

# DATA DICTIONARY



## Learner Pathways System (LPS)

**Version 2.1**  
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# **1. Document Usage**

## **1.1. Document Purpose**

The Data Dictionary has been developed for and will continue to evolve during the evolution of Alberta's Learner Pathways System (LPS). The Data Dictionary provides terms and definitions that support LPS data standards, representing what will be formally accepted for this data by the various key stakeholders.

## **1.2. Audience**

The primary audience for the Data Dictionary is:

- The various stakeholders required to understand the definitions for a common understanding to foster improved communications and data validation for courses, programs, and agreements.
- The ongoing LPS project team, who must understand the deliverables to be produced, their individual roles on the project, and the schedule and project management process under which the team will work.

## 2. Glossary of Terms

### 2.1 Terms and Definitions

Learner Pathways Catalog and System Terms	Description of/Definitions for Terms
ACAT	Alberta Council on Admissions and Transfer, reporting to the Minister of Advanced Education and responsible for leadership, advice, and oversight regarding learner pathways and mobility in Alberta’s post-secondary system with a focus on admissions and transfer.
Active	A course or program that is currently available/being offered at an institution and can be found in the institution’s active catalog/calendar.
Admission Requirement	Refers to a set of criteria stipulating education, training or experience needed for eligibility to enter an educational program or occupation. These vary by institution, credential type, and program, and may include grades, exam scores, portfolios or auditions, supplementary applications, videos, prior learning and experience, and so forth. The Institution is responsible for providing, managing and administering their admission requirements from their own systems. ACAT will also use the admission requirements provided within the Learner Pathways Catalog and System.
Agreement(s)	Refers to a mutual agreement initiated by and negotiated between two or more institutions for a specific course or program in the TCES or an institution’s own system. The institution(s) who receives the students (“To institution(s)”) agrees to recognize and honor credit for students from the sending institution (“From institution(s)”) towards the identified course and/or program. A summary of all agreements/decisions is available in the Catalog (central repository for all data).
Agreement Record	Refers to a collection of an established agreement data fields, comprised of mandatory and elective information, in each row of the CSV agreement file that can be published, accessed and handled by the Learner Pathways Catalog.
Agreement Type	Refers to the type of agreement accepted by the To Institution. The agreements can be defined as ‘Specific Program’ referring to a program to program agreement/decision, ‘Specific Course’ referring to courses to courses agreement/decision where both two and from courses are defined or ‘Unspecified Course’ referring to courses to courses agreement/decision where To Course maybe unspecified (ex AC 1xx)
Articulated Agreement(s)	Refers to a mutual agreement between two (bilateral) or more (multilateral) post-secondary institutions that defines the terms and conditions enabling students to transfer between specific courses and/or programs.
Articulation	Is the process of negotiating or interrelating courses, programs, and/or credentials from one institution that are recognized by another institution to allow students to receive credit towards a specific course and/or program.
Categories	Refers to the grouping or classification of instructional programs by field of specialty that is defined, managed and administered by the institution within the Learner Pathways Catalog and System. This field will be pre-populated with

<b>Learner Pathways Catalog and System Terms</b>	<b>Description of/Definitions for Terms</b>
	a set list of predefined values established by the institutions and will be displayed as system-defined fields.
Code	An institution-provided course code identifier for each of its courses (e.g., "CHEM" in CHEM 101). The institutions are responsible for providing this course code to correspond with their own systems. ACAT will also use this course code identifier within the Learner Pathways Catalog and System.
Comment	Institution-provided course comments for their courses that will be publicly accessible (e.g., a footnote, a disclaimer). The institutions are responsible for providing comment information to correspond with their own systems. ACAT will also use this information provided within the Learner Pathways Catalog and System.
Co-requisite	A course or credit that must be taken at the same time as another course (e.g., "co-requisites" of this course offering).
Course or Program Outline	An institution's description of the main content, organization, and expected outcomes of a course, normally including the number of credits awarded, hours of class time, how it's evaluated, assignments, and texts (may also be called a syllabus or master syllabus, as determined by the institution and relevant to the course being offered). A similar, higher level description is provided for a program outline, providing a summary of the program area and course requirements.
Course Record	Refers to a collection of an established course data fields, comprised of mandatory and elective information, in each row of the CSV course file that can be published, accessed and handled by the Learner Pathways Catalog.
Courses	Refers to a specific course offering, based on a course master and offered at a particular date and time at a post-secondary institution.
Credentials	Is official documentation recognizing completion of a course of study/program area that is issued by the individual institution, to be awarded after a student has successfully completed all of the curricular requirements, normally including the accumulation of a minimum number of credits. Credentials (Post-secondary System Defined) can include Diploma, Preparatory / Upgrading, University Transfer, Applied Degree, Undergraduate Degree, and Certificate.
Credit Type	Course credit type is used to manage the type of credit associated with the course. Credit Type can range from credits to work experience (but are not limited to).
Credit Value	The value assigned to a course that refers to the credit value for the purpose of counting its value towards a credential such as a certificate, diploma or degree. Number signifying the value of credit (0.00-9999.99) that may be related to the number of hours of instruction. The majority of academic courses are worth three credits, with some variance depending on the program and institution. Many degrees require 120 credits.

