

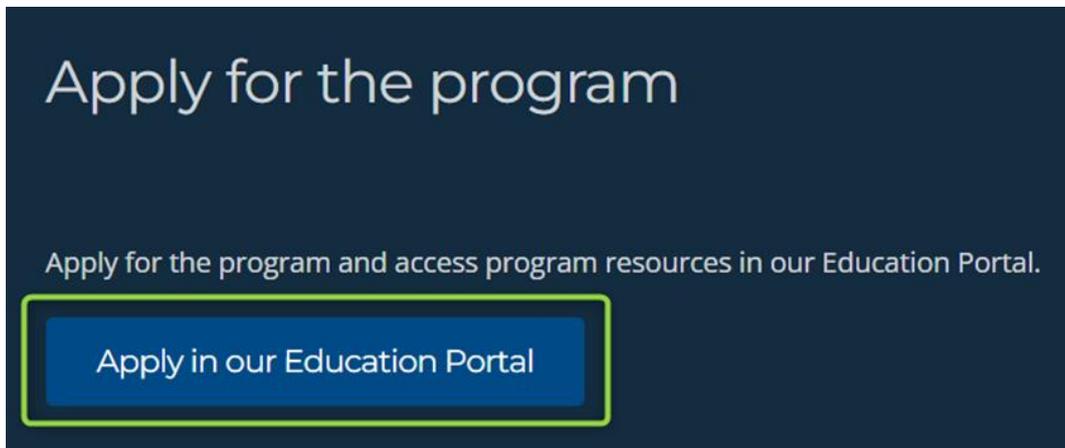


Education Program Customer Application Guide

Welcome to the CSIRO Education and Outreach application portal.

We're glad you've decided to apply for a program. Let's get started!

Navigate to the [CSIRO Education and Outreach website](#). After reading through all the information, select the program you'd like to apply for. Find the **Apply** button and select it.



Completing a program application

Please Note: You should only be making one (1) application per program.

When completing a program application, the details you will be asked to provide will vary from program to program. Please ensure you read and understand any instructions provided on the program's website before commencing your application.

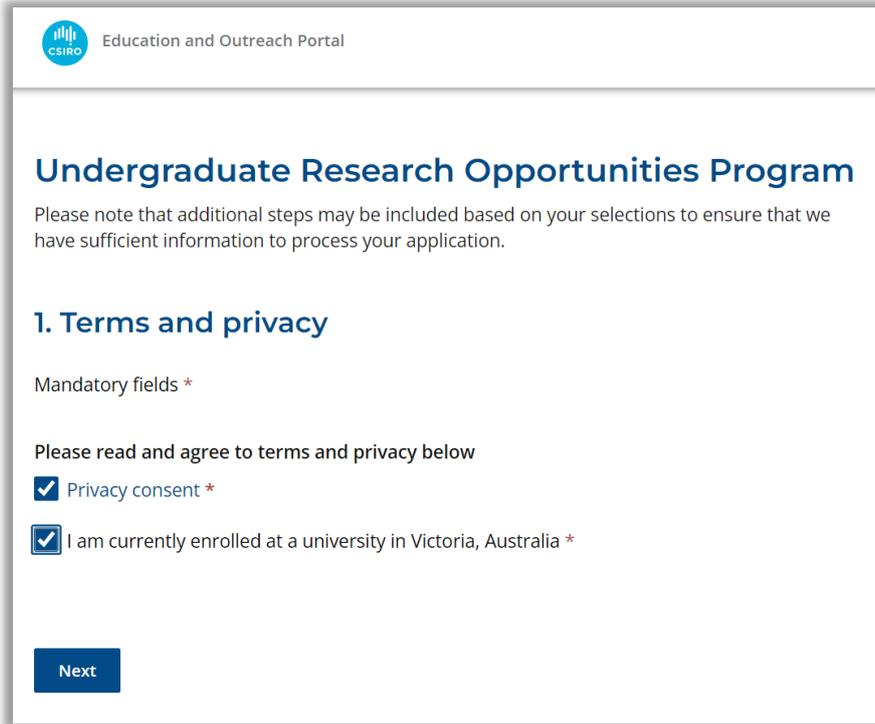
At the bottom of each page there are several action choices for you to select from for that page. If you select **Save and Exit**, you can save your application and return to it later. If you select **Back**, you will be returned to the previous page of your application. **Next** will take you on to the next page of your application.



