Early Learning Information
Data Collection Specification

A guide for vendors of Student Management Systems
in the collection of data from ECE services

<table>
<thead>
<tr>
<th>Author</th>
<th>ELI Project Team</th>
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<tr>
<td>Status</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Last Updated</td>
<td>30 November 2018</td>
</tr>
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<td>Approval Date</td>
<td>03 December 2018</td>
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## 1 Document Information

### 1.1 Document History

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<th>Summary of Changes</th>
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<td>Herbert Booker</td>
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<td>Updates to reflect REST, final Release 1 and draft Release 2 events</td>
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<td>Update to include field lengths</td>
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<td>Jared Mastrovich</td>
<td>Simon Davis</td>
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<td>Updates based on Ministry and Fronde review comments</td>
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<td>Issued to SMS vendors</td>
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<td>Incorporation of workshop feedback</td>
<td>Simon Davis &amp; Julie Radcliffe</td>
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<td>1.8</td>
<td>23/08/2013</td>
<td>Incorporation of internal QA, vendor feedback and provision of detailed requirements (based on availability)</td>
<td>Julie Radcliffe</td>
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<td>1.9</td>
<td>23/09/2013</td>
<td>Updates including clarification of business rules, validation checks and data migration requirements</td>
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<td>2.0</td>
<td>30/09/2013</td>
<td>All feedback incorporated and version moved to Final</td>
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<td>2.1</td>
<td>22/10/2013</td>
<td>Removal and insertion of Business rules and data quality checks to reflect ELI Web and Release 5 developments Addition of ECE Return text</td>
<td>Julie Radcliffe</td>
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<td>12/11/2013</td>
<td>ELI Web release 5 Home-based Educator requirements incorporated Specific changes:</td>
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<td>Updates to incorporate clarifications and changes in response to vendor feedback and Acceptance testing</td>
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<td>11.2 Clarification of ethnicity/ iwi requirements</td>
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<td>12.2 Clarification of child enrolment start and end date validations</td>
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<td>13.2 Relaxation of EffectiveDate validation checks</td>
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<td>15.1 Clarification of confirmation deletion capabilities</td>
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<td>17.1 &amp; 17.2 All references to ‘Funded ECE Hours’ replaced with ’20 Hours ECE’</td>
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<td>18.1 Clarification of the requirements for ECE Return completion for services with multiple licences</td>
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<td>18.1 ECE Return submission date constraints confirmed</td>
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<td>18.1 Clarification of ECE Return deletion capabilities</td>
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<td>18.2 Addition of a validation check to ensure the ECE Return Date is a Monday</td>
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<td>18.2 Addition of ECE Return teaching language validation check</td>
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| 2.4            | 21/07/2015    | 2.4 Definition of Cutover Date  
8.2 ServiceId versus OrgId  
9 Parameter type validations:  
  • Clarification of the use of the ‘nillable’ clause  
  • Transmission of ‘space’ value parameters  
  • Invalid Time values  
Use of the Cutover Date in relation to:  
  • 12.2 Enrolment Start Date  
  • 13.2 Booking Effective Date  
  • 14.1 & 14.2 Attendance transmission  
  • 17.2 20 Hours ECE Effective Date  
14.1 Reference to a new Appendix that provides information relating to the creation of Attendance events in various absence scenarios  
15.4 Change to the Confirmation screen wording  
17.2 Additional validation logic to prevent the creation of distinct 20 Hours ECE events with the same Effective Date  
18.1 Ability to access (as a minimum) and print (desirable) previously submitted ECE Returns  
18.2 Clarification of StaffRoleCode xml tag sequence  
18.2 Change to the IsRegistered parameter population criteria  
19.2 Introduction of a service-level Cutover Date to record the date a service moves from one SMS application to another – significant change  
19.2 Population criteria for the Cutover date  
Note: further changes relating to the ECE Return will be incorporated in another version of the specification once the Ministry has analysed this year’s Return data & SMs/user feedback  
26 New appendix that details service-type absence/closure scenarios to illustrate when Attendance events should be created | Julie Radcliffe | No            |
<table>
<thead>
<tr>
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<td>SMS vendors who have not developed specifically to v2.4 should also review the Document History above and incorporate the changes at the same time as v2.5 updates are addressed</td>
<td>Julie Radcliffe</td>
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<td>6.1 Change to ELI-BR-70: original description inaccurate</td>
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<td>7.1 Prohibiting the re-use of EntityIds</td>
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<td>8.6 New section providing details of the valid header event types</td>
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<td>8.7 New section advising developers that header xmlns values shown throughout the specification can and do change.</td>
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<td>9 Addition of validation with respect to Date and Date/Time year values</td>
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<td>10 A new section to specify/clarify overarching ELI requirements</td>
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<td>10.1 Clarification of the scope of ELI data i.e.:</td>
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<td>• The inclusion of details relating to children attending on a casual basis</td>
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<td>• The exclusion of data relating to children on services’ waiting lists and those attending out-of-school programmes</td>
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<td>10.2 Ability to identify children without an NSN</td>
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<td>10.3 Use of NSN as a search criteria</td>
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<td>• Provide the ability to search for a child given the child’s allocated NSN</td>
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<td>10.4 Allocation of NSN</td>
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<td>• Clarification that the allocation of an NSN is not restricted to currently enrolled children</td>
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<td>10.5 Pre-population of ELI data entities</td>
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<td></td>
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<td>• The use of default data values must be restricted</td>
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<td>• For the specified data entities, the data values must be actively entered by the user</td>
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<td>11.1 Prompt to enter Official Names</td>
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<td>11.2 Additional validation when Birth Date changed to a later date</td>
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<td>13.2 Additional Enrolment Start/EndDate validation</td>
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<td>• Validation checks to ensure enrolment dates reflect recorded attendance entries</td>
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<td>• Validation to ensure an NSN is allocated prior to a user ending a child’s enrolment</td>
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<td>15.1 Attendance events recorded in advance of the Attendance date/time must not be submitted until after the relevant date/time has elapsed</td>
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<td>18.2 Reminder that Attestation Date validations must be re-applied should a child’s birth date be altered to a later date</td>
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<td>19.1 Additional requirements relevant to the ECE Return function:</td>
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<td>- Navigation to the ECE Return function</td>
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<td>- Presentation of an ECE Return ‘checklist’</td>
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<td>- Evidence of ECE Return submission success</td>
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<td>- Ability to view and print a submitted ECE Return</td>
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<td>- Specific wording for the warning triggered if the ECE Return is submitted prior to the end of the return week</td>
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<td>19.2 Additional EceReturnDate validation:</td>
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<td>- Cannot be in the future</td>
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<td>19.2 Changes in Teacher Registration to Teacher Certification were defined in v2.4 and are shown in green. Note changes affect:</td>
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<td>- The criteria used to auto populate IsRegistered</td>
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<td>- The information displayed in the UI to assist users determine the correct IsRegistered value</td>
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<td>- The xml parameter name will remain unchanged</td>
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<td>19.2 Additional requirements relating to recording Contact Hours</td>
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<td>19.2 Addition of checks that warn of recorded return week attendance with no corresponding Staff Contact hours (including specific warning text)</td>
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<td>19.3 Changes to text relating to Staff Contact Hours</td>
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<td>25.7.1 Wording changes to Educator Qualification definitions to reflect change from NZTC (Teachers Council) to the Education Council</td>
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<td>Appendix E: Playcentre related information – Playcentre ECE Return requirements have yet to be reviewed following analysis of the 2015 ECE Return</td>
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<td>Appendix G: Teacher Registration &amp; Certification – background to the registration process</td>
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<td>Minor changes to 2.5. All changes highlighted in yellow in the 2.5 section above and throughout the document</td>
<td>Julie Radcliffe</td>
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| 3.0            | 24/4/2017     | General updates for clarification:  
  - 5.6.3 – add minimal delay period  
  - ELI-BR-01/40/45/59/62/70 – include ‘absence’ (CR-21)  
  - 10.1 Include further example of ELI exclusions  
  - 10.4, 13.2, 15.1, 15.2, 20.2 – include ‘absence’ (CR-21)  
  - Revert versions 2.5 and 2.5.1 changes to black text.  
ELI-BR-10 & Section 10: Mandatory NSN at enrolment (CR-003)  
Section 6.2: Make validation mandatory (CR-004)  
Section 7.1 and Section 9: Restrict use of ‘#’ (CR-019)  
Section 20.1: Remove comments re retrospective validations (CR-005)  
Section 21.6: Make XSD validation mandatory (CR-002)  
**Section 19: ECE Return Data**  
Remove highlighting and different colour text from previous version updates.  
Section 19:  
  - Rewrite section to separate requirements  
  - Insert requirements table  
  - Add new requirement ECE-REQ-06 (ECE-007-CR)  
Section 19.2: Add additional validation checks in HighestQualificationCode when IsRegistered is TRUE (ECE-004-CR)  
Section 19.3: include display of qualification code and description(ECE-004-CR)  
Section 20.1 – change ‘children on the services’ waiting list should not be included’ to ‘must not be included’. | Jody Leach |                |
4.0 04/12/2017

**Sections 10.1, 10.2 and 10.3:**
- Age restrictions limit updated.

**Section 19.2: Required Data Inputs:**
- Parameter StaffRoleCode amended consistently with the rest of the document; giving space for the same staff member to hold both roles of Home-based Coordinator and Home-based Educator, if applicable. (ECE-011)
- Parameter HighestQualificationCode amended so that staff with Home-based Coordinator role and IsRegistered flag set to True can only have the code of E12. (ECE-010)
- Parameter HighestQualificationCode amended so that staff with Home-based Educator role and IsRegistered flag set to True can only have the code of E12.

**Section 23.3.3.1: Create / Update ECE Return:**
- Example updated to clarify the valid format for multiple contacts per day XML. (ECE-012)

**Section 25.2: Iwi:**
- Note around the latest update for the iwi codes.

**Section 26.1 ECE Return Data: Required data**
- Validation logic updated such that ECE Return data is valid only on or before the current date to be consistent with the other sections of the document. (ECE-013)

- Relevant updates applied to the NSI ECE Appendix for change in age limits (Requirements: GR06, SR05).
- Relevant updates applied to the NSI ECE Appendix for Mandatory NSN (Requirement: GR02).

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5.0 07/06/2018

**Section 6**, adding more consistency to business rule ELI-BR-62 with the other sections of the specs. (ELI-034)

**Section 6.1**, updating to add clarity to business rule ELI-BR-74. (ELI-031)

**Section 8.4**, explaining the use of EventEntityID and EventDateTime. (ELI-032)

**Section 8.5**, clarifying the accurate EventDateTime usage. (ELI-032)
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<td><strong>Section 8.5</strong>, removing redundant footnote. (ELI-029</td>
<td>ELI-026</td>
<td>ELI-025</td>
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<td><strong>Section 10.3</strong>, stating that it is Mandatory for all new SMSSs to allow users to search the SMS records by the NSN. (ELI-023)</td>
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<td><strong>Section 12.3</strong>, fixing XML code error with iwi code value. (ELI-029</td>
<td>ELI-026</td>
<td>ELI-025</td>
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<td><strong>Section 13.2</strong>, updating the description for the following parameter: ChildEnrolmentEntityID. (ELI-032)</td>
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<td><strong>Section 13.2</strong>, adding validation logic such that primary residential address cannot contain PO Box as an address. (ELI-015)</td>
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<td><strong>Section 15.1</strong>, updating to further highlight checking for attendance outside of enrolment periods. (ELI-030)</td>
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<td><strong>Section 18.1</strong>, stating that 20 Hours ECE events must not be transmitted for children under the age of 3 years old. (ELI-033)</td>
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<td><strong>Section 18.2</strong>, updating the description for the following parameter: TwentyHoursScheduleEntityID. (ELI-032)</td>
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<td><strong>Section 19.4</strong>, fixing XML code with HighestPlaycentreQualificationCode. (ELI-029</td>
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<td><strong>Section 23.2.2.2</strong>, fixing XML code error with iwi code value. (ELI-029</td>
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<td><strong>Section 23.3.3.1</strong>, fixing XML code and specialized example for Home-based services. (ELI-029</td>
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<td><strong>Section 23.3.3.2</strong>, adding new example for centre-based services. (ELI-029</td>
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<td><strong>Appendix A</strong>, converting Appendix A content to supplementary xsd file. (ELI-029</td>
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<td>Section 5.6.1 – Removed reference to JSON (EL-626).</td>
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<td>Section 12.2 – Requirement clarification only – Updated EthnicGroupCode and HomeLanguageCode description to be consistent with other reference data code descriptions (EL-630).</td>
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<td>Section 19.1.1 - ECE-REQ-02 changed from optional requirement to mandatory requirement (EL-713) and added ECE-REQ-09 (existing optional help text requirement moved from ECE-REQ-02).</td>
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<td>Section 19.2 – Check that staff hours do not fall outside child attendance records (EL-715).</td>
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<td></td>
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<td>Section 19.2, 19.3.7, 19.3.8, 19.3.9, 25.7.1, 26.1 and Appendix G - Updated “Education Council” to “Teaching Council” (EL-719).</td>
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<td>Section 23.3.3 and 25.7.1 – Reworded E13, removed E16, and added E17 &amp; E18 Educator Qualification codes (EL-704).</td>
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<td>Section 25.4 – Added ‘Service Open – Holiday Period with no attendances’ to the ‘Temporary closures – Reason code’s list (EL-724).</td>
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<td>Section 26.3 – Added two new Playcentre Qualification codes (EL-721).</td>
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<td><strong>Section 6.1</strong> – Updated table column headings (EL-644).</td>
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<td><strong>Section 6.1</strong> – Requirement clarification only - Updated ELI-BR-43 to state that ECE hours per day does not have to equal booking hours per day (EL-639).</td>
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<td><strong>Section 8.4</strong> – Fixed spelling error for bullet point number 5 (EL-644).</td>
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<td></td>
<td><strong>Section 11.2, 12.2 and 19.2</strong> – Replaced ‘2/3’ with ‘2 &amp; 3’ (EL-644).</td>
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1.2 Document Final Approval

This document has been approved by:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature/Date</th>
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<tr>
<td>Helen Hurst</td>
<td></td>
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<tr>
<td>Associate Deputy Secretary</td>
<td>Email approval 03/12/2018</td>
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<td>Operational Delivery</td>
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<td>ELI Business Owner</td>
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<td>Sherra-Lee Tamaki</td>
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<td>Lead Adviser, Sector Enablement and Support</td>
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<td>Manager, Application Delivery - Funding Systems</td>
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<td>BE&amp;S Web &amp; Application Services Management</td>
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<tr>
<td>Alice Qiao</td>
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<tr>
<td>Manager</td>
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<td>Data Team</td>
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<td>Email approval 26/11/2018</td>
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<td>Email approval 27/11/2018</td>
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1.3 Document Reviewers

The following persons have been provided the opportunity to provide feedback on the draft versions for this document:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Area Concerned</th>
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<tbody>
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<td>Sherra-lee Tamaki</td>
<td>Lead Adviser</td>
<td>SE&amp;S Early Learning Information</td>
</tr>
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<td>Hugh Parker</td>
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</tr>
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<td>Jody Leach</td>
<td>Senior Business Analyst</td>
<td>SE&amp;S EC Implementation Planning</td>
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<tr>
<td>Ahmed ElSawaf</td>
<td>Senior Business Analyst</td>
<td>BE&amp;S Application Delivery Funding Systems</td>
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<tr>
<td>Nan Xu</td>
<td>Senior Data Analyst</td>
<td>SE&amp;S Early Learning Information</td>
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<td>Senior Test Analyst</td>
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<tr>
<td>Siobhan Murray</td>
<td>Senior Policy Manager</td>
<td>ESP Associate Deputy Secretary ESI</td>
</tr>
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# ELI Data Collection Specification

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13.1 Description
13.2 Required Data Inputs
13.3 Syntax

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14.1 Description
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14.3 Syntax

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15.1 Description
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2 Introduction

2.1 Document Purpose

This purpose of this document to describe the data information collection and validation requirements for the Early Learning Information (ELI) system from ECE SMS and the ELI Service Portal (ESP).

The data information described within the document is required specifically to meet the ECE business and reporting requirements for the ELI system.

2.2 Intended Audience

This document is intended for the following audience:

- ECE SMS vendors
- Fronde development team
- ELI Project Team
- ELI-NSN Project

2.3 Contacts

Any queries relating to this document should be made to: ELI.Queries@education.govt.nz

2.4 Document Glossary

Table 1: defines terms used within this document

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence</td>
<td>Non attendance does not equate to absence. A child is only absent if explicitly marked absent in an Attendance event. Absence reflects a day therefore any attendance during a day precludes the creation of an absence during the same day i.e. attendance (non-absence) and absence are mutually exclusive.</td>
</tr>
<tr>
<td>Attendance</td>
<td>A child is physically present at an ECE session.</td>
</tr>
<tr>
<td>Booking Schedule</td>
<td>A week long booking schedule of proposed attendances. A booking may represent a complete day or a partial day.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<td>------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>Cutover Date</td>
<td>Represents the date a service:</td>
</tr>
<tr>
<td></td>
<td>• Changes SMS or</td>
</tr>
<tr>
<td></td>
<td>• Moves from using ELI Web to using an SMS or</td>
</tr>
<tr>
<td></td>
<td>• Changes ownership</td>
</tr>
<tr>
<td></td>
<td>If no change has been affected, the Cutover Date will be null</td>
</tr>
<tr>
<td></td>
<td>If appropriate, the Cutover Date will be determined by the service but will be populated as part of the SMS set up process</td>
</tr>
<tr>
<td></td>
<td>The Cutover Date is not visible within the SMS application</td>
</tr>
<tr>
<td></td>
<td>The Cutover Date is used to:</td>
</tr>
<tr>
<td></td>
<td>• Determine the value of specific dates in certain ELI events e.g. Child Enrolment, Child Booking Schedule, 20 Hours ECE</td>
</tr>
<tr>
<td></td>
<td>• Prevent the transmission of Attendance data created when 2 SMS are run in parallel as part of a SMS switch-over process</td>
</tr>
<tr>
<td></td>
<td>If the Cutover Date has a non-null value, then its use within ELI events will help prevent data non-conformancy within the ELI BDS</td>
</tr>
<tr>
<td>ECE</td>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>ELI</td>
<td>The ELI project will establish a new information system for early childhood education (ECE), increasing the quality and volume of information on participation in ECE.</td>
</tr>
<tr>
<td>ELI Core</td>
<td>The Ministry data base that will store data received from SMS. Data must adhere to XSD validation and Business rules (see Appendix A: XSD Validation) to be loaded into ELI Core. Services/Service Providers will be informed of events that fail to load into ELI Core.</td>
</tr>
<tr>
<td>ELI Web</td>
<td>A secure, web-based service that can be used by ECE Services that don’t have an SMS to:</td>
</tr>
<tr>
<td></td>
<td>• Allocate NSNs</td>
</tr>
<tr>
<td></td>
<td>• Record and submit ELI data</td>
</tr>
<tr>
<td></td>
<td>This is also called ESP (see description below)</td>
</tr>
<tr>
<td>ERP</td>
<td>The web based ELI Reporting Portal allows ECE Services to access a range of ELI reports on their data.</td>
</tr>
<tr>
<td>ESP</td>
<td>ELI Service Portal also called ELI Web (see description above)</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
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<tr>
<td><strong>Event</strong></td>
<td>Events happen as the result of business processes. An event is an occurrence that results in a change e.g. to information. Events relate to a single event and, by definition, are granular in level.</td>
</tr>
<tr>
<td><strong>InfoHub</strong></td>
<td>The Ministry of Education’s external web service interface for the receipt of event data from sector organisations.</td>
</tr>
<tr>
<td><strong>Message</strong></td>
<td>A message is the mechanism used to transmit data from the source to one or multiple destinations. A message is usually composed of content (the data) bounded by a recognizable ‘wrapper’. In the context of ELI: • a message relates to a single event • the message content must conform to a prescribed format (defined in this document) • be packaged in a standard wrapper (defined in the ELI InfoHub specification) • and be transmitted according to a set protocol (also defined in the ELI InfoHub specification)</td>
</tr>
<tr>
<td><strong>MinEdu:</strong> Ministry of Education/Ministry</td>
<td>The Ministry of Education is the Government’s lead advisor on the education system, shaping direction for education agencies and providers and contributing to the government’s goals of economic transformation, national identity, and families, young and old and sustainable development.</td>
</tr>
<tr>
<td><strong>NSN</strong> National Student Number</td>
<td>A unique identifier for students used across the education sector.</td>
</tr>
<tr>
<td><strong>NSI</strong> National Student Index</td>
<td>the system that allocates NSNs.</td>
</tr>
<tr>
<td><strong>SMS:</strong> Student Management System</td>
<td>A system maintained and held by education services/organisations to maintain learner information. In the context of this interface specification it includes the ESP.</td>
</tr>
<tr>
<td><strong>UTF-8:</strong> Unicode transformation format 8-bit encoding form</td>
<td>UTF-8 is the Unicode Transformation Format that serializes a Unicode scalar value (code point) as a sequence of one to four bytes.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>XML: Extensible mark-up language</td>
<td>XML is a flexible way to create common information formats and share both the format and the data on the World Wide Web, intranets, and elsewhere. For example, computer makers might agree on a standard or common way to describe the information about a computer product (processor speed, memory size, and so forth) and then describe the product information format with XML. Such a standard way of describing data would enable a user to send an intelligent agent (a program) to each computer maker's Web site, gather data, and then make a valid comparison. XML can be used by any individual or group of individuals or companies that wants to share information in a consistent way.</td>
</tr>
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</table>
### 3 Document Scope

#### 3.1 In Scope

The scope of this document covers the following ELI event collections from an SMS (or ELI Service Portal):

- Child Identity Data
- Child Demographic Data
- Child Enrolment Data
- Child Booking Schedule Data
- Child Attendance Data
- Confirmation Data
- Temporary Closure Data
- Funded ECE Hours
- ECE Return Data

#### 3.2 Out of Scope

The following items (not a complete list) are out of scope for this document:

- Method of passing information to the Ministry (InfoHub)
- Schema for passing data to the Ministry (ELI InfoHub specification)
- Technical design information
4 ELI Background

4.1 What is the ELI system?

The Early Learning Information (ELI) system is a database system maintained by the Ministry of Education (Ministry). This system is used to help manage the children enrolled in early childhood education.

