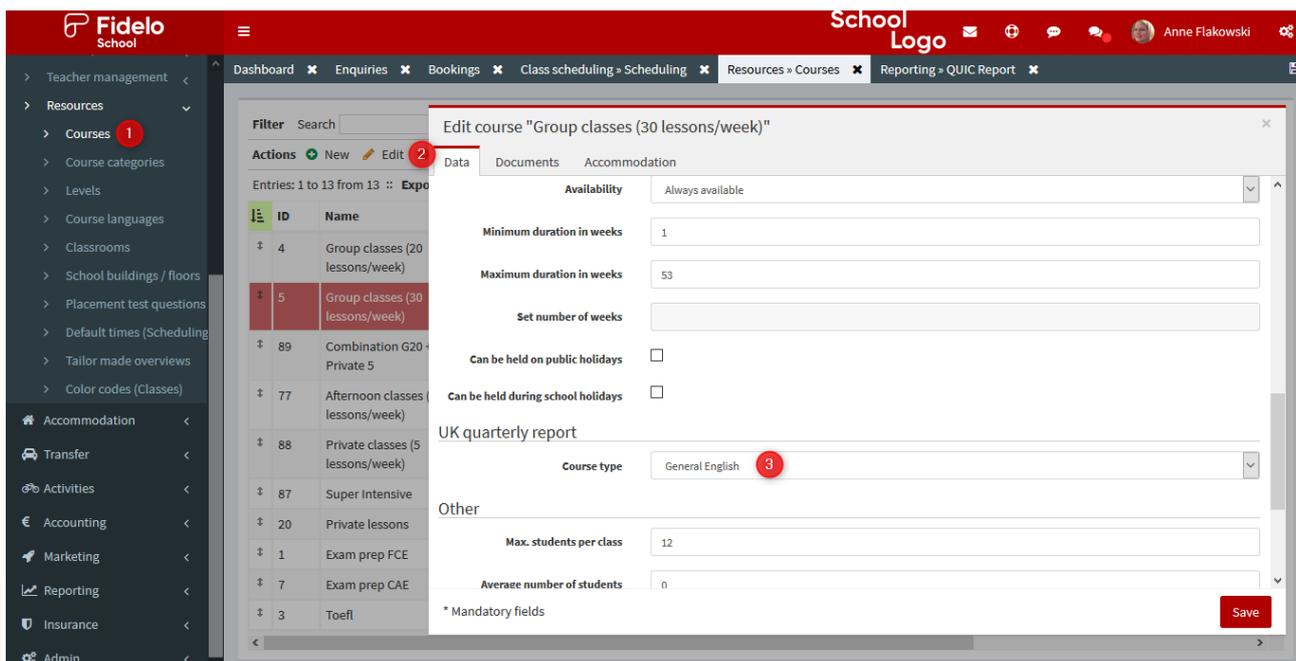
KEY FACTS	<p>Based on: Service time</p> <p>Documents considered: Students having an invoice</p> <p>Detailed or total report: Total report</p> <p>Cancelled bookings included: No</p> <p>One row per: -</p> <p>One column per: Country</p>
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Course types

Specific course types are predefined for the report. These types need to be assigned to your courses in the related course settings to match the needs of the QUIC report.

 Classes » Resources » Courses (1)

Edit your courses (2) and select the related course type under the heading 'UK quarterly report' (3). That way the student weeks can be assigned to the related course type.