Consents and Acknowledgements

On page 1 of the application, there are several Consents and Acknowledgements we ask you to agree to by checking a box. In some circumstances, you will not be able to proceed with your application unless you check the box. Again, these will depend on the program you apply for. The following is a sample of what you may be asked to agree to.

- Terms and Conditions
- Privacy
- Confirmation of University attendance in certain states



CSIRO Education and Outreach Portal

Undergraduate Research Opportunities Program

Please note that additional steps may be included based on your selections to ensure that we have sufficient information to process your application.

1. Terms and privacy

Mandatory fields *

Please read and agree to terms and privacy below

Privacy consent *

I am currently enrolled at a university in Victoria, Australia *

Next

It's important to note that if you do not agree to check a particular box and as a result, you do not progress with the application, this will not prejudice you from making an application for other programs. The only exception to this is the Privacy statement which is applicable to and compulsory for all programs.

1. Applicant Roles

There will generally only be **1 role** for you to select from. Although depending on the program, there may be more. It is important to note that the role you select is meant to **most closely resemble** what it is you do day-to-day. They are not meant to be the exact title of your job or role.

Education and Outreach Portal

NSW Skills for Net Zero - Host Workplace Application

Please note that additional steps may be included based on your selections to ensure that we have sufficient information to process your application.

2. Applicant role

Mandatory fields *

Select your role *

STEM Professional

Myself

Applying for a student

These 2 buttons are reserved for some Educator and Parent applications.

Please read the following descriptions closely including any additional actions you may need to perform as a result of the selection you make.

Role	Description and actions required
Educator	<p>a) Registered Teacher within Australia’s education system. There will be a check box for you to select to indicate if you are a registered teacher. If you select ‘Yes’, you will be asked to select the school or University you work for.</p> <p>b) Non-registered educator. This could be a Coach, Scout Leader, Aboriginal Elder, etc. As this version of the Educator role <u>does NOT include registered teachers</u>, the applicant will require a Working with Children or Vulnerable People Check IF the program involves interaction with children or young people.</p>
Parent/Guardian	<p>Parent, Guardian or legal Carer of a student or young person who wants to apply for a program.</p> <p>Can also include a person who is part of a community group but does not fit any of the other available roles.</p> <p>This role may require you to complete an on-line Parental Consent form IF you are applying on behalf of a child or young person, or if you are the parent, guardian, legal carer of a young person who is applying for a program themselves.</p>

Student	K-12 School student, TAFE student, or University student including research students.
STEM Professional	A person who works in or has recently retired from a STEM-related industry role <u>excluding education</u> . E.g, Engineer, Research Scientist, Electrician, Computer technician, Data Programmer, Pharmaceutical chemist. Depending on the program you are applying for, it could also be a mentor or other similar roles. This role will require you to provide a Working with Children or Vulnerable People Check IF the program involves interaction with children or young people.

If you don't believe you fit the assigned role, please contact your CSIRO program team by submitting an enquiry from your dashboard or send an email to education@csiro.au.

2. Applicant information

This is where you provide your personal, contact and work/school details. Wherever there is a red asterisk, the information is mandatory. If a field response is optional there will be the word 'optional' in brackets beside the field title.

In this example below, you can see that First name, Last name, Date of birth, School, Year level and Indigeneity are all mandatory for this program. However, Gender is optional.

Education and Outreach Portal

Undergraduate Research Opportunities Program

Please note that additional steps may be included based on your selections to ensure that we have sufficient information to process your application.

3. Applicant information

Mandatory fields *

First name *

Last name *

Gender (optional)

Date of birth *

School *

Year level *

Aboriginal or Torres Strait Islander *

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Aboriginal and Torres Strait Islander

No

Prefer not to say

Please note:

While we have marked some questions **optional**, we would kindly ask that all fields are completed. This will help us to understand our customers better and assist us to tailor programs accordingly.

Additional Applicant information

Depending on the program you are applying for, there may be a different and/or additional information section directly under the first Applicant information section. Following on with the above example, below you can see the additional information, both mandatory and optional, for a student.

Student contact information

Mobile * **Phone (optional)**

Email *
jimmytest103+09@gmail.com

Address

Street 1 (optional)

Suburb * **Postcode ***

State *

[Save and Exit](#) [Back](#) [Next](#)

It is important to highlight here that the mobile number you are asked to provide in this section, does not have to be the same mobile number you used to authenticate your account with. Although, it may be simpler for you to use the same number.