The ELI system will collect and store identity and participation information for approximately 190,000 children in ECE for the first time. The ELI system will collect a range of data from 4,500 ECE providers on a regular basis, including kindergartens, home-based services, Playcentres and childcare centres.

Information collected will include:

- each child’s name, date of birth, child’s address;
- each child’s daily attendance at ECE.

The Ministry maintains the ELI system centrally and performs ongoing checks to ensure the integrity of the data stored in the ELI system. They are also available to give advice to organisations and SMS vendors who are putting in place systems to integrate with ELI, and ongoing advice once they are integrated to the system.

The ELI system will initiate the allocation of a national student number (NSN), via the NSI system, to each child enrolling in ECE who doesn’t already have an NSN. This number will stay with the learner into primary, secondary and tertiary education.

There is no fee for recording students on the ELI system.

4.2 What is the ELI data collection interface?

The InfoHub interface is designed as a channel through which ECE services can push an electronic record of specific events for students and staff to the Ministry. These events are sent transparently from your SMS to ELI via the interface.

The InfoHub interface is described more fully in separate documentation.

The ELI data collection has been designed to be as flexible as possible. This means that you can implement a solution within your SMS in the way that best fits with your current design. When implementing the XML interface you should consider the following points:

1. How do the events and data in your SMS map to the ELI event records? (e.g. forenames may not be stored in separate fields on your SMS which means they will need to be parsed before being passed to the ELI)
2. What changes, if any, are required to be made to your SMS database?
3. How will you recognise the various events when they occur in your SMS and write the required ELI event record?
4. If transmission of event messages is not being implemented in real time, where will you store the ELI event records?
5 ELI data collection

5.1 Background

Event data collection is a paradigm shift for the acquisition of data from the Education Sector. Education providers have many business processes. Some of these business processes create an event, or a change in information, that the Ministry or Government is interested in. Events encompass a broad range of information, for example a child enrolment at an ECE Service, a teacher’s contact hours during ECE Service operating hours, a change in a child’s iwi. Current data collections are largely point in time, census based. They are either paper based, and often aggregate (e.g. RS61, RS7), or electronic unit level (e.g. School Roll Return, a CSV file).

5.2 Future

Event data collection is intended to be used across the education sector for repeated data collection. In particular, for data from Schools and Tertiary Institutions, but potentially from other sector participants and agencies.

5.3 Events

Events are something that happen, or changes, resulting in a change in status or information. Events occur as the result of business processes. Event data collection is the sending of information relating to a single event at, or soon after, the time of event. Event data is acquired by the Ministry as it is sent. Event data can be processed and made available as agreed e.g. overnight; weekly; monthly, for reporting and analysis, or operational needs. The depth and timeliness of this information allows for considerable insights to be made into how education is delivered and used, and forms the basis for lifelong learning longitudinal analysis.

5.4 Event messages

Event messages contain the information relating to a single event.

5.5 InfoHub

The InfoHub is the service end point that receives the event data messages. It is specified in a separate document. The InfoHub will accept event data messages as long as they have the correct message header and contain well-formed XML. InfoHub will not act as a medium for enforcing business rules on the data transmitted. Business rules are expected to be implemented by the SMS data capture processes. Manual and automated referential data integrity checks will also be applied once data has been uploaded onto Ministry systems. The management of data quality processes will be a Business responsibility.

5.6 Event characteristics

5.6.1 Service based

Event message collection is a RESTful business service implemented over HTTPS. Acceptable data format is XML.
5.6.2 Simplicity for event providers

Event data collection is intended and designed to be simple to implement and maintain for the initial adopters - ECE Service SMS vendors.

5.6.3 Automated messaging

Event messaging and collection will be automated. The sending of event messages should not affect or delay the business process which creates the event data.

There should be minimal delay (no longer than one month) in the transmission of event data for business use.

5.7 Unitary Event Data

Events are unitary. They apply to a happening relating to single entity, e.g. child, service, or staff member, or a relationship between entities, e.g. enrolment, booking, or attendance. Event data is sent as individual messages each reflecting a single event.

Event messages are not required to be batched, resubmitted, approved, or aggregated.

5.8 Unique Event Identification

During the initial project design phase, it was thought unique event identification could be provided by compound keys based on business identifiers and business attributes.

Examples of the business identifiers considered included:

- enrolment - service number and NSN
- student information - service number and NSN
- booking or attendance - service number, NSN, start date and start time

Further project design investigations revealed there were some failure conditions (involving the loss in transmission of event messages, or the inability to load the data into the ELI system) that could not be resolved using business keys. The use of business-based identifiers in these circumstances could result in data updates being applied to the wrong event.

To ensure events are recognisably unique the source system has to provide an identifier that is unique for each specific event within the source system.

This is covered in further detail in section 7.1 Event EntityIds.

5.9 Duplicate Event Messages

Technically it is possible to receive duplicate event messages.

In the scenario that an event message is received and an acknowledgement sent but not received, the source system will resend the event message.

Duplicate event messages received will be discarded.

5.10 Out of Order Event Messages

It is possible, but unlikely, that event messages are received out of order.

Each event message includes a time and date field to record when the event happened. This event time and date will be used in conjunction with the EntityId to determine the correct sequence in which to apply updates.

The InfoHub message header date and time cannot be used as they signify the message transmission time, and change for a retransmission.
## 6 ELI Business Rules and Data Validation

### 6.1 Business Rules

SMS ELI solutions will be required to incorporate several significant business rules (BR) to ensure the data sent to the Ministry reflects the intended use of ECE data.

The application of business rules is necessary to ensure there is a consistency across all Services regarding data representation, irrespective of the processes adopted by a Service to accommodate specific commercial scenarios e.g. multiple concurrent enrolments to support invoicing anomalies.

The BRs below are a subset of the rules established for the ELI project. The supply of ELI data to the Ministry is only one component of the project therefore only those rules relevant to data collection are stated.

<table>
<thead>
<tr>
<th>Business Rule ID</th>
<th>Business Rule description</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELI-BR-01</td>
<td>Attendance/absence data can only be entered for periods that are covered by an enrolment.</td>
<td>Attendance/Absence</td>
</tr>
<tr>
<td>ELI-BR-08</td>
<td>A child may be simultaneously enrolled in more than one licensed ECE Service at any time.</td>
<td>Enrolment</td>
</tr>
<tr>
<td>ELI-BR-09</td>
<td>A child event cannot enter ELI core if it does not have an NSN.</td>
<td>Child</td>
</tr>
<tr>
<td>ELI-BR-10</td>
<td>From 18 September 2017, a child enrolment cannot be completed without an NSN.</td>
<td>Enrolment</td>
</tr>
<tr>
<td>ELI-BR-12</td>
<td>Ethnicity must conform to Ministry standard ethnic group codes (level 3) (<a href="http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/ethnic_group_codes">link</a>).</td>
<td>Reference data</td>
</tr>
<tr>
<td>ELI-BR-13</td>
<td>Iwi must conform to Ministry standard Iwi codes (<a href="http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/iwi_codes">link</a>).</td>
<td>Reference data</td>
</tr>
<tr>
<td>ELI-BR-14</td>
<td>Language must confirm to Ministry standard Annual Early Childhood Education Child and Staff codes. (<a href="http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/language_codes_ece">link</a>).</td>
<td>Reference data</td>
</tr>
<tr>
<td>ELI-BR-30</td>
<td>An attendance event where the Absence flag is not selected and has no End date/Time must not be submitted to ELI Core</td>
<td>Attendance/Absence</td>
</tr>
<tr>
<td>Business Rule ID</td>
<td>Business Rule description</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-35</td>
<td>Changes to a booking will not affect any existing attendance or absence event/s.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-36</td>
<td>A child can have multiple bookings within the day, but they cannot overlap.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-39</td>
<td>A child cannot have both attendance AND absence data on the same day.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-40</td>
<td>A child cannot have overlapping attendance/absence events at a single service.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-41</td>
<td>A child cannot have an attendance or absence duration that exceeds 24 hours.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-42</td>
<td>A child aged 3 years or older but less than 6 years old can have 20 free ECE where the daily total must not exceed 6 hours and weekly total must not exceed 20 hours.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-43</td>
<td>The ECE hours per day does not have to equal the booking hours per day for that service.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-45</td>
<td>A child identity event cannot be deleted if an attendance/absence event exists for the child.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-48</td>
<td>Staff initials of the staff must be recorded only in the SMS database and must not be submitted to the Ministry.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-49</td>
<td>Only staff with teaching roles can have teacher contact hours.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-50</td>
<td>Teacher contact hours for a staff member cannot overlap.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-51</td>
<td>Staff with teacher roles can have multiple contact hours within the day.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-54</td>
<td>A service cannot have overlapping temporary closure (holiday period) events.</td>
<td></td>
</tr>
<tr>
<td>ELI-BR-59</td>
<td>An enrolment event cannot be deleted if an attendance/absence event exists within the enrolment period.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking</td>
</tr>
<tr>
<td>Booking</td>
</tr>
<tr>
<td>Attendance/Absence</td>
</tr>
<tr>
<td>Attendance/Absence</td>
</tr>
<tr>
<td>Attendance/Absence</td>
</tr>
<tr>
<td>20 Hours</td>
</tr>
<tr>
<td>20 Hours</td>
</tr>
<tr>
<td>Child</td>
</tr>
<tr>
<td>ECE Return</td>
</tr>
<tr>
<td>ECE Return</td>
</tr>
<tr>
<td>ECE Return</td>
</tr>
<tr>
<td>ECE Return</td>
</tr>
<tr>
<td>Temporary Closures</td>
</tr>
<tr>
<td>Enrolment</td>
</tr>
<tr>
<td>Business Rule ID</td>
</tr>
<tr>
<td>------------------</td>
</tr>
</tbody>
</table>
| ELI-BR-60        | A new enrolment cannot be created within a service when there is an existing enrolment that:  
• Has no end date, or has an end date in the future **and**  
• Is not deleted | Enrolment |
| ELI-BR-61        | Duplicate NSNs cannot exist within a service. i.e. Within a service, an NSN should not be attached to more than one Child Identity event | Child |
| ELI-BR-62        | Attendance end time cannot be the same or before the attendance start time. | Attendance |
| ELI-BR-63        | Booking end time cannot be before booking start time. | Booking |
| ELI-BR-64        | Temporary closure end date cannot be before temporary closure start date. | Temporary Closures |
| ELI-BR-67        | An enrolment start date cannot be before the child’s birth date | Enrolment |
| ELI-BR-68        | Staff contact hours (Staff return) end time cannot be before Staff contact hours start time (if the latter is entered) | Contact Hours/Staff return |
| ELI-BR-70        | Attendance/absence event date time cannot be before the attendance/absence end date time | Attendance/Absence |
| ELI-BR-71        | Teaching role must match the staff’s service type.  
• Playcentre Educator for Playcentre  
• ECE Teacher for ECE Centre-based services  
• Home-based Coordinator and Home-based Educator for Home-based ECE services | ECE Return |
| ELI-BR-74        | The initial Child event sent to ELI must have an associated Enrolment and Demographic event on the first instance of being sent to ELI.  
(Subsequent Child event changes do not require Enrolment or Demographic events, unless those events are being updated as well) | Child |
<p>| ELI-BR-75        | Temporary closure reason must conform to the Ministry list as provided in Appendix D: Reference data lists | Temporary Closures |</p>
<table>
<thead>
<tr>
<th>Business Rule ID</th>
<th>Business Rule description</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELI-BR-76</td>
<td>Confirmation cannot be submitted for dates in the future</td>
<td>Confirmation</td>
</tr>
<tr>
<td>ELI-BR-77</td>
<td>Within a Service, a specific teaching language can be selected only once per return</td>
<td>ECE Return</td>
</tr>
<tr>
<td>ELI-BR-78</td>
<td>An EventDateTime cannot be in the future (DateTime(NOW) + 10minutes)</td>
<td>General</td>
</tr>
<tr>
<td>ELI-BR-79</td>
<td>Gender must conform to the Ministry list as provided in Appendix D: Reference data lists</td>
<td>General</td>
</tr>
<tr>
<td>ELI-BR-88</td>
<td>The effective date of a booking cannot be the same effective date as another booking for a child at a service</td>
<td>Booking</td>
</tr>
<tr>
<td>ELI-BR-89</td>
<td>All events from a single Service for a given Entity type that have the same &lt;Entity&gt;EntityId must also have the same ChildEntityId. E.g. all Attendance events for the same AttendanceEntityID from the same Service must use the same ChildEntityId</td>
<td>General</td>
</tr>
</tbody>
</table>

### 6.2 Data Validation

The event specifications below refer to ‘validation logic’. Validation logic details the checks the Ministry will apply to the received data in order to monitor and maintain data quality. Services will be contacted if their data fails quality checks.

The implementation of validation logic within your SMS is mandatory.
7 ELI Events Collection

The following sections detail the information that must be collected for each event to be supplied to the Ministry:

- Child Identity Data
- Child Demographic Data
- Child Enrolment Data
- Child Booking Schedule Data
- Child Attendance
- Confirmation
- Temporary Closure Data
- Funded ECE Hours
- ECE Return Data

All implementations of the ELI XML Schema must be tested against the Ministry’s ELI Compliance site.

7.1 Event EntityIds

All ELI event schemas make use of Event EntityIds to identify the specific record being created, updated or deleted. This includes ChildEntityId, ChildEnrolmentEntityId, ChildBookingEntityId, and ChildAttendanceEntityId, ConfirmationDatatEntityId. The Ministry recognises that vendors will utilise the identifier construct best suited to their solution. Vendors who do not presently employ database keys or alternative identifiers may wish to consider the use of Globally Unique identifiers (GUID). The use of GUIDs is recommended. See Globally Unique Identifiers (GUID) for further information. (Note: Entity ID’s must not contain ‘#’ symbol)

For each Event, an EntityId must be allocated by the ECE service that generated the record. The EntityId must be a unique reference, within that ECE service’s event EntityIds, for that record. The ELI system will treat all EntityId values as if they were prefixed with the ECE service number to ensure uniqueness across all records.

The reason service generated unique EntityIds have been used instead of business keys such as National Student Number (NSN) or enrolment start date is because these business keys are subject to update. A child’s NSN can be changed, as can the start date of an enrolment. Whilst updates could use a pattern where the old values for business keys are included along with the new values this is made more complicated by the fact that the ELI system must also cater for messages arriving out of order.

By using EntityIds the ELI system ensures it can unambiguously update the same record that was updated in the source SMS system of the ECE service.

Vendors must consider their hosting and operational model and ensure services are not permitted to reuse EntityIds. This includes taking steps to mitigate any risk present if a service moves, upgrades or in any way alters, the database used to store their SMS data.

Vendors cannot be held responsible for service/service provider behaviour however they must ensure services are aware of the risks and understand the impact of poor database management. Vendors should be available to provide advice as appropriate to their SMS hosting and operational model.

7.2 Event Message Generation and Transmission

The xml related to an event should be created following the completion of the associated business process. Event messages can be transmitted by the SMS on a basis that suits both services and SMS provider’s e.g. real time, daily, weekly, fortnightly or monthly; however the Ministry recommends real time or daily transmission.
The current minimum transmission rate is monthly though this could change.
To avoid potential message overload on Ministry systems, vendors should ensure the day (for weekly and monthly transmissions) and time (for all transmissions apart from real time) of event message transmission can be controlled.
It is also worth noting that longer time frames place a greater reliance on the storage of event messages between actual transmission actions.

7.3 Loss of Data

There may be failure scenarios where an ECE SMS has a problem, and loses some of its data.
For example: a hardware problem causes a SMS to have to revert to a backup copy. This results in the ECE Service re-entering and re-creating some data, and therefore a new unique event identifier is created. Consequently the event data is sent again, but with a different event data identifier.
The manual processes at the Ministry to manage such occurrences have yet to be confirmed.
8 Event Header

8.1 Description

An Event Header is the top-level element in the ELI XML Schema. It defines the common properties required for all Events in the system.

8.2 Required Data Inputs

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ServiceId</td>
<td>String(50)</td>
<td>The MinEdu Identifier for the ECE Service</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validation logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ServiceId must equal the value provided in the event POST MinEdu-OrgId parameter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>No events are to be transmitted to ELI if there is a value mismatch</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any mismatch in value should be managed in such a way as to ensure the event in question is subsequently updated and successfully transmitted to ELI</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commercial vendors should explore the viability of automating the population of the application parameter used to populate ServiceId</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Automating the population of the application parameter used to seed ServiceId will eliminate the risk of service users entering the wrong value</td>
<td></td>
</tr>
<tr>
<td>EventSource</td>
<td>String(100)</td>
<td>A string identifying the system and version that generated and sent the XML message using the format SMS Name(space)v[SMS Version] e.g. MySMS v1.23</td>
<td>Mandatory</td>
</tr>
<tr>
<td>EventDateTime</td>
<td>DateTime</td>
<td>The date and time that the event was recorded</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

8.3 Creating Events

When an event is sent in for the first time, or created, an Event EntityId must be created. This EntityId is used if the event is updated or deleted.

The same schema is used for create, update, or delete.

8.4 Updating Events

Events submitted can be changed or updated by sending an updated version of the Event.

When the event is updated the EventDateTime must reflect the date/time the user made the change (not the EventDateTime of the original action).

When the event is updated the Event EntityId must follow the following rules according to Event type:

1. ChildEntityID – must always be the same
2. ChildDemographicEntityID – must always be the same
3. ChildEnrolmentEntityID – must be a new EntityId for each new enrolment period
4. ChildBookingScheduleEntityID – must be a new EntityId for each new booking scheduled
5. ChildAttendanceEntityID – must be a new EntityID for each attendance or absence recorded

6. ConfirmationDataEntityID – must be a new EntityID for each confirmation

7. 20 Hours ECE Data – must be a new EntityID for each new 20 Hours ECE.

If the event is being corrected (e.g. enrolment start was incorrectly recorded as 3/1/18 instead of 1/3/18) then the same ChildEnrolmentEntityID must be used.

If you require further clarity on the use of EventDateTime and EventEntityID please contact the Ministry on eli.queries@education.govt.nz.

8.5 Deleting Events

Deletion of events is not part of a normal business process; it is reserved for administrative purposes only. Events created in error e.g. due to an administrative mistake, can be removed by using the “Delete” version of that Event.

If an error is made when creating a record, it needs to be corrected by updating it, rather than deleting and recreating it. In normal business processes, update events are used to change data. For example when a wrong enrolment start date is entered for a child, then update the enrolment start date instead of deleting the enrolment record and recreating it.

It must not be possible to delete events for which other related events have occurred.

For example, when deleting a child record, all events related to the child record must be deleted in the following order:

1. Attendance
2. Booking
3. 20 hours ECE

The following 3 event types must exist for each child at a service:

- Child event
- Demographic event
- Enrolment event

At least one enrolment event must exist for a child to be valid as there may be more than one enrolment for a child.

A business rule violation will occur if any of the above event types are completely missing, i.e. there is no child event, no demographic event and not even a single enrolment, or if any of the above events have been deleted.

If there is a reason to delete any of the 3 event types, then all 3 must be deleted.

All event types can be deleted, assuming no related or dependent events exist.

When the event is deleted the EventDateTime must reflect the date/time the user made the deletion (not the EventDateTime of the original action).

The following example shows a Confirmation Data message and a subsequent delete1.

1 The content of Delete events is under consideration and may be rationalised in the future. At this time it should be assumed that all associated event parameters are required when submitting a Delete event.
8.6 Event types

At the beginning of January 2016, the Ministry implemented Infohub software changes affecting the processing and checking of ELI event messages. The contents of the event header parameter 'MinEdu-InfoHub-MessageType' is now validated against the list of valid values below. Ensure the parameter values match those specified. Event messages with invalid MinEdu-InfoHub-MessageType values will be rejected with the message '400 Bad request'.

If you wish to confirm you are using the correct values, please post test events to Compliance.

Valid EventTypeName values:

- ChildIdentity
- ChildIdentityDelete
- ChildDemographics
- ChildDemographicsDelete
- ChildEnrolment
- ChildEnrolmentDelete
- ChildBookingSchedule
- ChildBookingScheduleDelete
- ChildAttendance
- ChildAttendanceDelete
- ConfirmationData
- EceServiceClosure
- EceServiceClosureDelete
- TwentyHoursSchedule
- TwentyHoursScheduleDelete
- EceReturn
8.7 Header xmlns

Please note that the syntax examples provided throughout the specification are intended to illustrate event xml structure. The xmlns values shown can and do change over time. Please check with the Ministry for the current value prior to testing in Compliance.
9 Event ‘Type’ representation

In the following sections the event data attributes are ascribed a type. The table below defines each type.

