

# STEM AMBASSADOR REGISTRATION INSTRUCTIONS



STEM Ambassador Hub Merseyside & Cheshire

As well as organising events including the North West Big Bang, **All About STEM** holds the regional contract for the STEM Ambassador Programme in Merseyside, Cheshire and Warrington. The STEM Ambassador Programme is a government funded initiative that inspires young people across the country. To find out more please use the following link:

[www.stem.org.uk/stem-ambassadors/who-are-stem-ambassadors](http://www.stem.org.uk/stem-ambassadors/who-are-stem-ambassadors)



Register as a STEM Ambassador with STEM Learning

[www.stem.org.uk/user/register?type=ambassador](http://www.stem.org.uk/user/register?type=ambassador)

The first step is to create a STEM Ambassador account with STEM Learning. The information you provide will be used to create your DBS application, therefore please ensure your 'First Name' and 'Surname' are identical to your official ID Documents. You will be allocated to a regional Hub based on your home postcode.

## A Select 'STEM Ambassador'.

The screenshot shows the 'Create an account' page on the STEM Learning website. Under the heading 'I am registering as a...', there are four radio button options: 'Working in education - Teacher, technician, trainee teacher, administrator', 'STEM volunteer - become a STEM Ambassador', 'Youth or community group leader', and 'An employer or professional institution - Manager of STEM education activities'. A red arrow points to the 'STEM volunteer' option. Below these options is a 'Continue' button. At the bottom of the page, there are links for 'ABOUT US', 'PRESS', 'CONTACT US', 'TERMS AND CONDITIONS', 'PRIVACY POLICY', 'COOKIES', 'HELP', and 'VENUE HIRE'. The footer includes the STEM Learning logo and the Project EntHuse logo.

## B Fill in the requested fields with your information

The screenshot shows the 'Create an account' form on the STEM Learning website. The form includes fields for 'Title', 'First name', 'Surname', 'Username', 'Email address', and 'Confirm e-mail address'. There are also password fields for 'Password' and 'Confirm password'. A 'Request new password' link is visible. On the right side, there is a box titled 'Registration is completely free' which lists benefits: 'Access thousands of resources', 'Book onto our CPD activities', 'Sign up to eNewsletters', and 'Contribute to online groups'. It also states 'Registering is free, quick and easy! If you have any problems please contact us.'

## C Complete your profile by providing your details

The screenshot shows the 'Register as an Ambassador' form on the STEM Learning website. The form includes fields for 'Home Address', 'Postcode', 'Address', 'Town or city', 'Phone number', 'Mobile phone number', 'Date of birth', 'Ethnicity', and 'Gender'. There is a 'Find me' button next to the 'Postcode' field. On the right side, there is a box titled 'Registration is completely free' which lists benefits: 'Access thousands of resources', 'Book onto our CPD activities', 'Sign up to eNewsletters', and 'Contribute to online groups'. It also states 'Registering is free, quick and easy! If you have any problems please contact us.'

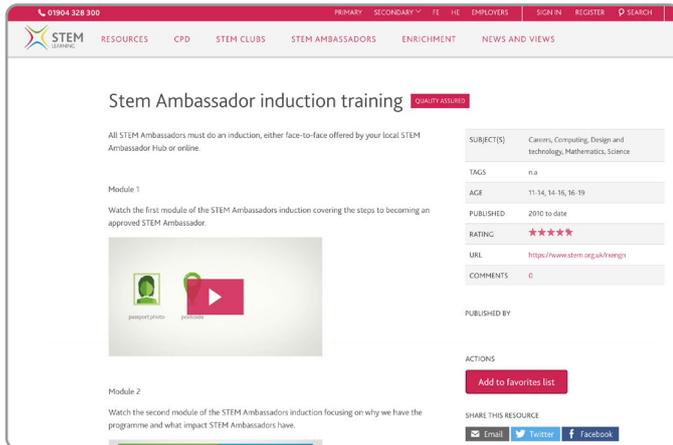
<http://bit.ly/2mgEgEP>



## Complete the STEM Ambassador Online Induction

[www.stem.org.uk/stem-ambassadors/training-support/induction](http://www.stem.org.uk/stem-ambassadors/training-support/induction)

All STEM Ambassadors are required to complete the online induction which will take approx. 45 minutes. This will introduce you to the programme and provide you with important information that you need to know. The completion date must be recorded on your STEM Ambassador profile.



<http://bit.ly/2IVRzdA>

# DBS

## DBS Application and Identification Check

STEM Learning require all STEM Ambassadors to undergo an Enhanced DBS Check. This procedure is free of charge and is managed via an online disclosure system provided by Atlantic Data Ltd (ADL).

