MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

ELI Web Guide for

Centre-Based Early Childhood Education Services

How to Use this Guide

This guide provides visual touchstones, pointers and important information you need when using ELI. While it can be used as step by step instructions, it is meant to help make sure you are in the right place and doing the right thing as you get used to ELI.

The title of each page is numbered, and these numbers follow the numbers indicated on the ELI overview page 2.0, making it easy to go to any task you need to perform.

ELI Web User Guide

1.0   Introduction

What is ELI?

The Early Learning Information (ELI) system will collect and store information on enrolment and participation in Early Childhood Education (ECE) for approximately 200,000 children throughout Aotearoa.

Information will be collected for educational monitoring, reporting and research, and for development of policies. It will be collected on a regular basis from ECE services including: kindergartens, home-based services, Playcentres, and education and care centres.

What is a National Student Number?

The National Student Number (NSN) is a unique education number which is allocated to children when they first enrol with an education service (Education and Training Act 2020, Schedule 24). Information about each child's participation in ECE will be recorded against this number.

It is very important that each child's official name, date of birth and gender are accurately copied from their birth certificate or other official identification document. This will ensure that each individual has only one number.

What is the National Student Index?

The National Student Index is the Ministry of Education's central register of learner identity information and the mechanism by which an NSN is allocated to each child.

The National Student Index contains information detailing a child's official name, date of birth and gender.

Protecting a Child's Privacy

ECE services are responsible for ensuring that information collected about children is kept private. All ECE services must comply with the Privacy Act 1993 which aims to promote and protect individual privacy.

A child's NSN and related data are private. The National Student Index should not be searched except to enrol a child and find and allocate an NSN. Also note that all searches performed on the National Student Index are logged.

More information can be found at National Student Numbers (NSN) – Education in New Zealand and www.privacy.org.nz.

If you have not already done so, the Ministry strongly advises that your service put in place appropriate processes to ensure that the privacy of information for enrolled children at your service is maintained as obligated under the act.