<table>
<thead>
<tr>
<th>Type</th>
<th>Representation</th>
</tr>
</thead>
</table>
| String | String of Unicode characters (Exception: ‘#’ must not be used as part of any Entity ID)  
An empty string is never permissible i.e. a string containing only spaces  
i.nil="true" should be used when no value exists assuming the parameter is nillable  
No string field should contain only a single space or multiple spaces |
| Date   | Presented and transferred as in ISO 8601 format  
See RFC 3339²  
yyyy-mm-dd  
Invalid Date values include:  
• Any date where yyyy<1900 |
| Time   | Presented and transferred as in ISO 8601 format  
See RFC 3339³  
hh:mm  
hh:mm:ss  
Invalid Time values include:  
• 24:00:00  
• Any time >24:00:00 |
| DateTime | Presented and transferred as in ISO 8601 format  
See RFC 3339³  
yy-mm-ddThh:mm:ss  
The invalid Time values above also apply to the ‘Time’ element of DateTime |
| Reference data | Restricted to predefined code list values |
| Names | Must contain only valid characters:  
• A-Z  
• a-z  
• space (0x20)  
• hyphen (0x2D)  
• single quote (0x27)  
• diacritics  
• tilde |

Note that all characters in XML are unicode.

10 Overarching ELI Requirements

10.1 ELI Inclusion/exclusion rules

The following rules must be applied in relation to all child-related events.

**ELI inclusions**
- Child and related data must be sent to ELI for all children attending an ECE service irrespective of whether the children are attending on a casual or conditional (planned) basis.
- Updated Child and related data must be sent to ELI for any changes to data previously sent to ELI.

**ELI exclusions**
Child and related data must not be sent to ELI for any children:
- On a service’s waiting list.
- Attending an out-of-school programme.
- Receiving formal, post-ECE schooling at the service e.g. Montessori/Steiner.
- Created to capture the following record types: expression of interest, tentative enrolment/booking, account for billing only, pencilled in etc.

10.2 Identification of children with no national student number (NSN)

Users must be able to identify children with no allocated NSN. Ideally, users should be pro-actively informed of children with no NSN.

The list of children with no NSN must incorporate all children **under 8 years old**\(^3\) (i.e. up to and including age 7) at the time the query is run irrespective of their enrolment status however the list presented must be structured to show currently active children first. Children without an NSN should ideally be presented in the following order:

1. Currently enrolled children
2. Children who have left the service

10.3 Use of NSN as a search criteria

For SMS’s not yet connected to ELI, the following requirement is **mandatory** for commercial and proprietary SMS systems.

In every SMS, users must have the ability to search for a child in their service using the child’s allocated NSN.

10.4 Allocation of NSN – for enrolments prior to 18 September 2017

The ability to assign an NSN to a child must not be restricted to children currently enrolled at a service. As long as a child has been enrolled and has at least one attendance/absence at the service, then users must be permitted to search the NSI and allocate an NSN as appropriate.

Note: the existing NSI constraint prohibiting the ability to allocate NSNs to children over 6 years old (as at the time the NSI Search function is invoked) will remain.

---

\(^3\) There is no need to show children aged 8 years and over in the missing NSN list as your application NSI Search function should prohibit the display of any child fulfilling this criteria.
10.5 Allocation of NSN – enrolments from 18 September 2017 onwards

In line with the education pathway requirement to allocate an NSN to all learners, from 18 September 2017 a child cannot be enrolled without the assignment of an NSN (i.e. no NSN = no enrolment, bookings, and attendance can be recorded for the child). This change to the SMS also supports the ELI Principle of Use requirement that each child who enrolls in ECE requires a National Student Number.

Each SMS vendor will need to determine how best to implement ELI-BR-10, for all new enrolments from 18 September 2017, to meet the following criteria:

- An NSN must be assigned as part of the enrolment process
- The enrolment process cannot be completed without the assignment of an NSN
- No bookings or attendance can be recorded for a child without NSN
- An NSN cannot be assigned to a child on the waiting list
- The system must not send any events to ELI for a child without NSN
- The system must alert the user that the NSN is missing and that it needs to be entered. This alert must be repeated or stay visible until a valid NSN is entered.

It is not sufficient for the SMS to withhold ELI events until an NSN is assigned to meet ELI-BR-10. The implementation of ELI-BR-10 needs to support the service to follow either option below:

- If the service has the child identification required to create/retrieve an NSN then the system must guide the user to the create/retrieve NSN process or
- If the service does not have sufficient identification then system must guide the user to contact the MOE to create the unverified NSN, and then the enrolment process can continue (as per the existing process).

10.6 Pre-population of ELI data

Data sent to ELI is used for analysis to inform Ministry decisions, identify trends and respond to requests for information and also to produce reports. The data used should be entered directly by staff in ECE services.

Analysis of the 2015 ECE Return data has indicated that the pre-population of ELI data entities is providing misleading information e.g. the number of staff with a teaching qualification. Services are accepting the default values without due consideration.

Consequently, no default values should be set for the following:

10.6.1 Child data

- Gender
- Ethnicity
- Iwi
- Home Language

10.6.2 Staff data - as applicable to role and service type:

- Gender
- Ethnicity
- Paid/unpaid
- Permanent/temporary
- Full time/part time
- Highest Qualification
- Highest Playcentre Qualification
- Registration status
10.6.3 ECE Return data

- Wait Time
- Service Language

Note:

1. When data values are selected from a list of options (drop downs), the values deemed the most common/popular can be placed at the head of the list to aid the selection process.
2. If radio buttons are used then the button should **not** be selected i.e. the ‘default’ binary value must be 0.
11 Child Identity Data

11.1 Description

Contains identity information about a child enrolled at an ECE Service.

Please note the inclusion/exclusion rules defined above (ELI Inclusion/exclusion rules).

If the SMS application auto-populates Official name data with user-entered Preferred name values then users must be prompted to check the official documentation provided during the enrolment process to ensure any differences between the name ‘sets’ are correctly recorded in the SMS.

11.2 Required Data Inputs

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChildEntityId</td>
<td>String (255)</td>
<td>A reference to the child that is owned and allocated by the ECE Service and used in all further messages about that child from that ECE Service</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
| NationalStudentNumber      | Long       | The child’s national student number, issued from NSI Validation logic  
An identical NSN should not be assigned to more than one child within a service  
A child should not be allocated more than one NSN | Mandatory   |
| OfficialFamilyName         | String (100) | The child’s official family name  
Validation logic  
Must contain only valid characters  
Must be the child’s official family name (as recorded on identity documents) NOT the child’s preferred family name  
To ensure the official name requirement is met, Services must be given the facility to record a child’s preferred family name | Mandatory   |
| Child Given Names:         | String     | The child’s official given name  
Validation logic  
Must contain only valid characters  
Must be the child’s official given name(s) (as recorded on identity documents) NOT the child’s preferred given name(s)  
To ensure the official name requirement is met, Services must be given the facility to record a child’s preferred given name(s) | 1, 2 & 3 Optional |
<p>| OfficialGiven1Name         | (100)      |                                                                                                                                                                                                          |             |
| OfficialGiven2Name         | 100        |                                                                                                                                                                                                          |             |
| OfficialGiven3Name         | 100        |                                                                                                                                                                                                          |             |</p>
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChildBirthDate</td>
<td>Date</td>
<td>The child’s date of birth</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

**Validation logic**

- Must be a valid date
- Must be on or before the current date
- No child birth date should be for a child of age 6 or greater when enrolled

If a child’s birth date is altered to a **later** date then all 20 Hour ECE records for the child must be reviewed.

If a 20 Hour ECE Attestation Date fails to comply with the (3 years - 6 day) constraint then a Delete must be generated for the 20 Hour ECE event in question.

Multiple 20 Hour ECE events may be impacted.

20 Hour ECE **Delete** events **must** be created.

Generating update 20 Hour ECE events with 0 hours for each day is **not** an acceptable solution.

**E.g.** A child is enrolled on 1/6/2016 with a DOB of 1/1/2013 and 20 Hours ECE claimed in the belief the child is over 3 years old. The DOB is then changed to 1/7/2013. The child is no longer 3 years old. The SMS must either:

1. Force the user to delete all invalid, previously-recorded 20 Hour ECE entry/entries (which would generate **Delete** events) **before** the DOB change can be recorded **or**
2. Run systemised checks to identify all invalid, previously-created 20 Hour ECE events and automatically generate associated 20 Hour ECE **Delete** event/events

**Note:** **extreme** caution should be exercised if option 2 is deemed the preferred approach. Users could alter the DoB in error, resulting in the deletion of events which the user would then need to re-enter.

To limit the risk of wrongly changing the DoB, checks should be implemented asking the user to confirm the intent to alter the DoB.

Irrespective of the approach adopted, based on the SMS application, the process must address events:

- Generated & sent
- Generated but awaiting transmission
### 6.0 In confidence

**Parameter** | **Type** | **Description** | **Requirement**
--- | --- | --- | ---
GenderCode | String (10) | The child’s gender | Mandatory

- **Validation logic**
  - Must be one of the codes in the supplied Gender Codes reference data list ([Appendix D: Reference data lists](#))
  - A gender of “U” (Unknown) should be used in cases where neither “M” or “F” are specified or “X” or “O” is specified on the identity documents

---

### 11.3 Syntax

```xml
  <ServiceId>5367</ServiceId>
  <EventSource>ESP</EventSource>
  <EventDateTime>2013-05-06T10:19:57.693</EventDateTime>
  <ChildEntityId>2</ChildEntityId>
  <NationalStudentNumber>123321312</NationalStudentNumber>
  <OfficialFamilyName>May</OfficialFamilyName>
  <ChildGivenNames>
    <OfficialGiven1Name>Te Huia</OfficialGiven1Name>
    <OfficialGiven2Name>Tāmihana</OfficialGiven2Name>
  </ChildGivenNames>
  <ChildBirthDate>2012-02-02</ChildBirthDate>
  <GenderCode>M</GenderCode>
</ChildIdentity>
```
## 12 Child Demographic Data

### 12.1 Description

Contains information held by an ECE Service about a child.

Please note the inclusion/exclusion rules defined above (ELI Inclusion/exclusion rules).

### 12.2 Required Data Inputs

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChildDemographicsEntityId</td>
<td>String (255)</td>
<td>A reference to the child demographics that is owned and allocated by the ECE Service and used in all further messages about that child from that ECE Service</td>
<td>Mandatory</td>
</tr>
<tr>
<td>ChildEntityId</td>
<td>String (255)</td>
<td>A reference to the child that is owned and allocated by the ECE Service and used in all further messages about that child from that ECE Service</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
| EthnicGroup1Code, EthnicGroup2Code, EthnicGroup3Code | String (10) | Codes for the child’s ethnicity<br />
**Validation logic**<br />
Must be one of the codes in the supplied Ethnicity reference data list (*Appendix D: Reference data lists*)<br />
An ethnicity must be recorded in EthnicGroup1Code<br />
If ‘Not stated’ is selected then no other ethnicity code field should be populated<br />
A specific ethnicity value should only be selected once e.g. Dutch should **not** be entered in EthnicGroup1Code and EthnicGroup2Code.<br />
Two additional ethnic codes (EthnicGroup2Code, EthnicGroup3Code) may be provided. | 1 Mandatory, 2 & 3 Optional |
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iwi1Code, Iwi2Code, Iwi3Code</td>
<td>String 10</td>
<td>Codes for the child's iwi</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>(10 10 10)</td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If a single iwi is provided, it must be recorded in Iwi1Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be one of the codes in the supplied Iwi reference data list (<a href="#">Appendix D: Reference data lists</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If ‘Māori’ is recorded in any Ethnic field then at least one iwi (Iwi1Code) is required</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Two additional iwis (Iwi2Code, Iwi3Code) may be provided</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If no Ethnicity field is ‘Māori’, no iwi codes are allowed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the SMS system presently allows its users to record iwis irrespective of a child’s ethnicity, then the SMS system should filter out such instances when creating the ChildDemographic event i.e. if no ethnicity code of Māori is recorded, the Iwi1, Iwi2 and Iwi3Code should not be populated</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If ‘Not stated’ is selected then no other iwi code field should be populated</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A specific iwi value should only be selected once e.g. Te Aupōuri should not be entered in Iwi1Code and Iwi2Code</td>
<td></td>
</tr>
<tr>
<td>HomeLanguage1Code,</td>
<td>String 10</td>
<td>Codes for the language the child's family speaks at home</td>
<td>1 Mandatory, 2 &amp; 3 Optional</td>
</tr>
<tr>
<td>HomeLanguage2Code,</td>
<td>(10 10 10)</td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td>HomeLanguage3Code</td>
<td></td>
<td>A home language must be recorded in HomeLanguage1Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be one of the codes in the supplied Language reference data list (<a href="#">Appendix D: Reference data lists</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If ‘Not stated’ is selected then no other home language field should be populated</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A specific home language code value should only be selected once e.g. French should not be entered in HomeLanguage1Code and HomeLanguage3Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Two additional HomeLanguage codes (HomeLanguage2Code, HomeLanguage3Code) may be provided.</td>
<td></td>
</tr>
</tbody>
</table>
12.3 Syntax

```xml
<ChildDemographics xmlns:i="http://www.w3.org/2001/XMLSchema-instance"
   xmlns="http://eli.test/ELI.xsd">
   <ServiceId>5367</ServiceId>
   <EventSource>ELI Service Portal v0.1.2.3</EventSource>
   <EventDateTime>2013-05-06T19:57:693</EventDateTime>
   <ChildDemographicsEntityId>4</ChildDemographicsEntityId>
   <ChildEntityId>5</ChildEntityId>
   <EthnicGroupCodes>
       <EthnicGroup1Code>111</EthnicGroup1Code>
   </EthnicGroupCodes>
   <IwiCodes>
       <Iwi1Code>1002</Iwi1Code>
   </IwiCodes>
   <HomeLanguageCodes>
       <HomeLanguage1Code>01112</HomeLanguage1Code>
   </HomeLanguageCodes>
</ChildDemographics>
```
### 13 Child Enrolment Data

#### 13.1 Description

Contains information about a child’s enrolment in an ECE Service.

Please note the inclusion/exclusion rules defined above ([ELI Inclusion/exclusion rules](#)).

#### 13.2 Required Data Inputs

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChildEnrolmentEntityId</td>
<td>String (255)</td>
<td>A reference to the child enrolment that is owned and allocated by the ECE Service and used in all further messages about that enrolment from that ECE Service. Refer to 8.4 Updating Events for further clarity.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>ChildEntityId</td>
<td>String (255)</td>
<td>A reference to the child that is owned and allocated by the ECE Service and used in all further messages about that child from that ECE Service.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>PrimaryResidentialAddress:</td>
<td>String (100, 100, 100, 100, 100)</td>
<td>Child's primary enrolment residential address. Validation logic: Address1Line cannot be P O Box. Address2Line, AddressCountry and AddressPostCode are optional.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>SecondaryResidentialAddress:</td>
<td>String (100, 100, 100, 100, 100)</td>
<td>Child's secondary residential enrolment address – if applicable. Validation logic: Address2Line, AddressCountry and AddressPostCode are optional.</td>
<td>Optional</td>
</tr>
<tr>
<td>EnrolmentStartDate</td>
<td>Date</td>
<td>The date the child's enrolment started. Validation logic: Must be a valid date. Must be on or after ChildBirthDate. Can be before, on or after the current date. EnrolmentStartDate should not overlap with any existing enrolment for that child in the same Service e.g.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Parameter</td>
<td>Type</td>
<td>Description</td>
<td>Requirement</td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>if an SMS allows multiple enrolments for a single child then the creation of a new enrolment should not be permitted with a start date falling on or between any existing enrolment start and end dates. Similarly, if an existing enrolment has no end date it should not be possible to create a new enrolment for the same child. If the service Cutover Date(^4) is not NULL and the SMS enrolment start date is before the Cutover Date, then Cutover Date should be used to populate Enrolment StartDate. In all other scenarios, the SMS enrolment start date should be used to populate Enrolment StartDate. In the event that an SMS application allows the entry of attendance for a child ahead of the enrolment process, then, when an enrolment is created, the start date must incorporate all previously-recorded attendance at the service i.e. the user should not be permitted to enter an enrolment start date that falls after a recorded attendance/absence event for the child. Once an Enrolment has been created, subsequent updates should prevent a change to the start enrolment date that conflicts with a recorded attendance/absence for the same child at the same service. i.e. the user must be prevented from entering a revised start date if the new date falls after a recorded attendance.</td>
<td></td>
</tr>
</tbody>
</table>

\(^4\) See Document Glossary
<table>
<thead>
<tr>
<th>EnrolmentEndDate</th>
<th>Date</th>
<th>The date the child’s enrolment ended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Validation logic</strong></td>
<td>Enrolment EndDate cannot be entered <strong>by the user</strong> if both the following criteria apply, the child has:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. At least one <strong>non-absence</strong> recorded attendance at the service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Has <strong>not</strong> been allocated an NSN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The check also applies if the SMS auto-populates Enrolment EndDate in response to an SMS function e.g. the child is moved to a Leaver’s list</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If no NSN has been allocated then the user must be presented with a message that clearly articulates the service’s obligation to allocate an NSN <strong>prior</strong> to ending the enrolment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Users should be advised of the action required to allocate an <strong>unverified</strong> i.e. call 0800 323 323³</td>
</tr>
<tr>
<td></td>
<td></td>
<td>N.B. This check need <strong>not</strong> apply if the SMS auto-populates Enrolment EndDate e.g. with the child’s 5th birth date, when an Enrolment is <strong>initially</strong> created</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Must be a valid date</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Must be on or after EnrolmentStartDate</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Can be before, on or after the current date</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EnrolmentEndDate should not overlap with any existing enrolment for that child in the same Service e.g.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If an SMS system allows multiple enrolments for a single child then the creation of a new enrolment should not be permitted with an end date falling on or between any existing enrolment dates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In the event that an SMS application allows the entry of attendance for a child <strong>ahead</strong> of the enrolment process, then, when the enrolment is created, the <strong>end</strong> date must incorporate all - recorded Attendance at the service i.e. the user must not be permitted to enter an end date that falls <strong>before</strong> a recorded attendance/absence for the child</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Once an Enrolment has been created, subsequent updates should prevent a change to the <strong>end</strong> enrolment date that conflicts with a recorded attendance/absence for the same child at the same service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i.e. the user must be prevented from entering a revised <strong>end</strong> date if the new date is <strong>before</strong> a</td>
</tr>
<tr>
<td>Parameter</td>
<td>Type</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>recorded attendance (including any future-dated attendance e.g. to record planned absences – if necessary, the future-dated attendances must be deleted before the End Enrolment process can be completed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13.3 Syntax

```xml
<ChildEnrolment xmlns:i="http://www.w3.org/2001/XMLSchema-instance"
xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>ELI Service Portal v0.1.2.3</EventSource>
  <EventDateTime>2013-05-06T10:19:57.693</EventDateTime>
  <ChildEnrolmentEntityId>2</ChildEnrolmentEntityId>
  <ChildEntityId>5</ChildEntityId>
  <PrimaryResidentialAddress>
    <Address1Line>123 Boogie Avenue</Address1Line>
    <Address2Line>Taita</Address2Line>
    <AddressCity>Wellington</AddressCity>
    <AddressCountry>New Zealand</AddressCountry>
    <AddressPostCode>1245</AddressPostCode>
  </PrimaryResidentialAddress>
  <SecondaryResidentialAddress>
    <Address1Line>123 Dubstep Avenue</Address1Line>
    <Address2Line>Taita</Address2Line>
    <AddressCity>Wellington</AddressCity>
    <AddressCountry>New Zealand</AddressCountry>
    <AddressPostCode>1245</AddressPostCode>
  </SecondaryResidentialAddress>
  <EnrolmentStartDate>2013-05-06</EnrolmentStartDate>
  <EnrolmentEndDate>2014-05-06</EnrolmentEndDate>
</ChildEnrolment>
```

5 The text presented must be:

‘If no official identification has been provided for a child, you can contact the Ministry on 0800 ECE ECE (0800 323 323) to request the allocation of an unverified NSN.’
14 Child Booking Schedule Data

14.1 Description

Each event describes a child’s booking schedule over a week.

