



REQUEST A STEM AMBASSADOR FOR EVENT ORGANISERS



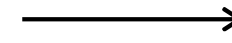


Contents

Introduction	01	About the audience	09
Requestor guide	02	When the activity will take place	10
How it works	03	STEM Ambassador requirement	11
Sign in	04	Promote your activity	12
Advertise an activity	05	Measuring your activity	13
About your activity	06	Add your activity	14
Where your activity will take place	07	Contact Us	15
Participating schools/organisations	08		

A detailed line-art illustration in black and orange. The scene is a workshop or laboratory. In the center, a hand holds a magnifying glass over a globe. To the left, a hand holds a laptop. Below that, a hand holds a pair of safety goggles. In the foreground, a hand holds a saw cutting into a block labeled 'STEM'. To the right, a hand holds a gear. Other elements include a microscope, a test tube, a beaker, a pencil, a ruler, and various tools. The word 'STEM' is written in large, bold, orange-outlined letters at the bottom center.

How to create an activity request for a
Go Construct STEM Ambassador



HOW IT WORKS

How it works

STEP 1

Sign in at
[www.stem.org.uk/
dashboard](http://www.stem.org.uk/dashboard)



STEP 2

Select '**Advertise
an activity**' in the
menu on your online
dashboard, fill in the
details and publish
your activity



STEP 3

STEM Ambassadors
will express an
interest in your
activity and you can
offer them a place



STEP 4

Once the STEM Ambassador
has accepted, click confirm
and **communicate through
the integrated messaging
tool** to arrange the details
for your activity



STEP 5

Complete
your activity

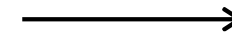


STEP 6

Give us
feedback on
your activity



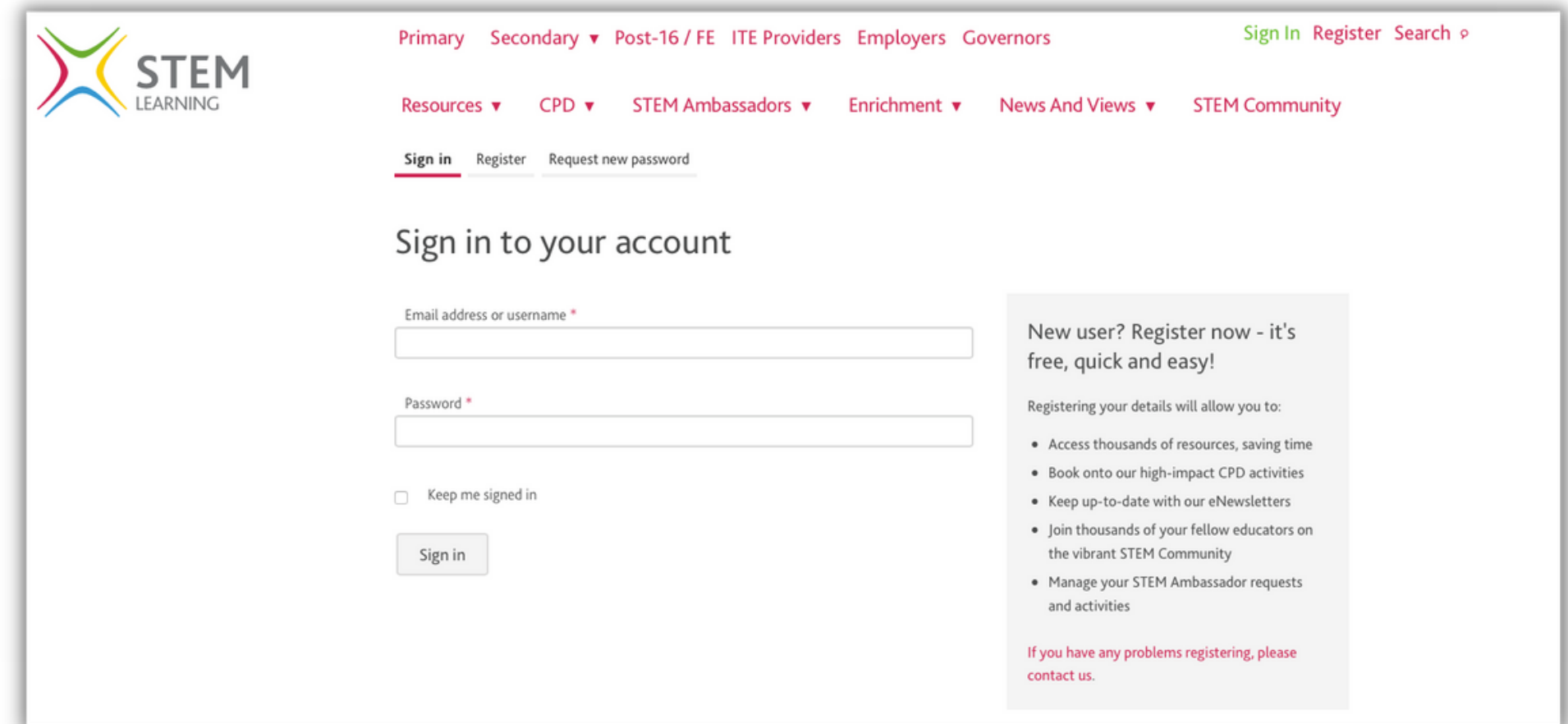
Sign in to your dashboard or create an account now. You can also use the STEM Teacher app to manage your activity requests.



