

Alternative Offering CSV File Format



Learner Pathways System (LPS)

Version 1.0 DRAFT
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1. Document Usage

1.1. Document Purpose

The **DRAFT Alternative Offering (AO) CSV File Format** has been developed for Alberta's Learner Pathways System (LPS) and in collaboration with and for use by other systems and organizations in other jurisdictions in Canada as appropriate. The AO CSV File Format has been informed by the Alberta Transfer System Strategic and Operational Contact Persons, as well as Canadian Military, Veterans and Family Connected Campus Consortium (CMVF3C), CMVF3C Military Education and Training Working Group, Alberta Post-secondary Institutions Micro-credentials Forum, LPS Micro-credentials Working Group, and other current transfer system, military education and training, and micro-credentials data standards research and input.

The definition for AOs is located in the LPS Data Dictionary and is as follows:

Alternative Offerings are organized, structured education, training or credentials generally offered for non-credit by adult learning providers from business/industry, professional associations/regulatory bodies, government/agencies, Indigenous and other community organizations, and/or post-secondary institutions and continuing education outside formal postsecondary credential programs (e.g., micro-credentials, online offerings, Canadian Armed Forces Military Education and Training).

AO CSV File Format is for use with alternative programming that may be:

- **offered and transcribed by any type of adult learning provider, organization, or post-secondary institution** (e.g., Canadian Armed Forces, Continuing Education, transfer system member institution, business/industry, career/education training organizations, private post-secondary institutions, online learning providers)
- **recognized for credit for prior learning by a recognized post-secondary transfer system member institution(s) or organization(s)** (e.g., transfer credit, PLAR credit, advanced standing).

Examples of programming using the AO data standard include post-secondary institution/organization **Micro-credentials**, Canadian Armed Forces **Military Education and Training**, and **business/industry Online Offerings**. AOs are **not** transfer system post-secondary member institution/organization Course offerings or Program offerings as defined in existing transfer system data sets.

AO CSV File Format provides data field names, rules, and definitions for the AO data standard, representing what will be accepted for AO data by stakeholders. **For Military Education and Training (MET) offerings only**, the field names and definitions for the AO data standard have been defined and provided using Canadian Armed Forces (CAF)-approved sources of truth. **See the LPS data set or the following link to access/download MET offerings** ([data/link TBA following DRAFT AO MET data standard input/validation](#)).

Further details regarding definitions for LPS data standards can be found in the LPS Data Dictionary, and details regarding data validation rules and fields for LPS data standards for AOs and transfer decisions can be found in the LPS File Format Guides.

1.2. Audience

The primary audience for the AO CSV File Format is:

- The institutions/organizations required to understand the data standard to foster improved communications and data validation for programming and learner mobility assessment and decisions (e.g., transfer or PLAR credit).
- ACAT Secretariat/Advanced Education and other institutions/organizations/systems, who facilitate data standards and systems.

2. Alternative Offering (AO) CSV File (DRAFT)

2.1 Alternative Offering (AO) CSV File Template (DRAFT)

In the Alberta LPS, file uploads via mass upload in the Data Collection and Reporting (DCaR) application for AOs are expected as a CSV File. A **CSV File** is a file with values separated by a comma. CSVs look like a spreadsheet when opened in Excel but with a **.csv extension**. The DRAFT AO CSV file template for data fields is listed below.

Examples of programming using the AO data standard include post-secondary institution/organization **Micro-credentials**, Canadian Armed Forces **Military Education and Training**, and **business/industry Online Offerings**. See the LPS data set or the following link to access/download MET offerings ([data set and link TBA following DRAFT input/validation](#)).

Legend

M – These columns are Mandatory data fields.

O – These columns are Optional data fields.

R – The values in these columns will be validated against Referential data stored in the system.

Numeric Values – The numeric value in each column represents the maximum field length allowed for each field.

Alternative Offering (AO) CSV File Template (DRAFT)

OrganizationOfferingID*	OfferingType*	Organization*	Code*	Title*	DeliveryMode*	InstructorQualifications*	CreditType*	CreditValue*	Credentials*	SubjectAreas*	DescriptionURL*	ArticulationNotes	ReviewDate	EffectiveStartDate*	EffectiveEndDate*	DeleteRecord*
M	M	M	M	M	M	M	M	M	M	M	M	O	O	M	M	M
	R	R			R		R		R	R						
40	2000	150	25	255	2000	500	30	7	255	2000	2000	5000	10	10	10	3

