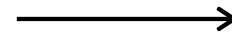


# FULL REGISTRATION GUIDE

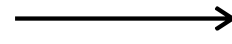




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## INTRODUCTION

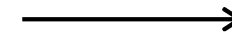
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This guide will provide visual step-by-step instructions to help you complete the STEM Ambassador registration process

Then crucially, how to link to the **Go Construct STEM Ambassador scheme.**





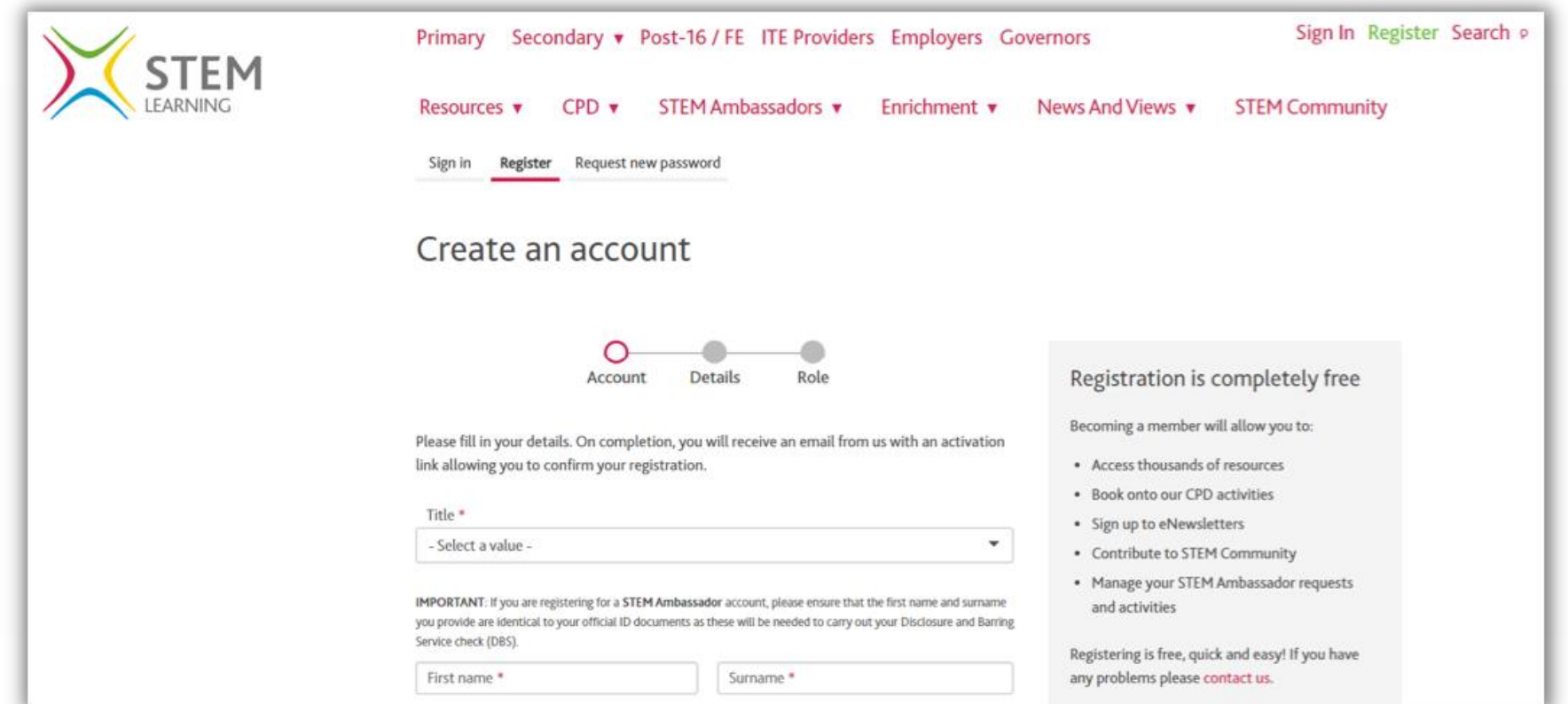


## SIGNING UP

# Register as a STEM Ambassador

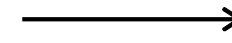
YOUR PAGE SHOULD LOOK LIKE THIS

You must register as a STEM Ambassador before you can link to the Go Construct STEM Ambassador scheme



To begin your registration please click or enter this link

<https://www.stem.org.uk/user/register?type=ambassador>



# CREATE YOUR ACCOUNT


## Enter your contact details here

You will need to fill out:

- Title
- First Name
- Surname
- Enter in a Username
- Email Address
- Confirm Email Address

YOUR PAGE SHOULD LOOK LIKE THIS

### Create an account



Please fill in your details. On completion, you will receive an email from us with an activation link allowing you to confirm your registration.

Title \*

- Select a value -

**IMPORTANT:** If you are registering for a **STEM Ambassador** account, please ensure that the first name and surname you provide are identical to your official ID documents as these will be needed to carry out your Disclosure and Barring Service check (DBS).

First name \*      Surname \*

Username \*

This is your public screen name and will be visible to other users of the website. Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes and underscores.

