QUIC 2023 submission guidelines

What is QUIC?

The Quarterly Intelligence Cohort (QUIC) is an optional quarterly student statistics initiative open to all English UK member centres on an annual rolling basis.

Participants submit detailed student data each quarter and in turn benefit from comprehensive, robust and timely statistical reports produced by our expert insight partner, BONARD.

Visit www.englishuk.com/quic for full details.

Submitting data

Each quarter, when the submission period opens, QUIC participants receive an email containing these guidelines and a special excel submission form designed by BONARD. Use this standardised submission form to enter your centre's student weeks for the given period and return the form to English UK on statistics@englishuk.com before the deadline.

Most of the common booking software/ school management systems allow members to quickly extract this data at the touch of a button via customisable reports. While the submission of accurate data is the responsibility of each individual member, English UK offers support and advice along the way.

Late submissions - if you submit your form after the deadline, you run the risk of incurring a fine or being removed from QUIC (see the table below). This is to ensure all data is returned on time and individual members do not delay the release of results and reports for the rest of the group.

Submission timetable for 2023

Quarter	Reporting period	Form submission period	Deadline to submit data	Late submission deadlines and resulting penalties	
				£50 fine	**Expulsion**
Q1	Mon 02/01/23 – Sun 02/04/23	Mon 03/04 – Tues 18/04 *(7/04 and 10/04 are bank holidays)*	Tues 18/04	Wed 19/04 – Tues 25/04	Weds 26/04
Q2	Mon 03/04/23 – Sun 02/07/23	Mon 03/07 – Fri 14/07	Fri 14/07	Mon 17/07 – Fri 21/07	Sat 22/07
Q3	Mon 03/07/23 – Sun 01/10/23	Mon 02/10 – Fri 13/10	Fri 13/10	Mon 16/10 – Fri 20/10	Sat 21/10
Q4	Mon 02/10/23 – Sun 31/12/23	Tues 02/01/24 – Mon 15/01/24 *(01/01 is a bank holiday)*	Mon 15/01/24	Tues 16/01/24 – Mon 22/01/24	Tues 23/01/24
Notes on times	Time range to include in your data submission.	Max 10 working days after quarter end to submit data to English UK.	Final day to submit data to English UK – by midnight.	Additional five working days to submit late but a fine will be incurred.	Expulsion if data is submitted 15 or more working days after quarter end.

Tips on completing the form

Forms must be completed carefully to avoid errors and anomalies in the final analysis.

1. Use the standardised form provided by English UK. Do not remove or add any rows or columns to the form. This helps ensure the submissions can be processed without further manual editing.

2. The student week data to submit is for the **courses actually undertaken in the specified reporting period**, not (future) bookings received in this period.

3. If you are accredited as a seasonal multicentre and tuition takes place across several UK regions, **submit a separate form for each location**. Enter the postcode of the location where the teaching took place. This will allow us to drill down into the data for better regional comparative analysis.

4. If you are accredited as a home tuition provider or for in-company provision only where tuition takes place across several UK regions, please include data from all locations and enter 'multi' in the postcode field.

5. If you are sending statistics on behalf of a group (i.e. for more than one accreditation/ English UK member centre), do not aggregate the group's data. Complete a separate form (or forms - see point 3 above) for each individual accreditation. This will allow us to better drill down into the data.

6. Enter the postcode of the relevant teaching centre on every form you complete. This will allow us to attribute your data to the correct UK region and offer regional comparative analysis. See 'Which UK region is my teaching centre located in?' below.

7. All entries must be for courses accredited under the Accreditation UK Scheme.

8. One **student week** is defined as one student taking **ten or more contact hours** in one week. Tuition of less than 10 hours per week is excluded from the calculation. See the example supplied below.

9. Populate the form with (whole figure only) full-time student weeks. Only input numeric values.

10. Enter your centre details on every form you complete. This ensures your data is correctly attributed to your centre. If you do not remember your English UK membership number, contact membership@englishuk.com.