More Information about the Early Learning Information (ELI) System

Further information about ELI and a comprehensive set of Questions and Answers can be found at: Questions and Answers – Education in New Zealand
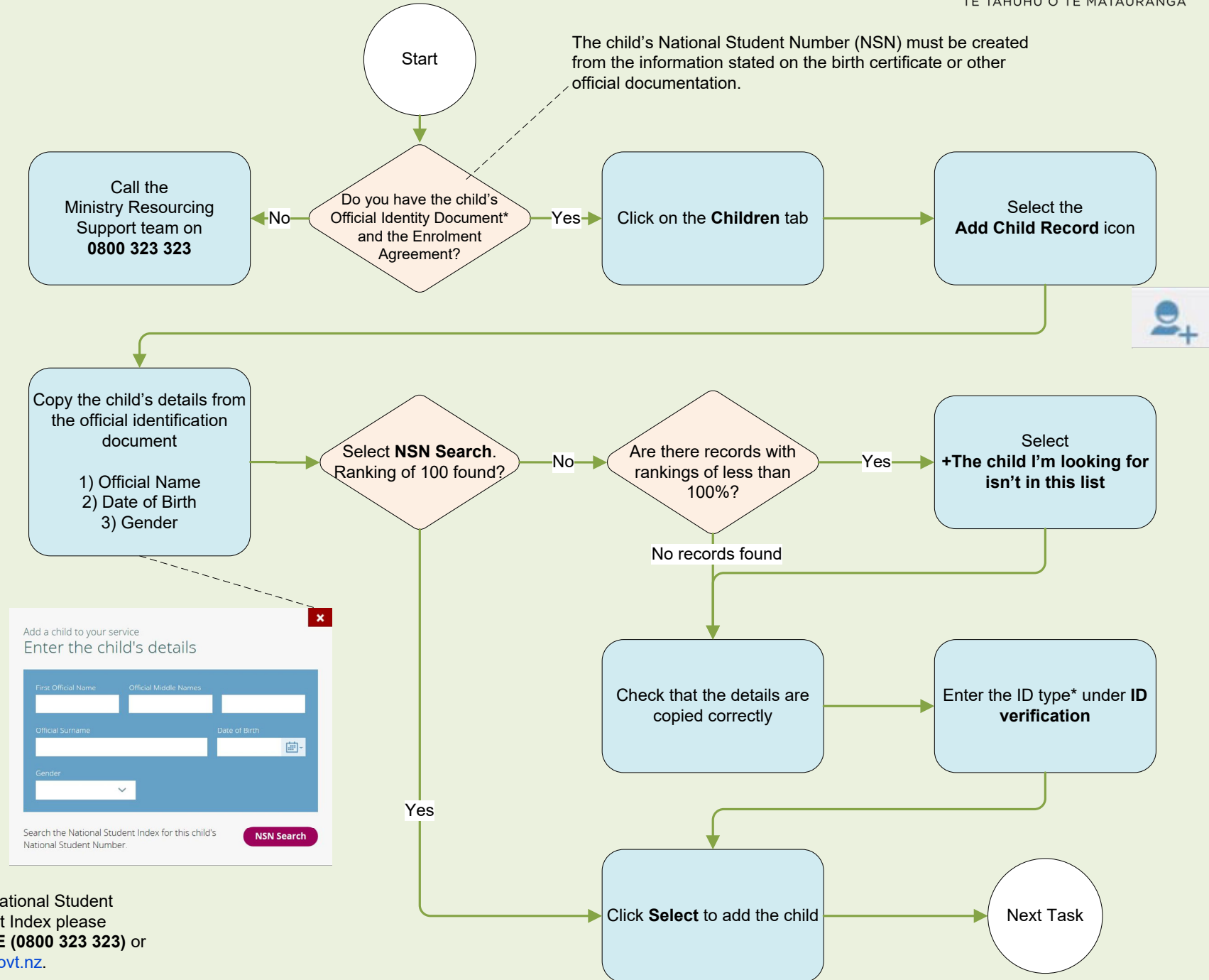
2.0   ELI Web Overview

Process steps	
1. Introduction	Provides a summary of ELI and NSNs
2. Logon to ELI Web	Obtain an Education Sector Account - go to How to get access to ELI Web
	Logon to ELI - Go to How to log in to ELI Web
3. Add a child to your service in ELI	Do you have the child's official identification documentation? • If **yes**, then search for the National Student Number (NSN) • If **no**, contact the Ministry on 0800ECEECE to create an Unverified NSN
3.1. Additional Guidance for NSNs	Explains the meaning of the NSN search results
4. Enrol a Child that has been added in ELI	Copy enrolment details from enrolment agreement
5. Record Bookings for a Child	Record booking details from enrolment agreement
6. Record 20 Hours ECE	Record 20 Hours ECE hours if the child is 3 years old or older
7. Record Children's Attendance	• Record all attendances • **Home-based services** must also record address of attendances.
8. Confirm Records and enter Temporary Closures	• Confirm ELI data submitted to Ministry monthly • Enter Temporary Closures
9. Enter Staff Information	Enter staff information including their roles at your service
10. ECE Return	Enter your ECE Return (Annual Census)
11. RS7 Return	Enter your RS7 Return (ECE Operational Funding claim) three times a year in February, June and October
12. ELI Reports	View, download or print copies of ELI data previously submitted to ELI from your service - go to Early Learning Information (ELI) Reports

3.0 Add a Child to Your Service in ELI

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Start

The child's National Student Number (NSN) must be created from the information stated on the birth certificate or other official documentation.

* Types of official identification

- NZ Birth Certificate
- NZ Passport
- Australian Birth Certificate
- Australian Passport
- Foreign Birth Certificate
- Foreign Passport
- Other (with secondary list)
- NZ Citizenship Certificate
- Certificate of Naturalisation (Cook Island, Niue, Tokelau)
- Certificate of Registration (Cook Island, Niue, Tokelau)
- Letter of Confirmation (Cook Island, Niue, Tokelau)

Do you have the child's Official Identity Document* and the Enrolment Agreement?