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CSV File	Comma-separated values (CSV) files store tabular data (numbers and text) in plain text. The file contains a collection of one or more records arranged for processing by the Learner Pathways Catalog. Each line or row within the file is a data record that consists of mandatory and elective data fields, separated by commas. The use of the comma as a field separator is the source of the name for this file format.
Learner Pathways Data Collection and Reporting System (DCaR)	The Learner Pathways Data Collection and Reporting (DCaR) application is a tool used to upload/share information from post-secondary institutions' systems into the Learner Pathways Catalog. In turn, the Catalog supplies data to the Transfer Alberta website's search tool and mobile app, which help inform learners, educational staff, and post-secondary institutions regarding learner pathways and transferability within Alberta's transfer system.
Date First Offered	("YYYY-MM-DD") indicating the start date for the program. Institution provided date first offered for their program. The institution is responsible for providing the date first offered from their systems. ACAT will use the date first offered within the catalog system.
Decision(s)	Refers to a unilateral decision made by an institution for a specific course and/or program in the Catalog, where this institution agrees to recognize and honor credit for incoming students at their institution for a specific course and/or program completed at another identified institution(s). A summary of all agreements/decisions is available in the Catalog (central repository for all data).
Deleted	Refers to inactivated course and program offerings and agreements in the TCES and Catalog. This information will no longer be visible to students/the public.
Delete Record	In the CSV File Format, "Yes"/"No" asks the institution if this is a request to delete a course/program/agreement (e.g., if the course, program, or agreement being submitted is currently in the Catalog and should now be deleted (Answer to DeleteRecord = "Yes"), or if the item being submitted is a request to add a new item to the Catalog (e.g., Answer to DeleteRecord = "No").
Description	Institution-provided course and program descriptions for their offerings (e.g., institution academic calendar descriptions). The Institution is responsible for providing these descriptions to correspond with their own systems and academic calendars. ACAT will also use this description within the Learner Pathways Catalog and System.
Effective End Date	("YYYY-MM-DD") indicating the end date for the course, program, or agreement. The last date the offering or agreement was applicable or Active.
Effective Start Date	("YYYY-MM-DD") indicating the start date for the course, program, or agreement. The first date the offering or agreement was applicable or Active.
Elective Fields	Refers to specific fields and/or columns within the CSV files (courses, programs, and agreements) that anticipates data be populated. This means that this elective field does not require data but proposes that any data provided would