11. For 2023, please record student weeks that were originally set to be face-to-face, irrespective of whether these subsequently took place face-to-face, online or as hybrid courses. To enable accurate historical comparisons the student week definition needs to remain constant.

12. For each country, enter the number of student weeks taken by students of that 'nationality'. A student's nationality may not be the same as the country from which they booked or their country of residence.

13. If the relevant country is not separately listed on the form, enter the data in the appropriate 'other' field e.g. 'Benin' would be classified as 'Other Africa'. Please refer to the 'country list' below.

14. Any students under the age of 18 who are studying on courses for adults should be recorded as 'adult' (the course type overrides the date of birth of the student).

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15. For each country, the totals for 'Student weeks by course type - adult' should match the number of 'Adult' student weeks, and similarly the junior figures should match.

16. Ensure that for each country/ nationality, the totals for 'source', 'age', 'booking type', and for adult 'course type' combined with junior 'course type', are the same. For example, if a total of 10 student weeks were taken by Albanian students, the form might appear as follows:

Nationality of student	Student weeks by source		Student weeks by age		Student weeks by booking type	
Country	Commissionable	Non-commissionable	Adult	Junior	Group	Individual
Albania	3	7	8	2	5	5
Total	**= 10**		**= 10**		**=10**	

Student weeks by course type - adult							Student weeks by course type - junior		
General English	Business & Professional English	English Plus	EAP	ESP	One-to-One	Teacher Development	General English	Summer / Winter Camps	EAP
4	1	0	2	0	0	1	1	1	0
= 8							**= 2**		
= 10									

17. If you're unsure of where to record student weeks email English UK on statistics@englishuk.com. It is better you ask for clarification rather than declare student weeks in, say, the incorrect 'course type' category - as inaccurate reporting would lead to inconsistency and inferior quality in the final statistical analysis.

18. We suggest that you contact your software provider to investigate whether you can easily export the necessary data from your administration and booking system. Visit www.englishuk.com/quic to see resources provided by CLASS Systems, Fidelo Software and ElsieApp.

Example of how to calculate student weeks

No. of students	English language tuition per week	Course length	Calculation	Student week figure
10	15 hours	8 weeks	10 x 8	80
5	7 hours	3 weeks	Disregarded	0

Terminology explained

Source	Commissionable	Student weeks for which commission has been paid to a partner (e.g. study abroad agency)
	Non-commissionable	Student weeks for which no commission has been paid i.e. direct booking and/or walk-ins
Age	Adult	Student weeks taken on courses designated for ages 18 and over
	Junior	Student weeks taken on courses designated for under 18s
Booking type	Group	Student week booked as part of a group (closed or otherwise). A group booking concerns a minimum of two students travelling on the same itinerary (same course type, same booking source - commissionable/non-commissionable).
	Individual	Student weeks booked for an individual student
Course type - adult	General	Student weeks taken on general and intensive English language courses
	Business & professional English	Student weeks taken on English language courses primarily focused on professional content for business and commerce (more than 50% of the course should be dedicated to business English)
	English Plus	Student weeks taken on a general English course plus another academic or vocational subject or leisure interest (e.g. English + art and design, English plus football), with a 50/50 programme component split
	English for Specific Purposes (ESP)	Student weeks taken on courses designed for specific professions/areas of work, e.g. English for lawyers, English for medical professionals
	English for Academic Purposes (EAP)	Student weeks taken on courses to prepare for further academic study
	One-to-One	Student weeks taken on courses in which the majority of taught hours are one-to-one
	Teacher Development	Student weeks taken on courses aimed primarily at practising or trainee teachers from overseas. Courses may include language improvement, methodology, creative teaching techniques, contemporary culture, and/or using multimedia in lessons. Exclude any teacher training courses that lead to certification e.g. CELTA
Course type - junior	General English	Student weeks taken on general and intensive English language courses for juniors
	Summer / Winter camps	Student weeks taken on short-term junior courses that combine language tuition with activities and excursions, including English Plus type courses.
	English for Academic Purposes (EAP)	Student weeks taken on courses to prepare juniors for further academic study
Chain	A chain consists of least two year-round centres in two distinct locations with centralized marketing/branding/ownership.	

