

Early Learning Outcomes Measures (ELOM) User Agreement and Guide

The ELOM User Agreement and Guide is intended for individuals and organisations wanting to use the Early Learning Outcomes Measures (ELOM) suite of tools.

This document covers the following topics:

- Definitions of key terms
- Description of the ELOM tools and related child assessment guidelines
- Information on ELOM assessors and ELOM kits
- Data security protocols and processes, data cleaning and analysis and data sharing
- Code of conduct for working with children
- ELOM user packages
- Acceptance and commitment

All ELOM users are required to sign this user agreement and to ensure that all associates, staff or volunteers involved in the use of the ELOM tools and working with ELOM data, are informed of and uphold the contents of this agreement.

We propose that this agreement will be in place until replaced. If circumstances change and a new agreement is deemed necessary, we will issue one.

Please email info@datadrive2030.co.za if you have any questions or feedback. We welcome your input as we seek to enhance the scope and quality of our service offering.

1. Definitions

“Back-end” means the servers (in this instance, SurveyCTO), data processing software (in this instance, Airtable) and web portal (in this instance, Softr).

“child” means a natural person under the age of 18 years who is not legally competent, without the assistance of a competent person, to take any action or decision in respect of any matter concerning him or herself;

“user” means an organisation or individual who makes use of the ELOM suite of tools to collect data;

“competent person” means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning a child;

“consent” means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of personal information;

“data subject” means the person to whom personal information relates;

“de-identify”, in relation to personal information of a data subject, means to delete, or not to include, any information that—

- identifies the data subject;
- can be used or manipulated by a reasonably foreseeable method to identify the data subject; or
- can be linked by a reasonably foreseeable method to other information that identifies the data subject;

“operator” means a person who processes personal information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party;

“personal information” means information relating to an identifiable, living, natural person, including, but not limited to—

- information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- information relating to the education or the medical, financial, criminal or employment history of the person;
- any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

- the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;

“processing” means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—

- the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- dissemination by means of transmission, distribution or making available in any other form; or
- merging, linking, as well as restriction, degradation, erasure or destruction of information;

“POPIA” means the Protection of Personal Information Act No. 4 of 2013;

“responsible party” means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information; and

“SCTO” means Survey CTO, a digital platform that enables data collection using mobile phones, tablets, or computers.

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2. Description of the ELOM tools

- 2.1. The Early Learning Outcomes Measures (ELOM) tools are reliable, valid and culturally fair methods of evaluating early learning in the South African context. They are available in each of the 11 official South African languages and have been rigorously tested with thousands of children.
- 2.2. The ELOM tools are the intellectual property of DataDrive2030, and no part of the assessment should be plagiarised or used for any purpose except that outlined in this agreement.
- 2.3. There are currently seven ELOM tools, described briefly below. More detailed information on each tool, including technical manuals and case studies, is available on our website www.datadrive2030.co.za.

Assessment tool	Brief description	Assessor requirements	Kit requirements
4 & 5 Years Assessment	Used to assess the performance of groups of 4 to 5 year old children, in five important developmental domains.	The tool is designed to be used by an accredited ELOM assessor or trained professional psychometrist, e.g. occupational therapists.	ELOM 4&5 kit and tablet loaded with Survey CTO.
4 & 5 Years Targeting Tool	Helps identify individual children who may need additional learning support.	The tool is designed to be used by an accredited ELOM assessor or trained professional psychometrist, e.g. occupational therapists.	ELOM TT kit and tablet loaded with Survey CTO.
6 & 7 Years Assessment - Maths	Used to assess the performance of groups of children, completing Grade R or starting Grade 1, in early numeracy.	The tool is designed to be used by an accredited ELOM assessor or trained professional psychometrist, e.g. occupational therapists.	ELOM 6&7 kit and tablet loaded with Survey CTO.
6 & 7 Years Assessment - Literacy	Used to assess the performance of groups of children, completing Grade R or starting	The tool is designed to be used by an accredited ELOM assessor or trained professional	ELOM 6&7 kit and tablet loaded with Survey CTO.

	Grade 1 in early literacy.	psychometrist, e.g. occupational therapists.	
Learning Programme Quality Assessment Tool	Used to assess the quality of group learning programmes targeting children aged 3 to 5 years.	Training is strongly advised for all users, but particularly for those who are not experienced ECD assessors, to reduce subjective interpretation and ensure sound inter-rater reliability. A training manual is available. No formal accreditation is needed.	Can be administered as a paper-based assessment, or on a tablet loaded with Survey CTO.
Home Learning Environment Tool	Used to assess the quality of the learning environment in the home for children aged 3 to 5 years.	No formal training is needed, but basic interview skills are required.	Can be administered as a paper-based assessment, or on a tablet loaded with Survey CTO
Social-Emotional Rating Scale	Used to assess preschool children's social and emotional functioning.	No formal training is required but the person rating the child's behaviour needs to have known the child for at least four months to derive valid ratings.	Can be administered as a paper-based assessment, or on a tablet loaded with Survey CTO.