Your regional STEM Ambassador Hub will contact you to confirm they have initiated a DBS application. You will then receive a separate email with a link to the application form and further instructions. **Please ensure you have the following information to hand before you start your DBS application:**

- A minimum of 3 original documents (see 'DBS\_List of Acceptable ID')
- 5-year home address history
- External Verifier information for your ID Check – (see 'DBS\_Choosing an External Verifier' and 'DBS\_External Verifiers Guide'). We strongly encourage you to opt for External Verification unless you can visit our office in Liverpool Baltic Triangle during normal office hours

## Do you already hold an Enhanced Disclosure Certificate?

If you already hold a valid Enhanced Disclosure Certificate for working with children **AND** you have registered this Certificate onto the *DBS Update Service*, please contact [ambassadors@allaboutstem.co.uk](mailto:ambassadors@allaboutstem.co.uk) and we will advise you of the next steps.



## DBS Certificate

The regional Hub receives notification from the DBS of the Certificate result. The DBS Certificate is sent directly to the address provided on your application form. If the Certificate is clear your STEM Ambassador profile will be updated by the regional Hub and volunteering can commence.

If the Certificate contains disclosures, the regional Hub will contact you to arrange a mutually agreeable appointment to view the Certificate and a decision made as to whether we can clear you to work as a STEM Ambassador.



## DBS Update Service

On receipt of your DBS Certificate we would like to encourage you to subscribe to the DBS Update Service, which is free to volunteers. This will avoid you having to re-apply for a new DBS Certificate in three years' time (see the link below for additional benefits). You only have 30 days from the issue date on your Certificate to register and you should have your DBS Certificate to hand when you do so.

[www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide](http://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide)



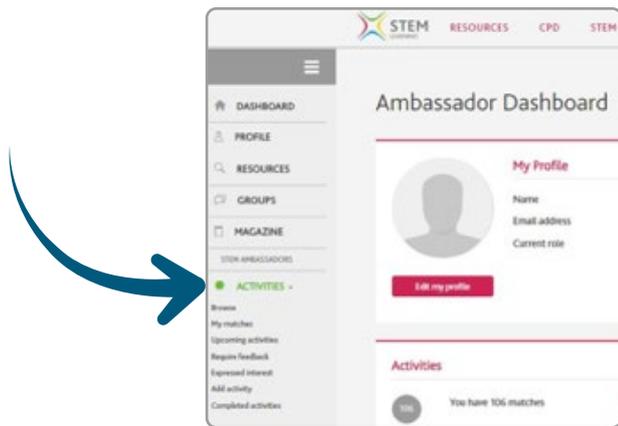
## Receive your STEM Ambassador ID card

On receipt of your DBS clearance, your STEM Ambassador account will be updated with your certificate details and you will be free to volunteer. Always take your DBS Certificate with you to activities. If you uploaded a photograph to your profile, an ID card will be sent to the address given on your account, though you are free to volunteer without one.



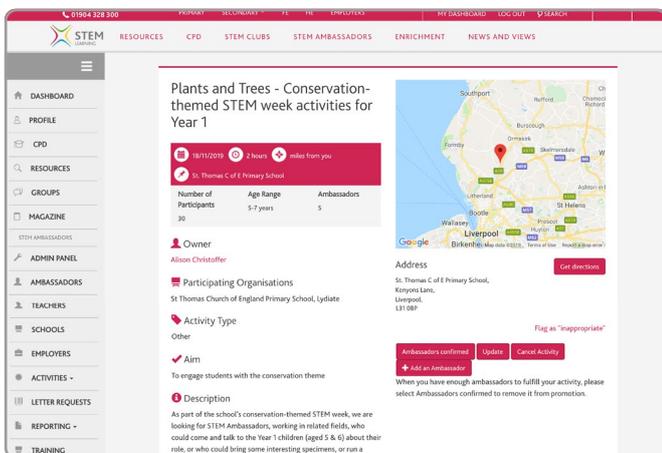
## Volunteering via the STEM Ambassador website

At any time, you can Browse activities advertised by schools, and others, by **signing in** 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.**



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.

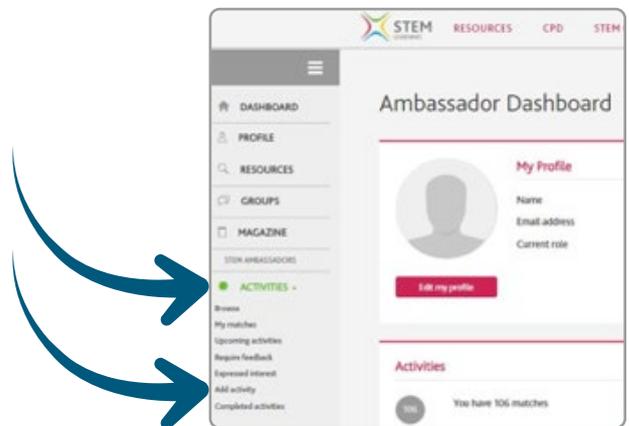
Below is an example of an activity as they appear on the website. The messaging facility has been cut off the bottom of the image for privacy reasons.



## Organising your own activities

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

- Sign in to your STEM Ambassador account at [www.stem.org.uk](http://www.stem.org.uk)
- 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



## Provide feedback

If you have taken part in an activity that was advertised on the STEM Ambassador website, you will receive an email asking for feedback.

Please do take the time to complete this as the information contributes to the evaluation of the programme as a whole. This will also give you the chance to record any activity preparation time which will be added to your volunteering hours log.