Country list

Country/dependency name (as per UN Geo scheme)	Classification on QUIC submission form	Regional classification used in our statistical reports
Albania	Albania	Eastern Europe
Afghanistan	Other Asia / Far East	Asia
Algeria	Algeria	Africa
American Samoa	Other Australasia & Oceania	Australasia
Andorra	Other Western Europe	Western Europe
Angola	Angola	Africa
Anguilla	Other Central America	LATAM
Antigua and Barbuda	Other Central America	LATAM
Argentina	Argentina	LATAM
Armenia	Armenia	Asia
Aruba	Other Central America	LATAM
Australia	Australia	Australasia
Austria	Austria	Western Europe
Azerbaijan	Azerbaijan	Asia
Bahamas	Other Central America	LATAM
Bahrain	Bahrain	Middle East
Bangladesh	Other Asia / Far East	Asia
Barbados	Other Central America	LATAM
Belarus	Belarus	Eastern Europe
Belgium	Belgium	Western Europe
Belize	Other Central America	LATAM
Benin	Other Africa	Africa
Bermuda	Other Africa	North America
Bhutan	Other Asia / Far East	Asia
Bolivia	Bolivia	LATAM
Bosnia and Herzegovina	Bosnia and Herzegovina	Eastern Europe
Botswana	Other Africa	Africa
Brazil	Brazil	LATAM
British Virgin Islands	Other Central America	LATAM
Brunei	Other Asia / Far East	Asia
Bulgaria	Bulgaria	Eastern Europe
Burkina Faso	Other Africa	Africa
Burundi	Other Africa	Africa
Cabo Verde	Other Africa	Africa
Cambodia	Cambodia	Asia
Cameroon	Other Africa	Africa
Canada	Canada	North America
Caribbean Netherlands	Other Central America	LATAM
Cayman Islands	Other Central America	LATAM
Central African Republic	Other Africa	Africa
Chad	Other Africa	Africa
Channel Islands	Other Western Europe	Western Europe
Chile	Chile	LATAM

Country/dependency name (as per UN Geo scheme)	Classification on QUIC submission form	Regional classification used in our statistical reports
China	China	Asia
Colombia	Colombia	LATAM
Comoros	Other Africa	Africa
Congo (Congo-Brazzaville)	Other Africa	Africa
Cook Islands	Other Australasia & Oceania	Australasia
Costa Rica	Costa Rica	LATAM
Côte d'Ivoire	Other Africa	Africa
Croatia	Croatia	Eastern Europe
Cuba	Other Central America	LATAM
Curaçao	Other Central America	LATAM
Cyprus	Cyprus	Eastern Europe
Czech Republic	Czech Republic	Eastern Europe
Democratic Republic of the Congo	Other Africa	Africa
Denmark	Denmark	Western Europe
Djibouti	Other Africa	Africa
Dominica	Other Central America	LATAM
Dominican Republic	Other Central America	LATAM
Ecuador	Ecuador	LATAM
Egypt	Egypt	Africa
El Salvador	Other Central America	LATAM
Equatorial Guinea	Other Africa	Africa
Eritrea	Other Africa	Africa
Estonia	Estonia	Eastern Europe
Ethiopia	Other Africa	Africa
Faeroe Islands	Other Western Europe	Western Europe
Falkland Islands	Other South America	LATAM
Fiji	Other Australasia & Oceania	Australasia
Finland	Finland	Western Europe
France	France	Western Europe
French Guiana	Other South America	LATAM
French Polynesia	Other Australasia & Oceania	Australasia
Gabon	Other Africa	Africa
Gambia	Other Africa	Africa
Georgia	Georgia	Eastern Europe
Germany	Germany	Western Europe
Ghana	Other Africa	Africa
Gibraltar	Other Western Europe	Western Europe
Greece	Greece	Western Europe
Greenland	Other North America	North America
Grenada	Other Central America	LATAM
Guadeloupe	Other Central America	LATAM
Guam	Other Australasia & Oceania	Australasia
Guatemala	Other Central America	LATAM
Guinea	Other Africa	Africa
Guinea-Bissau	Other Africa	Africa
Guyana	Other South America	LATAM
Haiti	Other Central America	LATAM
Holy See	Other Western Europe	Western Europe

