

Transfer Credit Awarded (TCA) dataset User Guide

The user guide is for the participating institutions to help in submission of TCA data. The document provides the information on the following topics:

- Data Elements
- Provider Codes of participating institutions
- XML structure to submit data
- Access to TCA in DCaR

Data Elements

TCA Learner (Level 1)	Transfer Credit (Level 2)	XML Tag	Type	Size	Comments/ Validation
Alberta Student Number		ASN	Mandatory	9	Learner's Alberta Student Number (ASN) Must be an active ASN
Birth Date		BirthDate	Mandatory	8	Learner's Date of Birth
To Institution		Provider	Mandatory	min:2, max: 6	Learner's PSI code
Academic Year		AcademicYear	Mandatory	YYYY	Year for which the TCA data is submitted Must be same for all records in the file
PAPRS Program ID		ProgramID	Mandatory	30	Program ID for which Learners got Transfer Credits. Must be defined in PAPRS In case of non-provincially approved program use 0 and provide details in Notes
PAPRS Program Specialization Code		SpecializationID	Mandatory	10	Specialization Code for which Learners got Transfer Credits Must be defined in PAPRS In case of non-provincially approved Specialization use 0 and provide details in Notes
	From Institution	FromInstitution	Mandatory	100	From Institution where Learner completed work to get credit In case of PLAR in FromInstitution use "Prior Learning" as prefix. Please see sample XML file.
	From Institution Location	FILocation	Mandatory	1	1-Alberta 2-Outside of Alberta in Canada 3-Outside of Canada 4-Unknown
	Course Code at From Institution	FI CourseCode	Mandatory	100	From Institution Course Code for which Learner gets credit In case of PLAR in FICourseCode use "Prior Learning" as prefix. Please see sample XML file.

	Date course taken at From institution	FIAcademicYearCourseTaken	Mandatory	YYYY	Academic Year in which Learner took the course In case multiple courses are considered for credit award use the later academic year, e.g. Learner took CourseA in 2015 and CourseB in 2017, put 2017. For PLAR credit awarded put the latest year of experience for which the credit is being awarded, e.g. Learner relevant experience is between March 2015 – Dec 2017 put 2017. If experience period is not known enter 9999
	Course Code at To institution	TCACourseCode	Mandatory	100	To Institution Course Code for which the Learner gets credit
	Transfer Credit awarded for course transfer(s)	TCAForCourseTransfer	Mandatory	ddd.dd	Value of transfer credits awarded
	Date transfer credit was awarded at receiving institution	TCAAcademicYear	Mandatory	YYYY	Academic Year in which Learner got transfer credit. Must be same year for which the TCA data is submitted, i.e. same as AcademicYear
	Transfer credit transcribed by course	TCTByCourse	Optional	ddd.dd	Value of transfer credits transcribed
	PLAR credit transcribed for PLAR credit awarded by course	TCTForPLAR	Optional	ddd.dd	Value of transfer credits transcribed for PLAR credit
	Notes	Notes	Optional	200	For PSI to provide comments on transfer credit

Provider Codes

List of participating institutions in the TCA pilot.

Publicly funded PSIs:

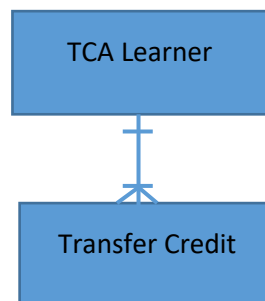
Code	Provider	Code	Provider
AU	Athabasca University	NA	Northern Alberta Institute of Technology
CC	Concordia University of Edmonton	OC	Olds College
GU	Grant MacEwan University	UA	University of Alberta
KK	The King's University College	UC	University of Calgary
LC	Lethbridge College	VE	NorQuest College
MH	Medicine Hat College		

FNC institutions participating in the pilot:

Number	Provider	Number	Provider
304787	Old Sun Community College	6090	University nuhelot'jne thaiyots'j nistameyimâkanak Blue Quills

XML structure

TCA data has two levels, the first level contains details about the Learner and the Institution, referred to as TCALearner (XML tag) and the second level has details of the learner's transferred courses and credits, referred to as TransferCredit. Each TCALearner must have one or more TransferCredit records.



Refer to Data Elements section for elements under TCALearner and TransferCredit.

TCA Schema file



TCASchema.xsd

Sample XML file



TCA-NAITSample.xml

It is recommended to validate the TCA XML file against the TCA schema (XSD) before using DCaR to submit to the ministry. As part of the submission, the data file is validated against the schema and the business rules. A file with errors cannot be imported and the errors are logged in the Error log file.

In case the file is created manually or to validate a system generated file, one of the tool to use is NotePad++ with a XML plugin. The details on how to use NotePad++ to validate XML against an XSD are available [here](#).

Access to TCA module in DCaR

User must have MyAlberta Digital ID to login to DCaR. To get access to TCA dataset the gatekeeper of the institution need to send a request to the Work Force Development Help Desk for the PSI user.

When access to TCA is granted, the User will login using the following DCaR URL:

<https://psdata.ae.alberta.ca/dcar.web.external/>