[Please Note: moving from the Contact information page to the Program information page may take a little while. Although there may not seem to be anything happening, please wait for the Program information page to load.](#)

3. Program information

In this next section we will be asking you specific questions relating to your involvement in the program. This is the main part of the application form.

Program information questions may be mandatory or optional. While there is likely to be several free text fields where you type your answer in, there could also be multiple choice, check boxes and date fields to complete.

All free text questions are limited to a maximum of 200 words.

The number and variety of questions you will be asked will again depend on your selected role and the program you are applying for. Once you are happy with all your responses, select the **Next** button at the bottom of the page.

 Education and Outreach Portal

Undergraduate Research Opportunities Program

Please note that additional steps may be included based on your selections to ensure that we have sufficient information to process your application.

4. Program information

Mandatory fields *

PLEASE NOTE: All free text question responses are limited to 200 words.

What is your major? *

What date did or will your university course start? *

What date do you expect to complete the non-honours part of your course? *

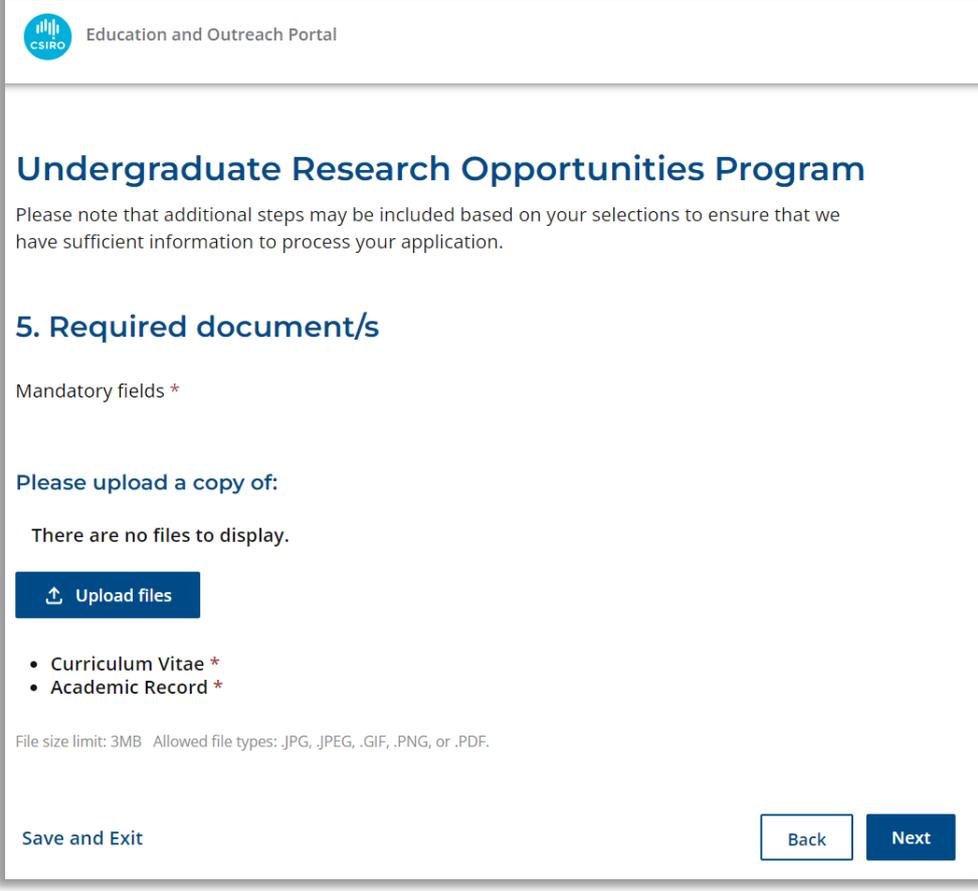
What is your weighted average mark WAM (percent)? *

Have you submitted a UROP application in a previous round? *

4. Required documents

If your program requires you to provide mandatory documentation to support your application, this is where you will upload them. In the example below, the program requires a Curriculum Vitae and an Academic Record from the applicant.

While not every program has a requirement for mandatory documentation, this page will appear for every type of application. If you do not have to provide any documents, simply select **Next** to move on.



