Benchmarking Demographic Data Sheet

Organisation_____________________________________________________________________________________________________________
Contact Name___________________________________________________________________________________________________________
Country_____________________________________________________ Phone number ______________________________________________
Email___________________________________________________________________________________________________________________
Today's Date________________________________ Fiscal Year Start ____________________________ End______________________________

The following series of questions is presented to obtain a clear picture of the various attributes that define your Continuing Education organisation and the larger institution of which it is a part. This picture will allow you to benchmark with other like CE organisations that share similar characteristics and focus areas.

Are you interested in benchmarking your CE organisation with other similar organisations?
   ■ Somewhat Interested ■ Interested ■ Very Interested

1. Please select the type of institution of which your Continuing Education organisation is a part:
   ■ Public Higher Education Institution
   ■ Private not-for profit Higher Education Institution
   ■ For-profit Higher Education Institution
   ■ Professional Organisation
   ■ Corporation/Business
   ■ Other _____________________________________________________

2. For Higher Education Institutions, select one of the following that best describes your type of institution:
   For the United States and others:
   ■ 2 year institution
   ■ 4 year comprehensive institution
   ■ 4 year liberal arts institution
   ■ Research institution
   For the European Union and others:
   ■ 1st cycle
   ■ 2nd cycle
   ■ Research institution
2a. For organisations not part of Higher Education Institutions, select one of the following that best describes your type of institution:

- Professional Society
- Training Organisation within a Company
- For Profit Training Company
- Other

Please describe your organisation: ________________________________________________________________
__________________________________________________________________________________________

Please complete the following questions to describe your individual Continuing Education organisation. All responses should be for the last complete fiscal year.

3. Structure of your Continuing Education organisation as it relates to the larger institution/company/association of which you are a part:

- Continuing Education Provider Central to an Entire Academic Institution
- Continuing Education Provider Associated with an Individual Department/College/School within an Academic Institution
- Professional Body that Provides Specific Continuing Educational Services for Its Members
- Commercial Provider of Training
- Other ________________________________________________________________

4. Activities within your CE organisation: Select all activities in which you engage, placing a 1 by those activities that are primary (most important to your mission, an area of focus, bring in significant revenue, or consume a significant portion of your resources) or a 2 by those activities which are secondary (not central to your mission or revenue stream but are performed, do not consume significant resources).

- Credit Based Education and Training
- Non-credit Continuing Education and Training
- Conference Centre Facilities/Services
- Consulting Services
- Research Activities
- Local/National/International Development Projects
- Career Services
- Other ________________________________________________________________
5. Educational Content and Format: On what subject areas do your educational programmes focus? Select all subjects area included in your programming portfolio. Place a 1 by those activities that are primary (most important to your mission, an area of focus, bring in significant revenue, or consume a significant portion of your resources) or a 2 by those activities which are secondary (not central to your mission or revenue stream but are performed or do not consume significant resources).

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Computing</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
</tr>
<tr>
<td>Creative Arts (drawing, painting, photography, dance, etc.)</td>
<td>2</td>
</tr>
<tr>
<td>Management/Business</td>
<td>1</td>
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<tr>
<td>Liberal Arts</td>
<td>2</td>
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<tr>
<td>Leadership</td>
<td>1</td>
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<tr>
<td>Teacher Training</td>
<td>2</td>
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<tr>
<td>Medicine</td>
<td>1</td>
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<tr>
<td>Industrial/Technical Skill Development</td>
<td>2</td>
</tr>
<tr>
<td>Nursing</td>
<td>1</td>
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<tr>
<td>Personal Enrichment (cooking, interview skills, fitness, etc.)</td>
<td>2</td>
</tr>
<tr>
<td>Languages</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
</tr>
</tbody>
</table>

6. Delivery Format: (please check all that apply)
- Face to Face at Your Centre
- Face to Face at Another Location
- Online/Distance Learning
- Blended Format (within same course)

7. Types of Offerings: (please estimate the percentage of offerings in each area)
- Open Enrolment Courses – Open to the Public
- Standard Courses Offered to an Individual Client Contracting with the Centre (offered either at the centre or the client location)
- Courses Customized for an Individual Client (offered either at the centre or the client location)

Other Attributes: Please provide estimates for the following. Include faculty/instructors in your totals only if they reside in your unit as paid employees – do not include them in this count if they are paid by your unit for their instructional services but they reside in another unit outside of your CE unit.
8. Number of employees (full-time equivalents)
- 1 – 10
- 10 – 25
- 25 – 50
- 50 – 100
- 100-150
- 150+

9. Total Annual Income/Revenues from all sources in Millions:
Currency used_________________________
- 0 – 1
- 1 – 5
- 5 – 15
- 15 – 25
- 25 – 50
- 50-100
- 100+

10. Annual Enrolments in Continuing Education organisation activities _________________

11. Number of offerings (1 course offered twice in one year counts as 2 offerings) ____________

Thank you for your participation.

For more information or for electronic versions of this document, please visit our website at http://daete.up.pt/
or contact one of the Project Investigators by email at
Nelson Baker at nelson.baker@dlpe.gatech.edu and/or Kirsti Miettinen at kirsti.miettinen@aalto.fi