Alternative Offering (AO) CSV File Format (DRAFT) Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
OrganizationOfferingID	40	M	User	N	Organization Offering ID is required Organization Offering ID can't have leading/trailing spaces Organization Offering ID limited to: letters, numbers, space, underscore, hyphen, decimal, parentheses Organization Offering ID Must Be Unique. Submission can't contain multiple occurrences of the same Organization Offering ID. Organization Offering IDs cannot be changed in DCaR. Organization Offering IDs can only be changed in TCES. Organization Offering ID for Military Education and Training AOs must be Canadian Armed Forces MOS ID.	String representing a unique identifier for the AO record. This is used to uniquely identify the AO record in the data system. When creating AO records in the LPS using DCaR, an institution must provide their own Offering ID for each AO record. When creating an AO record using TCES, an Offering ID will be generated, which an institution/organization can choose to use, or the institution/organization can provide their own Offering ID for each AO record. It is recommended for institutions/organizations to provide their own unique AO identifiers. Offering IDs for AOs could be a concatenation of Code and Number with no space (e.g. WRIT004) if relevant and desired by the institution/organization. For Military Education and Training (MET) AOs, Offering IDs will be automatically identified based on the Canadian Armed Forces MOS ID for military occupations.

Alternative Offering (AO) CSV File Format (DRAFT)Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
OfferingType	2000	M	System	N	Offering Type is required. Offering Type must exist in LPS.	String representing the type of programming offered in the AO. AOs currently defined as the following offering types: “Micro-credential”, “Military Education and Training”, and “Business/Organization Online Offering”. A list of all Offering Types in the LPS is located in the <u>LPS Data Dictionary</u>. For Military Education and Training (MET) AOs, Offering Type will be automatically identified as “Military Education and Training”.

Alternative Offering (AO) CSV File Format (DRAFT)Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
Organization Note: The Organization data field is not a field in an institution's/organization's CSV for DCAR upload. It is being included here in the file format document for reference until the technical application is available.	150	M	System	N		String representing the operating name for the organization that is offering and creating a learner transcript for the AO. Refers to the institution/organization where the learner has completed the prior learning for which they are seeking transfer or PLAR credit (e.g., the "From" or Sending Institution/Organization). Organization name must be based on the recognized PESC GEO Code Institution Name for that Organization. The "To Institution" in the transfer system/LPS is responsible for selecting the appropriate "From Institution/Organization" from a set of institutions included within the Learner Pathways Catalog. For Military Education and Training (MET) AOs, Organization will be automatically identified based on the Canadian Armed Forces PESC GEO Code CA03423.

Alternative Offering (AO) CSV File Format (DRAFT) Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
Code	25	M	User	N	Code is required. Code length (Max 25). Code can't have leading/trailing spaces. Code limited to: letters, numbers, space, underscore, hyphen, decimal, parentheses. The AO Code (Code+Number or Code) must be unique across all of the institution's/organization's offerings in the LPS. AO Code can be provided only once per submission.	String representing Code for the AO, which may include Code+Number or other unique Code configuration (e.g., MET MOSID Short Code such as "CONST TECH" or Micro-credential or Business/Organization Online Offering Code+Number, such as "WRIT 004"). For Military Education and Training (MET) AOs, Codes will be automatically identified based on the Canadian Armed Forces MOS ID data Short Code for military occupations. Note that Code is not the same as Title. Code is a short code for the AO, whereas Title is the full Title of the AO.

Alternative Offering (AO) CSV File Format (DRAFT)Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
Title	255	M	User	N	Title is required AO Title length (Max 255)	String representing the name/title for the specific AO. Institution/organization-provided unique titles for their AOs (e.g., MET “Construction Technician”, Micro-credential “Writing Skills for Today’s Workplace”). Institutions/Organizations are responsible for providing these unique titles to correspond with their own systems and transcripts. Unique AO titles are also used in the LPS. For Military Education and Training (MET) AOs, Titles will be automatically identified based on the Canadian Armed Forces MOS ID data for Occupation Titles for military occupations.

Alternative Offering (AO) CSV File Format (DRAFT)Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
DeliveryMode	2000	M	System	N	Delivery Mode is required Delivery Mode length (Max 2000)	Delivery Mode is used to identify the type of instruction/modality for AO delivery. Types of delivery modes are currently defined as “In-person”, “Online”, “Hybrid”, or “Multi-modal”. The institution/organization is responsible for providing delivery modes to correspond with their own systems. Delivery modes are also used in the LPS. For Military Education and Training (MET) AOs, Delivery Mode will be automatically identified based on the Canadian Armed Forces documentation for Qualification Standard and/or Training Plan.
InstructorQualifications	500	M	User	N	Instructor Qualifications is required Instructor Qualifications length (Max 500)	Description of the institution/organization-provided Instructor Qualifications required for the AO being offered. The institution/organization is responsible for providing the description to correspond with their own systems. Instructor Qualifications are also used in the LPS. For Military Education and Training (MET) AOs, Instructor Qualifications will be automatically identified as “Canadian Armed Forces’ Authorized Organizations/Instructors”.

