

a flexible ePortfolio tool to record and manage learning experiences and work history

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What is VUMI?

- VUMI™ is a web-based ePortfolio tool that can be accessed by the user anywhere, anytime.
- Use VUMI™ to create a showcase of work, a resume, an assessment piece, presentations, a repository of lifelong learning and much more.
- Include text, electronic files, images, photos, hyperlinks, audio and video.
- Maintain VUMI™ using capture devices, such as mobile phones, to record live evidence.
- With no printing or postage, VUMI™ can help reduce your carbon footprint.
- Free trial version. Full version by annual subscription. See www.VUMI.com.au for full pricing.

Why VUMI?

- Create unlimited, personally styled, quick ePortfolios
- Store text, images, scanned documents, audio and video
- Upload and share files in a private and secure environment
- Collaborate with your peers
- Reflect on your progress
- Create reflection journals
- Verify items
- Authenticate artifacts
- Send unlimited emails with your ePortfolio link for education, training and employment
- Track your recipient's feedback
- Easy to use - demonstration videos, FAQs and help function.
- Own your VUMI™ account for life.

**Contract VUMI
about bulk
orders.**

www.vumi.com.au

info@vumi.com.au

**Why not sign up
for a free trial
version today?**

**Teachers:
Purchase a bulk order
of VUMI accounts and
simply pass the cost
on to students through
their course fees.**

VUMI for registered training organisations (RTOs), trainers & assessors

Compliance:

All RTOs must comply with the Australian Qualifications Training Framework (AQTF) Essential Standards for Registration.

Using VUMI™, individual staff members can easily:

- Create human resource files to demonstrate compliance i.e. trainer and assessment competence, vocational competence and continuous development
- Record and verify staff qualifications
- Demonstrate work history (e.g. text) and relevant industry experience (e.g. audio or video of meetings or visits)
- Evidence professional memberships (e.g. Logos/hyperlinks)
- Access professional journals (e.g. hyperlinks) and professional development activities (e.g. Certificates of Attendance).

VUMI™ allows your staff profile to be a living document, so you can collect evidence of your work history and skills as your personal journey develops. You can record your career summary, education, awards, skills and licenses, professional memberships and professional development and industry release quickly and easily.

Recognition of prior learning (RPL):

- Collect an online portfolio of evidence, using audio and visual technologies as well as text to illustrate the student's skills. For example, if the student was applying for a business qualification, they could include a video of a meeting, an electronic copy of meeting minutes or an audio of their employer describing their job role.
- An ePortfolio is especially useful for students with low levels of literacy skills as they can use audio files, such as podcasts or digital storytelling, to help illustrate their skills.

Assessment:

- The VUMI™ Learning Record Template has been designed for trainers and assessors to use for student course work. The ePortfolio can be used as a tool to collect assessment tasks.
- The trainer/assessor supplies the students their assignment/assessment task sheets and they record their activities on their Learning Record.
- VUMI™ allows students to send progress reports on certain dates, and the trainer/assessor can use the tool to send feedback.
- Using the 'My Reflections' tab, students can describe how they are progressing with the assignments and add entries to log what they have been learning.
- The completed task can be downloaded for assessment and all text in the ePortfolio, including feedback can be saved as a PDF file for record keeping and AQTF compliance.

VUMI for individuals

Resume/Folio of work:

- VUMI™ allows storage of accomplishments that can be verified.
- Use multi-media to illustrate qualifications, skills, goals, employment history and experiences - no more boring resumes!
- Use your imagination and create unique ePortfolios reflecting your personality and area of expertise.
- Include evidence of skills gained during training, at work, through volunteering or in personal life.
- Use mobile phones to capture experiences as they happen and upload them to VUMI™.
- VUMI™ supports a massive 2GB of storage which can be upgraded if required. Use VUMI™ wherever there is internet access.
- VUMI™ can be used to showcase work when applying for a course or a job as well as to gain recognition of prior learning (RPL).

Collaboration and reflection:

- Using the VUMI™ Learning Record Template, complete assessment tasks and send a secure link to trainers/assessors or peers.
- Use VUMI™ to complete either individual assessments or work collaboratively with class colleagues. Track your feedback and demonstrate which elements you have personally worked on in group assessments.
- Reflect on your learning experiences.
- The 'My Reflections' tab enables:
 - ◆ an overview of the learning.
 - ◆ gives evidence of a clear understanding of topics, issues and challenges.
 - ◆ illustrates the development of competencies, knowledge and skills at various stages.
 - ◆ demonstrates understanding, skills and knowledge of subject content.

VUMI for verification

Validating your work:

Verification gives a seal of authenticity for items used in your ePortfolios. By choosing a verifier with appropriate authority, the items in your ePortfolio will carry considerable weight by being validated by an independent third party. VUMI™ makes verifying a very simple process, allowing you to choose the item you wish to get verified, adding the email of the verifier and sending them a short message.

- You can track whether the item is 'pending', 'granted' or 'denied'.
- For added authenticity and document security, once an item has been verified it cannot be edited.