SIGN IN

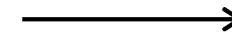
Sign in to your STEM Learning account

YOUR PAGE SHOULD LOOK LIKE THIS



To sign in please click or enter this link

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



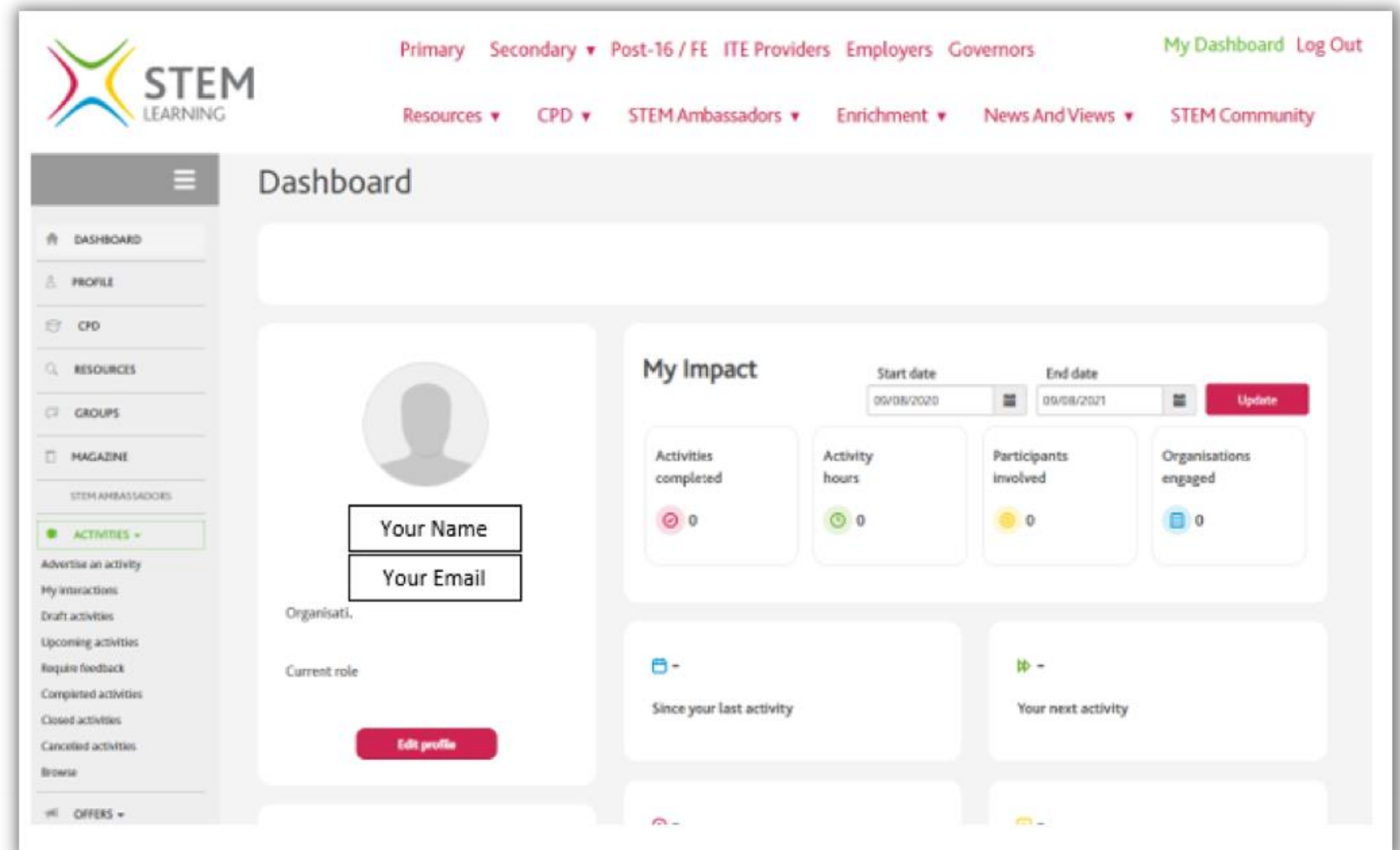
ADVERTISE AN ACTIVITY

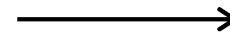
How to advertise an activity

On your dashboard, you'll see on the far-left hand side there is an activities drop down option.

Click on the drop down and select advertise an activity.