Learner Pathways Catalog and System Terms	Description of/Definitions for Terms
	benefit the Learner Pathways System and assist in data collection, analysis and entry. These fields can be left blank during the submission upload process if no relevant information exists and the record will be published in the Learner Pathways Catalog.
End-Dated	Any course or program offering or agreement that is still considered valid for the date ranges specified between its start date and end date in the TCES and Catalog. In legacy systems like TAARS, this was <b>previously referred to as terminated or grandfathered</b> .
From Institution	Refers to the institution from whom the student will be transferring from. This was <b>previously referred to as the 'Sending Institution'</b> . The 'To Institution' is responsible to provide this information from a set of institutions included within the Learner Pathways Catalog.
From Offering	Refers to the course or program code and number (ex AC 100) offered by the 'From Institution' included in the agreement or decision.
Future	An option for institutions to add data regarding courses, programs, or agreements that will be active at a future date, if/as applicable.
Institution Course ID	Institution-provided unique course ID identifiers used at the institution for their courses (e.g., "25433", "C1234"). Institutions are responsible for providing these unique course IDs to correspond with their own systems. ACAT will also use this unique course ID within the Learner Pathways Catalog and System.
Institution Program ID	Institution-provided unique program ID identifiers used at the institution for their programs (e.g., "25433", "P1234"). Institutions are responsible for providing these unique program IDs to correspond with their own systems. ACAT will also use this unique program ID within the Learner Pathways Catalog and System.
Institution Agreement ID	Institution-provided unique agreement ID identifiers used at the institution for their agreement (e.g., "25433", "A1234"). Institutions are responsible for providing these unique agreement IDs to correspond with their own systems. ACAT will also use this unique agreement ID within the Learner Pathways Catalog and System.
Instruction Type	Instruction type is used to manage or identify the type of instruction basis for the course. Types can range from hours to system defined types such as Lab; Lecture, Seminar; Tutorial; and others as well as the number of hours (e.g., "20H Lab, 1000H work experience hours").
Instructor Qualifications	Description of the institution-provided Instructor Qualifications required for the course being offered. The Institution is responsible for providing the description to correspond with their own systems. ACAT will also use this information within the Learner Pathways Catalog and System.
Learner Pathways	Refers to the different routes that a learner can take during lifelong learning in the education system, with a focus on access to routes that support movement into, within, from, and back into post-secondary education.

<b>Learner Pathways Catalog and System Terms</b>	<b>Description of/Definitions for Terms</b>
Learner Pathways Catalog (Catalog)	The Learner Pathways Catalog is the central repository for integrated, uploaded data from many systems (e.g., post-secondary systems, DCaR, TCES). This data can be used for student enquiries, learner pathways reporting, business intelligence and data analysis. In addition, the Learner Pathways Catalog data supplies data to the Transfer Alberta website’s <a href="#">search tool</a> and <a href="#">mobile app</a> , which help inform learners regarding post-secondary pathways and mobility.
Learner Pathways System (System)	Alberta’s Learner Pathways System is comprised of stakeholders, including post-secondary institution staff and students, and all of the identified technology systems and tools that are ACAT-related supports for learner pathways and mobility. Tools and supports include: Learner Pathways Catalog (Catalog), Transfer Credit Evaluation System (TCES), Data Collection and Reporting System (DCaR) modules for the Catalog, use of the Secure Identity & Access Management System (SIAMS), management and use of Settings/Administration tool, and the Transfer Alberta website (including the search tool and mobile app).
Learning Outcomes	Refers to statements that describe what learners should know, understand and be able and ready to do on completion of a learning process, whether the experience was formal or informal, classroom-based, or workplace-based OR are measurable statements of student knowledge (what successful students should know) and skills (what successful students should be able to do) expected upon graduation. Learning outcomes may be included in course and/or program outlines.
Learner Pathways Modernization Initiative (LPMI)	ACAT Learner Pathways Modernization Initiative, aims to improve learner pathways administration processes, tools, technology, and access to information to remove barriers to and support student mobility in post-secondary education in Alberta and with other jurisdictions/partners.
Major	Refers to the main focus or specialized area of study (e.g., psychology or mathematics), usually specified in a credential (e.g., B.A Psychology), and is provided in the Learner Pathways Catalog and System by the institutions. ACAT will use this information to display in the Catalog.
Mandatory Fields	Refers to specific fields and/or columns within the CSV files (courses, programs, and agreements) that requires data be populated. This means that this mandatory field requires data in order to be published in the TCES and Learner Pathways Catalog. These fields cannot be left blank during the submission upload process or an error will be generated and that record will be unable to be published in the Learner Pathways Catalog. If the field truly has no information to be reported, the field should be marked with “None”.
Number	Institution-provided unique course numbers (e.g., number “101” in CHEM 101) for their courses. Institutions are responsible for providing these unique course number identifiers to correspond with their own systems. ACAT will also use this unique number identifier within the Learner Pathways Catalog and System.



