



The process of onboarding STEM volunteers for the Royal Institution of Naval Architects (RINA) should typically involve several steps to ensure that volunteers are properly oriented, and integrated into their roles effectively. Here is a general outline of the process:

Recruitment and Application

RINA advertises for STEM Volunteers through its main channels such as the website, social media, LinkedIn.

Interested individuals should first contact RINA to state they are interested in becoming a STEM Ambassador. This allows RINA to monitor how many people are interested in applying.

RINA will then direct the interested individuals who should initially apply to become a [STEM Volunteer](#) on the STEM Learning website.

UK based RINA members

When applying via the STEM Learning website, individuals will need to provide the following details:

- Personal information (Name, Address, date of birth)
- Employment status
- PEI membership
- Activity preference (STEM Fields)
- Age range a volunteer wishes to work with
- Groups a volunteer wishes to work with

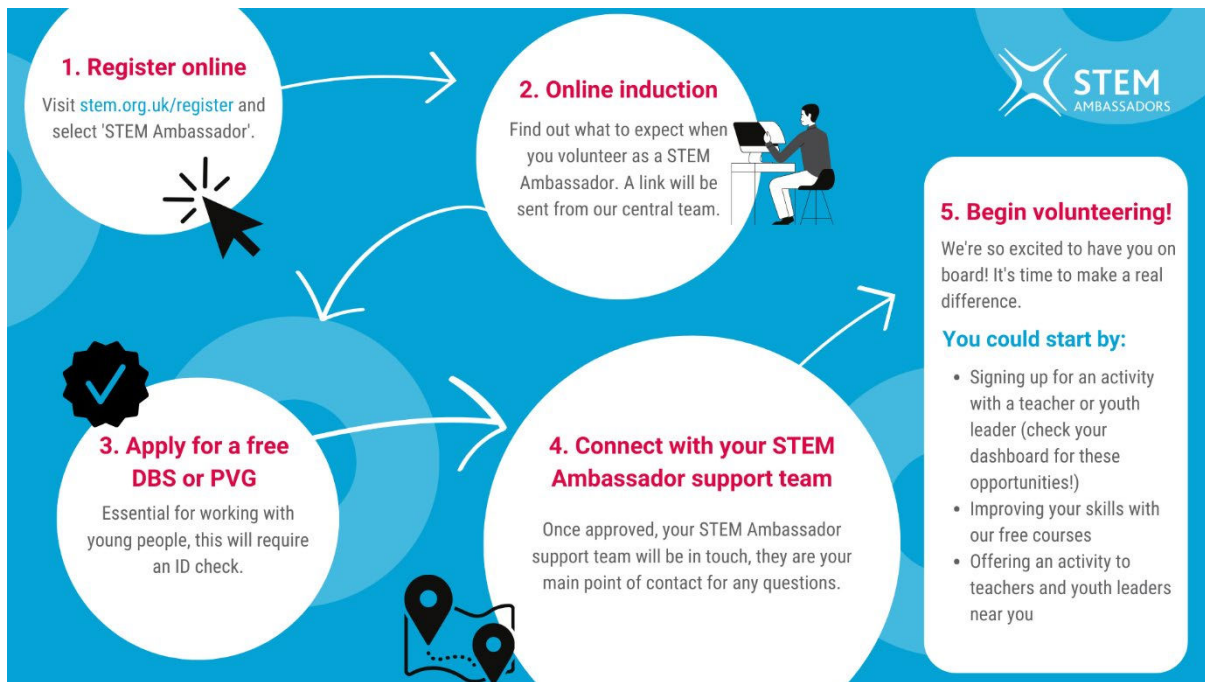
The registration process takes approximately 10 minutes, after which the volunteer will need to verify their email address via a link that will be sent to you.

Safeguarding Check

The next part of the process is to complete a digital DBS/PVG check which is done by downloading the Post Office or YOTI app onto a phone or tablet. You will need to complete the check using either an ePassport, passport, driving license. If any problems are experienced, you can use the in application Live Chat or help email help@ucheck.co.uk or alternatively contact the support team via saregistration@stem.org.uk

Online Induction

Applicants are required to complete an online induction that is provided by STEM to find out what to expect when volunteering as a STEM Ambassador. A link for the induction will be sent from the central STEM Learning team after registering within 5 working days. The induction takes approximately 1 hour to complete.



International based RINA members

Volunteers wishing to carry out STEM related activities outside of the UK would not be eligible to do so as part of the UK STEM programme. Funding for STEM Volunteers is only available for activities that take place within a UK school setting, additionally it would not be possible to adequately carry out the required DBS check for a member living overseas

Obtain Local Background Check

Since a DBS check cannot be carried out for members living overseas, you will need to obtain a local background check or equivalent certification in your country of residence. This ensures the safety and credibility of our STEM Ambassadors.

You will need to send a copy of your local background check to RINA for verification.

Once approved, you will receive an official RINA STEM Ambassador certificate and welcome pack, including guidelines on how to effectively represent RINA

Plan STEM Activities

Develop and plan STEM-related activities or events in collaboration with local schools, engaging with community groups, and other educational institutions.

Maintain Communication

Stay in touch with the STEM Ambassador network to share experiences, resources, and strategies for effective STEM outreach. By following these steps, internationally based members can play a crucial role in promoting STEM education and representing RINA globally. Your dedication and efforts are highly valued in inspiring the next generation of STEM professionals.

RINA induction session

Once all checks are completed and the volunteer is registered as an official Stem Ambassador, volunteers to be invited to an induction session conducted by RINA, this will consist of the following:

- Formal Welcome and thank you for becoming a RINA STEM Ambassador
- Walk through of resources/presentations that are available
- Intro to STEM Working Group and support available
- Presentation of certificate of appreciation

Ambassadors are actively encouraged to attend a free Eventbrite [Volunteer Information Session](#) which provides information and the opportunity to ask any questions they may have.

Access and Resources

Volunteers will be provided with access to any necessary resources such as materials, equipment, required to fulfil their role.

RINA will add the STEM volunteer to their online community area. This online community is a space for collaboration, networking, and the exchange of resources and ideas that bolster the development of skills in the field of Naval Architecture. We encourage Ambassadors to utilise this platform for networking, collaborative efforts, sharing resources, advice, and success stories within the industry.

Integration and Engagement

Ambassadors are encouraged to participate in team meetings, events, and projects to become integrated into the RINA community. Ambassadors are encouraged to join the following:

[STEM Community](#)

[RINA STEM Ambassador Community](#)

[STEM Ambassador Training Hub](#)

These spaces are there to share ideas, best practice and to conjure up new connections within the industry. It will also be a place where you can find Guides, FAQ documents, and other useful pieces of information.