

# Registering as a STEM Ambassador Volunteer



# 1a. Register for a STEM Ambassador account here. (www.stem.org.uk)

Create an account Plesse fill in your details. On completion, you will receive an email from us with an activation link allowing you to confirm your registration. Title *	Registration is completely free	Teacher If you are a teacher, technician, trainee teacher or are working in education setting and would like access to our resources, CPD and STEM Ambassadors, sign up here.	STEM volunteer – become a STEM Ambassador If you work in a STEM-related role and would like to join the STEM Ambassadors programme, sign up here.
- Select a value - 🔻	Becoming a member will allow you to:		
First name *     Sumame *     PPOTON? If you are nighting for s12PA Advanced are assured, ploase more that the first name and summer you produle     are intend in your official Discussements on those will be resold to carry any and fladoure and flaming times check (DB).     Ustername *	Access thousands of resources     Book onto our CPD activities     Sign to to activenticities     Contribute to colline groups     Registering is free, quick and easy If you have any problems please contact us.	Youth or community group leader If you are the leader or manager of a youth, community group or non-school based group, sign up here.	Manager of STEM education activities for an employer or professional institution If you are the official representative for your company or professional institution.
This is your public summ nones and will be widdle to other sense of the workshit. Spaces are allowed punctuation is not allowed recept for particul, hyphons, spacetophes and underscores. Ermall address <sup>4</sup>			such as an administrator or HR manager, sign up here.

# 2. Complete your profile by providing your details.

Home Address			To:
Postcode *	Address *		<ul> <li>Access thousands of resources</li> </ul>
- Sacode -	Address .		Book onto our CPD activities
	Q, Hind		Sign up to enewsietters
			Contribute to online groups
	Tourn or city *		any problems please contact us.
	Town of City		
2 1 2 2			
Phone number *	Mobile phone number		
Date of birth *			
DD/MM/YYYY			
Ethnicity *			
- Not specified -		•	
Gender *			
- Not specified -		*	
To register as a STEM Ambassador, we will need disclosed. While we recomise that gender is no	to carry out a Disclosure and Barring Service check (DBS) wh i limited to male or female, the system curtently only accent	lich requires a gender to be s these ontions in order for the	
DBS to be processed.	unice to make or remain, the system currently only accept	one quant of the set of the	
My employment			
Employment status*			
and the second			

#### 3. Complete the induction training. This can be done online here.

https://www.stem.org.uk/resources/elibrary/resource/413139/stem-ambassadorinduction-training

Module 1

Watch the first module of the STEM Ambassadors induction covering the steps to becoming an approved STEM Ambassador.



# 4. Complete an online DBS application. This is done on a separate system, managed by Atlantic Data.

Instructions and a link to your application form will be sent after All About STEM (Merseyside and Cheshire STEM Ambassador Hub) receives the automatic notification of your STEM Ambassador account registration.

**N.B.** If you have a previous **Enhanced** DBS certificate, which covers you for **Child Workforce** roles, **and you have registered the certificate with the** <u>DBS Update Service</u>, we can use that certificate to cover your STEM Ambassador role. However, we will need to see you in person with the DBS certificate and a piece of photographic ID (current passport or driving licence) in order to complete a Status Update on the certificate. Please contact <u>ambassadors@allaboutstem.co.uk</u> to arrange an appointment with our team at our offices in Maghull (L31 6DE) or Liverpool (L1 0BH).

#### 5. Complete a DBS ID verification.

You will need to input details of 3 ID documents as part of your DBS application and nominate an ID verifier. You can select someone known to you who holds an authorised position, similar to the process for certifying a passport photograph. **We advise that all applicants choose the 'external verification' for their ID checking.** 

It is possible to have your ID verified by the Hub, but that would require you visiting our offices in Maghull (L31 6DE) or Liverpool (L1 0BH). If you wish to have your ID verified by the Hub, please contact <u>ambassadors@allaboutstem.co.uk</u>, stating which location you wish to visit.

#### 6. Receive your STEM Ambassador ID card.

On receipt of your DBS clearance, your STEM Ambassador account will be updated with your certificate details and you will be free to volunteer. An ID card will be sent to the address given on your account. We advise that you take this and, more importantly, your DBS certificate with you to all activities.

