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## Directory of Records – General

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### Office - Centre for Learning Accreditation

**Description of the Mandate and Function:**

The Centre for Learning Accreditation was established to recognize and evaluate students' prior and experiential learning from formal, non-formal or informal learning, training, workshops, and/or self-directed study for university credit.

**General Classes or Types of Information:**

- Student files
- Assessor Review and Evaluation Reports
- Copies of common administrative records such as Athabasca University Committee meeting minutes, financial records such as expense claims, and program information

**PIB Titles:**

- Assessment Files
- Assessor Review and Evaluation Reports

**Copies of Records Located:**

Office of the Registrar

**Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:**

Prior Learning Assessment and Recognition at AU: A Handbook for Assessing Portfolios  
PLAR Handbook  
Helpful Guide to Developing your Portfolio Learning

**Remarks:**