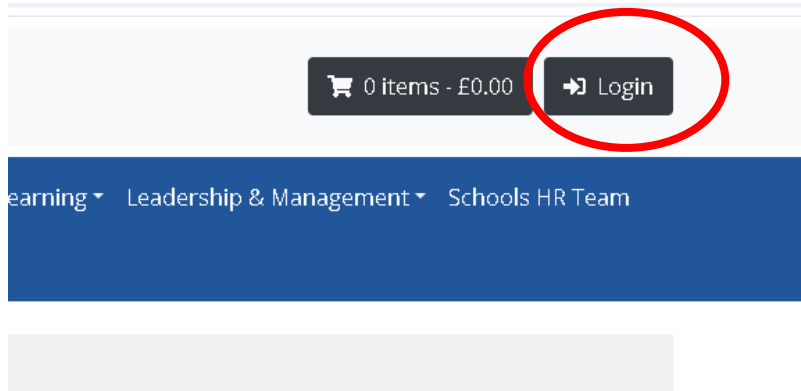


Ordering & Accessing the PIVATS 5 Extension Packs

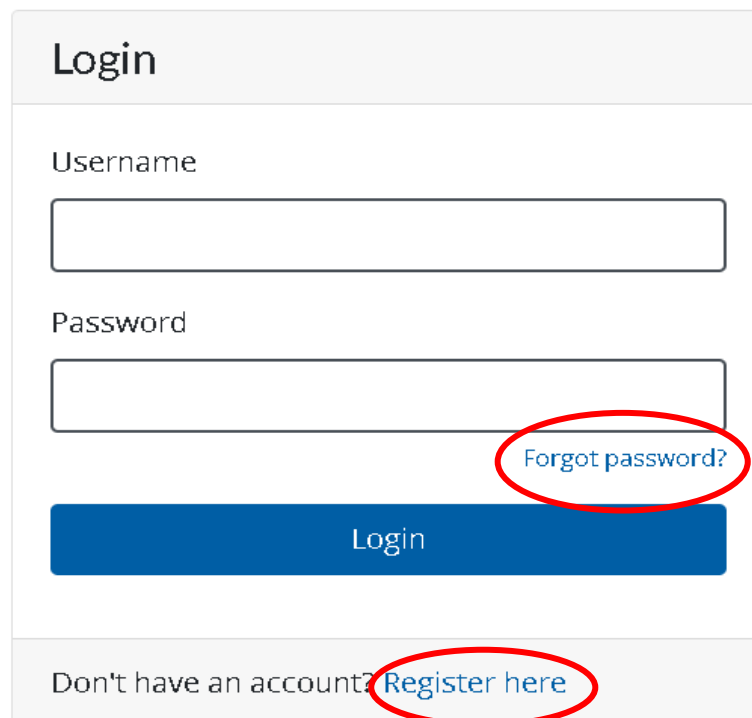
First of all you need to visit the LPDS website accessible via the link below:

<https://www.lancashire.gov.uk/lpds/>

On the page that presents you should then select the option "Login" circled:



This will present you with the page below, **if you or your school already have a username and password from previous orders you will need to submit them at this point, if you need to reset your password please use the "Forgot password" option (circled below)**. If you have not used the site before you will need to register for it. To do so, you will need to click on the link entitled "Register here", see below:

A screenshot of the LPDS website login page. The page has a title 'Login' in a grey header. Below the title are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a blue link 'Forgot password?' circled in red. Below the input fields is a large blue button with the text 'Login'. At the bottom of the page, in a grey footer, is the text 'Don't have an account?' followed by a blue link 'Register here' circled in red.

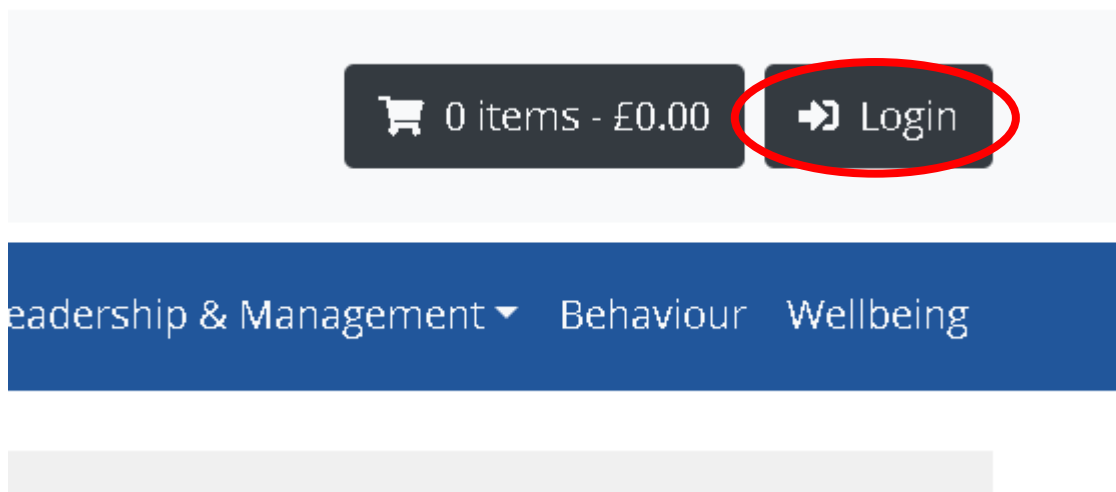
This will take you to the form, see below, when you have entered the necessary information, including your own password, you then need to click on the “Create account” button at the foot of the form to complete the process:

Register

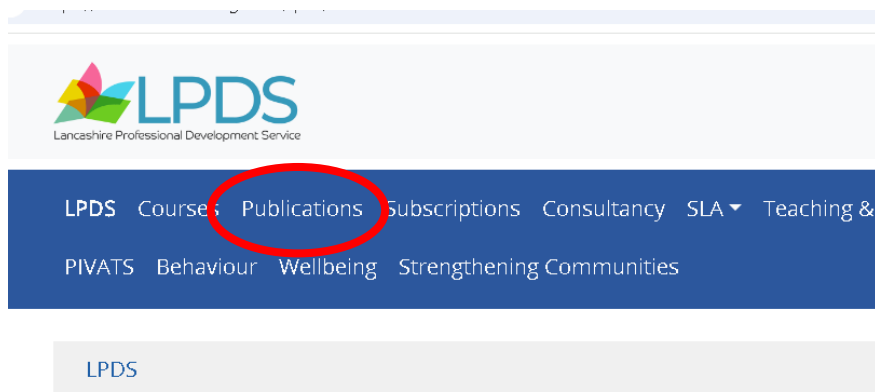
Your details	
Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Miss <input type="radio"/> Ms <input type="radio"/> Mx <input type="radio"/> Dr <input type="radio"/> Prof
First name	<input type="text"/>
Surname	<input type="text"/>
Email address	<input type="text"/>
School/establishment or address details	
Account type	<input type="radio"/> Lancashire School/Establishment <input type="radio"/> Non Lancashire School/Establishment <input type="radio"/> Self Funded <input type="radio"/> LTA
LA Number	<input type="text" value="Barking and Dagenham (301)"/>

The website will then send you an automated message to the e-mail address provided containing a password to use when you first log in. On the first occasion you will be asked to change this password to something personal to you.

Following the registration process you are now in a position to login into the system. To login you will need to revisit the page <https://www.lancashire.gov.uk/lpds/> adding your username and password and then click on the menu option “Login” in the top right hand corner of the screen (see below):



To place an order you will then need to select "Publications", circled below:

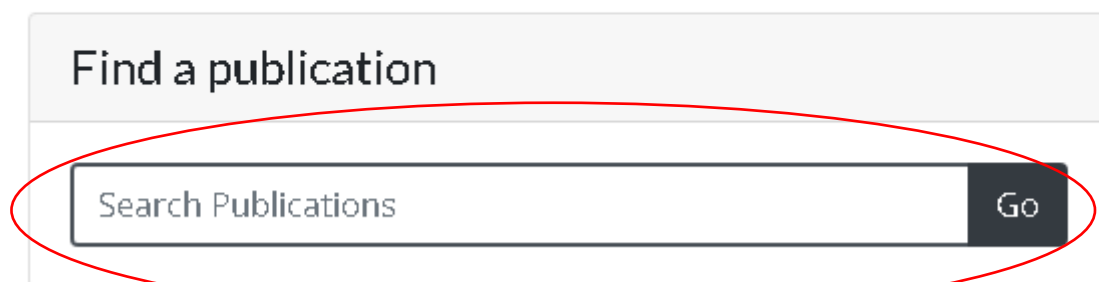


LPDS

Evidence-based CPD, Bespoke Consultancy Resources

Having selected "Publications" you will then be able to search for the PIVATS 5 milestones to enable you to place the order, see page below:

Publications

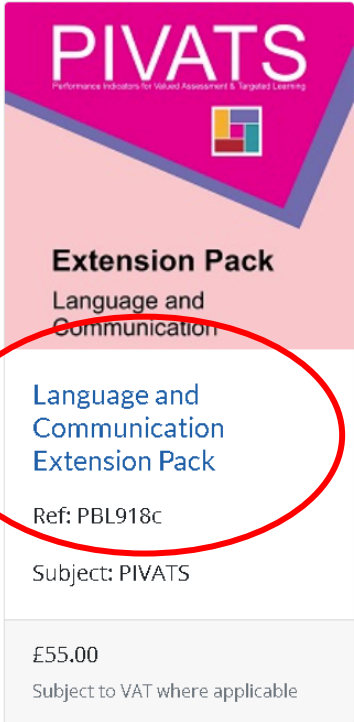
A screenshot of a search interface. At the top is a light grey header with the text 'Find a publication'. Below this is a search box with a white input field containing the placeholder text 'Search Publications' and a dark grey button with the text 'Go'. The entire search box area is circled in red.

To see the PIVATS 5 extension pack options you should then enter the code "PBL918" in the box that requests for you to "Search Publications" (see circled above).

