

Fidelo Software

Quarterly Intelligence Cohort (QUIC) report for English UK

Area:	Reporting
Date:	01.02.2020



Content

INTRODUCTION	3
COURSE TYPES	3
REPORTS	4



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

	Based on: Service time
KEY	Documents considered: Students having an invoice
	Detailed or total report: Total report
	Cancelled bookings included: No
FACIS	One row per: -
	One column per: Country

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.

	=		School 🖉 🕀 🗭 🌯	💮 Anne Flakowski 🛛 📽
> Teacher management <	Dashboard 🗙 Enquiries 🗙	Bookings 🗙 Class scheduling » Scl	heduling 🗙 Resources » Courses 🗶 Reporting » QUIC Report 🗶	e
> Resources -				
> Courses 1	Filter Search	Edit course "Group classes (30 lessons/week)"	×
> Course categories	Actions 😌 New 🖋 Edit 2	Data Documents Accommo	dation	
> Levels	Entries: 1 to 13 from 13 💠 Expo	D Availability	Always available	~ ^
> Course languages	11 Name			
> Classrooms	4 Group classes (20	Minimum duration in weeks	1	
 School buildings / floors 	lessons/week)	Maximum duration in weeks	53	
> Placement test questions	\$ 5 Group classes (30			
> Default times (Scheduling	lessons/week)	Set number of weeks		
 Tailor made overviews 	\$ 89 Combination G20 - Private 5	Can be held on public holidays		
 Color codes (Classes) 	\$ 77 Afternoon classes	(Can be held during school holidays		
Accommodation <	lessons/week)	LIK quarterly report		
🖨 Transfer 🛛 🗸	* 88 Private classes (5 lessons/week)	Course type	General English	~
ð‰ Activities <	* 87 Super Intensive			
€ Accounting <	20 Private lessons	Other		
🖋 Marketing 🛛 <	1 Exam prep FCE	Max. students per class	12	
Reporting <	\$ 7 Exam prep CAE	Average number of students	0	~
U Insurance <	\$ 3 Toefl	* Mandatory fields		Save
				>



NOTEBookings 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

Reporting » QUIC report (1)

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.

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🗠 Reporting 🗸 🗸	Dashboard 🗙 🛛	Enquiries 🗙	Bookings 🗙	Clas	is sched	iuling ×	Scheduli	ng 🗙	Resources	• Course	s 🗙 Re	porting » (QUIC F	eport 🗙				
					2			~	3			•						
	Fitter From	01.09.2019	to 🔳 31.12.20	19	base	a on Se	ervice time		Refresh ::	Export	X Excel	4				Display n	lore option	
	Student weeks by source				Student weeks Student weeks by Student weeks by course type - adult							ult				Student weeks by course type - juniors		
	Nationality of student	Commissionable	Non-	-,-8-				General	Business &	English	English for	English for	One-	Teacher	General	Summer/Winter	English for	
		(via agent)	commissionable (direct)	Adult	Junior	Group	Individual	English	Professional English	Plus	academic purposes	specific purposes	to- One	Development (QUIC)	English	Camps (QUIC)	academic purposes	
	Albania		6	6			6	6										
	Algeria																	
Feedback sums	Angola																	
Student weeks per agency / c	Argentina																	
Agent revenues (Payments)	Austria																	
Deferred payments	Australia		22	22			22	22										
Debtor report (Services)	Azerbaijan																	
	Bahrain																	
	Belarus																	
Marketing	Belgium																	
Sales	Bolivia																	
Resources <	Bosnia and																	
Nationality per course catego	Prazil																	
Celtic Revenue Report	Bulgaria		3		3		3									3		
Insurance (Cambodia																	
	Canada																	
🗴 Admin <	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.

