

ENGLISH UK Marketing Statistics

Infospeed work closely with English UK in order for our customers who are affiliated to English UK to generate the required reports from Class.

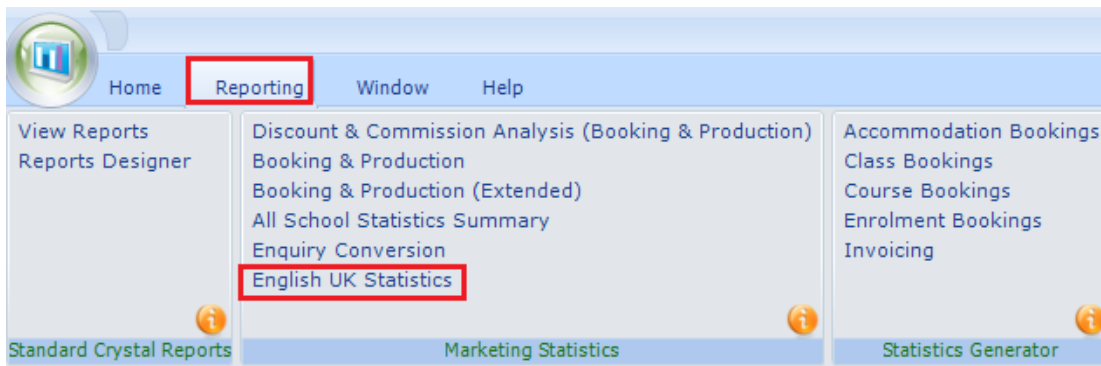
The ENGLISH UK Statistics provide a breakdown of Student **Statistical Weeks** by course and country in a format specified by ENGLISH UK.

The reports available are:

- Standard Annual Report (Annual Returns for all members)
- QUIC 2018 Statistics Submission Form (Class version 8.2)

Both reports are generated within:

Reporting > Reporting Module
Reporting > English UK Statistics



Selection screen and Criteria -

Within the English UK Statistics complete the 'English UK Details' and 'Criteria' as this is the information displayed at the head of the report.

The screenshot shows a window titled "Statistics - English UK" with three main sections:

- Reports:** Contains text explaining that all English UK members must submit annual statistics through the website, and that a Standard Annual Report option is available. It also mentions a 3-year submission scheme for Core Group members.
- English UK Details:** A form with four fields:
 - Name: Infospeed
 - School: Infospeed Ltd
 - Member Number: 12345678
 - E-Mail: Support@infospeed.co.uk
- Criteria:** A form with:
 - Include School: All (dropdown menu)
 - Consolidate statistics for schools sharing same membership number? (checkbox, unchecked)
 - From Date: 01 Oct 2017 (calendar icon)
 - To Date: 31 Dec 2017 (calendar icon)
 - A reminder: "Please ensure that you enter the dates given to you in your English UK statistics reminder."

On the right side of the window, there are three buttons: "Standard Annual Report", "QUIC Statistics Submission Form", and "Close".

Name - The Class users login name. This can be overtyped if necessary

School - Main school name

Membership Number - English UK member number

The membership number can be set up against your school(s) within:
 Maintenance/Settings > Schools
 Open the school.
 Go to the Courses/Classes/Logo tab and add the English UK Member No.

Include School - A single school can be selected or choose to include all schools.

Consolidate statistics for schools sharing same membership number?

If a range of schools have the same member number enter the number in to the required schools (within Maintenance/Settings > Schools, as above).

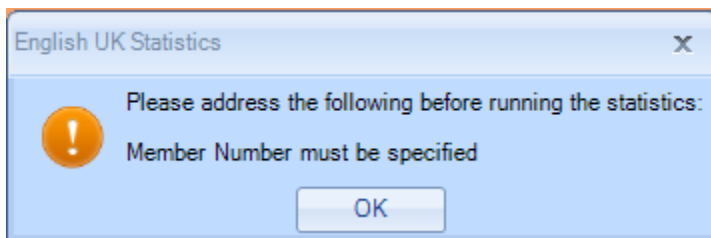
Please note for QUIC 2018 a separate report needs to be returned for each premise, even when these share the same member number. For the annual return the statistics for schools sharing a member number should be consolidated.

The From Date and To Date range is used to filter the results to bookings within a specific time period.

Note: Please ensure that you enter the dates given to you in your English UK statistics reminder.

Click the 'Standard Annual Report' or 'QUIC Statistic Submission Form' button to produce the statistics for the given criteria.