Email address \*

Confirm e-mail address \*

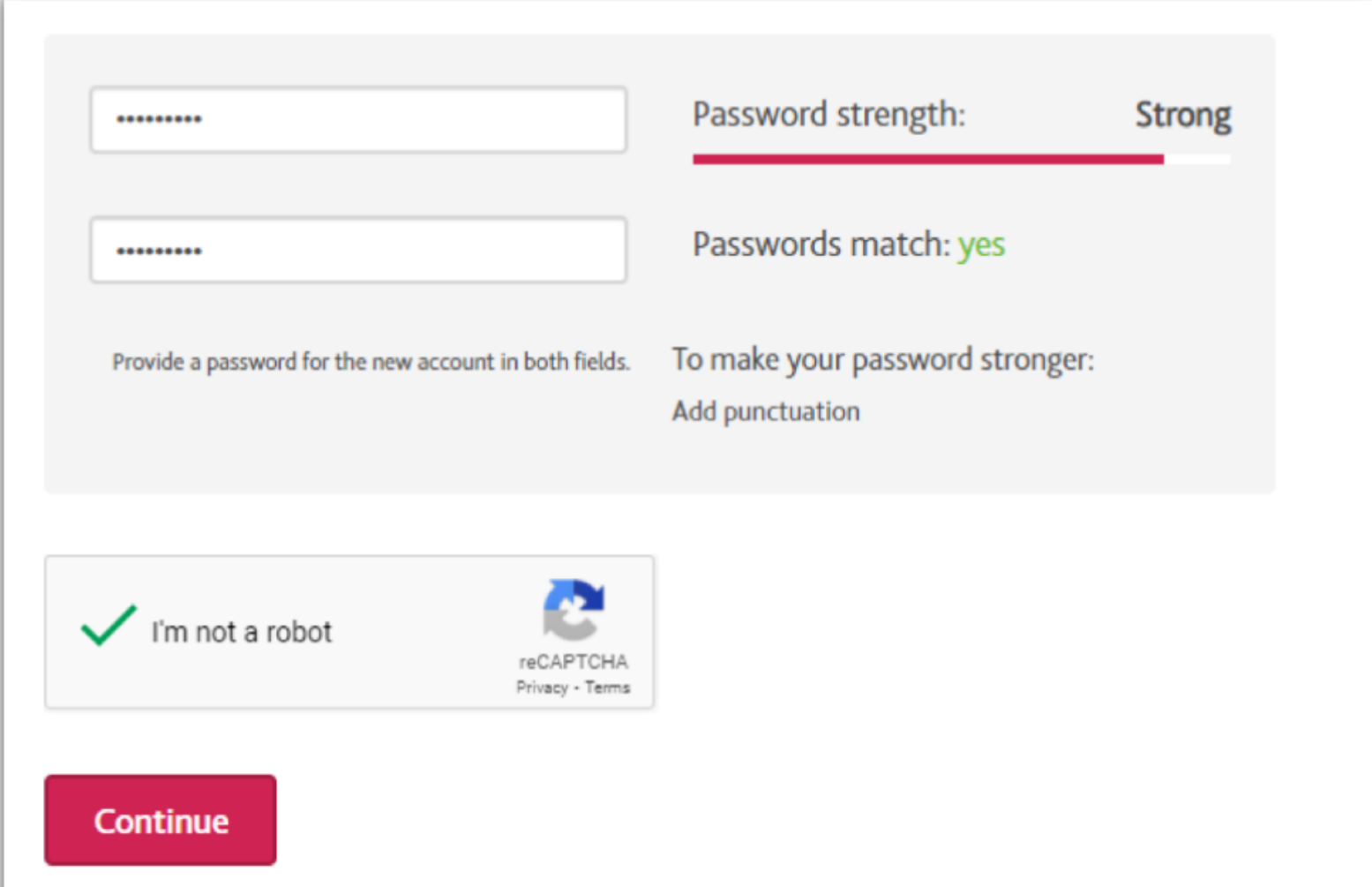


## CREATING YOUR PASSWORD

# Create your password

- When completed, click on the 'I'm not a robot' selection button
- Then click continue

YOUR PAGE SHOULD LOOK LIKE THIS



The screenshot shows a password creation form with two input fields containing masked characters. To the right of the first field is a 'Password strength' indicator showing a red progress bar and the word 'Strong'. To the right of the second field is a 'Passwords match' indicator showing the word 'yes' in green. Below the fields is a text prompt: 'Provide a password for the new account in both fields. To make your password stronger: Add punctuation'. At the bottom left is a green checkmark and the text 'I'm not a robot'. At the bottom right is the reCAPTCHA logo and text 'reCAPTCHA Privacy - Terms'. At the very bottom is a red 'Continue' button.

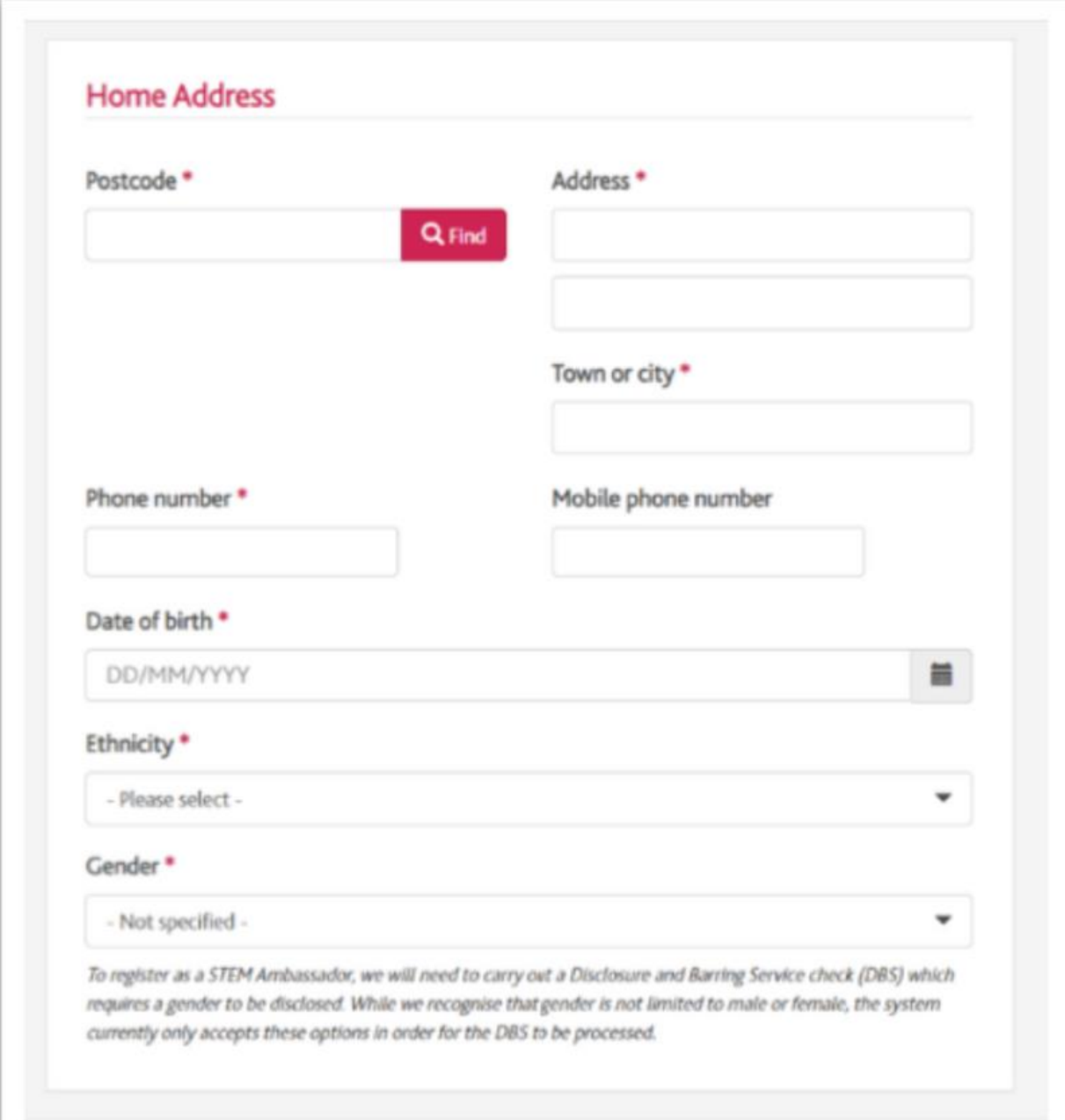


## HOME ADDRESS & PERSONAL DETAILS

### Fill in your details:

- Home Address
- Phone Number
- Date of Birth
- Ethnicity Gender

YOUR PAGE SHOULD LOOK LIKE THIS



The screenshot shows a registration form titled "Home Address". It contains the following fields:

- Postcode \***: A text input field with a red "Find" button to its right.
- Address \***: Two stacked text input fields.
- Town or city \***: A text input field.
- Phone number \***: A text input field.
- Mobile phone number**: A text input field.
- Date of birth \***: A date picker field with the format "DD/MM/YYYY" and a calendar icon.
- Ethnicity \***: A dropdown menu with the option "- Please select -".
- Gender \***: A dropdown menu with the option "- Not specified -".