	A	В	С	D	E	F	G	Н	1	J	K	L	M					
1																		
2	QUIC statistics submission form												100 C					
4																		
5	Please ensure all the contact deta	ils fields are comple	eted.															
6	Contact name:																	
8	Centre name:					*1. If you are acc	edited as a ho	me tuition provider or fo	r in-company provis	ion only where tuiti	on might ta	ke place acros	s several UK r					
9	Member No.					2. If you are acc	edited as a se	asonal multicentre ple	ase submit a separa	ate form for each lo	ocation. En	ter the postcod	e of the centre					
10	Date:																	
11	Email:		te:		In the main submission form:													
12	Period reporting:	Period reporting: to: In the main submission form: 1. Use the relevant regional 'other' for countries that are not listed se 1. Use the relevant regional 'other for countries that are not listed se Contact telephone number: 2. Refer to the QUIC guidance sheet for definitions of course type										d separately						
14	Postcode*:				Cose the relevant regional other for continues that are not inside separately. Refer to the QUIC guidance sheet for definitions of course type													
15	Contact telephone number:																	
16	Position of main QUIC contact:					Need assistance	? Contact stat	istics@englishuk.com	1									
17																		
18																		
		Student wee	ks by source	Student wee	eks by age	Student week	s by booking			Student weeks b	y course ty	pe - adult						
19						90				1	-							
									Pueinose 8									
	Nationality of student	Commissionable (via	Non-commissionable	Adult	Junior	Group	Individual	General English	Professional	English Plus	FAP	ESP	One-to-One					
	nationality of otationt	agent)	(direct)	, to unc		Group		Contral Englion	English	Linghon Fildo		20.						
20									-									
22	Algeria																	
23	Angola																	
24	Argentina											<u> </u>						
25	Armenia											1						
25	Austria											-						
28	Australia		22	22			22	22					<u> </u>					
20	Australia Azerbaijan		22	22			22	22										
29	Australia Azerbaijan Bahrain		22	22			22	22										
30	Australia Azerbaijan Bahrain Belarus		22	22			22	22										
30 31	Australia Azerbaijan Bahrain Belarus Belgium		22	22			22	22										
30 31 32	Australia Azerbaijan Bahrain Belarus Belgium Bolivia		22	22			22	22										
29 30 31 32 33	Australia Azerbaijan Bahrain Belarus Belgium Bolivia Bosnia and Herzegovina Bearai		22	22			22	22										
29 30 31 32 33 34 35	Australia Azerbaijan Bahrain Belarus Belgium Bolivia Bosinia and Herzegovina Brazil Bulanta		22	22	3		22	22										
29 30 31 32 33 34 35 36	Australia Azerbaijan Bahrain Belarus Belgium Bolivia Bosnia and Herzegovina Brazil Bulgaria Cambodia		22	22	3		3	22										
29 30 31 32 33 34 35 36 37	Australia Azerbaijan Behrain Belarus Belgum Bolivia Bosnia and Herzegovina Brazil Brazil Bulgaria Cambodia Camada		22	22	3		3	22										
29 30 31 32 33 34 35 36 37 38	Australia Azerbaijan Bahrain Belarus Belgium Bolivia Bosnia and Herzegovina Brazil Brazil Bilgaria Cambodia Cambodia Canada Chile		22	22	3		22	22										
29 30 31 32 33 34 35 36 37 38 39	Australia Azerbaijan Behrain Belarus Belgium Bolivia Bosnia and Herzegovina Brazil Bulgaria Cambodia Canada Chile Chile		22	22	3		3	22										
29 30 31 32 33 34 35 36 37 38 39 40	Australia Azerbaijan Bahrain Belarus Belgum Bolivia Bosnia and Herzegovina Brazil Bulgaria Cambodia Canada Chile Chine Chine		22	22	3		3	22	3									
29 30 31 32 33 34 35 36 37 38 39 40 41	Australia Averbaijan Behrain Belarus Belajum Bolivia Bosnia and Herzegovina Brazil Bulgaria Cambodia Canada Canada Chile Chile Chila Colombia Costa Rica		22	8	3		22	22 22 5	3									

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.
 - o Group Number of absolute student weeks based on groups
 - o Individual Number of absolute student weeks based on individual bookings



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 NOTE 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.