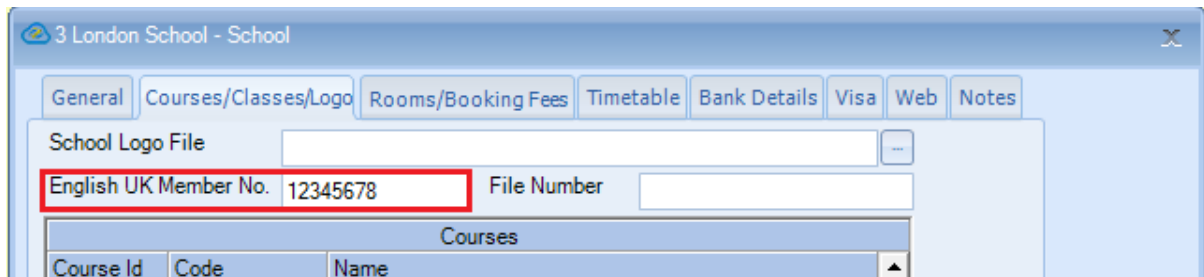
If when trying to run either of the reports you get this following message you will need to set the Member Number within the school



Maintenance/Settings > Schools

Open the school.

Go to the Courses/Classes/Logo tab and add the English UK Member No



Statistics Layout:

Standard Annual Report – example

All countries listed together:

Contact name:	Infospeed											
School:	Infospeed Ltd											
Member No.	12345678											
Date:	22/11/2017											
Email:	Support@infospeed.co.uk											
	1	2		3	4		5	6	7	8	9	10
	Comm	Non-Comm	Sub Total	Adult	Junior	Sub Total	General English	Bus & Prof	English Plus	Other ESP and EAP	One-to-One	Student Weeks
All Countries	1005	10	1015	997	18	1015	1010	0	0	5	0	1015

QUIC Statistic Submission Form – example

Split by country:

QUIC Statistic Submission Form – example

Split by country:

QUIC statistics submission form																		
Please ensure all the contact details fields are completed.																		
Contact name:		Infospeed																
Centre name:		Infospeed Ltd																
Member No.:		12345678																
Date:		22/11/2017																
Email:		support@infospeed.co.uk																
Period reporting:		01/10/2017			to:		31/12/2017											
Postcode*:																		
Contact telephone number:																		
Position of main QUIC contact:																		
<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						Student weeks by course type - Juniors					
	Commissionable (via agent)	Non-commissionable (direct)	Adult	Junior	Group	Individual	General English	Business & Professional English	English Plus	EAP	BSP	One-To-One	Teacher Development	General English	Summer/Winter Camps	EAP		
Austria	6	11	17	0	6	11	12	0	0	0	0	0	5	0	0	0		
Brazil	30	0	14	16	14	16	15	0	0	0	0	0	0	5	5	5		
Denmark	14	0	14	0	12	2	14	0	0	0	0	0	0	0	0	0		
France	35	0	35	0	35	0	35	0	0	0	0	0	0	0	0	0		
Korea	907	0	907	0	907	0	907	0	0	0	0	0	0	0	0	0		
Spain	10	0	10	0	10	0	10	0	0	0	0	0	0	0	0	0		

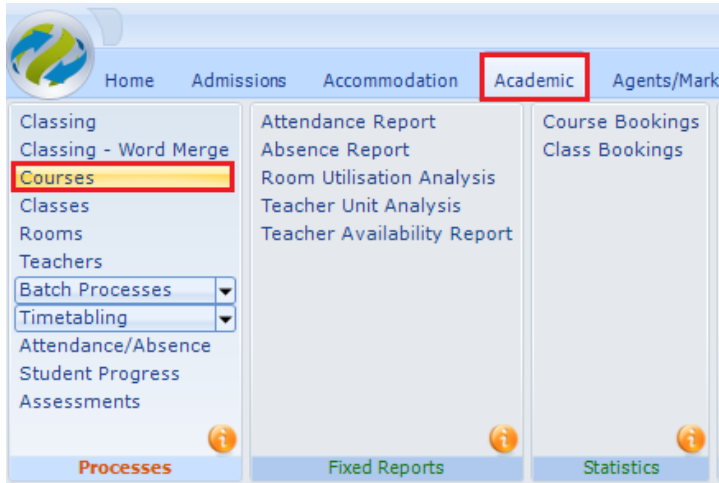
Comm/Non-Comm

This represents either Commission or Non-Commission and is based upon whether the student is an Agent Booking (Comm) or a Direct Student (Non-Comm).

If it is an agent booking it is the commission agent's Direct flag that determines which column the student fall in to.

Course set up:

Select: Academic > Courses



English UK may not require statistics for all the courses that you run. Therefore, you must assign just the courses that are required for the statistics.