- **No** → Call the Ministry Resourcing Support team on **0800 323 323**
- **Yes** → Click on the **Children** tab → Select the **Add Child Record** icon

Copy the child's details from the official identification document
1) Official Name
2) Date of Birth
3) Gender

Select **NSN Search**. Ranking of 100 found?

- **No** → Are there records with rankings of less than 100%?
  - **Yes** → Select **+The child I'm looking for isn't in this list**
  - **No records found** → Check that the details are copied correctly → Enter the ID type* under **ID verification**
- **Yes** → Click **Select** to add the child → **Next Task**

Add a child to your service
Enter the child's details

First Official Name | Official Middle Names

Official Surname | Date of Birth

Gender

Search the National Student Index for this child's National Student Number. **NSN Search**

If you have any questions about the National Student Number (NSN) or the National Student Index please contact the Ministry on **0800 ECE ECE (0800 323 323)** or email us at: ELI.queries@education.govt.nz.

3.1 Additional Guidance for NSN's

What the NSN Search Results Mean:

NSN search results are ranked according to the likelihood that the child you searched matches one already in the National Student Index.

Child record search result with a ranking of less than 100%:

A result with a lesser percentage in the Ranking field means that the record is a close match, and may or may not be the child that you are searching for. If this is the case, you should:

- Recheck the details you have entered against the official identity document

- If you have copied the details correctly, create a National Student Number for the child.

Child record search result with a ranking of 100%:

- A 100% ranking in the Ranking field means that the NSN record matches your enrolled child's names, date of birth and gender. If this is the case, select the matching child record.

Child record search result looks like the correct child but has an error in the details:

If you believe that the NSN record is the one that you require, but there is an error with the details, NSN Search exceptions that can occur with a child's name below.

If you are unsure about the NSN search results returned, contact the Ministry on: **0800 ECE ECE (0800 323 323).**

NSN Search Exceptions That Can Occur With a Child's Name:

If a child's name includes a macron, accent or other special character that is placed above or below a letter it does not carry across to the NSN search and does not display in the results.

Name on official documentation	Name displayed in NSN search results
David Kalākaua	David Kalakaua
Esmēe Daniels	Esmee Daniels
Albert Schütz	Albert Schutz

Locked NSN Records:

An NSN record is locked if it has been matched against the New Zealand Births Register, and only updates to the Gender field in the NSN Details screen can be saved to the NSN record.

Too Many Search Results:

After an NSN search, if the records returned exceed 350 children, the following message will be displayed: Search exceeded NSI limit of 350 matching records, please refine search criteria and retry.
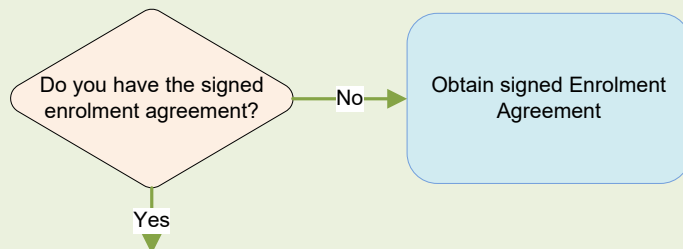
When a Child Has Only One Name:

Very rarely a child may only have one name. If you should come across this:
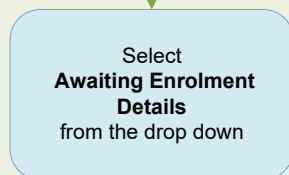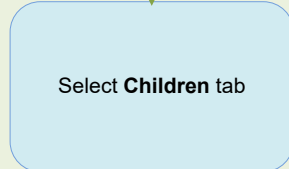
- Put the name in the Official Last Name field, even if this is the child's first name.
- Put the **~** character be in the Official First Name field. The **~** can usually be found just to the left of the "1" key on your keyboard, above the **Tab** key.