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Honduras	Other Central America	LATAM
Hong Kong	Hong Kong	Asia
Hungary	Hungary	Eastern Europe
Iceland	Iceland	Western Europe
India	India	Asia
Indonesia	Indonesia	Asia
Iran	Iran	Middle East
Iraq	Iraq	Middle East
Ireland	Ireland	Western Europe
Isle of Man	Other Western Europe	Western Europe
Israel	Israel	Middle East
Italy	Italy	Western Europe
Jamaica	Other Central America	LATAM
Japan	Japan	Asia
Jordan	Jordan	Middle East
Kazakhstan	Kazakhstan	Eastern Europe
Kenya	Other Africa	Africa
Kiribati	Other Australasia & Oceania	Australasia
Kuwait	Kuwait	Middle East
Kyrgyzstan	Kyrgyzstan	Eastern Europe
Laos	Other Asia / Far East	Asia
Latvia	Latvia	Eastern Europe
Lebanon	Lebanon	Middle East
Lesotho	Other Africa	Africa
Liberia	Other Africa	Africa
Libya	Libya	Middle East
Liechtenstein	Liechtenstein	Western Europe
Lithuania	Lithuania	Eastern Europe
Luxembourg	Luxembourg	Western Europe
Macao	Macao	Asia
Macedonia (FYROM)	Macedonia	Eastern Europe
Madagascar	Other Africa	Africa
Malawi	Other Africa	Africa
Malaysia	Malaysia	Asia
Maldives	Other Asia / Far East	Asia
Mali	Other Africa	Africa
Malta	Other Western Europe	Western Europe
Marshall Islands	Other Australasia & Oceania	Australasia
Martinique	Other Central America	LATAM
Mauritania	Other Africa	Africa
Mauritius	Other Africa	Africa
Mayotte	Other Africa	Africa
Mexico	Mexico	LATAM
Micronesia	Other Australasia & Oceania	Australasia
Moldova	Moldova	Eastern Europe
Monaco	Monaco	Western Europe
Mongolia	Mongolia	Asia
Montenegro	Montenegro	Eastern Europe

Country/dependency name (as per UN Geo scheme)	Classification on QUIC submission form	Regional classification used in our statistical reports
Montserrat	Other Central America	LATAM
Morocco	Morocco	Africa
Mozambique	Other Africa	Africa
Myanmar (formerly Burma)	Other Asia / Far East	Asia
Namibia	Other Africa	Africa
Nauru	Other Australasia & Oceania	Australasia
Nepal	Nepal	Asia
Netherlands	Netherlands	Western Europe
New Caledonia	Other Australasia & Oceania	Australasia
New Zealand	New Zealand	Australasia
Nicaragua	Other Central America	LATAM
Niger	Other Africa	Africa
Nigeria	Nigeria	Africa
Niue	Other Australasia & Oceania	Australasia
North Korea	Other Asia / Far East	Asia
Northern Mariana Islands	Other Australasia & Oceania	Australasia
Norway	Norway	Western Europe
Oman	Oman	Middle East
Pakistan	Pakistan	Asia
Palau	Other Australasia & Oceania	Australasia
Palestine State	Palestine State	Middle East
Panama	Panama	LATAM
Papua New Guinea	Other Australasia & Oceania	Australasia
Paraguay	Paraguay	LATAM
Peru	Peru	LATAM
Philippines	Philippines	Asia
Poland	Poland	Eastern Europe
Portugal	Portugal	Western Europe
Puerto Rico	Other Central America	LATAM
Qatar	Qatar	Middle East
Réunion	Other Africa	Africa
Romania	Romania	Eastern Europe
Russia	Russia	Eastern Europe
Rwanda	Other Africa	Africa
Saint Helena	Other Africa	Africa
Saint Kitts and Nevis	Other Central America	LATAM
Saint Lucia	Other Central America	LATAM
Saint Pierre & Miquelon	Other North America	North America
Saint Vincent and the Grenadines	Other Central America	LATAM
Samoa	Other Australasia & Oceania	Australasia
San Marino	Other Western Europe	Western Europe
Sao Tome and Principe	Other Africa	Africa
Saudi Arabia	Saudi Arabia	Middle East
Senegal	Other Africa	Africa
Serbia	Serbia	Eastern Europe
Seychelles	Other Africa	Africa
Sierra Leone	Other Africa	Africa
Singapore	Singapore	Asia