Within a course choose the correct details for:

- English UK Category
- English UK Age

 A screenshot of a 'Course' setup window titled '9 General English (15 Lessons) - Course'. The window has tabs for 'General', 'Language Names', and 'Notes'. The 'General' tab is active. It contains fields for 'Code' (GE15), 'Name' (General English (15 Lessons)), 'School' (Bournemouth School), 'Course Group' (General English), and 'Assigned to Price Items...' (General English 15 Lessons). There are 'Add', 'Edit', and 'Remove' buttons. A 'Course Days' section shows checkboxes for Sunday through Saturday, with Monday through Friday checked, and 'Total Week Days' set to 5. Below this, there are 'From Date' and 'To Date' fields. At the bottom, there are 'DefaultClasses' and 'Analysis' tabs. Under 'DefaultClasses', there are spinners for 'Minimum Students' (0), 'Maximum Students' (0), 'Number of Lessons' (15), and 'Hours Per Week' (12.00). There are also dropdown menus for 'English UK Category' (set to 'General English') and 'English UK Age' (set to 'Junior'). A 'Multiple Classes' checkbox is checked. 'Log...', 'OK', and 'Cancel' buttons are at the bottom right.

English UK Category – Course type

These headings are fixed by ENGLISH UK and indicate the category of the booking.

Note: Teacher Development and Summer/Winter Camps available from Class version 8.2 onward.

English UK Category	General English
English UK Age	General English
Multiple Classes	Business & Professional
	English Plus
	Other EAP
	Other ESP
	One To One
	Teacher Development
	Summer/Winter Camps

English UK Age - Adult/Junior

These headings are fixed by ENGLISH UK and indicate the student age range of the booking.

English UK Category	General English
English UK Age	Adult
Multiple Classes	Adult
	Junior

Country Setup:

Country Breakdown

The report is based on the student's country.

The countries shown on the quarterly report are not the countries assigned in Class as these are likely to be different to those required by ENGLISH UK.

Within Class, each Country has an additional field against it:

- English UK Country

This field is used in the ENGLISH UK Statistics and needs to be linked to the existing Country data within Class.

To do this, open the System Settings module:
 Maintenance & Settings > General Settings
 Company > Countries (International)



Example:

English UK Country -

General Territory/Country Definitions					Edit English UK Equivalent Name		
Code	Country Name	Territory	Language	Nationality	English UK Country	ISO	EU
ALB	Albania	Europe	Albanian	Albanian	Other E./C. Europe	ALB	<input type="checkbox"/>
ARG	Argentina	South America	Spanish	Argentinian	Argentina	ARG	<input type="checkbox"/>
AUS	Austria	Europe	German	Austrian	Austria	AUT	<input checked="" type="checkbox"/>
BEL	Belgium	Europe	French	Belgian	Belgium	BEL	<input checked="" type="checkbox"/>
BRA	Brazil	South America	Portuguese	Brazilian	Brazil	BRA	<input type="checkbox"/>
BUL	Bulgaria	Europe	Swedish	Bulgarian	Bulgaria	BGR	<input checked="" type="checkbox"/>
CHI	Chile	South America	Spanish	Chilean	Chile	CHL	<input type="checkbox"/>
CHI	China	Asia	Chinese	Chinese	China Rep	CHN	<input type="checkbox"/>
COL	Colombia	South America	Spanish	Colombian	Colombia	COL	<input type="checkbox"/>
CRO	Croatia	Europe	Croatian	Croatian	Croatia	HRV	<input type="checkbox"/>
CZE	Czech Republic	Europe	Czech	Czech	Czech Republic	CZE	<input checked="" type="checkbox"/>
DEN	Denmark	Europe	Danish	Danish	Denmark	DNK	<input checked="" type="checkbox"/>
EST	Estonia	Europe	Russian	Estonian	Estonia	EST	<input checked="" type="checkbox"/>
FIN	Finland	Europe	Finnish	Finnish	Finland	FIN	<input checked="" type="checkbox"/>
FRA	France	Europe	French	French	France	FRA	<input checked="" type="checkbox"/>
GER	Germany	Europe	German	German	Germany	DEU	<input checked="" type="checkbox"/>
GRE	Greece	Europe	Greek	Greek	Greece	GRC	<input checked="" type="checkbox"/>
HOL	Holland	Europe	Dutch	Dutch	Netherlands	NLD	<input checked="" type="checkbox"/>
HON	Hong Kong	Asia	Hong Kong Chinese	Hong Kong Chinese	Hong Kong	HKG	<input type="checkbox"/>
HUN	Hungary	Europe	Hungarian	Hungarian	Hungary	HUN	<input checked="" type="checkbox"/>
ICE	Iceland	Europe	Icelandic	Icelandic	Iceland	ISL	<input type="checkbox"/>
IRA	Iran	Asia	Arabic	Iranian	Iran	IRN	<input type="checkbox"/>
IRE	Ireland	Europe	English	Irish	Other W. Europe	IRL	<input checked="" type="checkbox"/>

For more information on ISO 3166-1 alpha 3 codes, [please click here](#)