4.0 Enrol a Child that has been added to ELI

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Do you have the signed enrolment agreement?

No → Obtain signed Enrolment Agreement

You must have the child's signed **Enrolment Agreement Form** on hand, as all information entered into the ELI system must show the same information as the official documents you have on file.

Yes ↓

Select **Children** tab

eli **Children** **Attendance** **My Service**

↓

Select **Awaiting Enrolment Details** from the drop down

Currently Enrolled
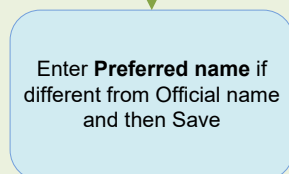Awaiting Enrolment Details
Enrolment Ended

Remember to enter an **enrolment end date** when a child's enrolment ends.

↓

Select **Child**

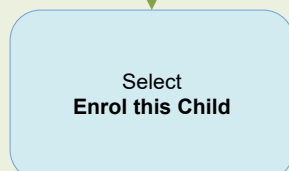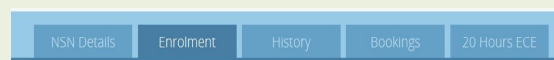| Child	First name ▲ Last name	NSN
catherine johnston-test		150856732
Donald Duck		150850601
Freddie Mercury		150841129

Long list of children?
Use the Child Search icon to find the child

↓

Enter **Preferred name** if different from Official name and then Save

Preferred First Name: Daffy
Preferred Surname: Duck
Save Preferred Name

↓

Select **Enrolment** tab

NSN Details | Enrolment | History | Bookings | 20 Hours ECE

↓

Select **Enrol this Child**

Enrol this Child

NSN Details | Enrolment | History | Bookings | 20 Hours ECE

Enrolment start date

Child's Demographic Information

Child's ethnic origins
Ethnicity: Please select ...
Ethnicity:
Ethnicity:

Language/s spoken at home
Language: Please select ...
Language:
Language:

Address Details

Child's primary residential address
☐ Add a secondary residential address to this enrolment
Street Address

Suburb or Rural Delivery

Town, City, Region or Area

Country   Post Code

Save

↓

Enter enrolment details

The system will guide you through the enrolment process.

5.0 Record Bookings for a Child

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Are the bookings (days and times enrolled) On the enrolment agreement? — No → **Obtain bookings.**

Yes

Select the Children tab

| NSN Details | Enrolment | History | **Bookings** | 20 Hours ECE |

About bookings

Bookings are the days and times each child is expected to attend your ECE service. This information must be completed on the child's enrolment agreement, and signed and dated by the child's parent/guardian.

If the child's parent/guardian changes the expected days and times of attendance, you should update the child's bookings here.

When a new booking is added, the previous booking schedule is shown so that you can update the days and times to reflect the new bookings on the updated enrolment agreement.

Add a new booking

Long list of children? Use the **Child Search** icon.

Is the child on the list? — No → **Have you added the child Into ELI?** — No → **Go to 4.0 Add Child**

Yes

Yes

Select child → **Have you enrolled the child** — No → **Go to 4.0 Add Child**

Yes

Currently Enrolled
Awaiting Enrolment Details
Enrolment Ended

Select Currently Enrolled from drop down

Add a new booking

| NSN Details | Enrolment | History | Bookings | 20 Hours ECE |

Select the Bookings tab → **Select Add a new booking** → **Select Edit booking** → **Copy the booking details including Booking Start Date (Date of Entry) from the signed enrolment agreement**

Booking Start Date is the date on which the child is expected to begin attendance.