3. ELOM child assessment guidelines

Below we provide guidelines for the direct assessment of young children. These guidelines are applicable to all of the direct assessment tools, e.g. the ELOM 4&5, the ELOM 6&7 and the ELOM Targeting Tool.

- 3.1. The ELOM 4&5 and 6&7 are designed to describe the performance of *groups of children* and should not be used for individual school readiness assessments.
- 3.2. Whenever children are to be assessed, parental/guardian consent must be obtained for DataDrive2030 to process it (a template consent form is available on request). By sharing any personal information with us relating to a child, you

warrant that you have obtained the requisite consent for DataDrive2030 to process it.

- 3.3. In some instances, parental/ guardian consent and Ethics Committee (Institutional Review Board) approval is required. This is the case, for example, if there is an intention to publish findings in a peer-reviewed journal.
- 3.4. Only certified ELOM assessors, registered psychologists or registered occupational therapists may administer the ELOM direct assessments. See the information below on assessor recruitment and training.
- 3.5. When selecting the children who will be assessed, please note the following:
 - 3.5.1. For the ELOM 4&5 Years Assessment, children must be between 50 and 59 months or between 60 and 69 months old (inclusive).
 - 3.5.2. For the ELOM 6&7 Years Assessment, children must be between 70 and 89 months old (inclusive).
 - 3.5.3. The assessment language must be the same as the child's home (or most familiar) language.
- 3.6. Children must not fail any World Health Organisation disability screenings. These screenings are included in the ELOM tools for ease of reference. The screening is intended to identify children who may have difficulty seeing, hearing, understanding or moving.
- 3.7. Children can only be assessed once within a 4-month period.
- 3.8. For ECD programme monitoring purposes, you need a minimum of 15 children in either age category (50-59 months, and/or 60-69 months) to generate a meaningful report on a group of children.
- 3.9. The ELOM child assessments should be conducted in a safe, quiet place, separate from other children or distractions.
- 3.10. See section 9 for more information on appropriate conduct when working with children.

4. Accredited ELOM assessors

- 4.1. To secure an ELOM assessor to conduct your assessments, you need to either:
 - 4.1.1. Recruit assessors from the existing database of certified ELOM assessors. DataDrive2030 commits to providing assessors with comprehensive training before they receive an ELOM assessor certification.
- OR

- 4.1.2. Request DataDrive2030 to train your own ELOM assessor/s.
- 4.2. To secure assessors or book training, contact info@datadrive2030.co.za. Please refer to the ELOM User Journey [here](#) for guidelines on recommended timeframes.

5. ELOM kits

- 5.1. ELOM kits are required for the administration of the ELOM 4&5, the ELOM 6&7 and the ELOM Targeting Tool. All items in the kit must meet the required specifications.
- 5.2. DataDrive2030 encourages users and assessors to purchase their own kits for their ELOM assessments and to ensure that the kits are well-maintained. However, in special circumstances, kits can be hired.
- 5.3. To hire or purchase kits, contact info@datadrive2030.co.za.
- 5.4. More information about ELOM assessment materials and associated timelines can be found on the ELOM User Journey [here](#).

6. Data security protocols and processes

- 6.1. In handling any personal information, appropriate technical and organisational security measures must be implemented to protect against any unauthorised or unlawful processing of personal information or accidental loss or destruction of, or damage to such personal information.
- 6.2. DataDrive2030 secures the integrity and confidentiality of personal information, as per s19 of POPIA, in its possession or under its control by implementing the following measures:
- 6.2.1. Prior to data collection:
- 6.2.1.1. For assessments/projects that intend to publish and make their anonymised data publicly available, ethics approval needs to be obtained from an accredited institutional review board (IRB) or equivalent authority in South Africa.
- 6.2.1.2. For all types of assessments, parental/legal guardian consent from a competent adult is obtained prior to assessing individual children.
- 6.2.1.3. For all types of assessments, child assent is obtained prior to assessing individual children.
- 6.2.2. Child assessment data is collected on a tablet using SurveyCTO and not on paper to limit the incidence of loss or misplacement of the data. Data collection is done with the help of tablets running SurveyCTO. A form template has been developed that allows for the deployment of multiple form instances, one for every individual data collection round. This allows

for the use of custom option lists for assessors and sites as well as the inclusion of non-ELOM items relevant to a particular study, if required. It also keeps separate datasets discrete for quality control, data cleaning and analysis purposes, while enabling data across studies to be consolidated within a common data framework for meta-analysis. For more information on data security incorporated into SurveyCTO, please refer to the SurveyCTO privacy policy.