YOUR PAGE SHOULD LOOK LIKE THIS





ABOUT YOUR ACTIVITY

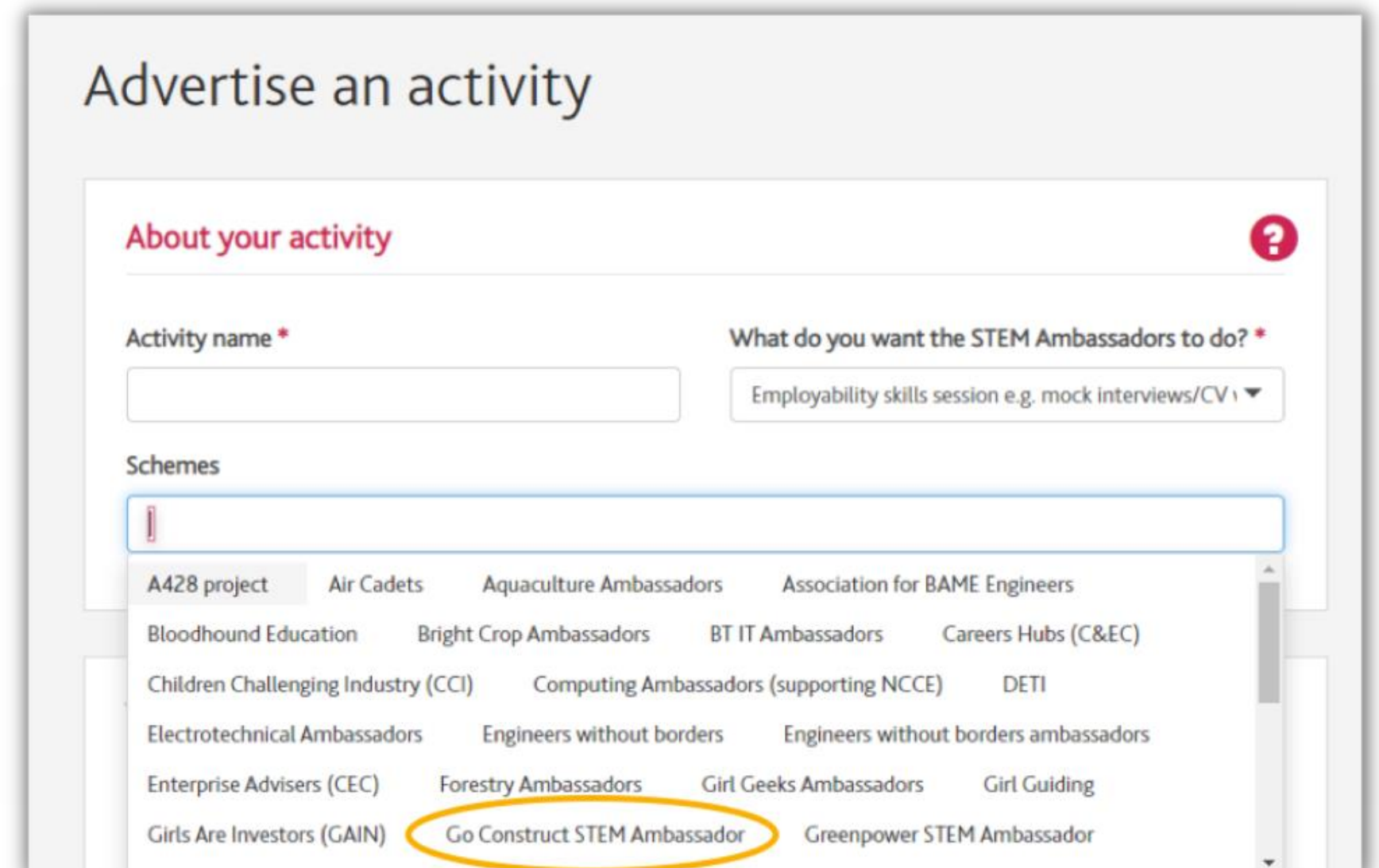
Enter the activity details here

Enter in the name of your activity.

On the drop down menu under 'what do you want the STEM Ambassadors to do?' select what type of activity you want to hold.

In the schemes section, click in the box and a drop down will appear, please select 'Go Construct STEM Ambassador'

YOUR PAGE SHOULD LOOK LIKE THIS



Advertise an activity

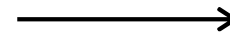
About your activity ?

Activity name *

What do you want the STEM Ambassadors to do? *
Employability skills session e.g. mock interviews/CV

Schemes

A428 project Air Cadets Aquaculture Ambassadors Association for BAME Engineers
Bloodhound Education Bright Crop Ambassadors BT IT Ambassadors Careers Hubs (C&EC)
Children Challenging Industry (CCI) Computing Ambassadors (supporting NCCE) DETI
Electrotechnical Ambassadors Engineers without borders Engineers without borders ambassadors
Enterprise Advisers (CEC) Forestry Ambassadors Girl Geeks Ambassadors Girl Guiding
Girls Are Investors (GAIN) **Go Construct STEM Ambassador** Greenpower STEM Ambassador