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Offerings	Offerings refers to a specific course and/or program available at an institution, based on a course and program master and offered at a particular date and time at a post-secondary institution.
Outline URLs	Uniform Resource Locator (URL) that consists of the web address where the individual institution stores the course or program outline for public access.
Own Institutional Systems	Refers to the individual systems that are used by each institution within their own environment that contains their “Source System of Record,” which acts as their authoritative data source for the given data elements or pieces of information relating to courses, programs, agreements and negotiation of transfer agreements. Institutions may be utilizing multiple source systems to provide information as needed.
Pre-requisite	A Course or credit that must be completed before a more advanced course can be taken (e.g., “pre-requisites” of this course offering).
Prior Learning Assessment and Recognition (PLAR)	Defined as a process for institution/organization assessment, identification, documentation, and recognition of a person’s knowledge and skills, acquired through non-formal and informal learning and experience, in relation to a certain goal. PLAR is a learner pathway that can be used towards the requirements of education and training programs via an institution or organization where offered and applicable.
Program Record	Refers to a collection of an established program data fields, comprised of mandatory and elective information, in each row of the CSV program file that can be published, accessed and handled by the Learner Pathways Catalog.
Programs	Refers to a specific program offering, based on a program master and offered at a particular date and time at a post-secondary institution.
Record	Refers to a collection of a completed data fields, comprised of mandatory and elective fields (for example: a row relevant to a specific entity within the CSV file for courses, programs and agreements). This record will be published, accessed and handled by the Learner Pathways Catalog.
Settings/Administration	Settings/Administration is a distinct section of the Learner Pathways Catalog that allows users to manage their post-secondary institution contact information and data settings in the Catalog, including course and program categories, identification of acceptance of AP and IB courses for admissions, and adult upgrading data.
System-Defined Fields	Reference fields can only be populated with a set list of predefined values (system tables). To ensure consistency in the data, information will be populate into reference lists. For example, when uploading an Agreement or Decision, users have to identify the “From institution”(s). The correct “From” institution(s)’s name will then come from the Reference list of Institutions.
Review Date	(“YYYY-MM-DD”) indicating the date or triggering a reminder for the institution to review the course, program, or agreement for accuracy. This data can be provided by the institution at their discretion. If this field contains no

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	information, the Learner Pathways Catalog will automatically populate a review data 5 years from the provided start date.
Secure Identity & Access Management System (SIAMS)	Provides a single secure, centralized authentication and authorization service to access online systems for Alberta Advanced Education (AE), associated ministries, and associated organizations. SIAMS is a single secure, centralized authentication and authorization service used to access the Learner Pathways System online technical systems, e.g., Catalog, TCES, DCaR, etc.
Student Mobility	Refers to a learner’s ability to access different learner pathways (routes) during his/her program of study(s) in post-secondary education, including movement into, within, from, or back into post-secondary education. Mobility allows students to earn credits toward a credential at more than one institution, ladder from one credential to another credential, build on foundational learning and high school upgrading to enter post-secondary studies, and/or access to many other learner pathways.
Title	Institution-provided unique course titles for their courses (e.g., “Introductory University Chemistry I”). Institutions are responsible for providing these unique course title identifiers to correspond with their own systems and transcripts. ACAT will also use this unique course identifier within the Learner Pathways Catalog and System.
To Offering	Refers to the course or program code and number (ex AC 100) offered by the ‘To Institution’ included in the agreement or decision.
Transfer Alberta Mobile App	Available for free via Google Play and Apple stores, is led by ACAT, and shares the same data source and functionality as the Transfer Alberta Search Tool. The search tool provides accessible student/user access to transfer agreements and decisions, as well as high school transitions and upgrading data from the Learner Pathways Catalog in a user-friendly format for learners.
Transfer Alberta Search Tool	Available from the Transfer Alberta website, is led by ACAT, and shares the same data source and functionality as the Transfer Alberta Mobile App. The mobile app is available for free on Google Play and iTunes. It shares the same data source and functionality as the Transfer Alberta search tool and provides this information on a mobile platform.
Transfer Alberta Website	The Transfer Alberta website is a student-focused website designed to provide learner pathways and mobility planning tools, supports, and information to support students’ pathways into, within, from, and back into post-secondary education.
Learner Pathways Transfer Credit Evaluation System (TCES)	ACAT system used by Alberta Transfer System member post-secondary institutions, built upon a shared technology platform with other provinces. The Provides the ability to negotiate transfer agreements and capture the stages taken during the articulation/negotiation process to achieve an agreement/final decision.

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Transferability	Refers to a student's ability to successfully receive transfer credit for an applicable course(s) and/or program(s) when he/she moves between post-secondary institutions and/or between program areas.
User-Defined Fields	Fields that are custom fields that the user can populate information with by the user using "free text" within a system formatted.