At the bottom of the form, there is a disclaimer: "To register as a STEM Ambassador, we will need to carry out a Disclosure and Barring Service check (DBS) which requires a gender to be disclosed. While we recognise that gender is not limited to male or female, the system currently only accepts these options in order for the DBS to be processed."





## ABOUT ME

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# Completing About Me

'About Me' is a great chance for you to give a summary of who you are, what your experience is and anything else you'd like to share with a potential **'event organiser'**.

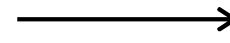
It's up to you how much you want to share.

YOUR PAGE SHOULD LOOK LIKE THIS



The screenshot shows a web form titled "About me" in red text. Below the title is a horizontal line. Underneath is the label "My biography (1000 characters max)" in grey. Below the label is a large, empty text input box with a light grey border and a small cursor icon at the bottom right corner.

You can update your profile at any time should you wish to make any amendments



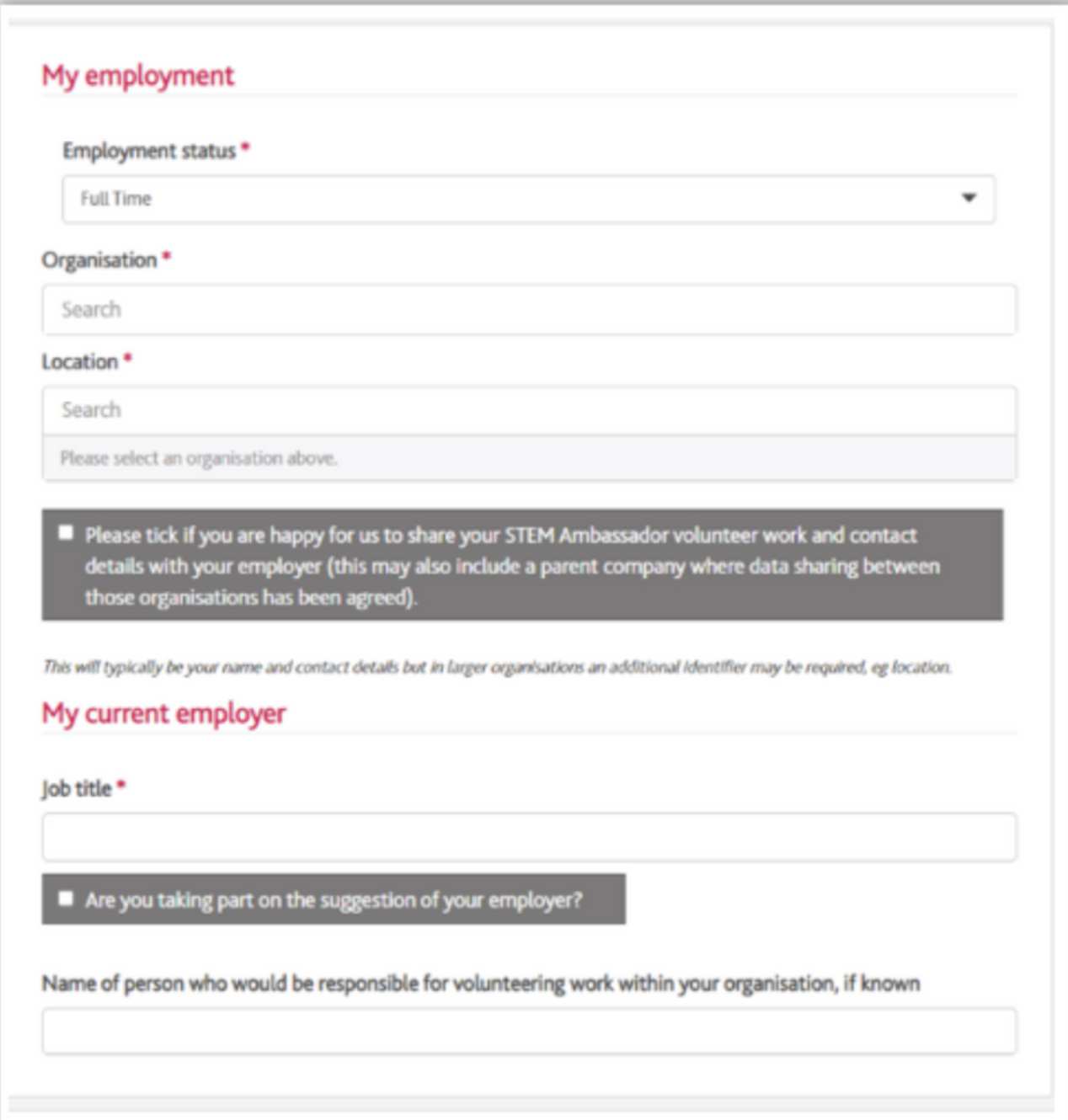
## MY EMPLOYMENT

# Enter your current employment status here

If you're in full time employment you will be able to include your employer details.

You can also share your ambassador performance data, number of engagements completed etc. with your employer should you consent to do so. Just click the box.

YOUR PAGE SHOULD LOOK LIKE THIS



**My employment**

Employment status \*

Full Time

Organisation \*

Search

Location \*

Search

Please select an organisation above.

Please tick if you are happy for us to share your STEM Ambassador volunteer work and contact details with your employer (this may also include a parent company where data sharing between those organisations has been agreed).

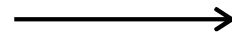
This will typically be your name and contact details but in larger organisations an additional identifier may be required, eg location.

**My current employer**

Job title \*

Are you taking part on the suggestion of your employer?