Alternative Offering (AO) CSV File Format (DRAFT)Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
CreditType	30	M	System	N	Credit Type is required Value in Credit Type must exist in LPS	String representing whether the AO is for credit or non-credit. Identifies the type of credit associated with the AO. Credit types are currently defined as “Credit” and “Non-Credit” in the LPS. For Military Education and Training (MET) AOs, Credit Type will be automatically identified as “Non-credit”.

Alternative Offering (AO) CSV File Format (DRAFT)Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
CreditValue	7	M	System	N	Credit Value is required Credit Value cannot exceed 4 digits and 2 decimal places (ex: 9999.99) Credit Value length (Max 7)	The value assigned to an AO for the purpose of counting its value towards a credential, such as a micro-credential AO towards a certificate, diploma or degree. The institution/organization is responsible for providing the credit value to correspond with their own systems. Credit values are also used in the LPS. Some micro-credential AOs may be identified as non-credit or credit, depending on how they are being offered. All MET AOs are identified as AOs for non-credit for zero credits given recognition of Canadian Armed Forces education and training system nomenclature that is identified by rank and qualification level under Credentials. Completed non-credit AOs are also assessed for credit value towards a credential in transfer decisions data.

Credentials	255	M	System	Y	Credentials is required Credentials can't have leading/trailing spaces on any value in the comma delimited list Value(s) in Credentials must exist in LPS	String identifying the offering institution's/organization's official documentation that recognizes the completion of and transcripts for an AO. Credential identifies what will be awarded after a student has successfully completed all of the requirements (e.g., curriculum, learning outcomes, competencies), normally including the accumulation of a minimum number of hours, competencies, and/or credits (as applicable). While AO's are generally unique credentials not identified on post-secondary education jurisdictional credential frameworks, an institution/organization may still provide credit for an AO towards an existing recognized credential. The Credentials field for an AO will identify its relevant credential, whether it is on the <u>Alberta Credential Framework</u> (ACF) and/or is another relevant credential(s) identified outside of the ACF and tracked in LPS referential data. The institution/organization is responsible for selecting the appropriate credentials to correspond with their own systems. Credentials are also used in the LPS. For Military Education and Training (MET) AOs, Credit Type will be automatically identified according to identified rank/qualifications by occupation in the Canadian Armed Forces as identified by Qualification Level (QL) or its updated equivalent Rank Qualification (RQ). QL/RQ referential data will be system-identified for all AO records based on
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Alternative Offering (AO) CSV File Format (DRAFT)Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
						Canadian Armed Forces Qualification Standards.

SubjectAreas	2000	M	System	Y	Subject Areas is required Subject Areas can't have leading/trailing spaces on any value in the comma delimited list Value(s) in Subject Areas must exist in LPS	A string representing the institution's/organization's Subject Areas(s) for the AO based on selection from system-defined Statistics Canada Classification of Instructional Programs (CIP) Codes for Series Level Class Titles. Subject Areas are the grouping or classification of instructional programming for the AO by field of specialty, such as the specific training type/occupation/school related to the AO. Subject Areas are referential data defined and managed by the system in the LPS. A Subject Area must exist in the LPS Catalog prior to being able to be included in an institution's/organization's data. The data in this field in the AO CSV File must match the string in the Display Value field in the LPS Subject Area Reference Data. Subject Areas are associated with general programming types defined by CIP Codes Series Level Class Titles in the LPS. These subject areas are used as filters by learners/users in public-facing transfer decisions data searches in the Transfer Alberta Search Tool. For Military Education and Training (MET) AOs, Subject Areas will be automatically identified by the CIP Code Series Level Class Title "(29) Military Technologies and Applied Sciences".
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Alternative Offering (AO) CSV File Format (DRAFT)Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
DescriptionURL	2000	M	User	N	Description URL is required Description URL length (Max 2000)	String representing the institution's/organization's Uniform Resource Locator (URL) (web address) that provides the website or calendar description for the AO. This URL should be a link to the organization's specific description for the AO, and/or to the organization's website location or search tool where all AOs are listed. The organization is responsible for providing the URLs to these descriptions to correspond with their own systems and websites/calendars. This URL should not be a general link to the home page of the organization. DescriptionURLs are used in the LPS. For Military Education and Training (MET) AOs, Description URLs will be automatically identified based on the Canadian Armed Forces documentation for Qualification Standard and/or Training Plan.

