

Data Driven Districts NGO partner onboarding reference guide



Purpose of this guide

The purpose of this document is to outline the process that is to be followed by potential NGO partners seeking to gain access to and be equipped to use the DDD Dashboard.

The DDD Dashboard's cohort functionality

A DDD Dashboard cohort is a tailored view of a group of schools on the Dashboard. This functionality gives NGOs the ability to visualise and access only their project schools' data on the Dashboard. This ring-fenced DDD access saves NGOs significant amounts of time in sourcing and analysing data for project implementation and M&E purposes.

The access and onboarding process for DDD's NGO partners

The DDD Programme team will facilitate the access application process for any prospective NGO partner. However, permission for Dashboard access can only be granted by the appropriate provincial education department (PED) official. The access and onboarding process for NGO partners follows four phases and summarised below. Please see the page overleaf for additional detail on the steps in each phase. Note: NGOs can only apply for DDD access in Gauteng, Limpopo, the Eastern Cape, Mpumalanga and the Northern Cape. If an NGO's project schools span multiple provinces, DDD access applications are required to be submitted to each provincial office.

Phase 1

Inquiry and access application

NGO approaches DDD Programme for access, directed to DDD website to download access form(s)

NGO completes access form(s), sources relevant signature(s)

NGO gathers other required documentation and submits application to DDD Programme

Phase 2

Application review and approval

DDD Programme submits application to PED access manager (senior dept. official)

DDD Programme reviews application, provides feedback (if required)

PED access manager reviews, signs application (if approved)

Phase 3

Cohort set-up and training

DDD Programme creates NGO's cohort on Dashboard and creates access account(s)

DDD trains NGO on Dashboard

Phase 4

Account maintenance

DDD team updates cohort, shares documents with PED access manager

NGO requests updates to cohort if project schools change (submits documents to DDD Programme proving changes)

NGO submits annual access renewal forms to DDD team, DDD shares with PED access manager

NGO shares success stories and experience of the DDD Dashboard

Detailed requirements per phase of the access and onboarding process



Phase	Step	Description and detailed requirements
Phase 1 <i>Inquiry and access application</i>	1.1	<p>NGO approaches DDD Programme for access, directed to DDD website to download access form(s)</p> <p>Access application forms available at: https://dbedashboard.co.za/Home/information-for-dashboard-users/education-partners/</p>
	1.2	<p>NGO completes access form(s), sources relevant signature(s)</p> <ul style="list-style-type: none"> The two page access form should be completed at a sufficient level of detail. Please see an example of a completed form in Annexure 1. Each individual requiring access needs to complete a separate form. The signature(s) to be sourced by the NGO are for departmental official(s) involved with the NGO's project that can confirm that the school list contains only the NGO's project schools.
	1.3	<p>NGO gathers other required documentation and submits application to DDD Programme</p> <ul style="list-style-type: none"> The additional documents needed for the application are listed in the document checklist overleaf. Completed access forms and documents to be e-mailed to partners@newleaders.co.za
Phase 2 <i>Application review and approval</i>	2.1	<p>DDD Programme reviews application, provides feedback (if required)</p> <p>DDD Programme checks: 1) the application has all required documents, approvals and forms are complete, and 2) the access request is consistent with Section 15(1) of the PoPI Act (the use of personal information by the NGO is compatible with the purpose for which the it was originally collected).</p>
	2.2	<p>DDD Programme submits application to PED access manager</p> <p>If the application has all required documents, approvals and is in compliance with PoPI, the application is sent by the DDD Programme to the PED official responsible for DDD access (this is a senior provincial official).</p>
	2.3	<p>PED access manager reviews, signs application (if approved)</p> <p>If approved, PED access manager signs access form (see bottom of page 2 of Annexure 1) and sends the signed form back to the DDD Programme.</p>
Phase 3 <i>Cohort set-up and DDD training</i>	3.1	<p>DDD team creates NGO's cohort on Dashboard and creates access account(s)</p> <p>DDD Programme sends NGO an e-mail notifying them of the access approval and sets up the NGO's DDD Dashboard cohort. DDD Programme creates the DDD access account(s) for relevant individuals and confirms via e-mail that the NGO received the login details.</p>
	3.2	<p>DDD team member trains NGO on Dashboard</p> <p>NGO contacts partners@newleaders.co.za and arranges Foundation Dashboard training from a DDD Programme team member.</p>
Phase 4 <i>Account maintenance</i>	4.1	<p>NGO requests updates to cohort if project schools change (submits updated project documents to DDD proving changes)</p> <p>If project schools change, NGO requests that schools be added and/or removed from their DDD Dashboard cohort by e-mailing partners@newleaders.co.za. NGO sends updated school list (including EMIS numbers) and updated project documents detailing the change in schools.</p>
	4.2	<p>DDD team updates cohort, shares documents with PED access manager</p> <p>DDD team makes the necessary changes to the Dashboard cohort. PED access managers are required to be kept informed of the changes. DDD team shares the updated project documents from the NGO with the PED access manager.</p>
	4.3	<p>NGO submits annual access renewal forms to DDD Programme, DDD shares with PED access manager</p> <p>In line with information security management best practice, annual access renewal forms are required to be submitted by each NGO with access to the DDD Dashboard. This is done to ensure that: 1) access to the Dashboard does not exceed the duration of the NGO's project, and 2) that DDD accounts of employees that have left the project/organisation can be identified and deactivated.</p>
	4.4	<p>NGO shares success stories and experience of the DDD Dashboard</p> <p>The DDD Programme contacts NGO partners via e-mail to source <i>ad hoc</i> feedback on their experience of the Dashboard as well as any success stories that may have emerged from the use of the data in their projects.</p>

ANNEXURE 1: Example of a completed access application (document checklist)



DDD Dashboard NGO Partner User Access Form



Once completed please send your access form and other required documentation to partners@newleaders.co.za

DOCUMENT CHECKLIST

Send the following documents with your DDD access application form. Check each box once it has been included in your application.