Please note the inclusion/exclusion rules defined above *(ELI Inclusion/exclusion rules).*

14.2 Required Data Inputs

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChildBookingScheduleEntityId</td>
<td>String (255)</td>
<td>A reference to the child booking that is owned and allocated by the ECE Service and used in all further messages about that child booking from that ECE Service Refer 8.4 Updating Events for further clarity</td>
<td>Mandatory</td>
</tr>
<tr>
<td>ChildEntityId</td>
<td>String (255)</td>
<td>A reference to the child that is owned and allocated by the ECE Service and used in all further messages about that child from that ECE Service</td>
<td>Mandatory</td>
</tr>
<tr>
<td>EffectiveDate</td>
<td>Date</td>
<td>The date the booking pattern comes into effect</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

**Validation logic**

Must be a valid date

Must not be the same date as any other Booking Effective Date for the same child at a service

Can be before, on or after the current date

If the service Cutover Date\(^6\) is not NULL and the SMS booking effective date is **before** the Cutover Date, then Cutover Date should be used to populate Booking EffectiveDate

In all other scenarios, the SMS booking effective date should be used to populate Booking EffectiveDate

---

\(^6\) See Document Glossary
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChildBookingDetail/WeekdayCode</td>
<td>String(2)</td>
<td>The day of the week the booking is for Validation logic</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be one of the codes in the supplied Weekday Codes reference data list</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Appendix D: Reference data lists)</em></td>
<td></td>
</tr>
<tr>
<td>ChildBookingDetail/StartTime</td>
<td>Time</td>
<td>The time the booking starts Validation logic</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be before EndTime</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Within a day, multiple bookings cannot overlap e.g. 09:00-12:00 and 11:00-13:00 is not permissible</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Together, a StartTime and EndTime cannot span a day e.g. 17:00-09:00 is not permissible</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>There is no limit to the number of bookings recorded for a day as long as no period overlaps</td>
<td></td>
</tr>
<tr>
<td>ChildBookingDetail/EndTime</td>
<td>Time</td>
<td>The time the booking ends Validation logic</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be after StartTime</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>See above for StartTime/EndTime checks</td>
<td></td>
</tr>
</tbody>
</table>

### 14.3 Syntax

```xml
  <ServiceId>5367</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2013-04-26T11:41:16.233</EventDateTime>
  <ChildBookingScheduleEntityId>188</ChildBookingScheduleEntityId>
  <ChildEntityId>123</ChildEntityId>
  <EffectiveDate>2013-01-03</EffectiveDate>
  <ChildBookingScheduleDetailList>
    <ChildBookingScheduleDetail>
      <WeekdayCode>Mo</WeekdayCode>
      <StartTime>07:00:00</StartTime>
      <EndTime>16:00:00</EndTime>
    </ChildBookingScheduleDetail>
  </ChildBookingScheduleDetailList>
</ChildBookingSchedule>
```
15 Child Attendance Data

15.1 Description

Represents a single occurrence of either a child attending an ECE Service, or being recorded as absent. Please note the inclusion/exclusion rules defined above (ELI Inclusion/exclusion rules). Services should not record attendance or absence in advance of the attendance End time however it is recognised common practice for services to record future child absence e.g. to reflect planned family holidays.

Attendance/absence events that are recorded in advance must not be transmitted until after the Attendance End time has passed.

Refer to Appendix F: Attendance event creation criteria for information relating to the creation of Attendance events in various absence scenarios.

If the enrolment period is changed then validation logic as per EnrolmentStartDate and EnrolmentEndDate must be applied in regards to previously submitted attendances and absences.

If Cutover Date7 is not equal to NULL, then any Attendance/absence events for a date prior to the Cutover Date should not be sent to ELI.

15.2 Required Data Inputs

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChildAttendanceEntityId</td>
<td>String (255)</td>
<td>A reference to each single occurrence of a child’s attendance/absence that is owned and allocated by the ECE Service and used in all further messages about that single occurrence of the child’s attendance/absence from that ECE Service Refer 8.4 Updating Events for further clarity</td>
<td>Mandatory</td>
</tr>
<tr>
<td>ChildEntityId</td>
<td>String (255)</td>
<td>A reference to the child that is owned and allocated by the ECE Service and used in all further messages about that child from that ECE Service</td>
<td>Mandatory</td>
</tr>
<tr>
<td>AttendanceTime/Start, AttendanceTime/End</td>
<td>DateTime</td>
<td>Date and time a child’s attendance started and date and time a child’s attendance ended i.e. The times between which that the child was attending the ECE Service Validation logic Start must be before End End must be after Start An attendance can span 2 days (unlike Bookings) An attendance period cannot exceed 24 hours</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

7 See Document Glossary
### 15.3 Syntax

```xml
<ChildAttendance xmlns="http://eli.test/ELI.xsd">
  <ServiceId>1</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2012-11-01T09:00:00</EventDateTime>
  <ChildAttendanceEntityId>1</ChildAttendanceEntityId>
</ChildAttendance>
```

---

8 Note this validation check impacts the processing of changes made to Attendance data. E.g. if a child was incorrectly recorded as attending part of a day, a check will be required to establish if attendance for any other period within the same day at the same Service has been recorded. If so, the erroneous Attendance event should be deleted. If no other attendance is recorded for the same day at the same Service then Absence should be set within the Attendance event and the Start and End times set to 12:00.
<ChildEntityId>123</ChildEntityId>
<AttendanceTime>
  <Start>2013-01-01T09:00:00</Start>
  <End>2013-01-01T12:00:00</End>
</AttendanceTime>
<IsAbsent>0</IsAbsent>
<ChildAttendanceAddress>
  <Address1Line>123 Cool dude street</Address1Line>
  <Address2Line>Suburb Bay</Address2Line>
  <AddressCity>Citytown</AddressCity>
</ChildAttendanceAddress>
</ChildAttendance>
16 Confirmation Data

16.1 Description

Confirmation is a new function that is designed to provide ECE services with a mechanism to indicate that the data already provided to the Ministry is, to the best of their knowledge, true and accurate.

ECE services only have the ability to confirm data on a retrospective basis.

As a minimum, ECE service administrators should have the ability to confirm a month’s worth of data i.e. from the first day of the month, the administrator has the ability to confirm the previous month’s data. e.g. From 1st June it should be possible to confirm May’s data.

The present expectation is that services will have until the end of the month following the month being confirmed, to actually confirm data e.g. in the example above, until the 30th June.

Monthly confirmation is the present minimum requirement. ECE Services may well prefer the ability to confirm data on a more regular basis irrespective of the Ministry’s minimum requirement.

Although there is no feature to transmit the identity of the confirmer, Services or Service Providers must log sufficient details to allow an audit investigation to identify the SMS user who submitted the Confirmation. At a minimum this must include:

- Service Id (for Service Providers)
- User Id
- Confirmation submission date
- Confirmation submission time

Users should not be given the opportunity to delete a Confirmation. If users realise data previously confirmed is incorrect then the error should be rectified. The next Confirmation will affirm that the data submitted, to the best of their ability, is correct.
16.2 Required Data Inputs

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ConfirmationDataEntityId</td>
<td>String (255)</td>
<td>A reference to the confirmation record that is owned and allocated by the ECE Service and used in all further messages about that record from that ECE Service</td>
<td>Mandatory</td>
</tr>
<tr>
<td>StartDate</td>
<td>Date</td>
<td>The start date of the confirmation period</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validation logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a valid date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must not be a date in the future</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be on or before EndDate</td>
<td></td>
</tr>
<tr>
<td>EndDate</td>
<td>Date</td>
<td>The end date of the confirmation period</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validation logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a valid date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must not be a date in the future</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be on or after StartDate</td>
<td></td>
</tr>
</tbody>
</table>

16.3 Syntax

```xml
<ConfirmationData xmlns="http://eli.test/ELI.xsd">
  <ServiceId>1</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2012-11-01T09:00:00</EventDateTime>
  <ConfirmationDataEntityId>1</ConfirmationDataEntityId>
  <StartDate>2013-02-26</StartDate>
  <EndDate>2013-02-27</EndDate>
</ConfirmationData>
```

16.4 Confirmation UI Text

If non-monthly confirmation is implemented then:

- The word ‘month’ in the required UI text (shown below) should be changed accordingly e.g. to ‘period’; ‘week’; ‘fortnight’ etc. The remainder of the Confirmation statement must match the set text
- The time frame displayed (October 2013 below) should reflect the Confirmation period

![Confirmation Records](image)

You can review your service's records before confirming by reviewing the attendance register or the reports available on the ELI reporting page.

By clicking confirm I agree that to the best of my knowledge the records for the month I am confirming are correct.
17 Temporary Closure Data

17.1 Description

Represents a single occurrence of a temporary closure for one or more days.

17.2 Required Data Inputs

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>EceServiceClosureEntityId</td>
<td>String(255)</td>
<td>A reference to the temporary closure record that is owned and allocated by the ECE Service and used in all further messages about that closure from that ECE Service</td>
<td>Mandatory</td>
</tr>
<tr>
<td>ClosureStartDate</td>
<td>Date</td>
<td>The start date of the service temporary closure</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validation logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a valid date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be equal to or before ClosureEndDate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can be retrospective, current or in the future</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ClosureStartDate cannot overlap with any previously recorded temporary closure period</td>
<td></td>
</tr>
<tr>
<td>ClosureEndDate</td>
<td>Date</td>
<td>The end date of the service temporary closure</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validation logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a valid date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be equal to or after ClosureStartDate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can be retrospective, current or in the future</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ClosureEndDate cannot overlap with any previously recorded temporary closure period</td>
<td></td>
</tr>
<tr>
<td>ClosureReasonCode</td>
<td>String(10)</td>
<td>The reason for the service temporary closure</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validation logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be one of the codes in the supplied reference data list (Appendix D: Reference data lists)</td>
<td></td>
</tr>
</tbody>
</table>

17.3 Syntax

```xml
<EceServiceClosure xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2013-04-26T11:41:16.233</EventDateTime>
  <EceServiceClosureEntityId>188</EceServiceClosureEntityId>
  <ClosureStartDate>2013-05-03</ClosureStartDate>
  <ClosureEndDate>2013-05-06</ClosureEndDate>
  <ClosureReasonCode>EC</ClosureReasonCode>
</EceServiceClosure>
```
18 20 Hours ECE Data

18.1 Description

Represents a child’s 20 Hours ECE hours at a particular service at a single point in time.

20 Hours ECE events must not be transmitted for children under the age of 3 years old or 6 years old and above.

Please note the inclusion/exclusion rules defined above (ELI Inclusion/exclusion rules).

18.2 Required Data Inputs

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TwentyHoursScheduleEntityId</td>
<td>String (255)</td>
<td>A reference to the 20 Hours ECE record that is owned and allocated by the ECE Service and used in all further messages about that 20 Hours ECE for the child from that ECE Service Refer 8.4 Updating Events for further clarity.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>ChildEntityId</td>
<td>String (255)</td>
<td>A reference to the child that is owned and allocated by the ECE Service and used in all further messages about that child from that ECE Service</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Parameter</td>
<td>Type</td>
<td>Description</td>
<td>Requirement</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>AttestationDate</td>
<td>Date</td>
<td>The date from which the 20 Hours ECE booking is effective</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validation logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be on or after the child’s 3rd birthday</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>N.B. To accommodate user process, a tolerance of -6 days can be applied i.e.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attestation Date must be on or after (child’s 3rd birthday -6days)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can be retrospective, current or in the future</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be on or after the child’s enrolment date at that service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attestation Date must <strong>not</strong> be the same as the Attestation Date of another</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 Hours ECE event for the same child at the same service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• i.e. if a child has multiple 20 Hours ECE records within the application</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>with different Entity Ids then the Attestation Dates must not be identical</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the service Cutover Date is <strong>not</strong> NULL and the SMS 20 Hours ECE attestation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>date is <strong>before</strong> the Cutover Date, then Cutover Date should be used to</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>populate 20 Hours ECE EffectiveDate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In all other scenarios, the SMS 20 Hours ECE attestation date should be used</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>to populate 20 Hours ECE AttestationDate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attestation date checks must be re-applied to all existing 20 Hour ECE events</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(either previously transmitted or awaiting transmission) should a child’s</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>birth date be altered to a later date (Child Identity Data)</td>
<td></td>
</tr>
</tbody>
</table>

9 See Document Glossary
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>MondayHours</td>
<td>Decimal</td>
<td>Hours of 20 Hours ECE attested for the day Validation logic Hours can be recorded to 2 decimal places Hours per day cannot exceed 6 hours Total hours summed over the week cannot exceed 20 hours User prompt To ensure users enter data as intended: Add text to highlight the need to enter proportions of hours (rather than actual minutes) if entering partial hours Provide an example e.g. three &amp; a half hours should be entered as 3.5, <strong>not</strong> as 3:30</td>
<td>Mandatory</td>
</tr>
<tr>
<td>TuesdayHours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WednesdayHours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ThursdayHours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FridayHours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SaturdayHours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SundayHours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 18.3 Syntax

```xml
<TwentyHoursSchedule xmlns="http://eli.test/ELI.xsd">
    <ServiceId>5367</ServiceId>
    <EventSource>ESP</EventSource>
    <EventDateTime>2013-07-01T09:00:00.000</EventDateTime>
    <TwentyHoursScheduleEntityId>5</TwentyHoursScheduleEntityId>
    <ChildEntityId>2</ChildEntityId>
    <AttestationDate>2013-07-01</AttestationDate>
    <MondayHours>2</MondayHours>
    <TuesdayHours>3</TuesdayHours>
    <WednesdayHours>0</WednesdayHours>
    <ThursdayHours>0</ThursdayHours>
    <FridayHours>5</FridayHours>
    <SaturdayHours>0</SaturdayHours>
    <SundayHours>0</SundayHours>
</TwentyHoursSchedule>
```
19 ECE Return Data

19.1 Description

The annual return of Service-related data via the RS61 has been replaced with an online data census and transmission process to be submitted for a week to be specified by the Ministry. The Return data will provide a snapshot of various aspects of a Service during the nominated week.

Submission of an ECE Return will be on a licence basis. If a centre has multiple licences, an ECE Return will be required for each current (open) licence.

The transmission of Return data will be triggered by the Services.

Services must be able to determine when data entry is complete and actively select to submit the data (see the UI Return submission screen shot below).

Screen shots have been included later in this section to provide the exact wording that should be presented to Services entering Return data. The text is based on wording presently used in the paper-based RS61.

ECE Return text can be service-type dependant e.g. in relation to descriptions applied to roles. In these instances, screens have been labelled appropriately. All Playcentre-specific logic and text has been provided as an appendix. Users must not be offered the opportunity to delete a Return. Although Return deletions are technically supported within ELI, there is no business requirement for this function.

Additional checks that must be applied at submission are specified below in 19.2. ALL error conditions must be reported to allow users to determine the full scope of remediation required.

Playcentre ECE return data parameters are found in appendix E.

19.1.1 Requirements

<table>
<thead>
<tr>
<th>Reference</th>
<th>Requirement</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE-REQ-01</td>
<td>The ECE Return function within the SMS must be</td>
<td>Service queries routed to the Ministry E.Admin Contact Centre (particularly around the funding submission period) have illustrated that the demarcation between the ECE Return and RS7 Return functions is not always evident.</td>
</tr>
<tr>
<td>(Mandatory)</td>
<td>easily distinguishable from the RS7 Return function.</td>
<td></td>
</tr>
</tbody>
</table>
### Reference | Requirement | Reason
--- | --- | ---
**ECE-REQ-02** *(Mandatory)* | **Mandatory Reminders:**  
- Issue reminders/alerts of upcoming return dates\(^{10}\)  
- Issue reminders/alerts relating to the submission dates of return data\(^{11}\)  
- Services must be prompted with the following reminders:  
  - 2 months prior to the ECE Return date  
  - 1 month prior to the ECE Return date  
  - 1 week prior to the ECE Return date | Proactive checking of ECE Return data will allow services the opportunity to correct data so that it is close to accurate as possible and will prevent Ministry intervention of incorrect ECE Return data.  

\(^{10}\) The start of the Return week will vary. The Ministry will publish Return dates in advance.  
\(^{11}\) The Ministry’s expectations around submission of Return data have yet to be decided.

**ECE-REQ-03** *(Mandatory)* | **Mandatory Reminders:**  
1. Users should be reminded to:  
   - Record child attendance for the return week  
   - Update staff details  
   - Ensure all children have been allocated an NSN  
   - Record home-based coordinator work hours for the return week (displayed for Home-based only)  
2. The checklist must be presented in language that is relevant to the SMS application with accompanying prompts and/or instruction as appropriate. | When a user selects the SMS ECE Return function they should be presented with a reminder checklist.

**ECE-REQ-04** *(Mandatory)* | **Submission of a Return:**  
1. Services should not be constrained when attempting to submit a Return they believe to be complete.  
2. Users must receive clear and unambiguous notification when the ECE Return is successfully submitted. If not visible or apparent, a link should be provided to the function that allows users to view and edit submitted ECE Return events. | As some services operate only on particular days it could be perfectly legitimate for a service to submit a Return in the middle of the Return period. In the unlikely event that a service submits a Return ahead of the Return period, Ministry analysts will contact the service directly.
<table>
<thead>
<tr>
<th>Reference</th>
<th>Requirement</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE-REQ-05</td>
<td>Submission warning:</td>
<td></td>
</tr>
</tbody>
</table>
| (Mandatory)     | 1. Upon selection of the ECE Return submission option, issue a warning if the current date is before (EceReturnDate+6) i.e. a service is submitting their ECE Return before the return week is over. Users must be able to either:  
   • Continue with ECE Return submission  
   • Abandon the ECE Return submission function  
   The warning presented must read:  
   “You are trying to submit your ECE Return before the return week is over. Only proceed if your ECE Return contains complete information.” |                                                                                                                                                                                                         |
| ECE-REQ-06      | Editing and resubmitting a Return:                                                                                                                                                                                                                                                                                                          | If a Return is known to contain errors then users must be able to edit and resubmit.                                                                                                                   |
| (Mandatory by 1 October 2017) | 1. A user must be able to recall, edit and re-submit a Return  
2. A user must not be required to re-enter all the data  
3. Returns from and including the 2016 Return must editable for resubmission  
4. Editing and resubmitting Returns from and including 2016 have no time restrictions |                                                                                                                                                                                                         |
<p>| ECE-REQ-07      | Viewing a Return:                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                         |
| (Mandatory)     | 1. As a minimum, services must have the ability to view the ECE Return in its entirety. Preferably, services should be able to print the last electronically-submitted ECE Return for any return period. The ability to print can be either direct or via a data export capability. If a print capability is supported, then all ECE Return data must be presented (as per the submitted event). |                                                                                                                                                                                                         |</p>
<table>
<thead>
<tr>
<th>Reference</th>
<th>Requirement</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE-REQ-08 (Mandatory)</td>
<td><strong>History:</strong>  1. ECE Returns must be available for the users</td>
<td>The SMS application must support a Service’s obligation to provide evidence of the last electronically-submitted ECE Return for any return period within the last seven years.</td>
</tr>
<tr>
<td>ECE-REQ-09 (Optional)</td>
<td>Provide hover help text to assist Services with return data entry(^1)</td>
<td>Assistance for services completing their ECE Return.</td>
</tr>
</tbody>
</table>

### 19.2 Required Data Inputs

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>EceReturnEntityId</td>
<td>String (255)</td>
<td>A reference to the ECE Return record that is owned and allocated by the ECE Service and used in all further messages about that ECE Return from that ECE Service</td>
<td>Mandatory</td>
</tr>
<tr>
<td>EceReturnDate</td>
<td>Date</td>
<td>Date the return is for (week starting) Valid dates will be provided by the Ministry Validation logic Must be a valid date Can be before or on the current date Must be a Monday The EceReturnDate must <strong>not be after</strong> the current date – users must not be able to submit an ECE Return for an advance date</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

\(^1\) The Ministry will provide guidelines should vendors intend to develop Help functionality
### Parameter Type Description Requirement

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ServiceDetails:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UnderOneYearOldWaitTimeCode</td>
<td>String(10)</td>
<td>The wait time for each specified age category i.e. The time that children wanting to start attending an ECE service would have to wait before the service could take them in. Validation logic Must be one of the codes in the supplied Wait Times reference data list (<a href="#">Appendix D: Reference data lists</a>). It is not valid to have NA (Do not provide for this age group) as the selected Wait Time value for all categories.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>OneYearOldWaitTimeCode</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TwoYearOldWaitTimeCode</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ThreeYearOldWaitTimeCode</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FourYearOldWaitTimeCode</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The following elements are repeated within the ServiceDetails/ServiceLanguageList element for each language taught at the service (up to five can be provided):

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ServiceLanguage/LanguageCode</td>
<td>String(10)</td>
<td>The code for the language or languages of communication used in teaching</td>
<td>Mandatory for each language used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>during in the ECE Return period</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>At least one language must be provided</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be one of the codes in the supplied Language reference data list</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(<a href="#">Appendix D: Reference data lists</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Although ‘Not Stated’ is a valid option in the Reference data list, it should not be accepted as a ServiceLanguage value in this context</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A specific language can only be selected once</td>
<td></td>
</tr>
<tr>
<td>ServiceLanguage/LanguagePercentage</td>
<td>Int (min: 1, max: 100)</td>
<td>Percentage of time taught in that language during the ECE Return period</td>
<td>Mandatory for each language used</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be provided for every language specified</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be an integer value</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total language percentage (across all languages used) must equal 100%</td>
<td></td>
</tr>
</tbody>
</table>

The following elements are repeated within the StaffInformationList element for each staff member at the service. There is no limit as to how many staff members can be provided here:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>StaffInformation/GenderCode</td>
<td>String(10)</td>
<td>The gender of the staff member</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be one of the codes in the supplied Gender Code reference data list (<a href="#">Appendix D: Reference data lists</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A gender of “U” (Unknown) should be used in cases where neither “M” or “F” are specified</td>
<td></td>
</tr>
</tbody>
</table>
The following parameters apply to non-teaching staff (type of “OtherStaffRole and Management, Support and Specialist StaffRoles) but should be included in the Return data only if the staff member worked at the Service during the Return week.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>StaffRoleCode</td>
<td>String(10)</td>
<td>The code for the role of the staff member</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Validation logic</td>
<td></td>
<td>Must be one of the codes in the supplied Staff Role Codes (which includes both Educational Staff Roles and Other Staff Roles) reference data list (Appendix D: Reference data lists)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A staff member must be assigned a role</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A staff member can be assigned up to three non-teaching roles</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Within the xml, StaffRoleCode values must be presented in the following order:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. ManagementStaffRole</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. SupportStaffRole</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. SpecialistStaffRole</td>
<td></td>
</tr>
<tr>
<td>IsPaid</td>
<td>Boolean</td>
<td>Indicates if the staff member is paid</td>
<td>Mandatory</td>
</tr>
<tr>
<td>IsPermanent</td>
<td>Boolean</td>
<td>Indicates if the staff member is permanent</td>
<td>Mandatory</td>
</tr>
<tr>
<td>IsFullTime</td>
<td>Boolean</td>
<td>Indicates if the staff member is fulltime</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
The following parameters:

Apply **only** to the teaching roles as listed below:

- ECE Teacher (ECET)
- Home-based Coordinator (HBC)

And exclude **Home-based Educators** (HBE.)

i.e. For staff with an Educational Staff Role code (see Educational Staff Role reference data list *Appendix D: Reference data lists*) other than HBE

This data must be supplied for **all** staff members (excluding HBEs) employed by the Service during Return period **irrespective of whether they had Contact hours during the Return week or not**

In order to determine teacher movement between Returns, it will be necessary to provide details of staff with a leave date (EndDate) satisfying the following criteria

Have an EndDate

- BEFORE or ON the current ECE Return **end** date and
- AFTER the current ECE Return (end date-a year)

E.g. if the ECE Return date is Monday 23 June 2014 then to be included in the Return, the staff member would have to have an EndDate after 29/06/2013 and on or before 29/06/2014

The above check assumes a yearly Return period. SMS vendors may wish to parameterise the Return period to provide future-proofing capacity should the Return frequency change (become more frequent).
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>StaffRoleCode</td>
<td>String(10)</td>
<td>The code for the role of the staff member</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

**Validation logic**

Must be one of the codes in the supplied Staff Role Codes (which includes both Educational Staff Roles and Other Staff Roles) reference data list (*Appendix D: Reference data lists*).