- 6.2.3. As soon as internet access is obtained, information collected on the tablet is uploaded to the secure server (i.e., SurveyCTO) and stored on Airtable. Airtable provides the interface for managing implementing organisations, assessors, sites and datasets in the form of a relational database. Airtable's data is encrypted both when it is sent to and from their servers, as well as when it is at rest. To protect content in transit, Airtable uses 256-bit SSL/TLS encryption. At rest, Airtable content is protected using 256-bit AES encryption.
- 6.2.4. Where data is stored on a device, the responsible party will ensure that data is protected and wiped from the device as soon as possible. The operator is responsible for securing and wiping devices where it collects and processes on DataDrive2030's behalf. Where the user is doing their own data collection, they are the responsible party and DataDrive2030 and its operators are thus not responsible for securing and wiping devices.
- 6.2.5. Users using the ELOM tools are encouraged to monitor data collection using the ELOM web portal. Using Google Data Studio and Softr, the web portal enables users to manage and monitor their projects. User dashboards are updated every 15 minutes (or when new forms are submitted) and allow monitoring across more than 20 quality control indicators. Organisations are responsible for ensuring that quality standards are maintained. Poorly managed data collection will result in loss of data.
- 6.2.6. Users that use the ELOM data infrastructure system must notify DataDrive2030 when assessments are complete. Upon completion of a project, the raw dataset will be saved in a secure and encrypted server on Airtable. Only authorised DataDrive2030's staff will have access to the raw dataset.
- 6.2.7. Should you require a raw data file containing children's ELOM assessments, you must agree to the following conditions:
 - 6.2.7.1. The data file will be encrypted, password protected and housed on a secure server.
 - 6.2.7.2. Unless required for follow-up purposes, all identifying information will be removed by de-identifying the data.
 - 6.2.7.3. Raw data that has not been anonymised will only be accessed by persons authorised by the user to undertake data analysis.
 - 6.2.7.4. All individual records of ELOM assessments will be kept confidential and not disclosed to anyone who is not involved in the use of the data for analysis.

6.2.7.5. No child's ELOM results will be used for individual school readiness assessments.

6.3. In the event of a security breach -

- 6.3.1. DataDrive2030 must be notified immediately of any personal information breaches, whether actual or suspected.
- 6.3.2. In the event an actual or suspected personal information breach arises due to your failure to comply with any obligations under this agreement and/or POPIA, you will be required to, on the instruction of DataDrive2030, remedy any harm or potential harm caused by such personal information breach at your own cost.
- 6.3.3. You will indemnify, keep indemnified, hold harmless and defend at your own expense (to the fullest extent permitted by law) DataDrive2030 (including its directors, officers, agents, employees and affiliates) against all costs, claims, damages or expenses (including attorneys' fees and expenses) incurred by DataDrive2030 or for which DataDrive2030 may become liable arising out of or in connection with any failure by you (including any staff or volunteers associated with your organisation / or working on your instruction / or on behalf of your organisation) to comply with any of your obligations under this agreement or the POPIA.

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7. Data cleaning and analysis

- 7.1. For straightforward monitoring assessments, ELOM-related data may be stored, cleaned (basic cleaning) and analysed (basic analysis) using the ELOM backend data system. The backend generates a consistently structured dataset in CSV format, which any standard statistical software can read. In order to enable reproducible research, it also produces a list of the changes made to the data during basic data cleaning in Airtable so that these can be easily integrated into the scripted analysis.
- 7.2. For more in-depth studies (e.g., research, evaluations and M&E projects), the ELOM backend system may be used to store, clean and anonymise the data. However, a data analyst or service provider, at the expense and responsibility of the contracting organisation, will have to be hired for the analysis of those datasets.

8. Data sharing

- 8.1. DataDrive2030 has an open-access data policy to encourage secondary analysis of ELOM data. To that end, all ELOM users agree to the following:
 - 8.1.1. Anonymised data are merged into a large and growing common dataset which is used to facilitate meta-analysis and to generate and share insights that are relevant to the sector as a whole.
 - 8.1.2. For larger research and M&E studies, we have an arrangement with DataFirst at the University of Cape Town to warehouse anonymised ELOM research data. ELOM users agree to provide their anonymised clean data to DataDrive2030 for warehousing with DataFirst¹ within 18 months after the conclusion of their study. If approved by DataFirst, a copy of the anonymised datasets will be uploaded to their secured data server.
 - 8.1.2.1. DataFirst preserves and shares data in compliance with national data legislation, such as POPIA. They assist depositors to comply with funders' data-sharing stipulations, research ethics and data privacy norms. Their data is shared according to open data principles (free, online, complete, primary) or as non-commercial use data, in line with international data curation standards and best practices.

