Supplemental Benchmarking Data Sheet

Organisation _____________________________________________________________
Contact Name __________________________________________ Email ________________________________
Country _______________________________ Phone number ________________________________
Today’s Date __________________________ Fiscal Year Start ___________________________ End ___________________________

1. Total Annual Revenues by Activity (please estimate the percentage of revenue derived from each area):
   ___ Credit Based Education and Training
   ___ Non-credit Continuing Education and Training
   ___ Conference Centre Facilities/Services
   ___ Consulting Services
   ___ Research (including grant funding)
   ___ Local/National/International Development Projects
   ___ Career Services
   ___ State/National/Institutional Subsidy
   ___ Other ________________________________

2. Percentage of expenses spent on outsourced activities: ____________________________

3. Staffing expenses by function: Please estimate the percentage of expenses by function in your individual Continuing Education organisation. 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 organisation for their instructional services but they reside in another unit outside of your CE organisation.
   ❑ Registration ❑ Programme/Course Management and Coordination
   ❑ Marketing ❑ Student Support
   ❑ Accounting ❑ Meeting Planning
   ❑ Instructional Design ❑ Technical/IT Support
   ❑ Faculty/Instructors ❑ Other ________________________________

4. Student Learning Hours (please estimate the percentage of hours in each)
   Credit ___________________________  Non-credit ___________________________

5. What important information might we be missing in collecting demographic/benchmarking data that would allow you to better benchmark against peers?
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

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