A staff member must be assigned a role.

A staff member can be assigned up to four roles.

If a staff member is assigned an educational role (from the Educational Staff Roles reference data list) then the role must reflect the service type e.g.

- ECE Teacher for ECE Centre-based services
- Home-based Educator for Home-based services

If multiple roles are assigned:

- Only one can be a teaching role (from Educational Staff Role reference list), except for Home-based Coordinator and Home-based Educator, which are not mutually exclusive roles.
- Up to three "other" roles (from Other Staff Role reference list) can be also assigned for the same staff.

Within the xml, StaffRoleCode values **must** be presented in the following order:

1. EducationalStaffRole
2. ManagementStaffRole
3. SupportStaffRole
4. SpecialistStaffRole
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HighestQualificationCode</td>
<td>String(10)</td>
<td>The code for the staff member’s highest ECE Qualification</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be one of the codes in the supplied Education Qualification codes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>reference data list (<a href="#">Appendix D: Reference data lists</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the Staff role is Home-based Coordinator, and the IsRegistered is set to<strong>true</strong> then HighestQualificationCode must be:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• E12 Has an ECE teaching qualification that enables certification by the Teaching Council</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Staff role is ECE Teacher (ECET) and IsRegistered is set to <strong>true</strong> then HighestQualificationCode must be either:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• E12 Has an ECE teaching qualification that enables certification by the Teaching Council or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• E14 Does not have an ECE teaching qualification but has a primary teaching qualification that enables certification by the Teaching Council</td>
<td></td>
</tr>
<tr>
<td>Parameter</td>
<td>Type</td>
<td>Description</td>
<td>Requirement</td>
</tr>
<tr>
<td>---------------</td>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| IsRegistered  | Boolean    | Indicates if the staff member is registered and certificated by the Teaching Council. If a staff member has both a Home-based Educator and Home-based Coordinator role then the IsRegistered value must be the same for both roles. IsRegistered must set to true if the criteria below apply:  
  • The teacher holds a practising certificate from the Teaching Council marked:  
    o Full or  
    o Provisional or  
    o Subject to Confirmation  
  • The Practising Certificate Start Date falls on or before the last day of the ECE Return period  
  • The Practising Certificate Expiry/End Date falls on or after the first day of the ECE Return period  
  The above criteria must be clearly displayed to inform users of the logic driving the IsRegistration population.  
  • In applications where IsRegistered is auto-populated, visibility of the criteria will allow users to determine if the underlying data used to populate the parameter should be updated.  
  • In applications where IsRegistered is manually entered, visibility of the criteria will help users determine the correct parameter setting to enter. | Mandatory   |

13 Note the IsRegistered parameter is now determined by the teaching staffs’ Practising Certificate status. If the SMS application does not have the ability to record the necessary details then either the application has to be modified to include the required details or the parameter is manually entered. Reliance on the application Registration values will no longer be permitted.

14 It’s acknowledged that this Registration Status option may not be available within all SMS applications.
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HighestPlaycentreQualificationCode</td>
<td>String(10)</td>
<td>The code for the staff member’s highest Playcentre qualification</td>
<td>Mandatory null value</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The code should be null</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Playcentre-specific checks are provided in Appendix E.</td>
<td></td>
</tr>
<tr>
<td>StartDate</td>
<td>Date</td>
<td>When the staff member started with the service</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a valid date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be on or before End Date (if provided)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be before (ECE Return date +7)</td>
<td></td>
</tr>
<tr>
<td>EndDate</td>
<td>Date</td>
<td>When the staff member finished with the service</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a valid date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be on or after Start Date (if provided)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be before (ECE Return date +7)</td>
<td></td>
</tr>
<tr>
<td>EthnicGroupCodes :</td>
<td>String</td>
<td>The ethnicity of the staff member</td>
<td>1 Mandatory</td>
</tr>
<tr>
<td>EthnicGroup1Code,</td>
<td>(10)</td>
<td><strong>Validation logic</strong></td>
<td>2 &amp; 3 Optional</td>
</tr>
<tr>
<td>EthnicGroup2Code,</td>
<td>(10)</td>
<td>Must be one of the codes in the supplied Ethnicity reference data list</td>
<td></td>
</tr>
<tr>
<td>EthnicGroup3Code</td>
<td>(10)</td>
<td><em>(Appendix D: Reference data lists)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If a staff member has both a Home-based Educator and Home-based Coordinator role then the EthnicGroupCode values must be the same for both roles</td>
<td></td>
</tr>
<tr>
<td>IsPaid</td>
<td>Boolean</td>
<td>Indicates if the staff member is paid</td>
<td>Mandatory</td>
</tr>
<tr>
<td>IsPermanent</td>
<td>Boolean</td>
<td>Indicates if the staff member is permanent</td>
<td>Mandatory</td>
</tr>
<tr>
<td>IsFullTime</td>
<td>Boolean</td>
<td>Indicates if the staff member is fulltime</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
Contact details must only be supplied for staff with an Educational Staff Role code as follows:

- ECE Teacher (ECET)
- Home-based Coordinator (HBC)

And exclude Home-based Educators (HBE.)

Staff with teacher roles can have multiple contact hours within a day

Within a day, Contact Hours Start and End Times **cannot overlap**

Staff with teacher roles may have no contact hours for the specified ECE Return week

If Contact Hours are auto populated by the system e.g. based on staff roster information, then:

- The extracted times must include all activities that can be classed as child contact time
- The times must be editable
- Users must be forced to review the extracted times e.g. by making a ‘Review’ tick-box value mandatory (note, the Review ‘value’ must **not** be recorded in the event xml)

Prior to ECE Return submission:

- A check must be applied to ensure no child attendance during the return week falls outside the recorded ECE teacher (ECET) Staff Contact hours for each day of the return week; and
- A check must be applied to ensure no ECE teacher (ECET) staff contact hours captured each day during the return week falls outside the child attendance captured each day during the return week.
- The check does **not** apply to HBC Contact Hours
- The check should be applied irrespective of the mode of entry of Staff Contact Hour data i.e. auto-populated or manually entered
- If a discrepancy exists:
  - A warning must be presented to the user
  - The warning must include the script below as a minimum
  - The warning presented can be augmented to reflect SMS application-specific information or instruction as necessary
  - Users must be permitted to abandon the ECE Return to remedy the erroneous data
  - Should the user decide to ignore the warning, submission of the ECE Return must be permitted
- Depending on which check listed above has failed, the following mandatory text must read:
  - ‘You have recorded child attendance during the ECE return week that falls **outside** of Staff Contact Hours for the same week. Please go back and amend either the incorrect child attendance data or the staff hours and then submit your ECE Return.’
  - ‘You have recorded staff contact hours during the ECE return week that falls **outside** of child attendance for the same week. Please go back and amend either the incorrect staff contact hours or child attendance data and then submit your ECE Return.’

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ContactHoursDetail/WeekdayCode</td>
<td>String(2)</td>
<td>Week day the teacher contact hours are for Validation logic Mandatory</td>
<td></td>
</tr>
</tbody>
</table>

Must be one of the codes in the supplied Weekday Codes reference data list (*Appendix D: Reference data lists*)
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ContactHoursDetail /Start\Time</td>
<td>Time</td>
<td>The time the teacher’s contact time with children started</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validation logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be entered if End Time populated</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a valid time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be before End Time</td>
<td></td>
</tr>
<tr>
<td>ContactHoursDetail /End\Time</td>
<td>Time</td>
<td>The time the teacher’s contact time with children ended</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validation logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be entered if Start Time populated</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a valid time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be after Start Time</td>
<td></td>
</tr>
</tbody>
</table>
The following parameters:

- Apply only to the **Home-based Educator teaching role** i.e. For staff with an Educational Staff Role code of Home-based Educator (see Educational Staff Role reference data list [Appendix D: Reference data lists](#))
- Should be supplied only by **Home-based services**
- Should be supplied *only* if the staff member worked during the Return week
- Note the IsPaid parameter is **not** captured for Home-based Educators

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>StaffRoleCode</td>
<td>String(10)</td>
<td>The code for the role of the staff member</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be code Home-base Educator (HBE) from the Educational Staff Roles reference data list (<a href="#">Appendix D: Reference data lists</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The service type must reflect the HBE role i.e. must be a Home-based service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A staff member can have a Home-based Educator and Home-based Coordinator role as well as up to three “other” roles (from Other Staff Role reference list)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Within the xml, StaffRoleCode values must be presented in the following order:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. EducationalStaffRole</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. HomeBasedEducatorStaffRole</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. ManagementStaffRole</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. SupportStaffRole</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. SpecialistStaffRole</td>
<td></td>
</tr>
<tr>
<td>Parameter</td>
<td>Type</td>
<td>Description</td>
<td>Requirement</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>HighestQualificationCode</td>
<td>String(10)</td>
<td>The code for the staff member’s highest ECE Qualification</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be one of the codes in the supplied ECE Return – Education Qualification codes reference data list (Appendix D: Reference data lists) which includes both Education Qualification and Home-based Educator Specific Qualification code lists</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If IsRegistered is set to <strong>true</strong> then HighestQualificationCode must be:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E12 Has an ECE teaching qualification that enables certification by the Teaching Council</td>
<td></td>
</tr>
<tr>
<td>Parameter</td>
<td>Type</td>
<td>Description</td>
<td>Requirement</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| IsRegistered  | Boolean   | Indicates if the staff member is registered and certificated by the Teaching Council. If a staff member has both a Home-based Educator and Home-based Coordinator role then the IsRegistered value must be the same for both roles. IsRegistered must set to **true** if the criteria below apply:  
  - The teacher holds a practising [certificate](https://www.teachingcouncil.ie) from the Teaching Council marked:  
    - Full or  
    - Provisional or  
    - Subject to Confirmation  
  - The Practising Certificate Start Date falls on or before the last day of the ECE Return period  
  - The Practising Certificate Expiry/End Date falls on or after the first day of the ECE Return period  
  The above criteria **must be clearly displayed** to inform users of the logic driving the IsRegistration population.  
  - In applications where IsRegistered is auto-populated, visibility of the criteria will allow users to determine if the underlying data used to populate the parameter should be updated.  
  In applications where IsRegistered is manually entered, visibility of the criteria will help users determine the correct parameter setting to enter. | Mandatory   |

---

15 Note the IsRegistered parameter is now determined by the teaching staffs’ Practising Certificate status. If the SMS application does not have the ability to record the necessary details then either the application has to be modified to include the required details or the parameter is manually entered. Reliance on the application Registration values will no longer be permitted.

16 It’s acknowledged that this Registration Status option may not be available within all SMS applications.
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>EthnicGroupCodes :</td>
<td></td>
<td>The ethnicity of the staff member</td>
<td>1 Mandatory</td>
</tr>
<tr>
<td>EthnicGroup1Code, EthnicGroup2Code, EthnicGroup3Code</td>
<td>String (10, 10, 10)</td>
<td>Validation logic: Must be one of the codes in the supplied Ethnicity reference data list (Appendix D: Reference data lists)  &lt;br&gt; If a staff member has both a Home-based Educator and Home-based Coordinator role then the EthnicGroupCode values must be the same for both roles</td>
<td>2 &amp; 3 Optional</td>
</tr>
<tr>
<td>IsPermanent</td>
<td>Boolean</td>
<td>Indicates if the staff member is permanent</td>
<td>Mandatory</td>
</tr>
<tr>
<td>IsFullTime</td>
<td>Boolean</td>
<td>Indicates if the staff member is fulltime</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
19.3 Return UI Text

Solutions do not have to exactly match the design of UI screens shown below but:

- explanatory text and data entry prompts must be identical
- both qualification code and description must be displayed to users.

Where text is service-type dependant, separate screens are provided.

N.B. Within the UI, all references to ‘Home-based’ should be hyphenated (replacing the existing variations e.g. Home Based, Homebased).

19.3.1 Service data: Overview - Centre-based

N.B. Banner text has altered to reflect the shift from four-monthly ECE Return submission to a less defined frequency; the section previously titled ‘Contact Hours’ now reads ‘Staff Activity…..’ and the descriptor text provided under the new heading has been expanded.

Whenever users are requested to enter or review and edit Staff Contact Hours, the definition of Contact time for ECE Teaching staff (role=ECET) must be defined as:

‘Contact time is any time where teaching staff are engaged in the education and care of children i.e. would not include time spent on administrative/kitchen duties. For teaching staff, provide the actual contact start and finish times for all teachers who were teaching this week. A teacher can have multiple contact sessions on one day e.g. a session in the morning from 10am-12pm and a session in the afternoon from 1pm-3pm. Do not include non-contact time and breaks of 15 minutes or more in the contact hours. If a teacher was not present this week, do not enter contact hours. If you have used a relieving teacher during this week, add that teacher to your staff records and enter the relieving teacher’s contact hours.’
19.3.2 Service data: Overview - Home-based

N.B. Banner text has altered to reflect the shift from four-monthly ECE Return submission to a less defined frequency; the section previously titled ‘Contact Hours’ now reads ‘Staff Activity…..’ and the descriptor text provided under the new heading encompasses the Home-based Educator role.

Whenever users are requested to enter or review and edit Coordinator Work Hours, the definition of work time for ECE Home-based Coordinators (role=HBC) must be defined as:

‘For coordinators, provide the actual start and finish times for all coordinators who were working in this week. This should include any additional hours the coordinator was required to work during the week. If a coordinator was not present during this week, do not enter any hours. If you have used a relieving coordinator during this week, add the coordinator to your staff records and enter the relieving coordinator’s hours.’
19.3.3 Service data: Wait Times – Centre and Home-based

For each age group, select one option to indicate how long a child wanting to start today would have to wait to attend your service.

A child under one-year old?
Do not provide for this age group

A one-year-old child?
Do not provide for this age group

A two-year-old child?
Do not provide for this age group

A three-year-old child?
Do not provide for this age group

A four-year-old child?
Do not provide for this age group

19.3.4 Service data: Teaching Language – Centre and Home-based

Please specify the language or languages of communication and the proportion of all teachers’ total time spent using that language or languages during the selected week.

<table>
<thead>
<tr>
<th>Language</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1h</td>
</tr>
<tr>
<td></td>
<td>1h</td>
</tr>
<tr>
<td></td>
<td>1h</td>
</tr>
<tr>
<td></td>
<td>1h</td>
</tr>
<tr>
<td></td>
<td>1h</td>
</tr>
</tbody>
</table>

Save
19.3.5 Staff data: Overview - Centre-based

Note: Staff ‘ID or initials’ are not event parameters but are used in ELI Web to help users differentiate members of staff when completing Return data.

Staff Profile

ID or Initials

Gender

These initials are used for the ECS 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 ECS Teacher engaged in the education and care of children

☐ This person has a Senior Management Staff role

☐ This person has a Support Staff role

☐ This person has a Specialist Staff role

Save
19.3.6 Staff data: Overview - Home-based

N.B. Home-based Educator has been added as a Staff Role option

<table>
<thead>
<tr>
<th>Staff Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID or initials</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Staff Roles at my Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ This person is a Homebased Coordinator engaged in the selection, supervision and support of caregivers, the placement of children and the monitoring of the education and care programme</td>
</tr>
<tr>
<td>☐ This person is a Home Based Educator engaged in the care and education of children</td>
</tr>
<tr>
<td>☐ This person has a Senior Management Staff role</td>
</tr>
<tr>
<td>☐ This person has a Support Staff role</td>
</tr>
<tr>
<td>☐ This person has a Specialist Staff role</td>
</tr>
</tbody>
</table>

Save
19.3.7 Staff data: ECE Teacher - Centre-based

The wording ‘Does this person hold a current, practising certificate from the Education Council? A teacher certificated by the Education Council holds a practising certificate marked: full, subject to confirmation or provisional’ should be replaced with ‘Does this person hold a current, practising certificate from the Teaching Council? A teacher certificated by the Teaching Council holds a practising certificate marked: full, subject to confirmation or provisional’

N.B. A definition of full-time has been added and should be incorporated in SMS screens as shown.

<table>
<thead>
<tr>
<th>Staff Roles at my Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>This person is an ECE Teacher engaged in the education and care of children</strong></td>
</tr>
<tr>
<td>A person in this role working 25 hours per week or more is considered full-time.</td>
</tr>
<tr>
<td>Highest ECE Qualification</td>
</tr>
<tr>
<td>Please select ...</td>
</tr>
<tr>
<td>Does this person hold a current practising certificate from the Teaching Council?</td>
</tr>
<tr>
<td>A teacher certificated by the Teaching Council holds a practising certificate marked: full, subject to confirmation or provisional</td>
</tr>
<tr>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Is this person paid for this role at your service?</td>
</tr>
<tr>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Is this person permanently appointed in this role?</td>
</tr>
<tr>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Is this person full time in this role?</td>
</tr>
<tr>
<td>☐ Yes  ☐ No</td>
</tr>
</tbody>
</table>

**Started** | **Left**
---|---
[ ] | [ ]

**Ethnicity**

Please select ...
19.3.8 Staff data: Home-based Coordinator

The wording ‘Does this person hold a current, practising certificate from the Education Council? A teacher certificated by the Education Council holds a practising certificate marked: full, subject to confirmation or provisional’ should be replaced with ‘Does this person hold a current, practising certificate from the Teaching Council? A teacher certificated by the Teaching Council holds a practising certificate marked: full, subject to confirmation or provisional’

N.B. A definition of full-time has been included and Home-based Educator has been added as a Staff Role option.
19.3.9 Staff data: Home-based Educator

The wording ‘Does this person hold a current practising certificate from the Education Council? A teacher certificated by the Education Council holds a practising certificate marked: full, subject to confirmation or provisional’ should be replaced with ‘Does this person hold a current practising certificate from the Teaching Council? A teacher certificated by the Teaching Council holds a practising certificate marked: full, subject to confirmation or provisional’

N.B. The data capture requirements for Home-based Educators.

<table>
<thead>
<tr>
<th>Staff Roles at my Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ This person is a home-based Coordinator engaged in the selection, supervision and support of caregivers, the placement of children and the monitoring of the education and care programme</td>
</tr>
<tr>
<td>☑ This person is a home-based Educator engaged in the care and education of children</td>
</tr>
<tr>
<td>A person in this role working 25 hours per week or more is considered full-time.</td>
</tr>
<tr>
<td>Highest ECE Qualification</td>
</tr>
<tr>
<td>Please select ...</td>
</tr>
</tbody>
</table>

Does this person hold a current practising certificate from the Teaching Council?
A teacher certificated by the Teaching Council holds a practising certificate marked: full, subject to confirmation or provisional
- Yes
- No

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

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

| Ethnicity |
| Please select ... |

| Ethnicity |
| Please select ... |

| Ethnicity |
| Please select ... |

□ This person has a Senior Management Staff role

□ This person has a Support Staff role

□ This person has a Specialist Staff role

Save
19.3.10 Staff data: Senior Management, Support & Specialised Staff – Centre & Home-based

- **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.

- **This person has a Support Staff role**
  Support staff are primarily engaged in maintenance, cleaning, food preparation or administrative support. A person in this role working 25 hours per week or more is considered full-time.