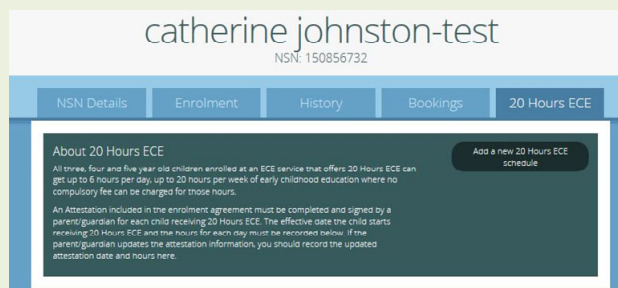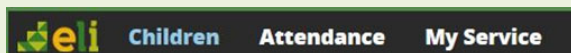The system will guide you through entering the booking details.

Note:

- Bookings entered in ELI are carried across from week to week once they are entered. The times for which children are booked will then show in the Attendance screen.
- The information shown in the Bookings screen must match the child's enrolment agreement. If your service is audited, the bookings and attendance information in ELI will need to match the information on the signed enrolment form for the child.
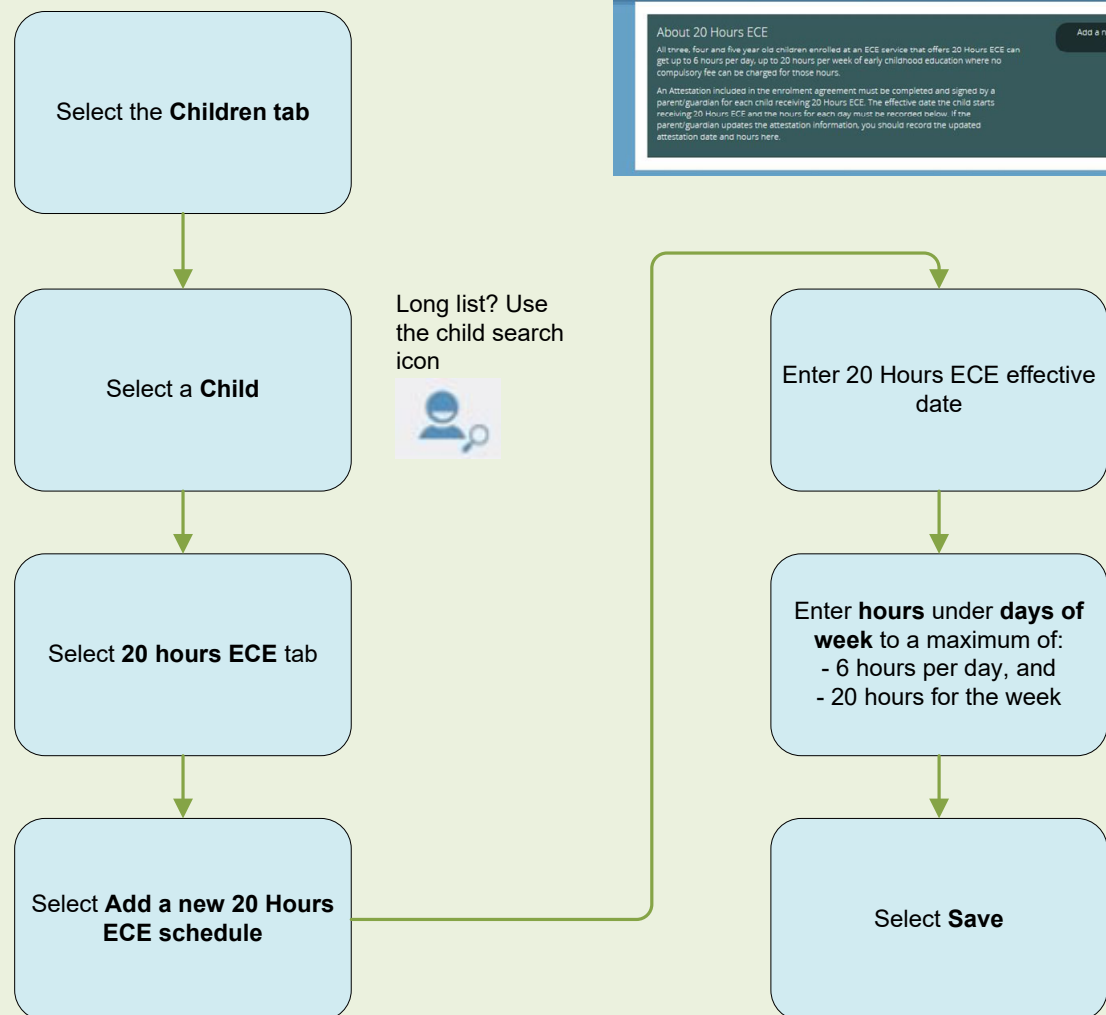
6.0 Record 20 Hours ECE