The screenshot shows a web page from the CSIRO Education and Outreach Portal. The page title is 'Undergraduate Research Opportunities Program'. Below the title, there is a note: 'Please note that additional steps may be included based on your selections to ensure that we have sufficient information to process your application.' The main heading is '5. Required document/s'. Underneath, it says 'Mandatory fields *'. A section titled 'Please upload a copy of:' contains the text 'There are no files to display.' and a blue 'Upload files' button with an upload icon. Below the button is a list of required documents: 'Curriculum Vitae *' and 'Academic Record *'. At the bottom left, there is a 'Save and Exit' link. At the bottom right, there are 'Back' and 'Next' buttons.

Education and Outreach Portal

Undergraduate Research Opportunities Program

Please note that additional steps may be included based on your selections to ensure that we have sufficient information to process your application.

5. Required document/s

Mandatory fields *

Please upload a copy of:

There are no files to display.

[Upload files](#)

- Curriculum Vitae *
- Academic Record *

File size limit: 3MB Allowed file types: .JPG, .JPEG, .GIF, .PNG, or .PDF.

[Save and Exit](#) [Back](#) [Next](#)

To upload a document, select the **Upload files** button and follow the instructions. There is a file size limit of **3Mb** and files are currently restricted to .JPG, .JPEG, .GIF, .PNG, .PDF, .XLSX or .DOC format.

Once your file/s are uploaded, your selected file name will appear on the page and an additional button/s will appear for each file providing you with the option to **Delete** it if you chose an incorrect file to upload.

5. Required document/s

Mandatory fields *

Please upload a copy of:

Curriculum Vitae

RegistrationDetails.pdf (20.35 KB)

Delete

Academic Record

PatientConsent.pdf (202.62 KB)

Delete

Upload files

- Curriculum Vitae *
- Academic Record *

Ensure you upload all required documents and/or files in order to move on to the next page. Only one file can be upload at a time requiring you to select the **Upload file** button each time.

5. Review

The next page is a text version of all the details you have provided in your application. This is your opportunity to review the details of your application to ensure everything is correct and as you want it.

Scroll down the page to review the information. If you want to change any of the details, select the **Back** button until you reach the page with the information you want to change. Make your change then continue to select **Next** until you reach the review page again.

Once you are happy that your application is correct, select the **Submit** button to send it in to CSIRO Education & Outreach. You can return to your portal dashboard at any time to review the status of your application and/or to review any further actions that may be required.

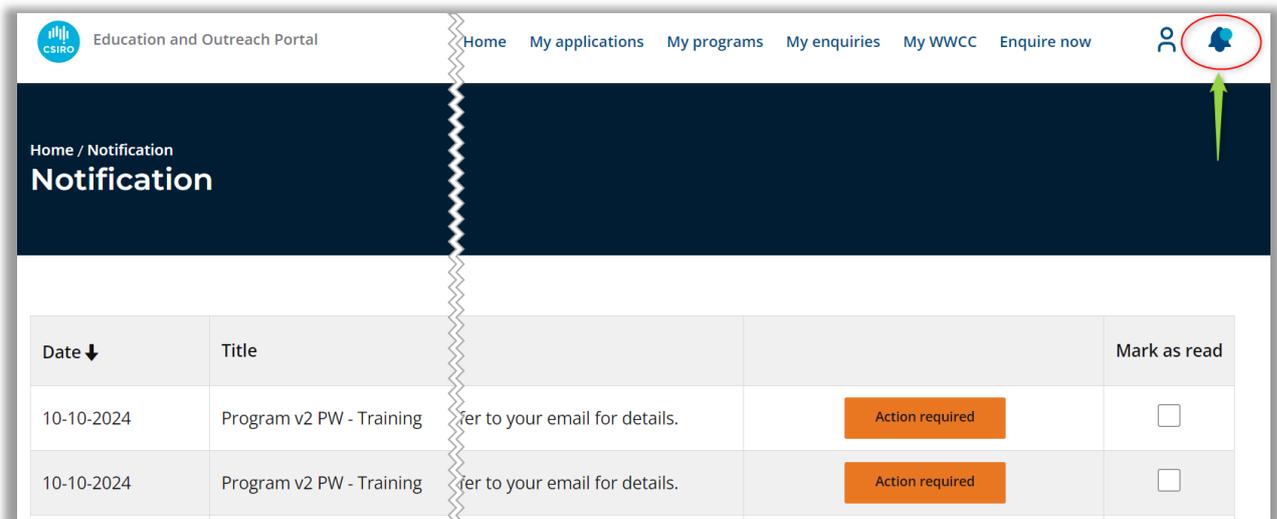
Further Actions

Following your application submission, the program you are applying for may need more information, an action or you may need to undertake some form of training such as NAPCAN.