- **This person has a Specialist Staff role**
  Specialist staff are primarily engaged in the care and education of children, e.g., psychologists, physiotherapists, etc. A person in this role working 25 hours per week and also having child contact time is considered full-time.
19.3.11 Staff data: ECE Teacher or Home-based Coordinator Contact Hours

Multiple daily contact times can be entered for ECE Teacher and Home-based Coordinator staff as long as the time periods do not overlap.
19.3.12  **Staff data: Non-teacher Activity – Centre and Home-based**

The three screens below show the before and after results of indicating a member of non-teaching staff worked during the Return period. Solutions need not follow this approach but the result, in terms of events generated and text displayed, should be identical.

**Only the details of non-teaching staff and HB Educators working during the Return week should be included in the Return.**

1. **Prior to recording non-teaching working during the Return week**

   **Staff Activity for the ECE Return Week**

   Click on the initials of each of the staff listed below. For non teaching roles, check the box for any role that the staff member worked in this week. For teaching staff, provide the actual contact start and finish times for all teachers who were teaching in this week. Do not include non-contact time and breaks of 15 minutes or more in the contact hours. If a teacher on the list was not present this week, do not enter contact hours. If you have used a relieving teacher during this week, add that teacher to the Staff Record and enter the relieving teacher's contact hours.

<table>
<thead>
<tr>
<th>Staff Initials</th>
<th>Staff Activity for the ECE Return Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob</td>
<td>ECE Teacher</td>
</tr>
<tr>
<td>WXYZ</td>
<td>Senior Management Staff</td>
</tr>
<tr>
<td>LOL</td>
<td>Support Staff</td>
</tr>
</tbody>
</table>

   Did not work in this role

2. **Recording non-teaching staff working during the Return week**

   **Staff Activity for the ECE Return Week**

   Check the box for each role that WXYZ worked in for the week of 07/10/2013

   Senior Management Staff

3. **After recording non-teaching staff working during the Return week**

   **Staff Activity for the ECE Return Week**

   Click on the initials of each of the staff listed below. For non teaching roles, check the box for any role that the staff member worked in this week. For teaching staff, provide the actual contact start and finish times for all teachers who were teaching in this week. Do not include non-contact time and breaks of 15 minutes or more in the contact hours. If a teacher on the list was not present this week, do not enter contact hours. If you have used a relieving teacher during this week, add that teacher to the Staff Record and enter the relieving teacher's contact hours.

<table>
<thead>
<tr>
<th>Staff Initials</th>
<th>Staff Activity for the ECE Return Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob</td>
<td>ECE Teacher</td>
</tr>
<tr>
<td>WXYZ</td>
<td>Senior Management Staff</td>
</tr>
<tr>
<td>LOL</td>
<td>Support Staff</td>
</tr>
</tbody>
</table>

   Did not work in this role

   Worked in this role
19.3.13  Return submission – Centre and Home-based

Note: Only the first sentence in the blue text box should be displayed. The final sentence refers to ELI Web functionality only.

N.B. The reference to ‘no ability to edit ECE Return data’ has been removed.

19.3.14  Return submission response – Centre and Home-based

The text box below (suitably parameterised to reflect the Return date) should be displayed upon successful submission of a Return.

19.3.15  Edit Return data – Centre and Home-based

The first sentence below should be added to the Service data overview banner to remind Service staff that the Return has previously been submitted.

N.B. Text in the second paragraph has altered to reflect the shift from four-monthly ECE Return submission to a less defined frequency.

If Return data is edited after submission, the text below should be displayed as a reminder to resubmit the Return.

N.B. The text layout has been altered slightly though the content is identical.
19.4 Syntax

```xml
  <ServiceId>5367</ServiceId>
  <EventSource>ESP</EventSource>
  <EventDateTime>2013-08-01T09:24:12.77</EventDateTime>
  <EceReturnEntityId>2</EceReturnEntityId>
  <EceReturnDate>2013-07-02</EceReturnDate>
  <ServiceDetails>
    <UnderOneYearOldWaitTimeCode>NOWAIT</UnderOneYearOldWaitTimeCode>
    <OneYearOldWaitTimeCode>UNDER01M</OneYearOldWaitTimeCode>
    <TwoYearOldWaitTimeCode>03M06M</TwoYearOldWaitTimeCode>
    <ThreeYearOldWaitTimeCode>06M12M</ThreeYearOldWaitTimeCode>
    <FourYearOldWaitTimeCode>OVER12M</FourYearOldWaitTimeCode>
    <ServiceLanguageList>
      <ServiceLanguage>
        <LanguageCode>01112</LanguageCode>
        <UsagePercentage>70</UsagePercentage>
      </ServiceLanguage>
      <ServiceLanguage>
        <LanguageCode>24110</LanguageCode>
        <UsagePercentage>30</UsagePercentage>
      </ServiceLanguage>
    </ServiceLanguageList>
  </ServiceDetails>
  <StaffInformationList>
    <StaffInformation>
      <GenderCode>M</GenderCode>
      <StaffRoles>
        <EducationalStaffRole>
          <StaffRoleCode>ECET</StaffRoleCode>
          <HighestQualificationCode>E13</HighestQualificationCode>
          <IsRegistered>true</IsRegistered>
          <HighestPlaycentreQualificationCode i:nil="true"/>
          <StartDate i:nil="true"/>
          <EndDate i:nil="true"/>
          <EthnicGroupCodes>
            <EthnicGroup1Code>111</EthnicGroup1Code>
            <EthnicGroup2Code i:nil="true"/>
            <EthnicGroup3Code i:nil="true"/>
          </EthnicGroupCodes>
          <IsPaid>false</IsPaid>
          <IsPermanent>false</IsPermanent>
          <IsFullTime>false</IsFullTime>
          <ContactHoursDetailList>
            <ContactHoursDetail>
              <WeekdayCode>Mo</WeekdayCode>
              <StartTime>10:00:00</StartTime>
              <EndTime>10:30:00</EndTime>
            </ContactHoursDetail>
          </ContactHoursDetailList>
        </EducationalStaffRole>
        <ManagementStaffRole>
          <!-- Management Staff Role Details -->
        </ManagementStaffRole>
      </StaffRoles>
    </StaffInformation>
  </StaffInformationList>
</EceReturn>
```
<StaffRoleCode>SNRMS</StaffRoleCode>
<IsPaid>true</IsPaid>
<IsPermanent>true</IsPermanent>
<IsFullTime>false</IsFullTime>
</ManagementStaffRole>
<SupportStaffRole i:nil="true" />
<SpecialistStaffRole i:nil="true" />
</StaffRoles>
</StaffInformation>
</StaffInformationList>
</EceReturn>
20 Go Live and Service Transfer Data Requirements

20.1 Go Live

When an ECE service commences provision of ELI data, it will be required to generate and send a range of ELI event messages. Each event must contain all requisite EntityIds and conform to XSD Validation (see section 22 Appendix A: XSD Validation).

The event data required will include the following as at the Go Live date17:

- child enrolments
- child booking schedules
- child identity data
- child demographic data
- funded ECE hours for all current child enrolments

Details relating to children on the services’ waiting list must not be included.

20.2 Service transfer

If an ECE service changes to a new SMS or a service changes hands (or both) and a new set of Entity Ids is created, details of all children currently enrolled at the service must be recorded within the SMS application in order to generate and transmit a full complement of event data to ELI. This must include:

- child enrolments
- child booking schedules
- child identity data
- child demographic data
- 20 hours ECE

Please note the inclusion/exclusion rules defined above (ELI Inclusion/exclusion rules) in relation to ELI event data.

Only data for children with an open enrolment at the point of change should be provided. I.e. if an ECE service is moving to another SMS on 1st July, then data should be provided only for children who’s Enrolment End Date (prior to any close-off exercise in the old SMS) was after 30th June.

Additionally, only the latest iteration of each event type should be provided e.g. if a child has multiple Booking records, then only the last-created record should be used to generate a Booking event i.e. no historic event data is required.

Note: there is no requirement to provide Attendance events.

The re-enrolment process (within the new SMS or by the new ECE service owner in the existing SMS) will create a new set of child-related events with new, unique EntityIds. There is no requirement to persist EntityIds from the old SMS.

Services/Service Providers adopting or moving SMS will be required to contact the Ministry to ensure data transmission can be initiated. This manual process has yet to be defined.

17 The date, agreed between the Service/Service Provider and the Ministry, when the transmission of ELI data will begin
To avoid an additional Compliance burden on services wishing to switch SMS provider, a new service-level date field must be created in the SMS application. The date field will be referred to as the Cutover Date\textsuperscript{18}. It will have a Date format.

The Cutover Date should have no direct impact on SMS user-facing functionality. The date will be used only in relation to the transmission of ELI event to the Ministry.

The Cutover Date will reflect the date a service changes hands or an ECE service starts to use a new SMS/ELI Web as the primary application to record their child data and meet ELI information requirements. The date should not represent any period during which the new SMS is run in parallel with the existing SMS for cross-check purposes.

The purpose of the Cutover Date is to help avoid data non-conformance in ELI. This will be achieved by utilising the Cutover Date to populate the following parameters whenever specific criteria apply:

- Enrolment Start Date
- Booking Effective Date
- 20 Hours ECE Effective Date

The criteria applicable to each event type are provided in the parameter Validation Logic for each affected event type.

Impacted business rules are:

- ELI-BR-01: Attendance/absence data can only be entered for periods that are covered by an enrolment
- ELI-BR-60: A new enrolment cannot be created within a service when an existing, current enrolment exists

This added functionality will not address services’ obligations to perform the following prior to a change in service ownership\textsuperscript{19} or moving to a new SMS/ELI Web (or both):

- Terminate all open enrolments with an Enrolment End Date equal to the day before the Cutover Date i.e. Enrolment End Date = Cutover Date - 1
- Ensure NSNs have been allocated to all children within the service
- Ensure all child details are up-to-date
- Record attendance up to (but not including) the Cutover Date

The existence of a Cutover Date must not be apparent to the application user. E.g. In the new SMS, the child’s Enrolment Start Date will appear as either entered manually or auto-populated (by a vendor-supplied script), whichever is applicable in the new SMS.

Cutover Date should be set to the day following the date used by the ECE service to end enrolments either as the result of a change in ECE service ownership or when an ECE service changes SMS (or both).

Cutover Date must not be set to a date that relates to an ECE service’s contractual acceptance of the SMS ELI data transmission policy. Use of any such date is not acceptable as it may create ELI data gaps.

Cutover Date should be set automatically (by the SMS vendor) upon implementation of the Data collection specification v2.4 changes according to the following rules:

\textsuperscript{18} See Document Glossary
\textsuperscript{19} Only if the change of service ownership requires the allocation of new Entity Ids
<table>
<thead>
<tr>
<th>Service situation</th>
<th>Cutover Date value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service not previously using an SMS/ELI Web e.g. a new service</td>
<td>NULL</td>
</tr>
<tr>
<td>Service using the SMS/ELI Web since ELI transmission commenced</td>
<td>NULL</td>
</tr>
<tr>
<td>Service previously using another SMS/ELI Web who have sent ELI events to the</td>
<td>Date at which the service officially moved to the new SMS</td>
</tr>
<tr>
<td>Ministry using either application type</td>
<td></td>
</tr>
<tr>
<td>Service changing ownership – <strong>only</strong> relevant if it is deemed necessary to create</td>
<td></td>
</tr>
<tr>
<td>a new set of EntityIds(^{20})</td>
<td></td>
</tr>
<tr>
<td>Service moving from another SMS/ELI Web who have <strong>not</strong> sent any ELI events (of</td>
<td>NULL</td>
</tr>
<tr>
<td>any type) to the Ministry</td>
<td></td>
</tr>
</tbody>
</table>

If an SMS application licence is shared between services, then, if necessary, a single Cutover Date can be shared by the services. However, the practical implementation of the requirement is at the discretion of the SMS with the proviso that the SMS application has access to a consistent Cutover Date for the purposes of supplying data to ELI for each service.

\(^{20}\) In which case, the previous owner must fulfil their obligations as previously detailed e.g. end enrolments, assign NSNs, update data
21 XML Standards

21.1 Overview

XML allows a user’s SMS to interact with the InfoHub system on a Business-to-Business (B2B) basis. This interaction will be fully automated and transparent to the average SMS user. The SMS will need to be adapted to record selected events in a prescribed XML format to meet the ELI Data Collection requirements. The SMS user is in control of when the XML events are sent to the Ministry.

Each event has a defined XML syntax. The field length and data type of fields stored may differ from those in the SMS.

21.2 Multiple Record Blocks

Any XML block that allows for multiple records of the same type to be specified will include a list element describing the kind of record and ending with List. For example, a Booking request that specifies multiple ChildBookingScheduleDetail items includes a list as follows:

```xml
<ChildBookingSchedule xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2013-04-26T11:41:16.233</EventDateTime>
  <ChildBookingScheduleEntityId>188</ChildBookingScheduleEntityId>
  <ChildEntityId>123</ChildEntityId>
  <EffectiveDate>2013-01-03</EffectiveDate>
  <ChildBookingScheduleDetailList>
    <ChildBookingScheduleDetail>
      <WeekdayCode>Mo</WeekdayCode>
      <StartTime>07:00:00</StartTime>
      <EndTime>16:00:00</EndTime>
    </ChildBookingScheduleDetail>
    <ChildBookingScheduleDetail>
      <WeekdayCode>Tu</WeekdayCode>
      <StartTime>10:00:00</StartTime>
      <EndTime>12:00:00</EndTime>
    </ChildBookingScheduleDetail>
    <ChildBookingScheduleDetail>
      <WeekdayCode>Fr</WeekdayCode>
      <StartTime>10:00:00</StartTime>
      <EndTime>12:00:00</EndTime>
    </ChildBookingScheduleDetail>
  </ChildBookingScheduleDetailList>
</ChildBookingSchedule>
```

21.3 XML Versioning

XML Schema changes that “break” existing messages will be avoided where possible. The following schema updates can be made without invalidating messages built against an older version of a schema:

- Making an existing element optional
- Adding a new optional element. Default values for when this element are omitted will be publicised if appropriate

Where there are more significant structural changes to a type defined in the schema, an entirely new type will be defined in a new namespace.
21.4 Tags

21.4.1 Case

All XML tags must be cased exactly as described in the XML Schema.

21.4.2 Null Field Values

Null field values can either be omitted from an XML document altogether, or must specify the i:nil="true" attribute. An empty element will be treated as being present, but empty (i.e. not null). For example, the following ChildAttendance events are equivalent:

```xml
<ChildAttendance xmlns="http://eli.test/ELI.xsd">
  <ServiceId>1</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2012-11-01T09:00:00</EventDateTime>
  <ChildAttendanceEntityId>1</ChildAttendanceEntityId>
  <ChildEntityId>123</ChildEntityId>
  <AttendanceTime>
    <Start>2013-01-01T09:00:00</Start>
    <End>2013-01-01T12:00:00</End>
  </AttendanceTime>
  <IsAbsent>0</IsAbsent>
</ChildAttendance>

  <ServiceId>1</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2012-11-01T09:00:00</EventDateTime>
  <ChildAttendanceEntityId>1</ChildAttendanceEntityId>
  <ChildEntityId>123</ChildEntityId>
  <AttendanceTime>
    <Start>2013-01-01T09:00:00</Start>
    <End>2013-01-01T12:00:00</End>
  </AttendanceTime>
  <IsAbsent>0</IsAbsent>
  <ChildAttendanceAddress i:nil="true"/>
</ChildAttendance>
```

If the second example message above omitted the i:nil="true" attribute from the ChildAttendanceAddress element, the message would fail Schema validation and therefore be invalid.

21.5 Encoding

All messaging must be in UTF-8.

21.6 Mandatory XSD Validation

The mandatory XSD Validation (Appendix A) must be used to validate the format of each message to be sent to the ELI system. Application of the validation will reduce the potential for transmission failure.
This kit includes a supplementary XML schema file: “ELI Event 5.0.xsd”
The following are representative examples of the event XML messages that can be sent to ELI.

### 23.1 Release 1 Events

#### 23.1.1 Attendance

##### 23.1.1.1 Create (or Update) Attendance

```xml
<ChildAttendance xmlns="http://eli.test/ELI.xsd">
  <ServiceId>1</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2012-11-01T09:00:00</EventDateTime>
  <ChildAttendanceEntityId>1</ChildAttendanceEntityId>
  <ChildEntityId>123</ChildEntityId>
  <AttendanceTime>
    <Start>2013-01-01T09:00:00</Start>
    <End>2013-01-01T12:00:00</End>
  </AttendanceTime>
  <IsAbsent>0</IsAbsent>
  <ChildAttendanceAddress>
    <Address1Line>123 Cool dude street</Address1Line>
    <Address2Line>Suburb Bay</Address2Line>
    <AddressCity>Citytown</AddressCity>
  </ChildAttendanceAddress>
</ChildAttendance>
```

##### 23.1.1.2 Delete Attendance

```xml
<ChildAttendanceDelete xmlns="http://eli.test/ELI.xsd">
  <ServiceId>1</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2012-11-01T09:00:00</EventDateTime>
  <ChildAttendanceEntityId>1</ChildAttendanceEntityId>
  <ChildEntityId>123</ChildEntityId>
  <AttendanceTime>
    <Start>2013-01-01T09:00:00</Start>
    <End>2013-01-01T12:00:00</End>
  </AttendanceTime>
  <IsAbsent>0</IsAbsent>
  <ChildAttendanceAddress>
    <Address1Line>123 Cool dude street</Address1Line>
    <Address2Line>Suburb Bay</Address2Line>
    <AddressCity>Citytown</AddressCity>
  </ChildAttendanceAddress>
</ChildAttendanceDelete>
```

---

21 This is a temporary URL that will be updated when the production URL is known.
23.1.2 Confirmation

23.1.2.1 Create Confirmation

<ConfirmationData xmlns="http://eli.test/ELI.xsd">
  <ServiceId>1</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2012-11-01T09:00:00</EventDateTime>
  <ConfirmationDataEntityId>1</ConfirmationDataEntityId>
  <MonthYearConfirmed>2013-02-01</MonthYearConfirmed>
</ConfirmationData>

23.1.2.2 Delete Confirmation

<ConfirmationDataDelete xmlns="http://eli.test/ELI.xsd">
  <ServiceId>1</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2012-11-01T09:00:00</EventDateTime>
  <ConfirmationDataEntityId>1</ConfirmationDataEntityId>
  <MonthYearConfirmed>2013-02-01</MonthYearConfirmed>
</ConfirmationDataDelete>
23.1.3 Booking

23.1.3.1 Create / Update Booking

```xml
<ChildBookingSchedule xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2013-04-26T11:41:16.233</EventDateTime>
  <ChildBookingScheduleEntityId>188</ChildBookingScheduleEntityId>
  <ChildEntityId>123</ChildEntityId>
  <EffectiveDate>2013-01-03</EffectiveDate>
  <ChildBookingScheduleDetailList>
    <ChildBookingScheduleDetail>
      <WeekdayCode>Mo</WeekdayCode>
      <StartTime>07:00:00</StartTime>
      <EndTime>16:00:00</EndTime>
    </ChildBookingScheduleDetail>
    <ChildBookingScheduleDetail>
      <WeekdayCode>We</WeekdayCode>
      <StartTime>13:00:00</StartTime>
      <EndTime>17:00:00</EndTime>
    </ChildBookingScheduleDetail>
    <ChildBookingScheduleDetail>
      <WeekdayCode>Fr</WeekdayCode>
      <StartTime>08:30:00</StartTime>
      <EndTime>12:30:00</EndTime>
    </ChildBookingScheduleDetail>
  </ChildBookingScheduleDetailList>
</ChildBookingSchedule>
```

23.1.3.2 Delete Booking

```xml
<ChildBookingScheduleDelete xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2013-04-26T11:41:16.233</EventDateTime>
  <ChildBookingScheduleEntityId>188</ChildBookingScheduleEntityId>
  <ChildEntityId>123</ChildEntityId>
  <EffectiveDate>2013-01-03</EffectiveDate>
  <ChildBookingScheduleDetailList>
    <ChildBookingScheduleDetail>
      <WeekdayCode>Mo</WeekdayCode>
      <StartTime>07:00:00</StartTime>
      <EndTime>16:00:00</EndTime>
    </ChildBookingScheduleDetail>
  </ChildBookingScheduleDetailList>
</ChildBookingScheduleDelete>
```
23.2 Release 2 Events

23.2.1 Enrolment

23.2.1.1 Create Enrolment

```xml
<ChildEnrolment xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>ELI Service Portal v0.1.2.3</EventSource>
  <EventDateTime>2013-05-06T10:19:57.693</EventDateTime>
  <ChildEnrolmentEntityId>2</ChildEnrolmentEntityId>
  <ChildEntityId>5</ChildEntityId>
  <PrimaryResidentialAddress>
    <Address1Line>123 Boogie Avenue</Address1Line>
    <Address2Line>Taita</Address2Line>
    <AddressCity>Wellington</AddressCity>
    <AddressCountry>New Zealand</AddressCountry>
    <AddressPostCode>1245</AddressPostCode>
  </PrimaryResidentialAddress>
  <SecondaryResidentialAddress>
    <Address1Line>123 Dubstep Avenue</Address1Line>
    <Address2Line>Taita</Address2Line>
    <AddressCity>Wellington</AddressCity>
    <AddressCountry>New Zealand</AddressCountry>
    <AddressPostCode>1245</AddressPostCode>
  </SecondaryResidentialAddress>
  <EnrolmentStartDate>2013-05-06</EnrolmentStartDate>
  <EnrolmentEndDate>2014-05-06</EnrolmentEndDate>
</ChildEnrolment>
```