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eli Children Attendance My Service

catherine johnston-test
NSN: 150856732

NSN Details | Enrolment | History | Bookings | **20 Hours ECE**

About 20 Hours ECE

Add a new 20 Hours ECE schedule

All three, four and five year old children enrolled at an ECE service that offers 20 Hours ECE can get up to six hours per day, up to 20 hours per week of early childhood education where no compulsory fee can be charged for those hours.

An attestation included in the enrolment agreement must be completed and signed by a parent/guardian for each child receiving 20 Hours ECE.

If the parent/guardian updates the attestation information, you should record the updated attestation date and hours in ELI also.

Select the Children tab

↓

Select a Child

Long list? Use the child search icon

↓

Select 20 hours ECE tab

↓

Select Add a new 20 Hours ECE schedule

Add a new 20 Hours ECE schedule

Enter 20 Hours ECE effective date

The effective date the child starts receiving 20 Hours ECE and the hours **for each day must be recorded**.

↓

Enter hours under days of week to a maximum of:
- 6 hours per day, and
- 20 hours for the week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3	3	5.5	4	4.5	0	0

Save

↓

Select Save

Note: Enter fractions of hours, not minutes

1.5 hours, not 1:30

7.0 Record Children's Attendance

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Do you have the daily attendance on hand?

No → Obtain daily attendance

Yes

Go to **Attendance** tab

Centre based or Home based?

Centre based

Home based

Any absences or time different from bookings?

No

Yes → Select Date and Child → Update Attendance, including marking absences or adjusting in/out times → Select Mark All Bookings as Attended

Select date and Child → Enter the address at which the child attended → Update Attendance, including marking absences or adjusting in/out times → Select **Save**

New Task

Attendance for Tuesday 30 August 2016
Pao Test

◉ Present ○ Absent

Time in   09 : 00 AM ⌄
Time out   03 : 00 PM ⌄

Save

‹ Nigel Farage   Param Pejju ›

Easy Navigation
Save attendance and page through records by clicking Next or Previous child.

Use the date picker in the upper left to select a date

.eli **Children Attendance Addresses My Service**

Service Addresses

The Ministry of Education requires that all attendance records for home-based services include an address for where the child attended ECE.

About addresses
The list below shows addresses where children enrolled in your network attend ECE. If the address is no longer in use it may be deleted from this list. Deleting an address from this list will not affect attendance recorded in the past.

Add a new address

Current addresses

121 Fake Street
Albany
Auckland   Delete

Easy Addresses
Home based addresses can be added under **Attendance** and managed under **Addresses**.

8.0 Confirm Records and Enter Temporary Closures

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1 Select the **My Service** tab, then the **Details** tab

2 To confirm records for your service, select **Confirm** next to the month you want to confirm records for and repeat for other months listed.

eli | Children | Attendance | My Service

My Service
Ngaio Kindergarten (5367)

Details | Staff | ECE Return | RS7 Return

Confirm Records for my Service

To help ensure the quality of ELI data, the Ministry of Education requires all services to periodically review and confirm the records that have been entered into ELI.

[Confirm Records]

Temporary Service Closures

If your service is expected to be closed for one or more days enter these dates on this page. Select the reason for the closure e.g. holiday period, statutory holidays, anniversary day or teacher only day and enter the start and end dates. These dates may be in the future. If your service was closed unexpectedly please enter the date and select the reason for closure.