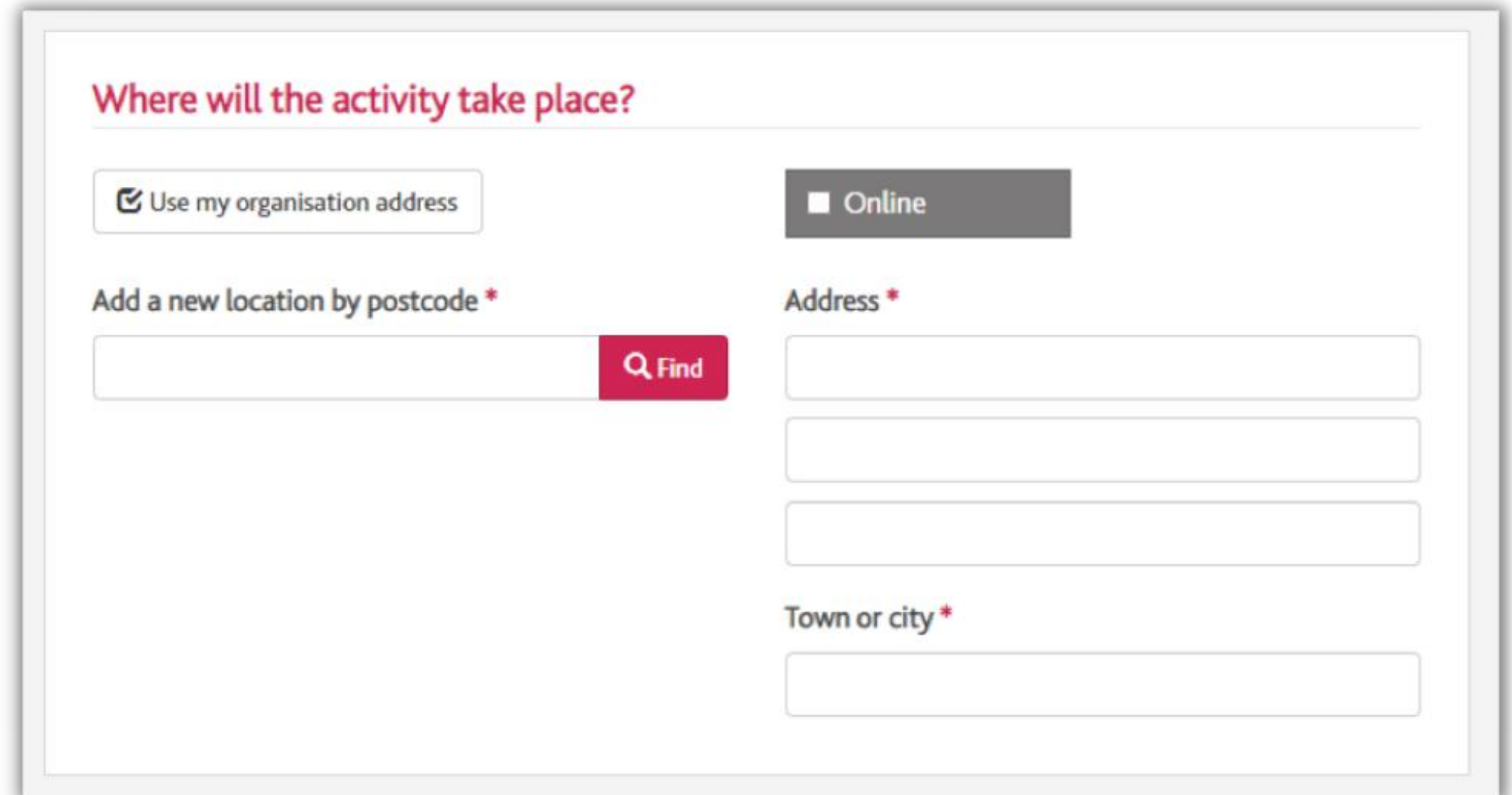
WHERE YOUR ACTIVITY WILL TAKE PLACE

YOUR PAGE SHOULD LOOK LIKE THIS

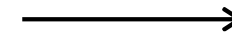
Enter your chosen location here

Enter in the address where you want your activity to be held.

Alternatively, you can select the 'online' option if you want the activity to be held virtually.



The screenshot shows a web form titled "Where will the activity take place?". It features a checkbox labeled "Use my organisation address" which is checked. To the right is a radio button labeled "Online" which is selected. Below the checkbox is a text input field for "Add a new location by postcode *" with a red "Find" button. To the right of this is a section for "Address *" with three stacked text input fields. Below the address fields is a text input field for "Town or city *".