- Signed MOU with the province or district giving permission for your project
- Company profile document for your NGO (either in PPT or in PDF form)
- Document providing details for your project e.g. proposal (either in PPT or in PDF form)
- List of the project schools with EMIS numbers included (in Excel form)
- ID copies for all individuals applying for access
- Completed access application form with project school list approved by relevant departmental official

ANNEXURE 1: Example of a completed access application (page 1 of 2)



DDD Dashboard NGO Partner User Access Form

Note: * Indicates a required field

[Page 1 of 2]



Once completed please send your access form and other required documentation to partners@newleaders.co.za

1. Applicant Personal Details

*First Name:

*Surname:

*Organisation:

*E-mail:

*Cell Number:

ID Number:

*Please attach a copy of your ID to this application

2. Project Details

Name of Project:

Project start date:

Project end date:

*Please attach a copy of your MOU signed with the province and / or other evidence of permission to work with the schools. Please also attach any other documents outlining the details of the project.

3. Motivation for DDD Dashboard Access

3.1. Please provide a short description of the activities you and your organisation are conducting in the province.

Our organization works within the Mmashadi circuit of the Sekhukhune East District in Limpopo. We work with the principals and school management teams (SMTs) of all 24 schools and deliver rigorous management and curriculum leadership programme. This involves monthly trainings and/or workshops with SMTs as well as individual coaching to build personal resilience. Our programme aims to transform the way the schools are led and the academic results that are achieved.

3.2. Please supply the reasons why you require access to the DDD Dashboard.

We wish to use the DDD Dashboard in our workshops and trainings to show the principals and SMTs how data can be used to identify subjects, educators and learners in need of assistance. This will enable us to build the capacity of relevant individuals to develop targeted interventions. In addition, we see there being benefit in the principal and the rest of the SMT using the data on the Dashboard to monitor and manage the attendance of educators and learners.

From the perspective of our project, we further want to use the data on the DDD Dashboard for our M&E and reporting to our funders.

3.3. If you require Personal Information (PI) view please tick the box alongside and provide the additional motivation for this type of DDD access below.

PI View Required:

NA. We do not need access to personal information as we do not work with individual learners.

ANNEXURE 1: Example of a completed access application (page 2 of 2)



DDD Dashboard NGO Partner User Access Form

Note: * Indicates a required field

[Page 2 of 2]



4. User Declarations

I, Jane Gillian Smith, ("the User") hereby acknowledge that –

4.1. Subject to the conditions below, the Limpopo Department of Education has agreed to grant the User access to the data hosted on the Data Driven Districts Dashboard ("the Dashboard").

4.2. The information hosted on the Dashboard includes the confidential and proprietary information ("the Data") of the Limpopo Department of Education on school performance and individual learners and educators.

4.3. The User further acknowledges that:

4.3.1. the restrictions pertaining to the processing of personal information as laid out in the Protection of Personal Information Act [No. 4 of 2013] are fully understood by the User;

4.3.2. the restrictions pertaining to the public dissemination of information below a district level as laid out in the policy statement "Improving Access to Free and Quality Basic Education to All" of 2003 are fully understood by the user;

4.3.3. the Data is disclosed to the User in confidence and solely in connection with and in furtherance of the intended purposes listed in Section 2 above;

4.3.4. the User will keep the Information strictly confidential;

4.3.5. the User will provide proper and secure storage for all the Data disclosed to the User and shall ensure that it is not accessible to unauthorised persons;

4.3.4. the User will not turn the Data to account for the User's benefit or for the benefit of any other person;

4.3.5. any insights and findings from research conducted by the User with the Data will be shared with the Limpopo Department of Education.

Signature of Applicant: Jane G Smith

I declare that the information provided in this application form is true and correct

Signature of Applicant: Jane G Smith Date: 15 March 2019

5. School List and School List Approval

5.1. Please attach to this application a table in the format below containing the information for the schools which you and your organisation support. This list will also use this information to create a tailored view on the Dashboard that contains only these schools.

School Name	District	Circuit	School EMIS Number
See attached			

5.2. Provincial / District Official School List Approval. Please source a signature from a relevant Provincial or District Official who can verify that the list you have provided represents the schools that you and your organisation are supporting.

School list verified by: Mr John Mamabolo Designation: Circuit Manager

Signature of Official: John Mamabolo Date: 20 March 2019

6. Access Permission (for official use only)

EMIS Official Approval

Application authorized by: Designation:

Signature of Authoriser: Date:

ANNEXURE 2: Example of a completed DDD access renewal form



DDD Dashboard NGO Partner User Renewal Form



1. Applicant Personal Details

First Name:

Surname:

Organisation:

E-mail:

Cell Number:

ID Number:

2. Project Details

Project Name:

Is the project still operating? Yes: No:

Has the project school list changed? Yes: No:

If project schools have changed, please provide an updated school list with EMIS numbers included.

Project end date:

I declare that the information provided is true and correct

Signature of Applicant: Jane G Smith Date: 15 March 2020