Country/dependency name (as per UN Geo scheme)	Classification on QUIC submission form	Regional classification used in our statistical reports
Sint Maarten	Other Central America	LATAM
Slovakia	Slovakia	Eastern Europe
Slovenia	Slovenia	Eastern Europe
Solomon Islands	Other Australasia & Oceania	Australasia
Somalia	Other Africa	Africa
South Africa	Other Africa	Africa
South Korea	Korea	Asia
South Sudan	Other Africa	Africa
Spain	Spain	Western Europe
Sri Lanka	Other Asia / Far East	Asia
Sudan	Other Africa	Africa
Suriname	Other South America	LATAM
Swaziland	Other Africa	Africa
Sweden	Sweden	Western Europe
Switzerland	Switzerland	Western Europe
Syria	Syria	Middle East
Taiwan	Taiwan	Asia
Tajikistan	Tajikistan	Asia
Tanzania	Other Africa	Africa
Thailand	Thailand	Asia
Timor-Leste	Other Asia / Far East	Asia
Togo	Other Africa	Africa
Tokelau	Other Australasia & Oceania	Australasia
Tonga	Other Australasia & Oceania	Australasia
Trinidad and Tobago	Other Central America	LATAM
Tunisia	Tunisia	Africa
Turkey	Turkey	Western Europe
Turkmenistan	Turkmenistan	Asia
Turks and Caicos	Other Central America	LATAM
Tuvalu	Other Australasia & Oceania	Australasia
U.S. Virgin Islands	Other Central America	LATAM
Uganda	Other Africa	Africa
Ukraine	Ukraine	Eastern Europe
United Arab Emirates	United Arab Emirates	Middle East
United Kingdom	United Kingdom	Western Europe
Uruguay	Uruguay	LATAM
USA (United States of America)	USA	North America
Uzbekistan	Uzbekistan	Asia
Vanuatu	Other Australasia & Oceania	Australasia
Venezuela	Venezuela	LATAM
Viet Nam	Vietnam	Asia
Wallis & Futuna	Other Australasia & Oceania	Australasia
Western Sahara	Other Africa	Africa
Yemen	Yemen	Middle East
Zambia	Other Africa	Africa
Zimbabwe	Other Africa	Africa

Which UK region is my teaching centre located in?

The postcode you enter in your submission form allow us to attribute your data to the correct UK region.

In most cases, the definition of regions used by English UK matches The Nomenclature of Territorial Units for Statistics (NUTS) i.e. the geocode standard by Eurostat.

QUIC UK regions	Constituent counties, unitary authorities and/or cities
South and South Eastern England	Berkshire, Oxfordshire, Surrey, East Sussex, West Sussex, Hampshire, Isle of Wight, Kent
London	Inner London – West, Inner London – East, Outer London – East and North East, Outer London – South, Outer London – West and North West
Eastern England	East Anglia, Bedfordshire, Hertfordshire, Essex, Cambridge
Northern England	East Yorkshire and Northern Lincolnshire (Humberside), North Yorkshire, South Yorkshire, West Yorkshire, Cumbria, Cheshire, Greater Manchester, Lancashire, Merseyside, Tees Valley and Durham, Northumberland and Tyne and Wear
South West England and the Channel Islands	Wiltshire, Bristol, Dorset, Somerset, Cornwall and Isles of Scilly, Devon
Central England and Wales	Herefordshire, Worcestershire, Warwickshire, Shropshire, Staffordshire, West Midlands, Derbyshire, Nottinghamshire, Leicestershire, Rutland, Northamptonshire, Lincolnshire, Gloucestershire, Buckinghamshire, North Wales, Mid Wales, South East Wales, South West Wales, Gwynedd
Scotland and Northern Ireland	Eastern Scotland, South Western Scotland, North Eastern Scotland, Highlands and Islands, Northern Ireland