For example, if you selected the STEM Professional or Non-registered Educator role, and your program requires you to engage with young people or children, you will receive an **Action required** notification to upload a current Working with Children or Vulnerable People Check (WWCC/VP). You will see this action as an **orange button** on the in-progress application table on your portal dashboard.

Role	Status	Created on ↓	
STEM Professional	Approved with Condition	27-08-2024	

You can also see this Action required button in the Notifications list which is accessed from the bell icon in the top right of your dashboard.



The screenshot shows the top navigation bar of the Education and Outreach Portal. The notification bell icon in the top right corner is highlighted with a red circle and a green arrow. Below the navigation bar, the breadcrumb trail reads "Home / Notification" and the main heading is "Notification". A table below displays a list of notifications:

Date ↓	Title		Mark as read
10-10-2024	Program v2 PW - Training	refer to your email for details.	 <input type="checkbox"/>
10-10-2024	Program v2 PW - Training	refer to your email for details.	 <input type="checkbox"/>

The notification bell icon will change from white to blue with a blue dot when you have a new notification.

Training/Compliance Uploads

To upload a required document or WWCC/VP, select the orange button. You will be taken to the Compliance/Training tasks page shown below.

Make sure you check the box stating the upload is complete. Select the state the WWCC document relates to then select **Upload file**. When you're happy everything is correct, select the **Submit** button.

Compliance/Training tasks

Please provide the following mandatory documents:

- WWCC/VP
- NAPCAN completion document

I have uploaded my WWCC/VP. *

Documents

Please select the State you wish to participate in:

 Follow this [link](#) for instructions relevant to the State or Territory where you want to work with us.

State *
Queensland

Please upload a copy of:

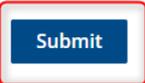
WWCC/VP

 2024-06-13_13h43_41.png (11.11 KB)

 Upload file

- WWCC/VP *

File size limit: 3MB Allowed file types: .JPG, .JPEG, .GIF, .PNG, or .PDF.

 Submit

Once the document is submitted you will receive a thank you notice. You can now return to your home page. You will notice that the orange button has been replaced by a blue **View application** button.

Enquiries

Our new portal provides you with the opportunity to make an enquiry with us directly from your dashboard. Enquiries can be program-specific or general.

You can access all your enquiries from the **My enquiries** tab at the top of the dashboard, or from the **My enquiries** tile on the right of the dashboard. If you want to submit a new enquiry, select the **Enquire now** tab at the top of the dashboard.

The screenshot shows the 'Enquire now' form in the CSIRO Education and Outreach Portal. The navigation bar at the top includes links for Home, My applications, My programs, My enquiries (highlighted with a red box), My WWCC, and Enquire now (highlighted with a red box). There are also user and notification icons on the right.

The main content area has a dark blue header with the CSIRO logo and 'Education and Outreach Portal'. Below this, the breadcrumb 'Home / Enquire now' is shown, followed by the title 'Enquire now'.

The form instructions state: 'Fill out the form below for enquiries regarding our programs or assistance with your application. Your submission will be promptly attended to by our Education & Outreach team.' It also notes 'Mandatory fields *'.

The first section is 'Select your preferred contact method *', with two radio button options: 'Email' (selected, highlighted in yellow) and 'Mobile'.

Below this, a note says: 'We will contact you via the email you used when you registered for this account.'

The next section is 'Select type of enquiry *', with a dropdown menu currently showing 'Education program related'.

The following section is 'Select what program your enquiry is about *', with a dropdown menu currently showing 'Generation STEM - CPP'.

The final section is 'Your enquiry *', which is a text area containing the text: 'Could you please advise me when the next round opens. My son is interested in participating.'

A blue 'Submit' button is located at the bottom left of the form.

In the example above, the customer has selected **Email** as the method of response to their enquiry. Alternatively, you could select **Mobile** to receive a text message.

Next is the enquiry type. Is the enquiry about a specific project or a general enquiry? If you selected a specific program as the type, you will be asked to select the program name. Then you complete the detail of the enquiry and select the Submit button. Please include as much detail as you can.

Contact us

If you have any problems signing up, signing back in or completing your program application, please contact us using the **Enquire now** tab on your dashboard or by any of the following.

- Email us at education@csiro.au
- Phone 1300 363 400

END