[Add closure]

3 To add a Temporary Service Closure, enter **Reason and Start/End Dates**

Temporary Service Closures
Ngaio Kindergarten (5367)

Reason [_____⌄]

Date Start Date [_____] 📅⌄ End Date [_____] 📅⌄

[Save]

Holiday Period
Statutory Holiday
Anniversary Day
University Holiday
Teacher Only Day
Service Closed
Not Funded
Not Meeting Person Responsible Requirement
Substitute/Extra Day
Emergency Closure

9.0 Enter Staff Information

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eli | **Children** | **Attendance** | **My Service**

This screen is for entering the staff you have at your service. To get here, click **My Service**, then **Staff**.

| Details | Staff | ECE Return | RS7 Return |

← Back to Staff list

Staff Profile

ID or Initials
PST

Gender
Male

These initials are used for the ECE Return to help you enter correct details about your staff. Information submitted to the Ministry of Education about your staff does not include names, initials or personal identifiers.

Staff Roles at my Service

☑ **This person is an ECE Teacher engaged in the education and care of children**
A person in this role working 25 hours per week or more is considered full-time.

Does this person hold a current, practising certificate from the Teaching Council?
A teacher certificated by the Teaching Council holds a practising certificate marked:

- Tōmua: Provisional
- Tūturu: Full (Category One)
- Pūmau: Full (Category Two) - formerly known as 'Subject to Confirmation'
- Returning to Teaching in Aotearoa New Zealand (RTTANZ)

○ Yes ○ No

Highest ECE Qualification
Please select ...

Is this person paid for this role at your service?
○ Yes ○ No

Is this person permanently appointed in this role?
○ Yes ○ No

Is this person full time in this role?
○ Yes ○ No

Started [blank] **Left** [blank]

Ethnicity
Please select ...

Ethnicity
[blank]

Ethnicity
[blank]

☑ **This person has a Senior Management Staff role**
Senior Management Staff includes service managers, directors, senior-staff professional leaders, parent liaison, curriculum planning staff, etc. These staff are not usually involved in the teaching of children but may be available to work in a teaching capacity if necessary. A person in this role working 25 hours per week or more is considered full-time.

Is this person paid for this role at your service?
○ Yes ○ No

Is this person permanently appointed in this role?
○ Yes ○ No

Is this person full time in this role?
○ Yes ○ No

☐ **This person has a Support Staff role**

☐ **This person has a Specialist Staff role**

Save

Note: Staff member roles will be automatically carried over the ECE return for reporting teaching contact hours.

Role description and details will appear when box is ticked.

Details of the staff member's role.

Use these if the staff member performs more than one role.