23.2.1.2 Delete Enrolment

```xml
<ChildEnrolmentDelete xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>ELI Service Portal v0.1.2.3</EventSource>
  <EventDateTime>2013-05-06T10:19:57.693</EventDateTime>
  <ChildEnrolmentEntityId>2</ChildEnrolmentEntityId>
  <ChildEntityId>5</ChildEntityId>
  <PrimaryResidentialAddress>
    <Address1Line>123 Boogie Avenue</Address1Line>
    <Address2Line>Taita</Address2Line>
    <AddressCity>Wellington</AddressCity>
    <AddressCountry>New Zealand</AddressCountry>
    <AddressPostCode>1245</AddressPostCode>
  </PrimaryResidentialAddress>
  <SecondaryResidentialAddress>
    <Address1Line>123 Dubstep Avenue</Address1Line>
    <Address2Line>Taita</Address2Line>
    <AddressCity>Wellington</AddressCity>
    <AddressCountry>New Zealand</AddressCountry>
    <AddressPostCode>1245</AddressPostCode>
  </SecondaryResidentialAddress>
  <EnrolmentStartDate>2013-05-06</EnrolmentStartDate>
  <EnrolmentEndDate>2014-05-06</EnrolmentEndDate>
</ChildEnrolmentDelete>
```
23.2.2 Child Demographics

23.2.2.1 Create Child Demographics

```xml
<ChildDemographics xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>ELI Service Portal v0.1.2.3</EventSource>
  <EventDateTime>2013-05-06T10:19:57.693</EventDateTime>
  <ChildDemographicsEntityId>4</ChildDemographicsEntityId>
  <ChildEntityId>5</ChildEntityId>
  <EthnicGroupCodes>
    <EthnicGroup1Code>111</EthnicGroup1Code>
  </EthnicGroupCodes>
  <IwiCodes>
    <Iwi1Code>1002</Iwi1Code>
  </IwiCodes>
  <HomeLanguageCodes>
    <HomeLanguage1Code>01112</HomeLanguage1Code>
  </HomeLanguageCodes>
</ChildDemographics>
```

23.2.2.2 Delete Child Demographics

```xml
<ChildDemographicsDelete xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>ELI Service Portal v0.1.2.3</EventSource>
  <EventDateTime>2013-05-06T10:19:57.693</EventDateTime>
  <ChildDemographicsEntityId>4</ChildDemographicsEntityId>
  <ChildEntityId>5</ChildEntityId>
  <EthnicGroupCodes>
    <EthnicGroup1Code>111</EthnicGroup1Code>
  </EthnicGroupCodes>
  <IwiCodes>
    <Iwi1Code>1002</Iwi1Code>
  </IwiCodes>
  <HomeLanguageCodes>
    <HomeLanguage1Code>01112</HomeLanguage1Code>
  </HomeLanguageCodes>
</ChildDemographicsDelete>
```

23.2.3 Child Identity

23.2.3.1 Create / Update Child Identity

```xml
<ChildIdentity xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>ESP</EventSource>
  <EventDateTime>2013-05-06T10:19:57.693</EventDateTime>
  <ChildEntityId>2</ChildEntityId>
  <NationalStudentNumber>234</NationalStudentNumber>
  <OfficialFamilyName>May</OfficialFamilyName>
  <ChildGivenNames>
    <OfficialGiven1Name>Brian</OfficialGiven1Name>
    <OfficialGiven2Name>Harold</OfficialGiven2Name>
  </ChildGivenNames>
  <ChildBirthDate>2010-02-02</ChildBirthDate>
  <GenderCode>M</GenderCode>
</ChildIdentity>
```
23.2.3.2 Delete Child Identity

<ChildIdentityDelete xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>ESP</EventSource>
  <EventDateTime>2013-05-06T10:19:57.693</EventDateTime>
  <ChildEntityId>2</ChildEntityId>
  <NationalStudentNumber>234</NationalStudentNumber>
  <OfficialFamilyName>May</OfficialFamilyName>
  <ChildGivenNames>
    <OfficialGiven1Name>Brian</OfficialGiven1Name>
    <OfficialGiven2Name>Harold</OfficialGiven2Name>
    <OfficialGiven3Name i:nil="true" />
  </ChildGivenNames>
  <ChildBirthDate>2010-02-02</ChildBirthDate>
  <GenderCode>M</GenderCode>
</ChildIdentityDelete>

23.3 Release 3 Events

23.3.1 ECE Hours Funded Schedule

23.3.1.1 Create / Update ECE Hours Funded Schedule

<TwentyHoursSchedule xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>ESP</EventSource>
  <EventDateTime>2013-07-01T09:00:00.000</EventDateTime>
  <TwentyHoursScheduleEntityId>5</TwentyHoursScheduleEntityId>
  <ChildEntityId>2</ChildEntityId>
  <AttestationDate>2013-07-01</AttestationDate>
  <MondayHours>2</MondayHours>
  <TuesdayHours>3</TuesdayHours>
  <WednesdayHours>0</WednesdayHours>
  <ThursdayHours>0</ThursdayHours>
  <FridayHours>5</FridayHours>
  <SaturdayHours>0</SaturdayHours>
  <SundayHours>0</SundayHours>
</TwentyHoursSchedule>

23.3.1.2 Delete ECE Hours Funded Schedule

<TwentyHoursScheduleDelete xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>ESP</EventSource>
  <EventDateTime>2013-07-01T09:00:00.000</EventDateTime>
  <TwentyHoursScheduleEntityId>5</TwentyHoursScheduleEntityId>
  <ChildEntityId>2</ChildEntityId>
  <AttestationDate>2013-07-01</AttestationDate>
  <MondayHours>2</MondayHours>
  <TuesdayHours>3</TuesdayHours>
  <WednesdayHours>0</WednesdayHours>
  <ThursdayHours>0</ThursdayHours>
  <FridayHours>5</FridayHours>
</TwentyHoursScheduleDelete>
<SaturdayHours>0</SaturdayHours>
<SundayHours>0</SundayHours>
</TwentyHoursScheduleDelete>

23.3.2 ECE Temporary Closure

23.3.2.1 Create / Update ECE Temporary Closure

<EceServiceClosure xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2013-04-26T11:41:16.233</EventDateTime>
  <EceServiceClosureEntityId>188</EceServiceClosureEntityId>
  <ClosureStartDate>2013-05-03</ClosureStartDate>
  <ClosureEndDate>2013-05-06</ClosureEndDate>
  <ClosureReasonCode>EC</ClosureReasonCode>
</EceServiceClosure>

23.3.2.2 Delete ECE Hours Funded Schedule

<EceServiceClosureDelete xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>eventsource</EventSource>
  <EventDateTime>2013-04-26T11:41:16.233</EventDateTime>
  <EceServiceClosureEntityId>188</EceServiceClosureEntityId>
  <ClosureStartDate>2013-05-03</ClosureStartDate>
  <ClosureEndDate>2013-05-06</ClosureEndDate>
  <ClosureReasonCode>EC</ClosureReasonCode>
</EceServiceClosureDelete>

23.3.3 ECE Return

23.3.3.1 Create / Update ECE Return – Home-based

  <ServiceId>5367</ServiceId>
  <EventSource>ESP</EventSource>
  <EventDateTime>2013-08-01T09:24:12.77</EventDateTime>
  <EceReturnEntityId>2</EceReturnEntityId>
  <EceReturnDate>2013-07-02</EceReturnDate>
  <ServiceDetails>
    <UnderOneYearOldWaitTimeCode>NOWAIT</UnderOneYearOldWaitTimeCode>
    <OneYearOldWaitTimeCode>UNDER01M</OneYearOldWaitTimeCode>
    <TwoYearOldWaitTimeCode>03M06M</TwoYearOldWaitTimeCode>
    <ThreeYearOldWaitTimeCode>06M12M</ThreeYearOldWaitTimeCode>
    <FourYearOldWaitTimeCode>OVER12M</FourYearOldWaitTimeCode>
    <ServiceLanguageList>
      <ServiceLanguage>
        <LanguageCode>01112</LanguageCode>
        <UsagePercentage>70</UsagePercentage>
      </ServiceLanguage>
      <ServiceLanguage>
        <LanguageCode>24110</LanguageCode>
      </ServiceLanguage>
    </ServiceLanguageList>
</EceReturn>
<UsagePercentage>30</UsagePercentage>
</ServiceLanguage>
</ServiceLanguageList>
</ServiceDetails>
<StaffInformationList>
<StaffInformation>
<GenderCode>M</GenderCode>
<StaffRoles>
<EducationalStaffRole>
<StaffRoleCode>HBC</StaffRoleCode>
<HighestQualificationCode>E13</HighestQualificationCode>
<IsRegistered>true</IsRegistered>
<HighestPlaycentreQualificationCode i:nil="true" /></HighestQualificationCode>
<StartDate i:nil="true" /></StartDate>
<EndDate i:nil="true" /></EndDate>
<EthnicGroupCodes>
<EthnicGroup1Code>111</EthnicGroup1Code>
<EthnicGroup2Code i:nil="true" />
<EthnicGroup3Code i:nil="true" />
</EthnicGroupCodes>
<IsPaid>false</IsPaid>
<IsPermanent>false</IsPermanent>
<IsFullTime>false</IsFullTime>
<ContactHoursDetailList>
<ContactHoursDetail>
<WeekdayCode>Mo</WeekdayCode>
<StartTime>10:00:00</StartTime>
<EndTime>10:30:00</EndTime>
</ContactHoursDetail>
<ContactHoursDetail>
<WeekdayCode>Mo</WeekdayCode>
<StartTime>11:00:00</StartTime>
<EndTime>11:30:00</EndTime>
</ContactHoursDetail>
</ContactHoursDetailList>
</EducationalStaffRole>
.ManagementStaffRole>
<StaffRoleCode>SNRMS</StaffRoleCode>
<IsPaid>true</IsPaid>
<IsPermanent>true</IsPermanent>
<IsFullTime>false</IsFullTime>
</ManagementStaffRole>
<SupportStaffRole i:nil="true" />
<SpecialistStaffRole i:nil="true" />
</StaffRoles>
</StaffInformation>
<StaffInformation>
<GenderCode>F</GenderCode>
<StaffRoles>
<EducationalStaffRole i:nil="true" />
<HomeBasedEducatorStaffRole>
<StaffRoleCode>HBE</StaffRoleCode>
<HighestQualificationCode>E12</HighestQualificationCode>
</HomeBasedEducatorStaffRole>
</StaffRoles>
</StaffInformation>
<StaffInformation>
<GenderCode>F</GenderCode>
<StaffRoles>
<EducationalStaffRole i:nil="true" />
</StaffRoles>
</StaffInformation>
<StaffInformation>
<GenderCode>F</GenderCode>
<StaffRoles>
<EducationalStaffRole i:nil="true" />
</StaffRoles>
</StaffInformation>
<IsRegistered>true</IsRegistered>
<EthnicGroupCodes>
  <EthnicGroup1Code>211</EthnicGroup1Code>
  <EthnicGroup2Code>361</EthnicGroup2Code>
  <EthnicGroup3Code>111</EthnicGroup3Code>
</EthnicGroupCodes>
<IsPermanent>true</IsPermanent>
<IsFullTime>true</IsFullTime>
</HomeBasedEducatorStaffRole>
<ManagementStaffRole i:nil="true" />
<SupportStaffRole i:nil="true" />
<SpecialistStaffRole i:nil="true" />
</StaffRoles>
</StaffInformation>
<StaffInformation>
<GenderCode>M</GenderCode>
<StaffRoles>
<EducationalStaffRole>
  <StaffRoleCode>HBC</StaffRoleCode>
  <HighestQualificationCode>E14</HighestQualificationCode>
  <IsRegistered>true</IsRegistered>
  <HighestPlaycentreQualificationCode i:nil="true" />
  <StartDate i:nil="true" />
  <EndDate i:nil="true" />
  <EthnicGroupCodes>
    <EthnicGroup1Code>211</EthnicGroup1Code>
    <EthnicGroup2Code i:nil="true" />
    <EthnicGroup3Code i:nil="true" />
  </EthnicGroupCodes>
  <IsPaid>true</IsPaid>
  <IsPermanent>true</IsPermanent>
  <IsFullTime>true</IsFullTime>
  <ContactHoursDetailList>
    <ContactHoursDetail>
      <WeekdayCode>Mo</WeekdayCode>
      <StartTime>13:00:00</StartTime>
      <EndTime>16:00:00</EndTime>
    </ContactHoursDetail>
  </ContactHoursDetailList>
</EducationalStaffRole>
<HomeBasedEducatorStaffRole>
  <StaffRoleCode>HBE</StaffRoleCode>
  <HighestQualificationCode>E13</HighestQualificationCode>
  <IsRegistered>true</IsRegistered>
  <EthnicGroupCodes>
    <EthnicGroup1Code>211</EthnicGroup1Code>
    <EthnicGroup2Code i:nil="true" />
    <EthnicGroup3Code i:nil="true" />
  </EthnicGroupCodes>
  <Is Permanent>false</IsPermanent>
  <IsFullTime>false</IsFullTime>
</HomeBasedEducatorStaffRole>
<ManagementStaffRole i:nil="true" />
23.3.3.2 Create / Update ECE Return – Centre-based

```xml
  <ServiceId>5367</ServiceId>
  <EventSource>ESP</EventSource>
  <EventDateTime>2013-08-01T09:24:12.77</EventDateTime>
  <EceReturnEntityId>2</EceReturnEntityId>
  <EceReturnDate>2013-07-02</EceReturnDate>
  <ServiceDetails>
    <UnderOneYearOldWaitTimeCode>NOWAIT</UnderOneYearOldWaitTimeCode>
    <OneYearOldWaitTimeCode>UNDER01M</OneYearOldWaitTimeCode>
    <TwoYearOldWaitTimeCode>03M06M</TwoYearOldWaitTimeCode>
    <ThreeYearOldWaitTimeCode>06M12M</ThreeYearOldWaitTimeCode>
    <FourYearOldWaitTimeCode>OVER12M</FourYearOldWaitTimeCode>
  </ServiceDetails>
  <ServiceLanguageList>
    <ServiceLanguage>
      <LanguageCode>01112</LanguageCode>
      <UsagePercentage>70</UsagePercentage>
    </ServiceLanguage>
    <ServiceLanguage>
      <LanguageCode>24110</LanguageCode>
      <UsagePercentage>30</UsagePercentage>
    </ServiceLanguage>
  </ServiceLanguageList>
  <StaffInformationList>
    <StaffInformation>
      <GenderCode>M</GenderCode>
      <StaffRoles>
        <EducationalStaffRole>
          <StaffRoleCode>ECET</StaffRoleCode>
          <HighestQualificationCode>E13</HighestQualificationCode>
          <IsRegistered>true</IsRegistered>
        </EducationalStaffRole>
      </StaffRoles>
    </StaffInformation>
  </StaffInformationList>
</EceReturn>
```
<ContactHoursDetail>
  <WeekdayCode>Mo</WeekdayCode>
  <StartTime>10:00:00</StartTime>
  <EndTime>10:30:00</EndTime>
</ContactHoursDetail>
<ContactHoursDetail>
  <WeekdayCode>Mo</WeekdayCode>
  <StartTime>11:00:00</StartTime>
  <EndTime>11:30:00</EndTime>
</ContactHoursDetail>
</ContactHoursDetailList>
</EducationalStaffRole>
<ManagementStaffRole>
  <StaffRoleCode>SNRMS</StaffRoleCode>
  <IsPaid>true</IsPaid>
  <IsPermanent>true</IsPermanent>
  <IsFullTime>false</IsFullTime>
</ManagementStaffRole>
<SupportStaffRole i:nil="true" />
<SpecialistStaffRole i:nil="true" />
</StaffRoles>
</StaffInformation>
</StaffInformationList>
</EceReturn>

23.3.3.3 Delete ECE Return

<EceReturnDelete xmlns="http://eli.test/ELI.xsd"
  xmlns:i="http://www.w3.org/2001/XMLSchema-instance">
  <ServiceId>5367</ServiceId>
  <EventSource>ESP</EventSource>
  <EventDateTime>2013-08-01T09:24:12.77</EventDateTime>
  <EceReturnEntityId>2</EceReturnEntityId>
  <EceReturnDate>2013-07-02</EceReturnDate>
  <ServiceDetails>
    <UnderOneYearOldWaitTimeCode>NOWAIT</UnderOneYearOldWaitTimeCode>
    <OneYearOldWaitTimeCode>UNDER01M</OneYearOldWaitTimeCode>
    <TwoYearOldWaitTimeCode>03M06M</TwoYearOldWaitTimeCode>
    <ThreeYearOldWaitTimeCode>06M12M</ThreeYearOldWaitTimeCode>
    <FourYearOldWaitTimeCode>OVER12M</FourYearOldWaitTimeCode>
    <ServiceLanguageList>
      <ServiceLanguage>
        <LanguageCode>01112</LanguageCode>
        <UsagePercentage>70</UsagePercentage>
      </ServiceLanguage>
      <ServiceLanguage>
        <LanguageCode>24110</LanguageCode>
        <UsagePercentage>30</UsagePercentage>
      </ServiceLanguage>
    </ServiceLanguageList>
  </ServiceDetails>
</EceReturnDelete>
<StaffInformation>
  <GenderCode>M</GenderCode>
  <StaffRoles>
    <EducationalStaffRole>
      <StaffRoleCode>ECET</StaffRoleCode>
      <HighestQualificationCode>E13</HighestQualificationCode>
      <IsRegistered>true</IsRegistered>
      <IsRegistered>true</IsRegistered>
      <HighestPlaycentreQualificationCode i:nil="true" />
      <IsRegistered>true</IsRegistered>
      <IsRegistered>true</IsRegistered>
      <EthnicGroupCodes>
        <EthnicGroup1Code>111</EthnicGroup1Code>
        <EthnicGroup2Code i:nil="true" />
        <EthnicGroup3Code i:nil="true" />
        <EthnicGroup4Code i:nil="true" />
      </EthnicGroupCodes>
      <IsPaid>false</IsPaid>
      <IsPermanent>false</IsPermanent>
      <IsFullTime>false</IsFullTime>
      <ContactHoursDetailList>
        <ContactHoursDetail>
          <WeekdayCode>Mo</WeekdayCode>
          <StartTime>10:00:00</StartTime>
          <EndTime>10:30:00</EndTime>
        </ContactHoursDetail>
      </ContactHoursDetailList>
    </EducationalStaffRole>
    <ManagementStaffRole>
      <StaffRoleCode>SNRMS</StaffRoleCode>
      <IsPaid>true</IsPaid>
      <IsPermanent>true</IsPermanent>
      <IsFullTime>false</IsFullTime>
    </ManagementStaffRole>
    <SupportStaffRole i:nil="true" />
    <SpecialistStaffRole i:nil="true" />
  </StaffRoles>
</StaffInformation>
</StaffInformationList>
</EceReturnDelete>
24 Appendix C: References

24.1 Globally Unique Identifiers (GUID)

A globally unique identifier (GUID) is a large number that’s virtually guaranteed to be unique. GUIDs are usually 128 bits long and have the following hexadecimal format:

30dd879c-ee2f-11db-8314-0800200c9a66

25 Appendix D: Reference data lists

All ELI related code values will eventually be stored and accessed at the Ministry’s education counts site http://www.educationcounts.govt.nz/.

25.1 Ethnicity

http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/ethnic_group_codes

Level 3 codes should be used.