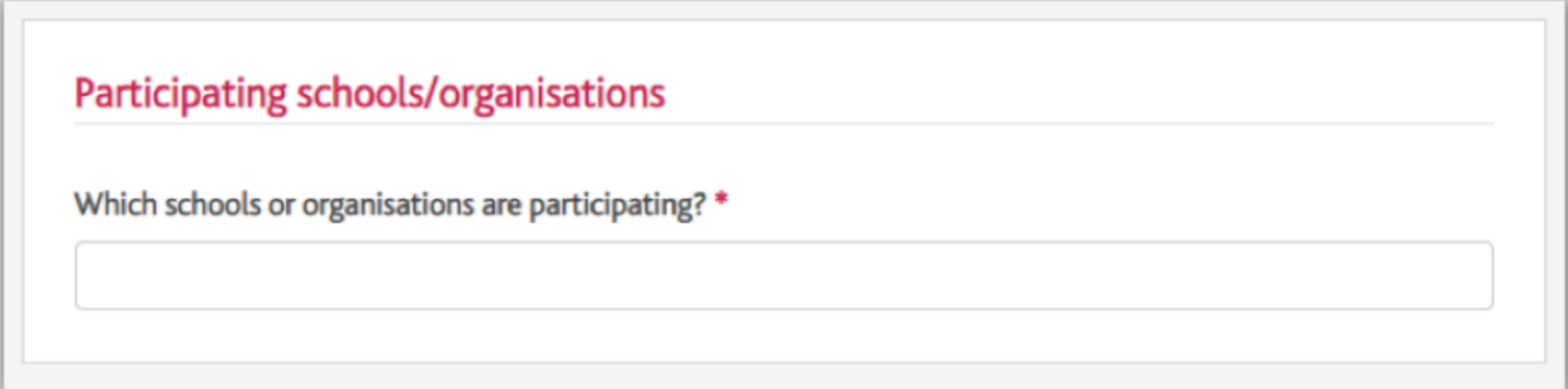


PARTICIPATING SCHOOLS/ORGANISATIONS

Which schools or organisations will be participating?

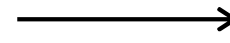
Click in the box and enter which school or organisations will be taking part.

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Participating schools/organisations

Which schools or organisations are participating? *

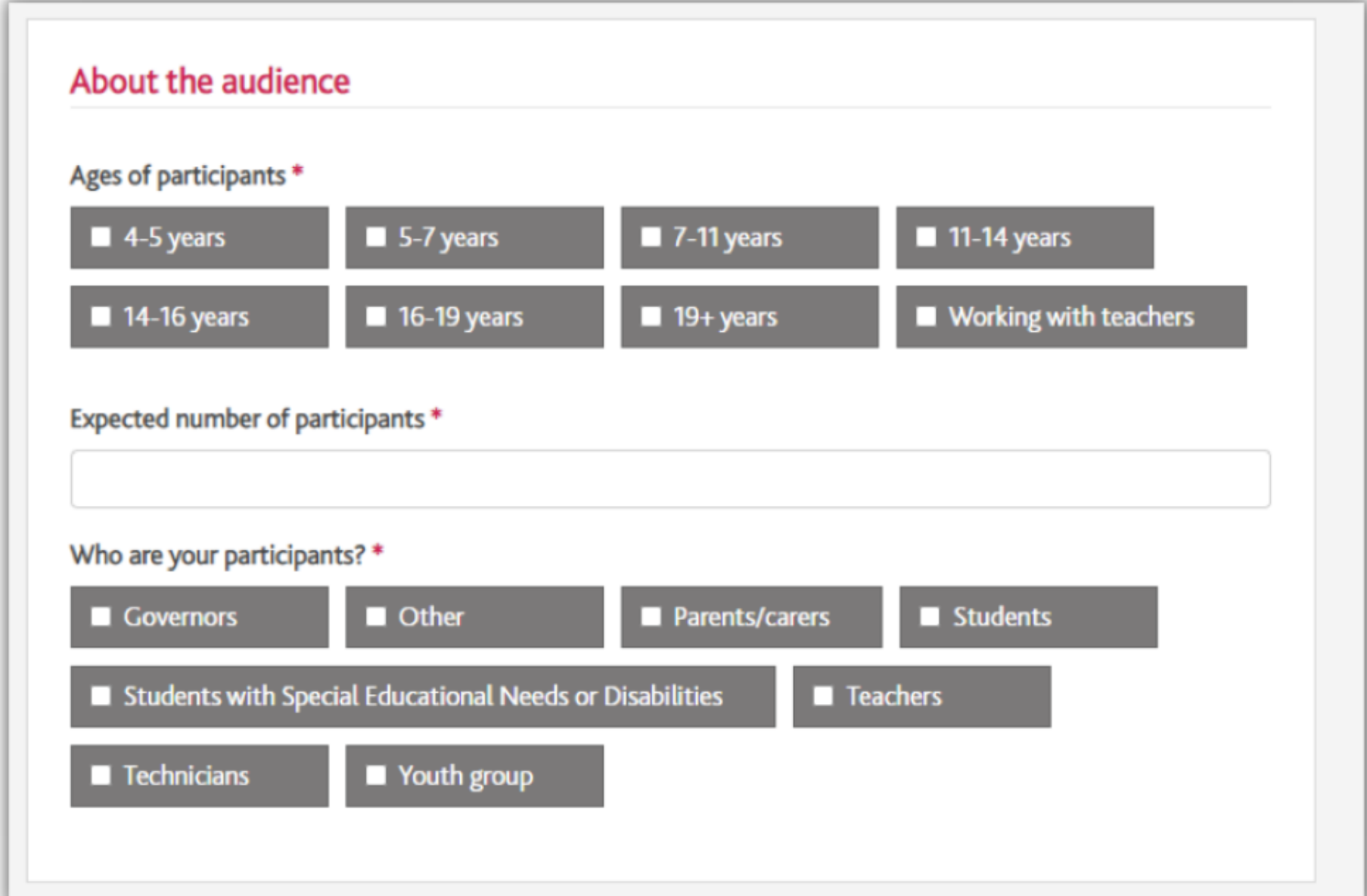


ABOUT THE AUDIENCE

Enter your audience details here

- Click the appropriate options for the age of the participants
- Enter how many participants are expected to be in attendance
- Select who your participants will be