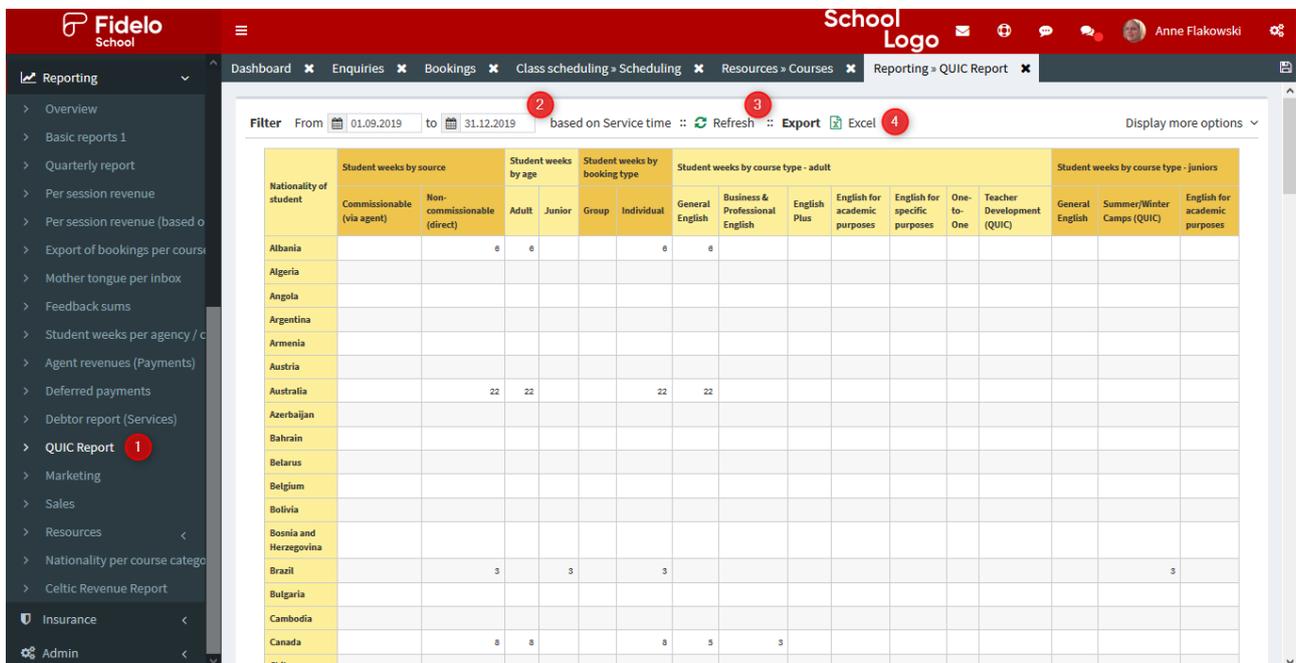
NOTE

Bookings assigned to a course with no course type selected won't be counted for the QUIC report.
 Courses with less than 10 lessons are excluded from the report.
 Private lessons booked needs to include 10 lessons or more per week booked.
 Combined courses are counted once based on the course type selected in the combined course, not based on the separate selected courses.

Report

The reporting module allows you to easily see and analyse the QUIC report or to download it in exactly the format required from English UK.

Reporting » QUIC report (1)



Nationality of student	Student weeks by source		Student weeks by age		Student weeks by booking type		Student weeks by course type - adult					Student weeks by course type - juniors				
	Commissionable (via agent)	Non-commissionable (direct)	Adult	Junior	Group	Individual	General English	Business & Professional English	English Plus	English for academic purposes	English for specific purposes	One-to-One	Teacher Development (QUIC)	General English	Summer/Winter Camps (QUIC)	English for academic purposes
Albania			6	6			6	6								
Algeria																
Angola																
Argentina																
Armenia																
Austria																
Australia			22	22			22	22								
Azerbaijan																
Bahrain																
Belarus																
Belgium																
Bolivia																
Bosnia and Herzegovina																
Brazil			3	3			3									3
Bulgaria																
Cambodia																
Canada			8	8			8	5	3							

Enter the required date range (2) and push the refresh icon (3) and the report is displayed immediately.

Different student week related columns are displayed per country now. The related numbers are assigned based on the nationality of the students as this field is mandatory in the student record whereas the country field is just optional.

The assignment to the course type is done automatically based on the selected type in the course settings. Juniors and adults are separated based on the date of birth stored in the separate booking records. Students older than 18 are counted as Adults, younger ones are counted as Juniors.

The report is based on the time the students are at school (Service time frame), meaning the date you enter in the course details tab of the booking.

The Excel icon (4) allows you to export the report into Excel in the format required from English UK. Please open the document once downloaded and enter the needed contact details into the header part of the document.

QUIC statistics submission form												
Please ensure all the contact details fields are completed.												
Contact name:												
Centre name:												
Member No.:												
Date:												
Email:												
Period reporting:		to:										
Postcode*:												
Contact telephone number:												
Position of main QUIC contact:												
<p>*1. If you are accredited as a home tuition provider or for in-company provision only where tuition might take place across several UK regions. 2. If you are accredited as a seasonal multicentre please submit a separate form for each location. Enter the postcode of the centre.</p> <p>In the main submission form: 1. Use the relevant regional 'other' for countries that are not listed separately. 2. Refer to the QUIC guidance sheet for definitions of course type</p> <p>Need assistance? Contact statistics@englishuk.com</p>												
Nationality of student	Student weeks by source		Student weeks by age		Student weeks by booking type		Student weeks by course type - adult					
	Commissionable (via agent)	Non-commissionable (direct)	Adult	Junior	Group	Individual	General English	Business & Professional English	English Plus	EAP	ESP	One-to-One
Algeria												
Angola												
Argentina												
Armenia												
Austria												
Australia			22	22			22	22				
Azerbaijan												
Bahrain												
Belarus												
Belgium												
Bolivia												
Bosnia and Herzegovina												
Brazil		3		3			3					
Bulgaria												
Cambodia												
Canada		8	8				8	5	3			
Chile												
China												
Colombia												
Costa Rica												

Columns

- Student weeks by source
 - The source 'Commissionable vs. non-commissionable' is selected automatically based on the agency select in your booking record. Entries where no agency is selected are counted as non-commissionable whereas entries with an assigned agency are counted as commissionable
 - Commissionable (via agent) - Number of absolute student weeks based on agency bookings
 - Non-Commissionable (direct) - Number of absolute student weeks based on direct bookings
- Student weeks by age
 - The source 'Adult vs. Junior' is assigned automatically based on the entered date of birth in the booking record.
 - Adult - Number of absolute student weeks based on adults (18 years or older)
 - Junior - Number of absolute student weeks based on juniors (17 years or younger)
- Student weeks by booking type
 - The source 'Groups vs. Individual' is determined based on the group management in the software. Bookings not assigned to a group are counted as Individuals.
 - Group - Number of absolute student weeks based on groups
 - Individual - Number of absolute student weeks based on individual bookings

NOTE

Manual adjustments may be required where, for example, a student aged 17 is taking an adult business English course. The system verification checks of English UK will identify these when your submission is sent to them and it will be sent back to you to double-check as the student would be counted in the Junior column and in the General English column which won't match.

Feel free to call us (+49 221 975 80 756) or write us an E-mail (support@fidelo.com) if you need assistance with the report.