10.0 ECE Return

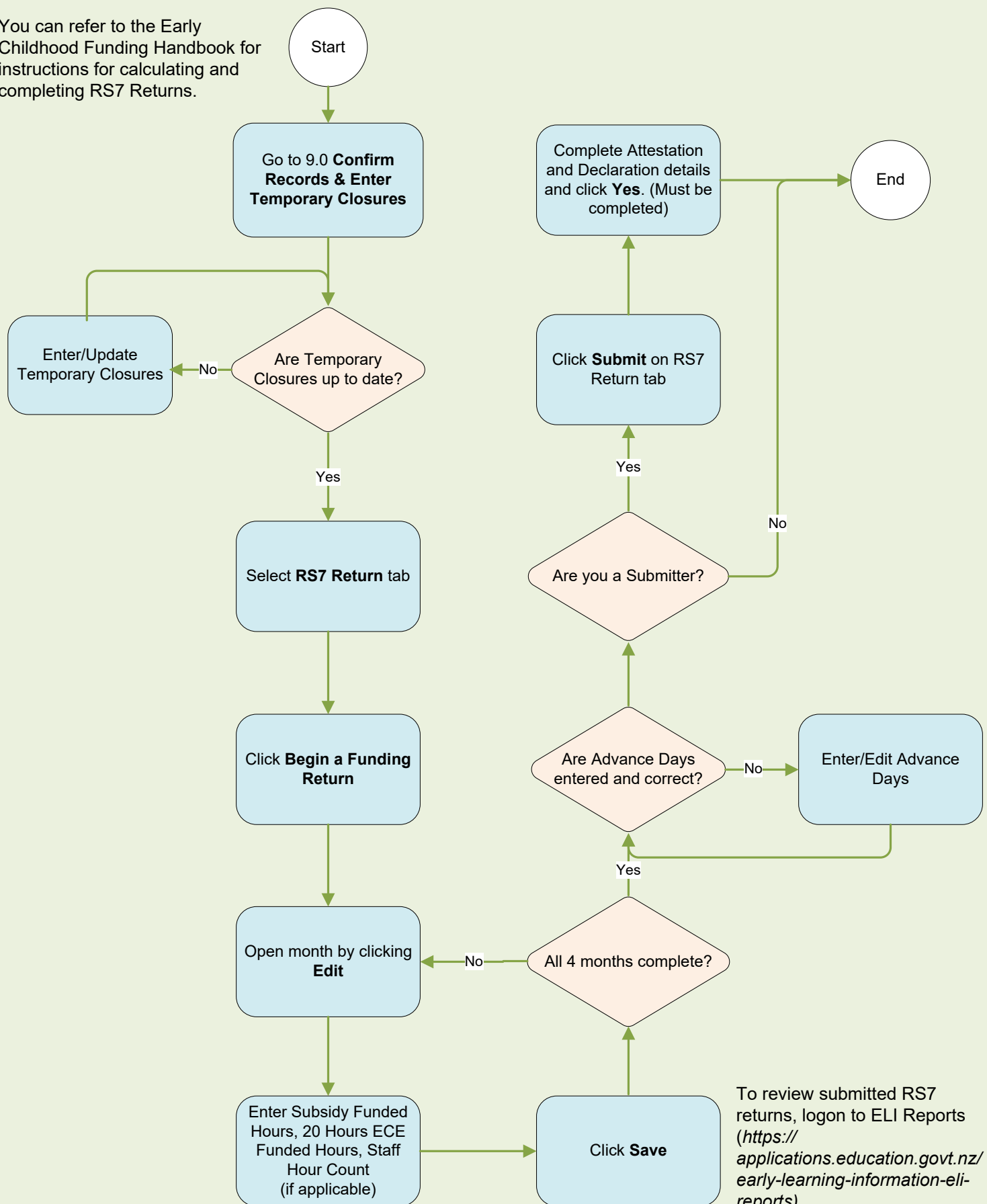You will be advised by Ministry of the date to enter here.

Staff info carried over from **Staff** tab

1. Tick the role in which the staff member worked in the return week, and enter the actual contact hours the person worked during the return week for teaching roles
2. Enter total hours worked during the return week
3. Select the applicable age band for the staff

11.0 RS7 Return

You can refer to the Early Childhood Funding Handbook for instructions for calculating and completing RS7 Returns.

Start

Go to 9.0 **Confirm Records & Enter Temporary Closures**

Are Temporary Closures up to date?

No → Enter/Update Temporary Closures

Yes ↓

Select **RS7 Return** tab

Click **Begin a Funding Return**

Open month by clicking **Edit**

Enter Subsidy Funded Hours, 20 Hours ECE Funded Hours, Staff Hour Count (if applicable)

Click **Save**

All 4 months complete?

No → Open month by clicking **Edit**

Yes ↑

Are Advance Days entered and correct?

No → Enter/Edit Advance Days

Yes ↑

Are you a Submitter?

Yes ↑

Click **Submit** on RS7 Return tab

No →

Complete Attestation and Declaration details and click **Yes**. (Must be completed)

End

To review submitted RS7 returns, logon to ELI Reports (*https://applications.education.govt.nz/early-learning-information-eli-reports*)

Note: This data appears on ELI Reports the day after it has been entered and saved by the ECE service.