Name of person who would be responsible for volunteering work within your organisation, if known



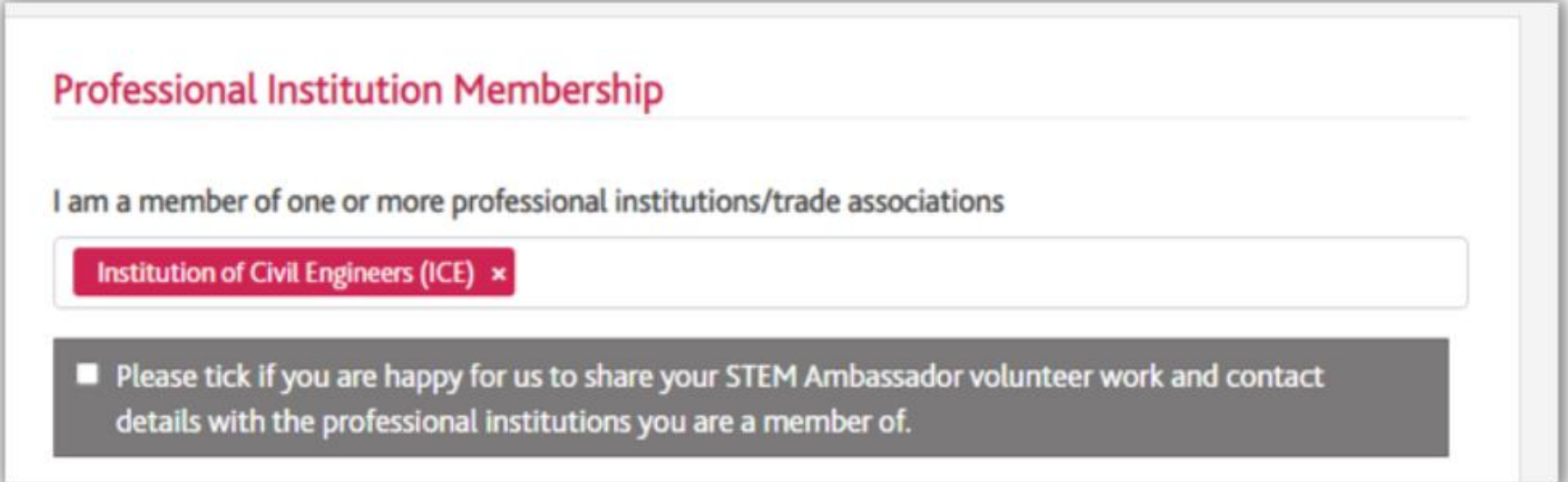
# PROFESSIONAL INSTITUTION MEMBERSHIP

## List your memberships here

Within construction & the built environment we have many professional institutions, so if you belong to any add them here.

Share your Ambassador details with the professional institutions you belong to by ticking the box

YOUR PAGE SHOULD LOOK LIKE THIS



**Professional Institution Membership**

I am a member of one or more professional institutions/trade associations

Institution of Civil Engineers (ICE) x

Please tick if you are happy for us to share your STEM Ambassador volunteer work and contact details with the professional institutions you are a member of.



## ACTIVITY PREFERENCES

# Your skills & areas of expertise

This is where you can find the areas of expertise that you bring to the role of a Go Construct STEM Ambassador.

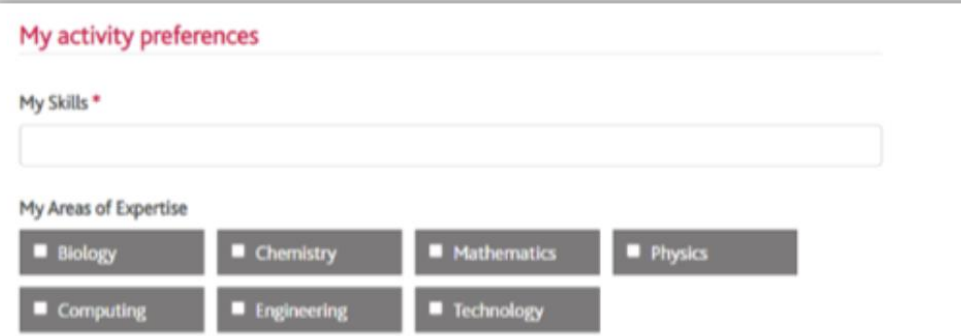
Fill out your skill set and select your areas of expertise.

Select the types of activity you want to do and the age range you want to work with.

There's a huge variety of skills needed within every career in construction and the built environment. Many of these skills link really well to STEM subjects.

For example, a Bricklayer, using materials and chemicals to mix cement = Science. Setting out lines, angles and quantities of bricks needed to build a structure = Mathematics.

YOUR PAGE SHOULD LOOK LIKE THIS

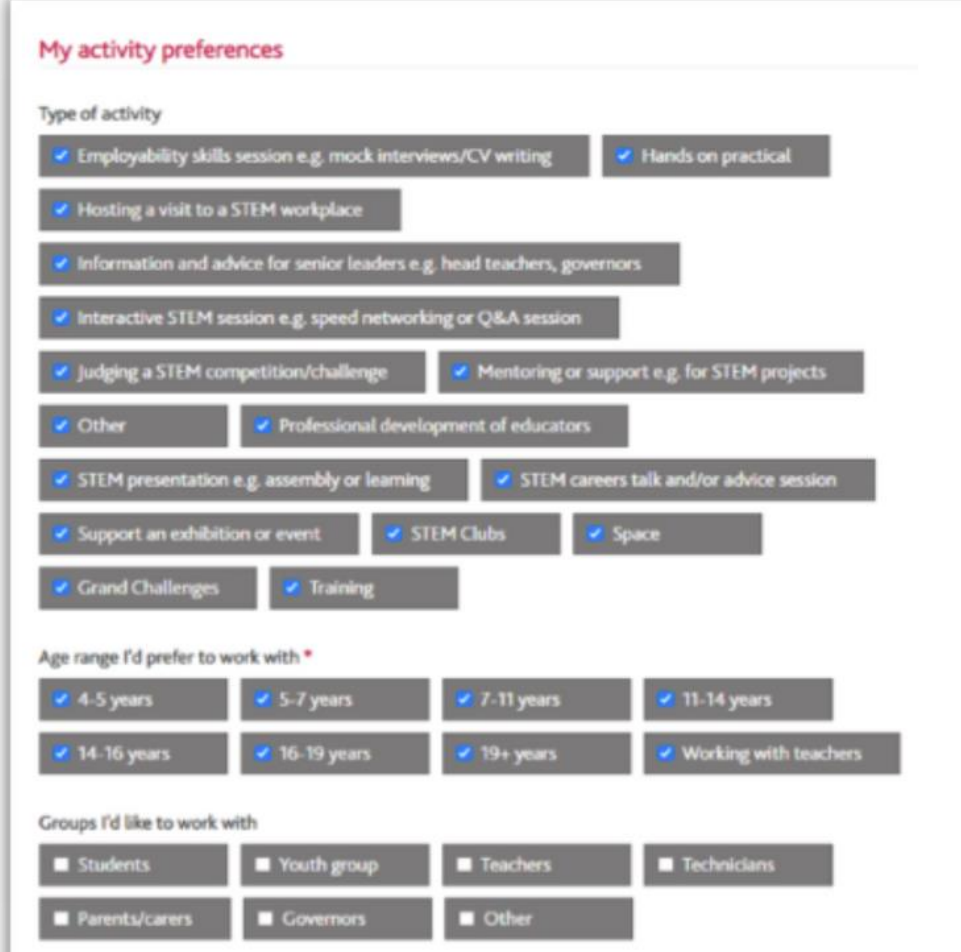


**My activity preferences**

My Skills \*

My Areas of Expertise

- Biology
- Chemistry
- Mathematics
- Physics
- Computing
- Engineering
- Technology



**My activity preferences**

Type of activity

- Employability skills session e.g. mock interviews/CV writing
- Hands on practical
- Hosting a visit to a STEM workplace
- Information and advice for senior leaders e.g. head teachers, governors
- Interactive STEM session e.g. speed networking or Q&A session
- Judging a STEM competition/challenge
- Mentoring or support e.g. for STEM projects
- Other
- Professional development of educators
- STEM presentation e.g. assembly or learning
- STEM careers talk and/or advice session
- Support an exhibition or event
- STEM Clubs
- Space
- Grand Challenges
- Training

Age range I'd prefer to work with \*

- 4-5 years
- 5-7 years
- 7-11 years
- 11-14 years
- 14-16 years
- 16-19 years
- 19+ years
- Working with teachers

Groups I'd like to work with

- Students
- Youth group
- Teachers
- Technicians
- Parents/carers
- Governors
- Other



## LOCATION & TRAVEL PREFERENCES

# Complete your travel preferences

- Add a location to use as your base

This is handy, for example, if you are working away from home on a project.

