

## How to become a STEM Ambassador

**Please note: this is a beta version of this page, the links don't work. Go back to the previous web page for working links.**

STEM Ambassadors are part of a national network of Science, Technology, Engineering and Mathematics professionals who participate in activities to encourage school children to pursue careers in skill shortage areas. The scheme provides insurance for Ambassadors, a free Disclosure and Barring Service (DBS) check and a verifiable record of your participation.

The steps to becoming a STEM Ambassador are:

1. Register online
2. Receive an email acknowledgement from STEM TEAM East, with a link to the DBS check application website
3. Complete your DBS check application online
4. Attend a STEM Ambassador Induction (i.e. watch the introductory PowerPoint)
5. Have your identity documents checked.

Step 1 triggers steps 2 and 3 but 4 and 5 can be done at any time.

### Step 1: Register online

Please read the notes on filling in this form before you start so you get it right first time.

Go to <http://www.stemnet.org.uk/> and follow the "Stem Ambassadors" link. To register, click on the link at the bottom of the information page.

Notes on filling in the registration form

The address you give must match the address on your identity documents. For UK national undergraduates, this usually means your home address. A college address is fine if you can produce enough documentation to link you to it. A link on the previous web page takes you to the list of acceptable ID documents.

Our preferred STEM Ambassador Administrator is Bedfordshire and Cambridgeshire

Your employer is "Department of Engineering, University of Cambridge" even if you are an undergraduate. This enables STEM TEAM East, our local administrators, to link your application to Engineering Outreach for your ID check.

### Step 2: Receive an email acknowledgement

This part is organised by one person at STEM TEAM East. She is usually swift but the service is delayed when she goes on holiday. Ask Maria Kettle, Outreach Officer for an estimated response time.

### Step 3: Complete your DBS check application online

This is fairly straightforward but requires a list of all the addresses you have lived at for more than a month during the last 5 years. This help page: [Link to DBS-Application-On-Line](#) will guide you through the process and this web page will provide more detail: <https://www.gov.uk/disclosure-barring-service-check/overview>. You will be given a DBS reference consisting of 3 digits, the first 4 letters of your surname and 4 more numbers. Please bring this along to your ID check, step 5.

### Step 4: Attend a STEM Ambassador Induction

This can be done with your ID check. It gives an outline of the scheme and is intended to make sure all Ambassadors understand how the scheme works and what it can do to help.

### Step 5: ID check

The rules on acceptable documents are tight but clear. This link: [Link to DBS-Accepted-Identification-Documents](#) takes you to a list of what is acceptable. Remember, a total of 3 documents are needed. To set up a time for an ID check, email [outreach-officer@eng.cam.ac.uk](mailto:outreach-officer@eng.cam.ac.uk)

## Why become an STEM Ambassador?

- It is a new and challenging experience
- It is a chance to share your enthusiasm for your subject and inspire the next generation of scientists and engineers
- It is an opportunity to give something back to the community, and develop employer links
- It contributes to personal and professional development
- It is fun