¹ DataFirst's online data repository is certified as a trusted data repository by the CoreTrustSeal certification. It is the only Africa-based repository with this international certification. Several Government and survey datasets are housed here, including data from the National Income Dynamics Survey funded by the Presidency, the DBE National Senior Certificate Data, CCT utilities data, UCT Admissions data and the Quarterly Labour Force Survey.

- 8.1.2.2. Researchers apply to DataFirst for permission to use data deposited with them for further research. If their application is approved, they sign a contract defining terms of use.
- 8.1.2.3. The information stored on the DataFirst open server is sufficiently de-identified as to comply with s14(4) of POPIA and is thus retained for research purposes.
- 8.1.2.4. The full dataset stored on the DataFirst Secure Server complies with industry standards.

9. Code of conduct for working with children

- 9.1. There are high rates of neglect, abuse and exploitation of children in South Africa. It is critical that anyone working with children is aware of how to respond when they suspect that a child is at risk. Equally important is the need to ensure appropriate conduct in our interactions with children.
- 9.2. The Children's Act No. 38 of 2005 and the Children's Amendment Act No. 41 of 2007 provide a comprehensive legal framework for the protection of children from all forms of abuse and exploitation. In addition, the Criminal Law (Sexual Offences and Related Matters) Amendment Act No. 32 of 2007 provides for investigative, treatment and prosecution protective services. These pieces of legislation -
 - 9.2.1. Require that any person working with children obtain a police clearance certificate
 - 9.2.2. Define a child in need of care and protection and outline the necessary responses
 - 9.2.3. Distinguish between persons who may and who must report a suspected child protection violation (also depends on the violation)
 - 9.2.4. Place an obligation on any person who has knowledge of a sexual offence against a child to report such knowledge to the police and/or a designated child protection organisation.
- 9.3. It is important for all staff and those associated with ELOM and DataDrive2030 (including partners, field workers, assessors, volunteers, fundraisers and consultants) to familiarise themselves with the child protection provisions relevant to them and to act accordingly in their engagement with children.
- 9.4. Anyone working directly with children must -
 - 9.4.1. Be aware of situations which may present risks and manage these
 - 9.4.2. Plan and organise work and the workplace so as to minimise risk for children

- 9.4.3. As far as possible, be visible in working with children
- 9.4.4. Ensure that a culture of openness exists to enable staff or volunteers to raise any concerns in relation to engagement with children
- 9.4.5. Ensure that a sense of accountability exists between and amongst staff and volunteers so that poor practice or potentially abusive behaviour does not go unchallenged
- 9.4.6. Talk to children about their contact with staff or others and encourage them to raise any concerns
- 9.4.7. Empower children to understand what is acceptable and unacceptable and what they can do if there is a problem.

10. ELOM user packages

- 10.1. The ELOM tools are available in various pricing packages, designed to suit different organisations' needs.
- 10.2. An overview of these packages, as well as the related pricing is available in the attached ELOM Pricing Brochure.
- 10.3. Prices are subject to change and are only agreed to once a user agreement is signed, an invoice has been issued and payment has been made.
- 10.4. Payment terms
 - 10.4.1. For training - 50% on receipt of invoice and the balance within two weeks of training.
 - 10.4.2. For kit purchase or hire - on receipt of invoice.
 - 10.4.3. For the ELOM package - 50% on receipt of invoice and the balance within two weeks of receipt of clean dataset and final invoice.

11. Feedback

- 11.1. Feedback serves as an integral part of our monitoring and evaluation processes, allowing us to learn from our users and ensure a quality offering. As part of this user agreement, the user agrees to complete two feedback forms, taking approximately 15 minutes each. One form is sent after fieldwork is completed, and the other is sent 6 months after receipt of the ELOM report or clean data set.

12. Acceptance & commitment

I understand and accept all the above provisions and commit to protect and promote the well-being of children and protect the ELOM data when it is in our possession. As the signatory to the full ELOM User Agreement, I take responsibility for ensuring that any associated staff or volunteers are informed of and uphold this agreement.

Organisation	
Name of authorised signatory	
Position	

Preferred package	
Email address	
We periodically send out a mailer via email, with useful information and insights on our work and the ELOM tools. Please tick here if you wish to opt out of our mailer.	Please opt me out of the DataDrive2030 mailer. <input type="checkbox"/>

I, _____ agree to the terms and conditions of the user agreement.

SIGNATURE DATE

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