Data protection

You submit your data to English UK where it will be stored securely on a server and only accessed in direct relation to QUIC. The data is passed via secure transfer to BONARD. BONARD will conduct the analysis of the data and produce for scheme participants the QUIC statistical reports and Excel format pivot tables. Only executive summary versions of the reports are made publicly available.

As ESOMAR members, BONARD follows the ICC/ ESOMAR International Code on Market, Opinion and Social Research and Data Analytics as well as the ESOMAR Data Protection Checklist.

View the ESOMAR data protection checklist

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Terms and conditions

1. The inaugural QUIC sign-up period was open until Friday 31 March 2017. Members were issued an invoice for the annual fee by 14 April 2017. This was payable within 14 days.

2. For subsequent years, English UK will send all members of QUIC an invoice for the annual fee during the first quarter. This invoice will be payable within 30 days, or by the first working day of the second quarter, whichever is earliest. Failure to pay this invoice will result in the member's exclusion from QUIC.

3. Members of QUIC commit to submitting accurate data in full compliance with guidelines issued by English UK by the published deadlines. If your data is late, but is received by midnight on the fifth working day after the submission deadline, you will be fined £50+VAT. This penalty is per centre, per submission. Data sent after this will not be accepted and the member will be expelled from QUIC with immediate effect.

4. Re-admission to QUIC for members who have been expelled for failure to return data will be at the discretion of English UK.

5. English UK reserves the right to make changes to QUIC, including the submission process and guidelines. Any changes made will be in consultation with research experts and be intended to improve QUIC for the benefit of all members.

6. No (full or partial) refunds of the annual fee will be issued for any reason.

7. Failure to pay the £50+VAT penalty fine within 30 days of issuance will result in immediate expulsion from QUIC.

8. QUIC is open to all English UK members until 31 March 2017 and then every December to mid-March thereafter.

9. The minimum length of membership of QUIC is one calendar year, i.e. four quarters of data submission (January – December).

10. Membership of QUIC is rolling year-on-year. You may cancel your membership of QUIC in December (1-31 December) each year by means by writing to statistics@englishuk.com.

11. QUIC members will receive the full statistical report in digital copy and Excel format pivot tables via email within a maximum of eight weeks and a minimum of four weeks after the end of the referenced quarter.

12. A top-lines executive summary of the full report will be made publicly available and distributed by English UK.

13. English UK reserves the right to sell the full report to stakeholders, partners and other interested parties for a suitably inflated price if we assess there to be no conflict of interest.

14. QUIC members agree not to share the full report or accompanying pivot tables outside their organisation. English UK reserves the right to expel a member from QUIC if there is evidence suggesting that the member has shared the full report outside their organisation

15. English UK will collate the data submitted by members and share this with third-party research agency BONARD following strict data protection protocols.

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16. BONARD is an affiliate member of the United Nations World Tourism Organisation and a member of ESOMAR. As such, they comply with an international research code of conduct and follow strict data protection protocol.

17. BONARD will process the data to ensure a representative sample. However, like all data collection schemes, the more participants, the more reliable the data. The depth of comparative analysis possible is not guaranteed and will depend to some extent on the number of member centres signing up to QUIC.

18. English UK reserves the right to terminate QUIC at any time without assigning a reason. In this case, any refund of the annual fee will be offered at the discretion of English UK.

Other questions?

For more information, please email Roz McGill, project manager (market development), on statistics@englishuk.com or visit www.englishuk.com/quic.