25.2 Iwi

Iwi code changes version 4.0 of this Specification.

http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/iwi_codes

25.3 Language

http://www.educationcounts.govt.nz/data-services/collecting-information/code_sets/language_codes_ece

25.4 Temporary closures - Reason codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>Service Closed</td>
</tr>
<tr>
<td>NF</td>
<td>Not Funded</td>
</tr>
<tr>
<td>TOD</td>
<td>Teacher Only Day</td>
</tr>
<tr>
<td>HP</td>
<td>Holiday Period</td>
</tr>
<tr>
<td>SH</td>
<td>Statutory Holiday</td>
</tr>
<tr>
<td>UNI</td>
<td>University Holiday</td>
</tr>
<tr>
<td>NPRR</td>
<td>Not Meeting Person Responsible Requirement</td>
</tr>
<tr>
<td>AD</td>
<td>Anniversary Day</td>
</tr>
<tr>
<td>EC</td>
<td>Emergency Closure</td>
</tr>
<tr>
<td>SO</td>
<td>Service Open – Holiday Period with no attendances</td>
</tr>
</tbody>
</table>

25.5 ECE Return – Wait times

<table>
<thead>
<tr>
<th>Code</th>
<th>Wait Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOWAIT</td>
<td>No waiting time</td>
</tr>
<tr>
<td>UNDER01M</td>
<td>1 month or less</td>
</tr>
<tr>
<td>01M03M</td>
<td>More than 1 month and up to 3 months</td>
</tr>
<tr>
<td>03M06M</td>
<td>More than 3 months and up to 6 months</td>
</tr>
<tr>
<td>06M12M</td>
<td>More than 6 months and up to 12 months</td>
</tr>
<tr>
<td>OVER12M</td>
<td>More than 12 months</td>
</tr>
<tr>
<td>NA</td>
<td>Do not provide for this age group</td>
</tr>
</tbody>
</table>
25.6 ECE Return – Staff role codes

25.6.1 Educational Staff Role:

PE  Playcentre Educator
ECET  ECE Teacher
HBC  Home-based Coordinator
HBE  Home-based Educator

25.6.2 Other Staff Role:

SNRMS  Senior Management Staff
SUPS  Support Staff
SPEC  Specialist Staff

25.7 ECE Return – Qualification codes

25.7.1 Educator Qualification

The following codes are available for ECE Returns submitted in 2018 or prior:

E12  Has an ECE teaching qualification that enables certification by the Education Council
E13  Has any other ECE teaching qualification or certificate that does not enable certification by the Education Council. Or holds licensing points
E14  Does not have an ECE teaching qualification but has a primary teaching qualification that enables certification by the Education Council
E15  Does not have either an ECE or a Primary teaching qualification but has another teaching qualification that enables certification by the Education Council
E16  Does not have a teaching qualification that enables certification by the Education Council

The following codes are available for ECE Returns from 1st June 2019 onwards:

E12  Has an ECE teaching qualification that enables certification by the Teaching Council
E13  Has any other ECE qualification or certificate that does not enable certification by the Teaching Council.
E14  Does not have an ECE teaching qualification but has a primary teaching qualification that enables certification by the Teaching Council
E15  Does not have either an ECE or a Primary teaching qualification but has another teaching qualification that enables certification by the Teaching Council
E17  Is enrolled in an ECE teaching qualification that directly leads to certification by the Teaching Council
E18  Is not enrolled in an ECE teaching qualification leading to certification by the Teaching Council and does not have any other ECE qualification or certificate
25.7.2 Home-based Educator Specific Qualification

The following codes are available for ECE Returns submitted in 2018 or prior:

H01 Has completed 5 - 14 credits at a minimum of a Level 4 ECE qualification listed on the New Zealand Register of Quality Assured Qualifications

H02 Has completed 15 or more credits at a minimum of a Level 4 ECE qualification listed on the New Zealand Register of Quality Assured Qualifications

H03 Has completed a Level 3 or higher ECE qualification listed on the New Zealand Register of Quality Assured Qualifications

The following codes are available for ECE Returns from 1st June 2019 onwards:

H01 Has completed 5 - 14 credits at a minimum of a Level 4 ECE qualification listed on the New Zealand Register of Quality Assured Qualifications

H02 Has completed 15 or more credits at a minimum of a Level 4 ECE qualification listed on the New Zealand Register of Quality Assured Qualifications

H04 Has completed a Level 3 ECE qualification listed on the New Zealand Register of Quality Assured Qualifications

H05 Has completed a Level 4 ECE qualification listed on the New Zealand Register of Quality Assured Qualifications

25.8 Gender codes:

M Male

F Female

U Unknown

25.9 Weekday codes:

Mo Monday

Tu Tuesday

We Wednesday

Th Thursday

Fr Friday

Sa Saturday

Su Sunday
## 26 Appendix E: Playcentre related information

### 26.1 ECE Return Data: Required data

Only parameters that differ from the standard set (as above) are provided in detail.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>EceReturnEntityId</td>
<td>String(255)</td>
<td>A reference to the ECE Return record that is owned and allocated by the ECE Service and used in all further messages about that ECE Return from that ECE Service</td>
<td>Mandatory</td>
</tr>
<tr>
<td>EceReturnDate</td>
<td>Date</td>
<td>Date the return is for (week starting)</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Valid dates will be provided by the Ministry</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a valid date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can be before or on the current date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a Monday</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The EceReturnDate must <strong>not</strong> be after the current date – users must not be able to submit an ECE Return for an advance date</td>
<td></td>
</tr>
<tr>
<td>ServiceDetails:</td>
<td>String(10)</td>
<td>The wait time for each specified age category</td>
<td>Mandatory</td>
</tr>
<tr>
<td>UnderOneYearOldWaitTimeCode</td>
<td></td>
<td>i.e. The time that children wanting to start attending an ECE service would have to wait before the service could take them in</td>
<td></td>
</tr>
<tr>
<td>OneYearOldWaitTimeCode</td>
<td></td>
<td><strong>Validation logic</strong></td>
<td></td>
</tr>
<tr>
<td>TwoYearOldWaitTimeCode</td>
<td></td>
<td>Must be one of the codes in the supplied Wait Times reference data list (<a href="#">Appendix D: Reference data lists</a>)</td>
<td></td>
</tr>
<tr>
<td>ThreeYearOldWaitTimeCode</td>
<td></td>
<td>It is not valid to have NA (Do not provide for this age group) as the selected Wait Time value for all categories</td>
<td></td>
</tr>
<tr>
<td>FourYearOldWaitTimeCode</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following elements are repeated within the ServiceDetails/ServiceLanguageList element for each language taught at the service (up to **five** can be provided)
**ServiceLanguage/LanguageCode**

String(10)

- The code for the language or languages of communication used in teaching during in the ECE Return period

**Validation logic**
- At least one language must be provided
- Must be one of the codes in the supplied Language reference data list *(Appendix D: Reference data lists)*
- Although ‘Not Stated’ is a valid option in the Reference data list, it should not be accepted as a ServiceLanguage value in this context
- A specific language can only be selected once

**ServiceLanguage/LanguagePercentage**

Int (min: 1, max: 100)

- Percentage of time taught in that language during the ECE Return period

**Validation logic**
- Must be provided for every language specified
- Must be an integer value
- Total language percentage (across all languages used) must equal 100%

**StaffInformation/GenderCode**

String (10)

- The gender of the staff member

**Validation logic**
- Must be one of the codes in the supplied Gender Code reference data list *(Appendix D: Reference data lists)*
- A gender of “U” (Unknown) should be used in cases where neither “M” or “F” are specified

**The following elements are repeated within the StaffInformationList element for each staff member at the service. There is no limit as to how many staff members can be provided here.**

**The following parameters apply to non-teaching staff (type of “OtherStaffRole and Management, Support and Specialist StaffRoles) but should be included in the Return data only if the staff member worked at the Service during the Return week.**
<table>
<thead>
<tr>
<th>StaffRoleCode</th>
<th>String(10)</th>
<th>The code for the role of the staff member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>As above</strong> with the additionally caveat:**</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If a staff member is assigned an educational role (from the Educational Staff Roles reference data list) then the role must reflect the service type e.g.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Playcentre Educator for Playcentre</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IsPaid</th>
<th>Boolean</th>
<th>Indicates if the staff member is paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Mandatory</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IsPermanent</th>
<th>Boolean</th>
<th>Indicates if the staff member is permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Mandatory</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IsFullTime</th>
<th>Boolean</th>
<th>Indicates if the staff member is fulltime</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Mandatory</strong></td>
</tr>
</tbody>
</table>

**The following elements apply only to teaching roles:**

i.e. For staff with an **Educational Staff Role code** (see Educational Staff Role reference data list *Appendix D: Reference data lists*)

This data must be supplied for all staff employed by the Service during Return period and with an **Educational Staff Role code as follows:**

- PE (applicable to Playcentres only)
- HBC
- ECET

and exclude HBE **irrespective of whether they had Contact hours during the Return week or not.**

In order to determine teacher movement between Returns, it will be necessary to provide details of staff with a leave date (EndDate) satisfying the following criteria

**Have an EndDate**

- BEFORE or ON the current ECE Return end date and
- AFTER the current ECE Return (end date-a year)

**e.g.** if the ECE Return date is Monday 23 June 2014 then to be included in the Return, the staff member would have to have an EndDate after **29/06/2013** and on or before **29/06/2014**

The above check assumes a yearly Return period. SMS vendors may wish to parameterise the Return period to provide future-proofing capacity should the Return frequency change (become more frequent).
<table>
<thead>
<tr>
<th>StaffRoleCode</th>
<th>String(10)</th>
<th>The code for the role of the staff member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be one of the codes in the supplied Staff Role Codes (which includes both Educational Staff Roles and Other Staff Roles) reference data list (<a href="#">Appendix D: Reference data lists</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A staff member must be assigned a role</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A staff member can be assigned up to four roles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If a staff member is assigned an educational role (from the Educational Staff Roles reference data list) then the role must reflect the service type e.g.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ECE Teacher for ECE Centre-based services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Home-based Educator for Home-based services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If multiple roles are assigned, only one can be a teaching role (from Educational Staff Role reference list) and up to three “other” roles (from Other Staff Role reference list)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Within the xml, StaffRoleCode values <strong>must</strong> be presented in the following order:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. EducationalStaffRole</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. ManagementStaffRole</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. SupportStaffRole</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. SpecialistStaffRole</td>
</tr>
</tbody>
</table>

Mandatory
<table>
<thead>
<tr>
<th>HighestQualificationCode</th>
<th>String(10)</th>
<th>The code for the staff member’s highest ECE Qualification</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Validation logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be one of the codes in the supplied Education Qualification codes reference data list (Appendix D: Reference data lists)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If IsRegistered is set to true then HighestQualificationCode must be either:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- E12 Has an ECE teaching qualification that enables certification by the Teaching Council or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- E14 Does not have an ECE teaching qualification but has a primary teaching qualification that enables certification by the Teaching Council</td>
<td></td>
</tr>
<tr>
<td>IsRegistered</td>
<td>Boolean</td>
<td>Indicates if the staff member is registered with the NZTC</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>---------</td>
<td>----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If a staff member has both a Home-based Educator and Home-based Coordinator role then the IsRegistered value must be the same for both roles</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>IsRegistered must set to true if the criteria below apply:</td>
<td></td>
</tr>
</tbody>
</table>
|           |         | • The teacher holds a NZTC practising certificate:
|           |         |   o Full or
|           |         |   o Provisional or
|           |         |   o Subject to Confirmation
|           |         | • The Practising Certificate Start Date falls on or before the last day of the ECE Return period |
|           |         | • The Practising Certificate Expiry/End Date falls on or after the first day of the ECE Return period |

The above criteria must be clearly displayed to inform users of the logic driving the IsRegistration population

• In applications where IsRegistered is auto-populated, visibility of the criteria will allow users to determine if the underlying data used to populate the parameter should be updated
• In applications where IsRegistered is manually entered, visibility of the criteria will help users determine the correct parameter setting to enter

---

22 Only for information at this stage. Change requirements will be confirmed in the next version of the specification

23 Note the IsRegistered parameter is now determined by the teaching staffs’ Practising Certificate status. If the SMS application does not have the ability to record the necessary details then either the application has to be modified to include the required details or the parameter is manually entered. Reliance on the application Registration values will no longer be permitted.

24 It’s acknowledged that this Registration Status option may not be available within all SMS applications
<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
<th>Validation logic</th>
<th>Mandatory</th>
</tr>
</thead>
</table>
| HighestPlaycentreQualificationCode     | String  | The code for the staff member’s highest Playcentre qualification              | A code should only be entered if the Staff Role code is ‘PE’  
Must be one of the codes in the supplied Playcentre Qualification Codes reference data list below                                                                                                                                                                                                                                                        | Mandatory   |
| StartDate                               | Date    | When the staff member started with the service                               | Must be a valid date  
Must be on or before End Date (if provided)  
Must be before (ECE Return date +7)                                                                                                                                                                                                                                                                                                                                 | Optional    |
| EndDate                                 | Date    | When the staff member finished with the service                              | Must be a valid date  
Must be on or after Start Date (if provided)  
Must be before (ECE Return date +7)                                                                                                                                                                                                                                                                                                                                 | Optional    |
| EthnicGroupCodes: EthnicGroup1Code,    | String  | The ethnicity of the staff member                                             | Must be one of the codes in the supplied Ethnicity reference data list ([Appendix D: Reference data lists](#))  
If a staff member has both a Home-based Educator and Home-based Coordinator role then the EthnicGroupCode values must be the same for both roles                                                                                                                                                                                                                  | 1 Mandatory  
2 & 3 Optional |
| EthnicGroup2Code, EthnicGroup3Code     |         |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                |             |
| IsPaid                                  | Boolean | Indicates if the staff member is paid                                        | Mandatory                                                                                                                                                                                                                                                                                                                                                           |             |
| IsPermanent                             | Boolean | Indicates if the staff member is permanent                                    | Mandatory                                                                                                                                                                                                                                                                                                                                                           |             |
| IsFullTime                              | Boolean | Indicates if the staff member is fulltime                                    | Mandatory                                                                                                                                                                                                                                                                                                                                                           |             |
The following elements are repeated for each contact period for the staff member

**Validation logic**

Contact details must only be supplied for all staff with an *Educational Staff Role code as follows:*

- PE (applicable to Playcentres only)
- HBC
- ECET

and exclude HBE

Staff with teacher roles can have multiple contact hours within a day

Within a day, Contact Hours Start and End Times **cannot overlap**

Staff with teacher roles may have no contact hours for the specified ECE Return week

<table>
<thead>
<tr>
<th>ContactHoursDetail/WeekdayCode</th>
<th>String(2)</th>
<th>Week day the teacher contact hours are for</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be one of the codes in the supplied Weekday Codes reference data list (<a href="#">Appendix D: Reference data lists</a>)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ContactHoursDetail /StartTime</th>
<th>Time</th>
<th>The time the teacher's contact time with children started</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be entered if End Time populated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a valid time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be before End Time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ContactHoursDetail /EndTime</th>
<th>Time</th>
<th>The time the teacher's contact time with children ended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Validation logic</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be entered if Start Time populated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be a valid time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must be after Start Time</td>
</tr>
</tbody>
</table>
26.2 ECE Return Data: UI Text

Only UI text that differs from the Centre and Home-based versions is provided below.

N.B. Should SMS vendors decide to implement Playcentre-specific functionality; they are advised to contact the ELI project team either directly or via email (ELI Queries@education.govt.nz) to ensure the latest screenshots are provided.

26.2.1 Service data: Overview

The data collected in this return provides information about your ECE service that is not collected elsewhere. The Ministry of Education will provide advance notice of the dates for the ECE Return week.

ECE Return Week
22/06/2015

Please enter start date for the return week specified by the Ministry of Education.

Wait Times at Your Service

Waiting times provide an indication of how long children wanting to start attending an ECE service would have to wait before the service could take them in.

Teaching Languages at Your Service

Teaching languages include all spoken languages and signed languages of communication used during the formal programme in your service.

Staff Activity for the ECE Return Week

Click on the initials of each of the staff listed below. For senior management, support and specialist staff roles, check the box for any role that the staff member worked in this week. For educators, provide the actual contact start and finish times for all educators who were on duty in this week. Do not include non-contact time and breaks of 15 minutes or more in the contact hours. If an educator on the list was not present this week, do not enter contact hours.

<table>
<thead>
<tr>
<th>Staff Initials</th>
<th>Staff Activity for the ECE Return Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMI</td>
<td>Playcentre Educator</td>
</tr>
<tr>
<td></td>
<td>Did not work in this role</td>
</tr>
<tr>
<td>REE</td>
<td>Playcentre Educator</td>
</tr>
<tr>
<td></td>
<td>Did not work in this role</td>
</tr>
</tbody>
</table>
26.2.2 Staff data: Overview

Staff Profile

<table>
<thead>
<tr>
<th>ID or initials</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please select ...</td>
</tr>
</tbody>
</table>

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 a Playcentre Educator rostered/organised to be primarily engaged in the education and care of children
- This person has a Senior Management Staff role
- This person has a Support Staff role
- This person has a Specialist Staff role

Save
26.2.3 Staff data: Playcentre Educator – needs to be updated

- This person is a Playcentre Educator rostered/organised to be primarily engaged in the education and care of children
  - Highest Playcentre Qualification
    - Please select ...
  - Highest non-Playcentre ECE Teaching Qualification
    - Please select ...
  - Is this person a NZTC registered teacher?
    - Yes  No
  - 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 Senior Management Staff role
- This person has a Support Staff role
- This person has a Specialist Staff role
26.3 Playcentre qualification codes:

*The following codes are available for ECE Returns submitted in 2018 or prior:*

P01 NZ Playcentre Federation Inc. Certificate  
P02 Playcentre Federation Association Certificate  
P03 Playcentre National Certificate  
P04 The Playcentre Education Diploma: Course 6  
P05 Playcentre in Context: Course 5 Certificate  
P06 Playcentre Practice: Course 4 Certificate  
P07 Playcentre sessions: Course 3 Certificate  
P08 The Playcentre Way: Course 2 Certificate  
P09 Introducing Playcentre: Course 1 Certificate  
P10 A former Playcentre qualification (the adult on duty must not be recorded against any of the above Playcentre qualifications)  
P11 Other adults who are designated to be on duty are not included above and do not hold a Playcentre qualification

*The following codes are available for ECE Returns from 1st June 2019 onwards:*

P01 NZ Playcentre Federation Inc. Certificate  
P02 Playcentre Federation Association Certificate  
P03 Playcentre National Certificate  
P04 The Playcentre Education Diploma: Course 6  
P05 Playcentre in Context: Course 5 Certificate  
P06 Playcentre Practice: Course 4 Certificate  
P07 Playcentre sessions: Course 3 Certificate  
P08 The Playcentre Way: Course 2 Certificate  
P09 Introducing Playcentre: Course 1 Certificate  
P10 A former Playcentre qualification (the adult on duty must not be recorded against any of the above Playcentre qualifications)  
P11 Other adults who are designated to be on duty are not included above and do not hold a Playcentre qualification  
P12 Playcentre Introductory Award  
P13 Playcentre Educator Award
### 27 Appendix F: Attendance event creation criteria

<table>
<thead>
<tr>
<th>Scenario</th>
<th>ELI requirement</th>
<th>Comment &amp; funding implications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education and Care Centre/Kindergarten</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child absent from centre-based service</td>
<td>Create an Attendance event with Absence set</td>
<td>Funding can be claimed subject to Frequent Absence and 3-week-Continuous Absence Rules</td>
</tr>
<tr>
<td>Voluntary closure of centre-based service (holiday, teacher-only day etc.)</td>
<td>No Attendance event</td>
<td>No funding can be claimed for this day</td>
</tr>
<tr>
<td>Emergency closure of centre-based service e.g. snow Must be approved by the Ministry</td>
<td>No Attendance event</td>
<td>Funding can be claimed for the children who would have attended (based on Booking data) No Staff Hour Count can be claimed.</td>
</tr>
<tr>
<td>Centre open but no children attended (absence rule)</td>
<td>Create Attendance events with Absence set</td>
<td>Funding can be claimed for the children who would have attended (based on Booking data) subject to frequent absence rule and 3 week continuous absence rules No Staff Hour Count can be claimed</td>
</tr>
<tr>
<td><strong>Home-based Education and Care Service</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child absent from home-based educator</td>
<td>Create an Attendance event with Absence set</td>
<td>Funding can only be claimed if the educator is paid when the child is absent Different ECE service providers have different contractual arrangements relating to this scenario</td>
</tr>
<tr>
<td>Home-based educator unavailable</td>
<td>No Attendance event</td>
<td>No funding can be claimed</td>
</tr>
<tr>
<td>Emergency closure of home-based network (must be entire network, the Ministry cannot grant closure approval for individual residences) Must be approved by the Ministry</td>
<td>No Attendance event</td>
<td>Funding can be claimed for the children who would have attended (based on Booking data) subject to frequent absence rule and 3 week continuous absence rules</td>
</tr>
<tr>
<td><strong>Playcentre</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child absent from Playcentre</td>
<td>Create an Attendance event with Absence set</td>
<td>Funding can be claimed subject to Frequent Absence and 3-week-Continuous Absence Rules</td>
</tr>
<tr>
<td>Voluntary closure of Playcentre (holiday, no person responsible etc.)</td>
<td>No Attendance event</td>
<td>No funding can be claimed for this day</td>
</tr>
<tr>
<td>Emergency closure of Playcentre e.g. snow Must be approved by the Ministry</td>
<td>No Attendance event</td>
<td>Funding can be claimed for the children who would have attended (based on Booking data)</td>
</tr>
<tr>
<td>Centre open but no children attended (absence rule)</td>
<td>Create Attendance events with Absence set</td>
<td>Funding can be claimed for the children who would have attended (based on Booking data) subject to frequent absence rule and 3 week continuous absence rules Unlikely to occur as the parents are the educators</td>
</tr>
</tbody>
</table>

...
The Teaching Council, which replaced the Education Council on 25 September 2018, has made changes to the teacher registration process.

From 1 July 2015 the categories of “full”, “provisional” and “subject to confirmation” which used to be attached to teacher registration are now attached to the practising certificate. The practising certificate is still renewed every three years and teachers must demonstrate that they are of good character, fit to be a teacher and have a satisfactory Police vet upon renewal.

Teachers with ‘full’, ‘provisional’ and ‘subject to confirmation’ are all counted for funding purposes.

At the time of change, all teachers were automatically transferred to the new system. Existing teachers were granted automatic registration for life as part of the transition arrangements.

All teachers completing their training become automatically registered for life (unless it is cancelled for such things as serious misconduct).

When an individual graduates from teacher training and applies to the Teaching Council, they are given lifetime registration and a ‘provisional’ practising certificate. If they go on to fulfil the induction and mentoring programme requirements they are granted a ‘full’ practising certificate.

‘Subject to confirmation’ refers to an experienced teacher who has previously been fully certificated but, for valid reasons, has not been able to be properly appraised within the last five years - usually because their employment has been too part-time or casual for appraisal to occur.