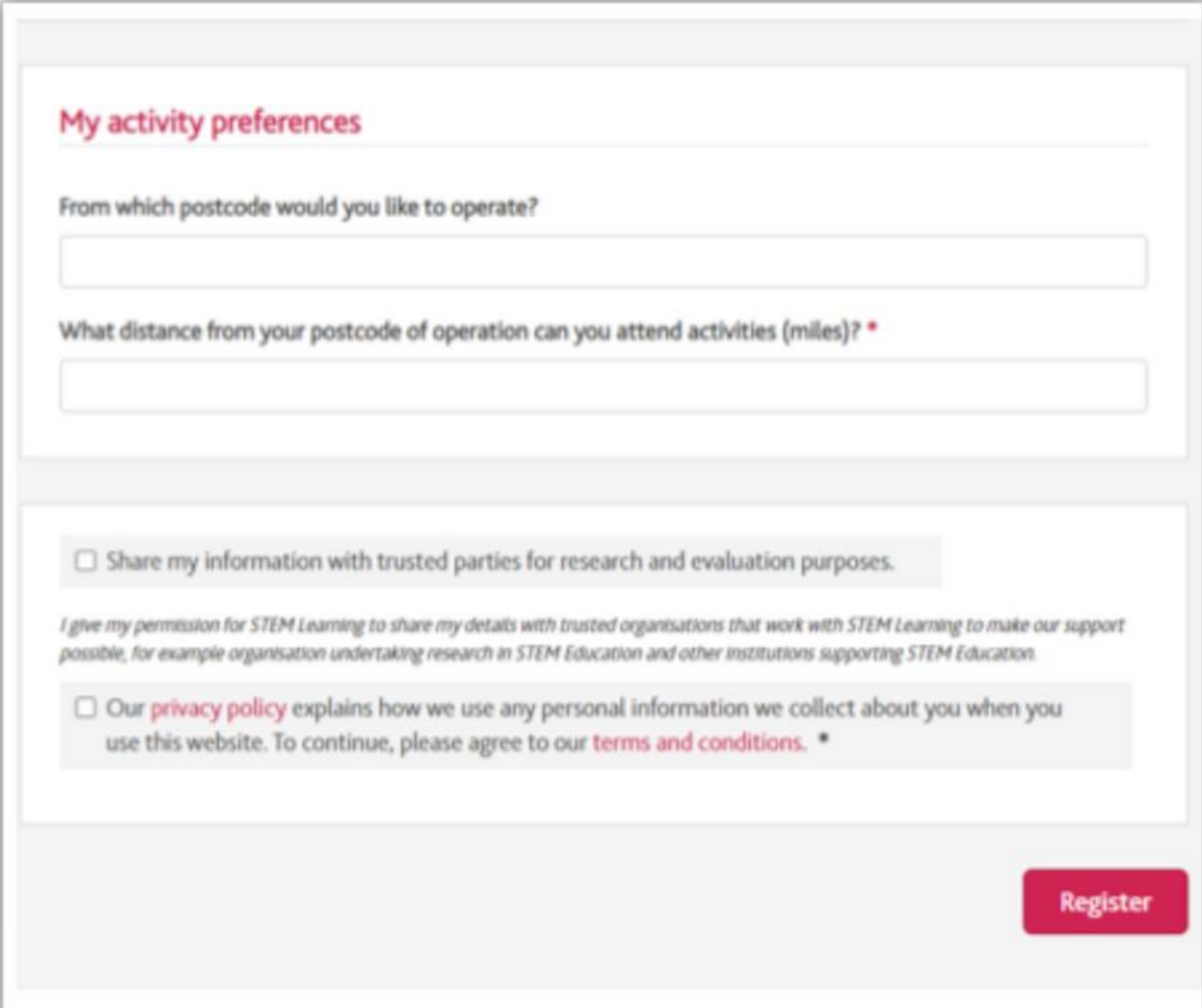
- Choose how far you'd be willing to travel

This helps the STEM Learning team carefully select engagement opportunities that are in accordance with your travel preferences.

Tick the T&C's box and select register to complete your registration

This information can be updated at any time in your profile details.

YOUR PAGE SHOULD LOOK LIKE THIS



**My activity preferences**

From which postcode would you like to operate?

What distance from your postcode of operation can you attend activities (miles)? \*

Share my information with trusted parties for research and evaluation purposes.

I give my permission for STEM Learning to share my details with trusted organisations that work with STEM Learning to make our support possible, for example organisation undertaking research in STEM Education and other institutions supporting STEM Education.

Our [privacy policy](#) explains how we use any personal information we collect about you when you use this website. To continue, please agree to our [terms and conditions](#). \*

**Register**





## STEM REGISTRATION COMPLETE

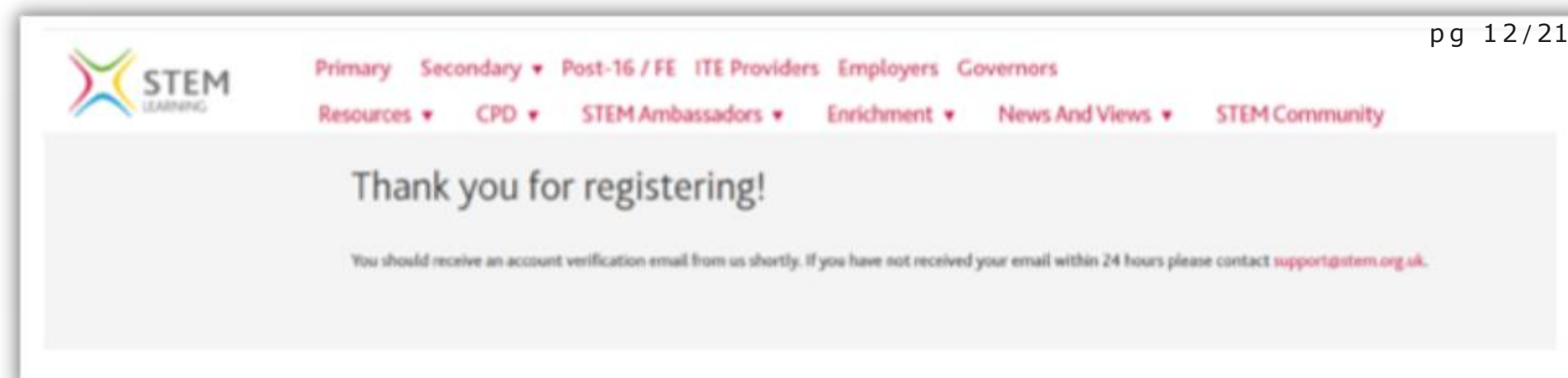
---

# When you have registered you will see a 'thank you for registering' page

You should receive an account verification email.