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About the audience

Ages of participants *

4-5 years 5-7 years 7-11 years 11-14 years

14-16 years 16-19 years 19+ years Working with teachers

Expected number of participants *

Who are your participants? *

Governors Other Parents/carers Students

Students with Special Educational Needs or Disabilities Teachers

Technicians Youth group



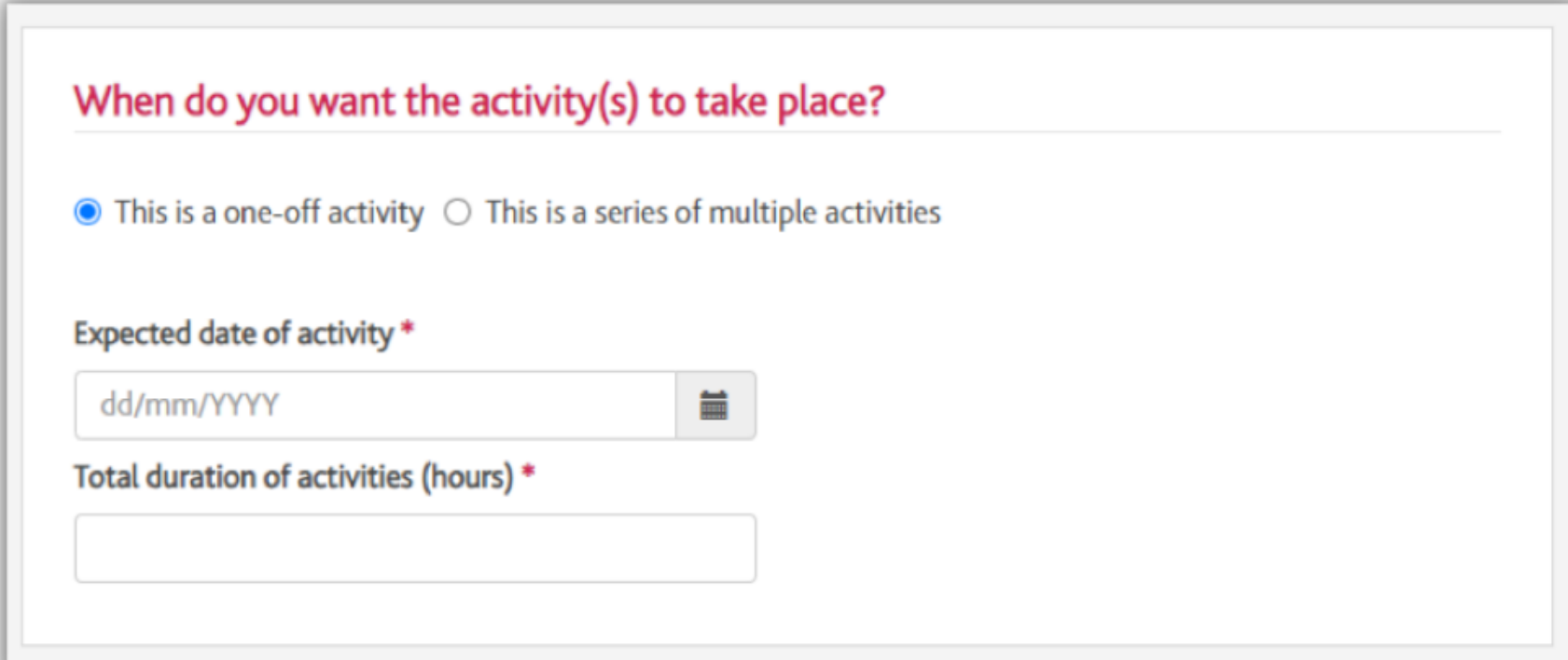
WHEN THE ACTIVITY WILL TAKE PLACE

Enter when you want the activity to take place

Select whether this will be a one-off activity, or if it will be a series of multiple activities.

Put in the expected date and the total duration (in hours) you want your activity to last.


YOUR PAGE SHOULD LOOK LIKE THIS



When do you want the activity(s) to take place?