#### 7. Volunteering via the STEM Ambassador website

At any time, you can Browse activities advertised by schools, and others, by <u>signing in</u> to your STEM Ambassador account. You will be able to Express an Interest in supporting any activities that suit you. Activity advertisers will then be able to communicate with you via the website's messaging facility. **If you express an interest in an activity via the website, your involvement will be automatically logged to your account once the activity is closed after the event.** 

		STEM RESOURCES CPD STEM C
	≡	
	A DASHBOARD	Ambassador Dashboard
	A PROFILE	
		My Profile
		Name
	MAGAZINE	Email address
	STEM AMBASSADORS	Current role
		Edit my profile
2	Browse	
	My matches	
	Upcoming activities	
	Require feedback	Activities
	Expressed interest	
	Completed activities	You have 106 matches

You will also receive regular emails from the STEM Ambassador Hub, flagging volunteering opportunities and encouraging you to sign in to your account to Browse or Express an Interest in activities, and to get your own volunteering logged on your account.

Below is an example of an activity as they appear on the website. The messaging facility has been cut off the bottom of the image for privacy reasons.

	REMARY SECONDARY RE HE EMPLOYERS MYDASHBOARD LOGIOUT PSPARCH
Ξ	
DASHBOARD	Big Bang North West Volunteer - 2019
PROFILE	🖨 02/07/2019 🕥 9 hours 🚸 miles framyou
CPD	Souther Enveryool Boother Presson
RESOURCES	Number of Age Range Ambassadors Live Jool Without Strange Without With
GROUPS	8000 7-11 years Talace Talace Spele Rincorn and Rincor
MAGAZINE	14-16 years Hesnall River Werkers
STEM AMRASSADORS	Owner     Alton Christoffer     Goode     Konner
ADMIN PANEL	Darticipating Organizations     Address
AMBASSADORS	Arthrity Tuno     Kontactoria
L TEACHERS	Support an exhibition or event 13 drp
SCHOOLS	✓ Aim Flag as "inappropriate"
ACTIVITIES +	To support the Big Bang North West event as a volunteer Ambassadors confirmed Update Cancel Activity + Add an Ambassador
LETTER REQUESTS	Description     When you have enough ambassadors to fulfill your activity, please select     Ambassadors confirmed to remember to the momentum
REPORTING -	This year's sig Bang North, West will take place at the Exhibition Centre Liverpool on 2nd July 2019. Our exhibitors, sponsors and presenters are planning lots of exciting and insplational hands on activities & shows: It's shaping up to be an amazing event! However, the day wouldn't be half as successful without the team of fantantic volunteers: who give up their time to help support the event. We're looking for enthussats: and committed individuals to come and be part of the team that will delayer the Big Bang North West 2019. This as perfect the IGY STEM

#### 8. Organising Your Own Activities

You can also take part in activities organised by yourself or your employer. It is essential that you log these <u>yourself</u> on your STEM Ambassador account.

- Sign in to your STEM Ambassador account at <u>www.stem.org.uk</u>
- Click the Activities Menu on the left-hand drop down
- Click 'Add activity' and complete the form which opens up with the details of the activity you have done

	STEM RESOURCES CPD STEM C
DASHBOARD PROFILE RESOURCES GROUPS GROUPS THAGAZINE STEM AMBASSADORS ACTIVITIES - Browse My matches	Ambassador Dashboard My Profile Name Email address Current role Edit my profile
Upcoming activities Require feedback Expressed interest Add activity Completed activities	Activities 106 You have 106 matches

### 9. Provide Feedback

Once the activity has taken place, you'll receive an email asking for feedback.

Overall success of the activity	
🚖 🚖 🚖 🚖 Excellent	
Please rate the activity according to the Impact criteria you selected on	General feedback on this activity:
actions.	The support provided by the STEM Ambassadors
mpact for young people	Preparation and organization
Engagement, Interest, enjoyment in STEM subjects	Excellent
🚖 🚖 🚖 🚖 Excellent	Interactivity and engagement
mpact for you and your colleagues	🚖 🚖 🚖 🚖 Excellent
	Success in achieving intended outcomes
Build our confidence and enthusiasm for STEM	🚖 🚖 🚖 🊖 Excellent
🚖 🚖 🚖 🚖 Excellent	Overall enjoyment
Wider impact	🚖 🚖 🚖 🚖 Excellent
Work with employers and Liloher Education Institutions to provide STEM	
encounters with young people	
🚖 🚖 🚖 🚖 Excellent	