Please verify your account from this email.

If you haven't received an email within 24 hours, please contact [support@stem.org.uk](mailto:support@stem.org.uk)



A dense, black-and-white line-art background filled with various STEM-related icons. On the left, there's a microscope and a beaker. In the center, a hand holds a magnifying glass over a globe. To the right, a person is working with a large gear and a tablet displaying the number '2'. At the bottom, a hand uses a saw on a block labeled 'STEM'. Other icons include a pencil, a ruler, a compass, a pencil sharpener, a pencil case, and various mechanical parts.

## Step 2

Joining the Go Construct STEM  
Ambassador scheme

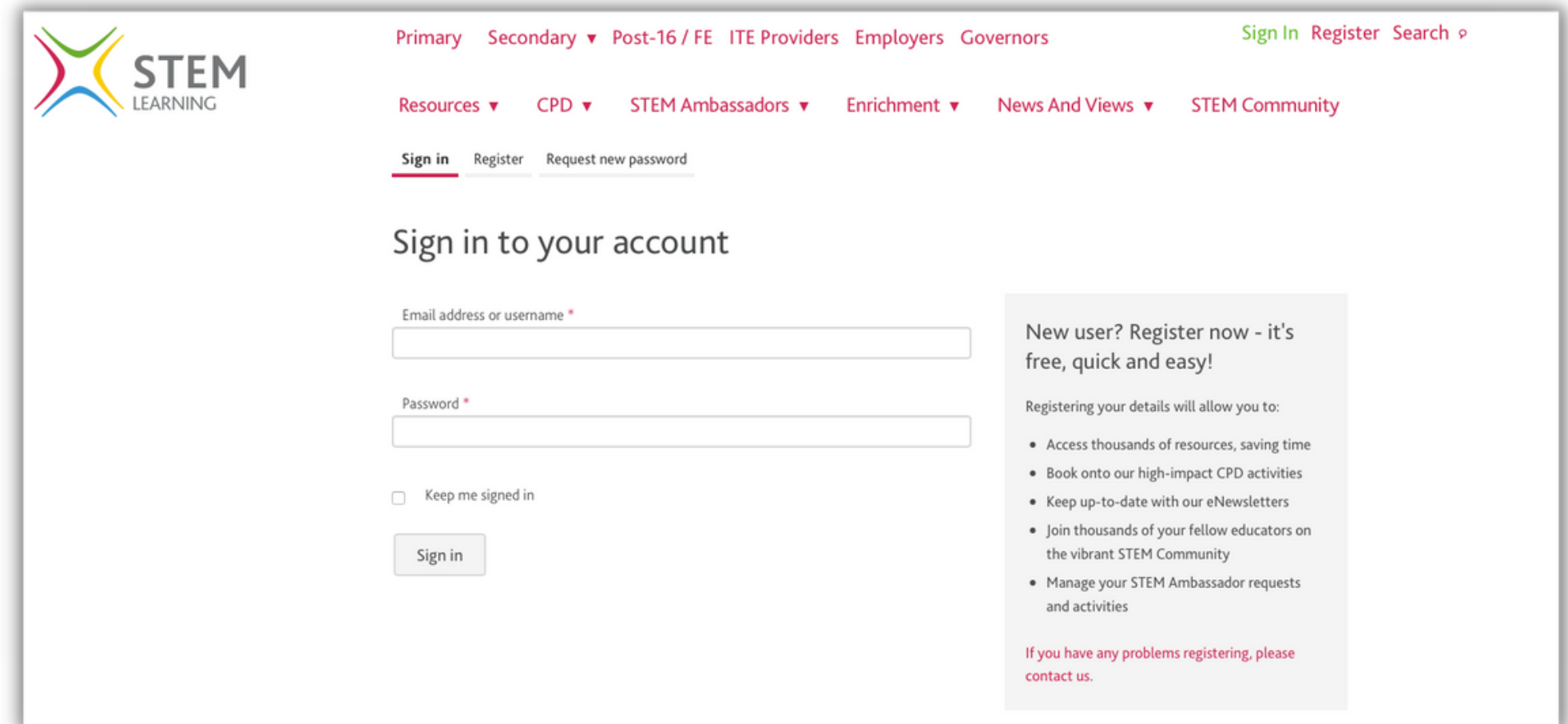
STEM



## SIGN IN

# Sign in to your STEM account

YOUR PAGE SHOULD LOOK LIKE THIS



To sign in please click or enter this link

<https://www.stem.org.uk/user?destination=dashboard>

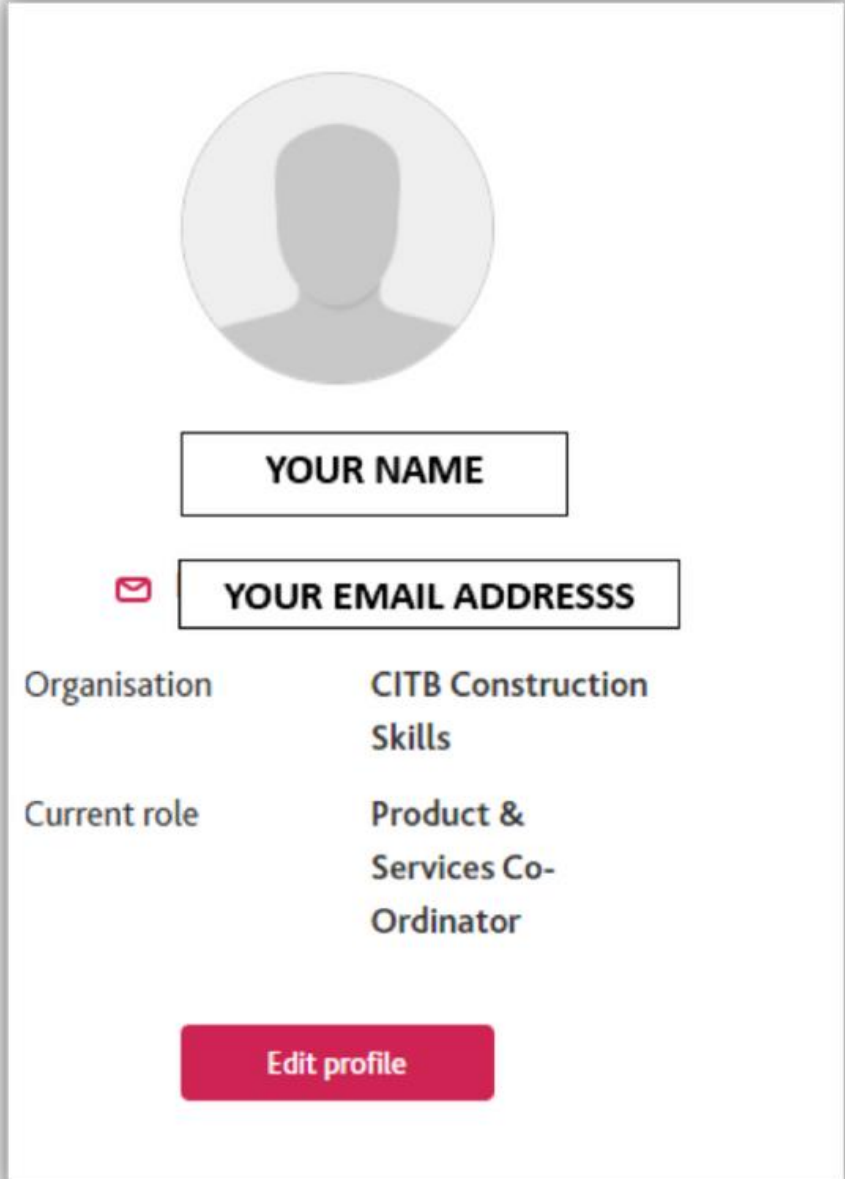