This is a one-off activity This is a series of multiple activities

Expected date of activity *

dd/mm/YYYY 

Total duration of activities (hours) *



STEM AMBASSADOR REQUIREMENT

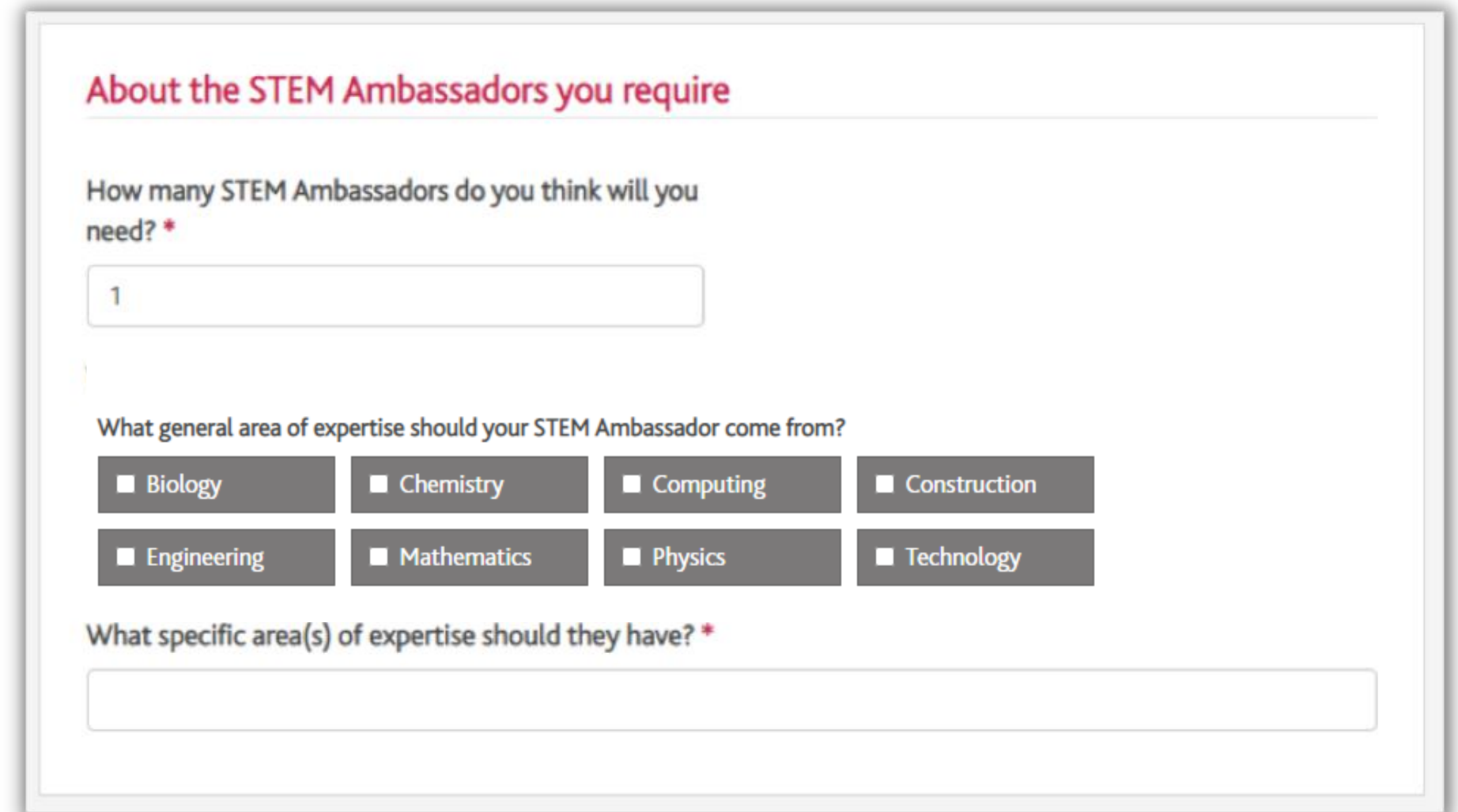
About the STEM Ambassadors you require

Enter how many STEM Ambassadors you think you are going to need.

Select the general area of expertise for the STEM Ambassador.

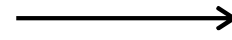
Click in the box for 'area of expertise' and type in the area they should have, for example, bricklaying.

YOUR PAGE SHOULD LOOK LIKE THIS



The screenshot shows a web form titled "About the STEM Ambassadors you require". It contains three main sections:

- How many STEM Ambassadors do you think will you need? ***: A text input field containing the number "1".
- What general area of expertise should your STEM Ambassador come from?**: A grid of eight buttons with checkboxes, arranged in two rows of four. The buttons are: Biology, Chemistry, Computing, Construction (top row); Engineering, Mathematics, Physics, Technology (bottom row).
- What specific area(s) of expertise should they have? ***: A large, empty text input field.