ArticulationNotes	5000	O	User	N	Articulation Notes is optional Articulation Notes length (Max 5000)	String representing additional notes regarding the articulation of credit for the AO. Articulation Notes provide additional, relevant information related to the AO. For example, related equivalencies and credentials, expiry/renewal timing, stackability, pre-requisites, or recent changes to the offering. Articulation Notes are only viewable by those institution/organization users who have access to the data set or LPS applications. Information in Articulation Notes is NOT publicly accessible on the Transfer Alberta Search Tool. For Military Education and Training (MET) AOs, Articulation Notes will automatically include the following information and equivalencies: - Canadian Armed Forces QL/RQ Credentials include both Education AND Training and not only trades training. National: - See Canadian Armed Forces My Skills and Education Translator (https://cafacerfacace.forces.gc.ca/en/browse_credits) for identification of institution/jurisdictional equivalencies for military education and training experience. - See MNET - MOSID/NOC Equivalency Tool (https://cafacerfacace.forces.gc.ca/mnet-oesc/en/cafSearch) for Canadian Armed Forces (CAF) National Occupation Code equivalencies for CAF Military
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					Occupations. (e.g., 00306 Construction Technician = NOC Codes 72013, 72014, 72310, 72311, 72320, 7311, 73110, 73112) • See Helmets to Hardhats Canada Military Equivalencies (https://helmetstohardhats.ca/equivalency.html) for civilian credentials/Red Seal accreditation/transfer for Military Trades. Jurisdictional: • See Alberta Industry and Training Tradesecrets website (https://tradesecrets.alberta.ca/SOURCES/PDFS/forms/Summary_Recognized_Credentials.pdf) for identified equivalencies for Alberta Trades to Canada Department of National Defense (DND) Recognized Trade Qualifications for Regular Force Members. (e.g., 00306 Construction Technician QL5/RQ-CPL = Carpenter in Alberta) • See Nova Scotia Apprenticeship Agency (https://www.nsapprenticeship.ca/tradespersons/trade-qualifiers-military) for Red Seal exam opportunities for identified trades for military trades equivalencies. • See ONTransfer (https://ontransfer.ca/i/ontransfer+mcl) and Skilled Trades Ontario for information, institution sites, and credit equivalency assessment opportunities for military-connected learners. • Data in Articulation Notes will be searchable via data export by participating institutions/organizations.
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Alternative Offering (AO) CSV File Format (DRAFT) Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
ReviewDate	10	O	User	N	Review Date is optional Review Date must be of the form: YYYY-MM-DD Review Date length (Max 10)	An optional date that can be provided to trigger a reminder for the institution/organization to review the AO record for accuracy. If this field contains no information, the LPS will automatically populate a review date 5 years from the date the AO record was entered in the LPS. For Military Education and Training (MET) AOs, review dates for all AO MET data will automatically be defined as five years from the creation date of the AO records.

Alternative Offering (AO) CSV File Format (DRAFT)Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
EffectiveStartDate	10	M	User	N	Effective Start Date is required Effective Start Date must be of the form: YYYY-MM-DD Effective Start Date cannot be earlier than the start date of the latest version Effective Start Date or Effective End Date cannot overlap with another version of this AO.	The start date for the AO. The first date the offering was applicable or Active. The institution/organization is responsible for providing the appropriate start dates. Start dates are also used in the LPS. For Military Education and Training (MET) AOs, effective start dates for all AO MET data will automatically be defined as 2010-09-01 to align with the LPS system data start date.

Alternative Offering (AO) CSV File Format (DRAFT) Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
EffectiveEndDate	10	M	User	N	Effective End Date is required Effective End Date must be of the form: YYYY-MM-DD Effective End Date must be greater than 2010-09-01 Effective End Date must be greater than Effective Start Date Effective End Date must be 2999-12-31 if more than 10 years after today Effective Start Date or Effective End Date cannot overlap with another version of this AO	The last date for the AO. The last date the offering was applicable or Active. The institution/organization is responsible for providing the appropriate end dates. End dates are also used in the LPS. For Military Education and Training (MET) AOs, effective end dates for all Active AO MET data will automatically be defined as 2999-12-31.

Alternative Offering (AO) CSV File Format (DRAFT)Alternative Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
DeleteRecord	3	M	System	N	Delete Record is required Delete Record must be "NO" *Only ACAT Secretariat can use "YES" Delete Record length (Max 3)	"YES"/"NO" string to indicate if this record should be added to the LPS or deleted. "NO" must be entered by institutions/organizations; it indicates to the LPS that the record is intended to be published. *If institutions/organizations wish to permanently delete records, contact ACAT at ae.lps@gov.ab.ca