## IDENTIFYING AS A 'GO CONSTRUCT' STEM AMBASSADOR

# How to identify as a Go Construct STEM Ambassador

When you have completed your registration to become a STEM Ambassador, you will need to go onto your dashboard and click on 'edit profile'

YOUR PAGE SHOULD LOOK LIKE THIS



A screenshot of a user profile page. At the top is a circular placeholder for a profile picture. Below it is a text input field labeled "YOUR NAME". Underneath is another text input field labeled "YOUR EMAIL ADDRESS" with a red envelope icon to its left. Below these are two rows of text: "Organisation" followed by "CITB Construction Skills", and "Current role" followed by "Product & Services Co-Ordinator". At the bottom is a red button labeled "Edit profile".



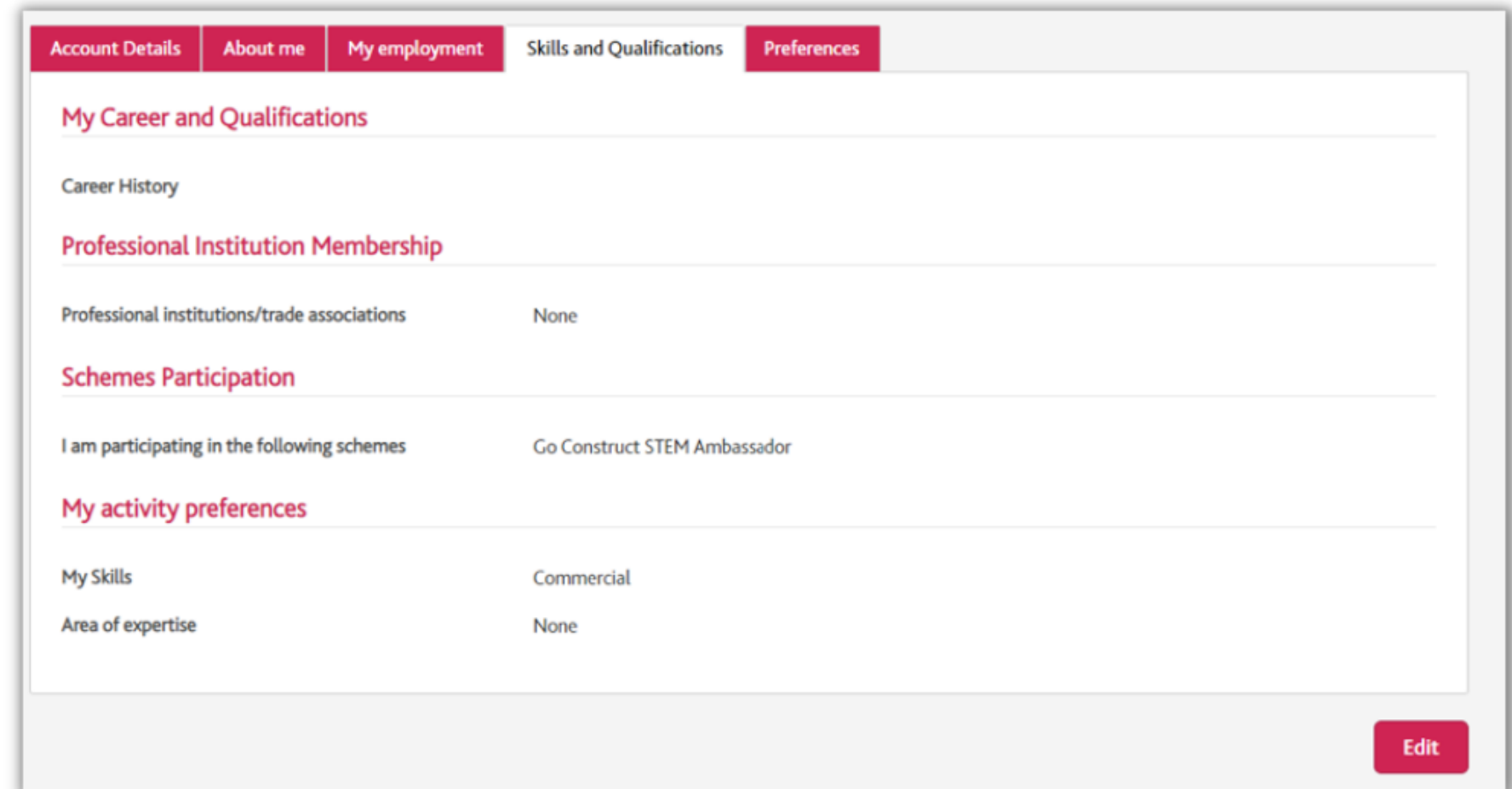
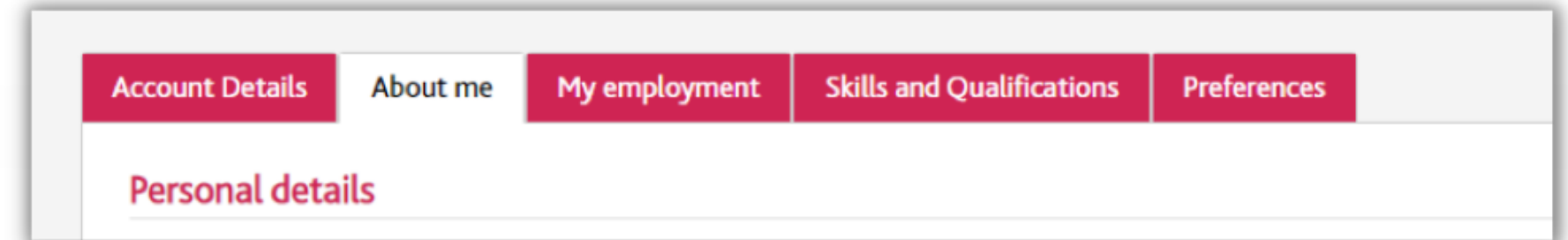
# SELECT SKILLS & QUALIFICATIONS

## Select Skills & Qualifications

This will show you your career history and qualifications, any professional institutions you are a part of and the schemes that you are a member of.