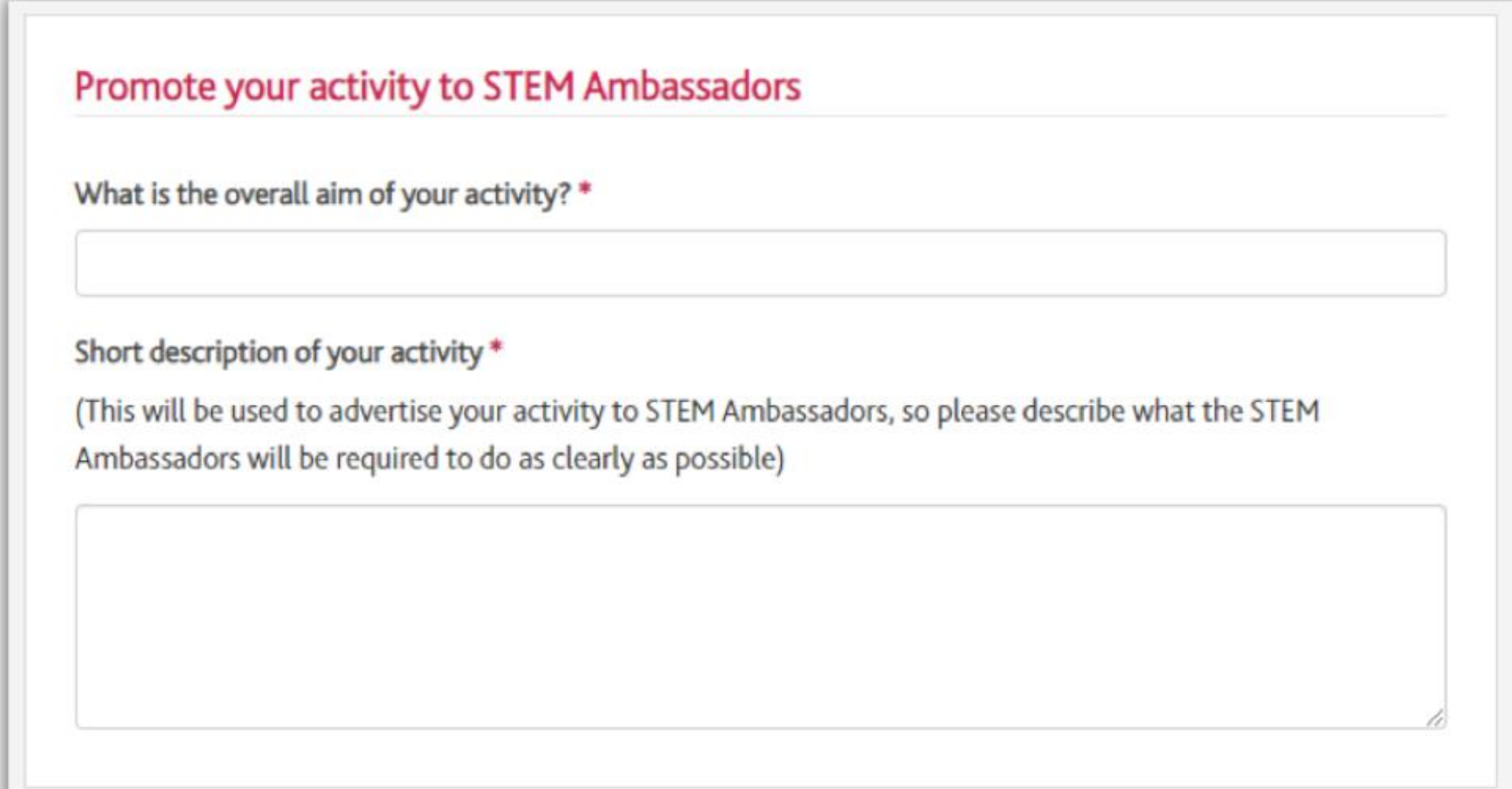


PROMOTE YOUR ACTIVITY

Promote your activity to STEM Ambassadors

Enter in the aim of your activity, plus give a description of what you require the STEM Ambassadors to do as part of your activity.

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Promote your activity to STEM Ambassadors

What is the overall aim of your activity? *

Short description of your activity *

(This will be used to advertise your activity to STEM Ambassadors, so please describe what the STEM Ambassadors will be required to do as clearly as possible)



MEASURING YOUR ACTIVITY

Measuring the impact of your activity

To help keep improving the programme, please select what outcomes you would like to achieve from this activity

Complete the following:

- Impact for young people
- Impact for you and your colleagues
- Wider impact

YOUR PAGE SHOULD LOOK LIKE THIS

Measuring the impact of your activity

Please help us help you; we'd like to know what outcomes you want to achieve from this activity. It also helps us improve the programme. After the activity we'll be in touch again to ask how things went.

Impact for young people *
(Tick all that apply)

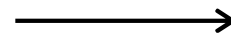
- Engagement, interest, enjoyment in STEM subjects
- Attainment and progress in STEM subjects
- Learning what the workplace is like and developing employability skills
- Awareness and aspirations for STEM-related study and careers
- Building STEM identity e.g. by challenging stereotypes about STEM careers

Impact for you and your colleagues *
(Tick all that apply)

- Build our confidence and enthusiasm for STEM
- Ability to link (curriculum) learning with STEM careers and real-life contexts
- Support and enhance our passion for what we do
- Increase our knowledge of STEM subjects

Wider impact *
(Tick all that apply)

- Work with employers and Higher Education institutions to provide STEM encounters with young people
- Informed parents/carers about study options and job opportunities in STEM
- Building links across local community, including other schools and colleges
- Support other providers of youth activities and STEM enrichment (e.g. science museums, Scouts)



ADD YOUR ACTIVITY

Add your activity

At the bottom of the page, select 'Add this activity'.

Once a STEM Ambassador has expressed an interest in your activity you can offer them a place.

The STEM Ambassador will then accept your offer and you can click confirm, you will find this in your dashboard

**Your request has been completed.
A STEM Ambassador will be in touch soon to confirm their attendance.**

CONTACT US

Once you have completed the registration will have successfully signed up to request activities with Go Construct STEM Ambassadors.

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

Alternative email contacts:

Carla Tidd
Carla.tidd@citb.co.uk

Sameerah Marshall
Sameerah.marshall@citb.co.uk

Robbie Smith
Robertj.smith@citb.co.uk