Click Edit

YOUR PAGE SHOULD LOOK LIKE THIS



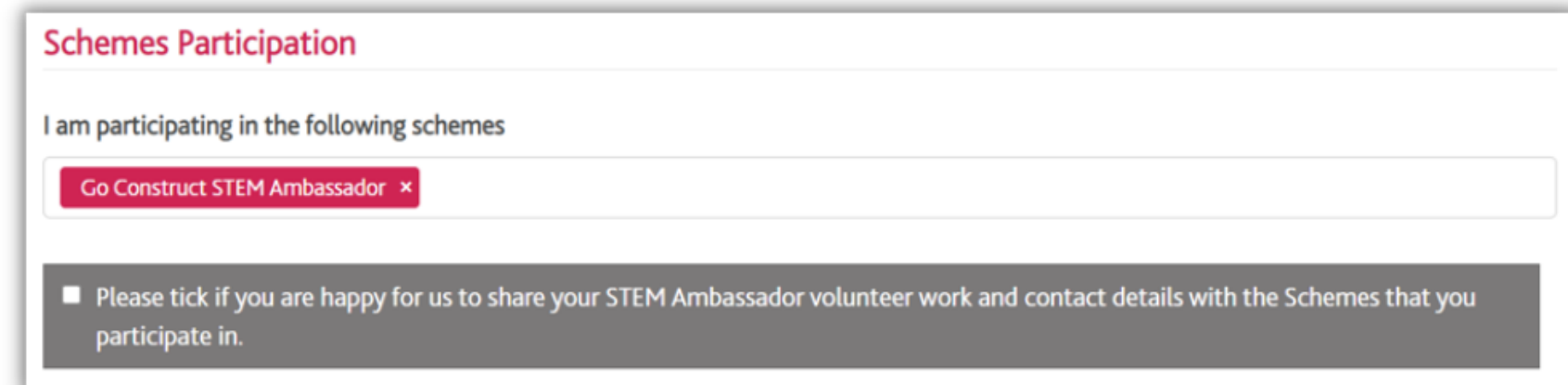




## SCHEMES PARTICIPATION

# Adding the Go Construct Ambassador scheme to your profile

YOUR PAGE SHOULD LOOK LIKE THIS



**Schemes Participation**

I am participating in the following schemes

Go Construct STEM Ambassador x

Please tick if you are happy for us to share your STEM Ambassador volunteer work and contact details with the Schemes that you participate in.

Scroll down the page to find the '**schemes participation**' section.

Type Go Construct STEM Ambassador directly in the box or click in the box and select the scheme from the list shown.

Finally, to confirm that you are happy to share your Ambassador performance information with us, just tick the box.

All information will only be shared with CITB. By agreeing to share your information with us you will have access to the latest construction specific resources and support.

Click on submit

A detailed line-art illustration in black and orange. The scene is filled with various scientific and technical symbols: a magnifying glass, a globe, a microscope, a computer monitor, a smartphone, a pair of safety goggles, a wrench, a gear, a lightbulb, a pencil, a ruler, a beaker, a test tube, a book, a compass, a pencil sharpener, a stack of papers, a hand holding a pen, a hand holding a pencil, a hand holding a ruler, a hand holding a pencil, a hand holding a pencil, a hand holding a pencil, a hand holding a pencil, a hand holding a pencil, a hand holding a pencil, a hand holding a pencil, a hand holding a pencil, a hand holding a pencil, a hand holding a pencil. The word 'STEM' is written in large, bold, orange letters at the bottom center. The overall theme is education, technology, and science.

## Step 3

Inductions and DBS/PVG checks



# COMPLETING THE STEM INDUCTION

Once you have registered, your local STEM hub will send a verifying email to your chosen email address. You need to click on the link in the body of the email and sign into your newly created account.

You will also be requested to complete a short induction in the registration email.

## STEM Ambassadors Induction - East England

Get started as a STEM Ambassador, find out about the range of volunteering activities and support available.

<https://www.futurelearn.com/courses/stem-ambassador-induction-east-eng/2/todo/82230>

### What topics will you cover?

- Introduction to the STEM Ambassador programme, your Hub and steps to becoming an approved ambassador.
- Purpose of the STEM Ambassador programme and the impact you can make as a STEM Ambassador.
- Becoming an active STEM Ambassador: covering the different types of activities, finding volunteer opportunities, planning, evaluation and logging activities.
- Health and safety: including safeguarding, boundaries and confidentiality.
- Resources and support available.

### What will you achieve?

By the end of the course, you'll be able to...

- ✓ Identify further training and resources as next steps for you as a STEM Ambassador.
- ✓ Explain how to be an active STEM Ambassador, find and log activities.
- ✓ Identify the steps in the process of becoming a STEM Ambassador and what stage you have reached.
- ✓ Apply health and safety guidelines, including safeguarding, as a STEM Ambassador.
- ✓ Explain the UK's STEM agenda, and the role and impact of the STEM Ambassador programme.



## DBS CHECK & GUIDANCE

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# Complete your DBS check

You will receive a separate email to complete a free of charge DBS application (or PVG if you're in Scotland).

You will still have access to your dashboard on your STEM account, however, you will not be an approved Go Construct STEM Ambassador until this check is completed.



### DBS Guidance for STEM Ambassadors

Having successfully completed the induction modules and submitting your feedback I am pleased to be able to inform you that an invitation to apply for your Enhanced DBS Certificate has been raised.

**Before you complete your application please decide how you would like to have your Identity Documents Verified:**



## CONTACT US

---

Once you have completed these 3 steps you will have successfully signed up as a Go Construct STEM Ambassador. We will be in touch to welcome you to the scheme and share details of how we can support you. We are excited to share plans for how we hope to support you in your role of inspiring the next generation to join the construction and built environment sector.

If you need any further assistance, we are here to support you so please contact the team via the following email address:

For all general enquiries please contact [ca@citb.co.uk](mailto:ca@citb.co.uk)

Alternative email contacts:

Carla Tidd  
[Carla.tidd@citb.co.uk](mailto:Carla.tidd@citb.co.uk)

Sameerah Marshall  
[Sameerah.marshall@citb.co.uk](mailto:Sameerah.marshall@citb.co.uk)

Robbie Smith  
[Robertj.smith@citb.co.uk](mailto:Robertj.smith@citb.co.uk)