The options that are available to you will then display, see screen print below:

Find a publication

Browse subjects



PIVATS
Performance Indicators for Valued Assessment & Targeted Learning

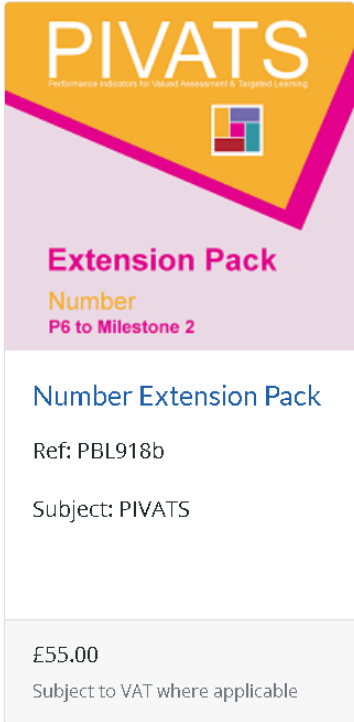
Extension Pack
Language and Communication

[Language and Communication Extension Pack](#)

Ref: PBL918c

Subject: PIVATS

£55.00
Subject to VAT where applicable



PIVATS
Performance Indicators for Valued Assessment & Targeted Learning

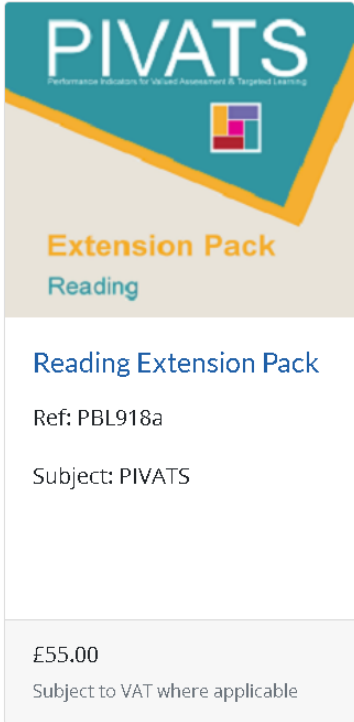
Extension Pack
Number
P6 to Milestone 2

Number Extension Pack

Ref: PBL918b

Subject: PIVATS

£55.00
Subject to VAT where applicable



PIVATS
Performance Indicators for Valued Assessment & Targeted Learning

Extension Pack
Reading

Reading Extension Pack

Ref: PBL918a

Subject: PIVATS

£55.00
Subject to VAT where applicable

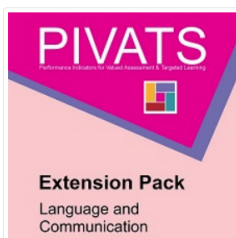
To place an order you should then click the hyperlink provide (see circled above). This will then present the page below:

Language and Communication Extension Pack

£55.00

Qty

Description



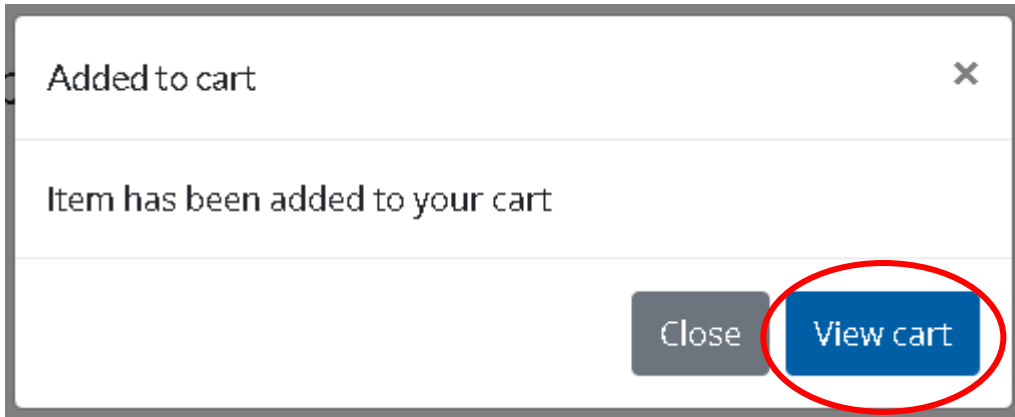
The PIVATS Language and Communication Extension Pack has been written to support provision for pupils being assessed using the PIVATS 5 Language and Communication Milestones. Where a criterion is highlighted, there is an example of a practical strategy which could be included in provision to develop that aspect of language and communication.

Please note this publication is electronic and will be sent to the email address used during purchase. If you have not received it within 5/10 minutes please check your spam/junk folder. The email link received will be live for only 10 days, please download the resources and save to your computer.

This publication is subject to 20% VAT for non LCC schools.

To complete the order you then need to select how many of the resources you would like. In the example above you will see that a "1" has been entered in the box. To proceed you now need to press the "Add to Cart" button (see circled above).


The prompt box below will appear:



Once you have clicked on the option "View cart" (circled above) you will be presented with the page below:

[Home](#) / [Shopping Cart](#)

Shopping Cart

Description	Price	Qty	Total
 Publication: Language and Communication Extension Pack	£55.00	<input type="text" value="1"/> <input type="checkbox"/> Remove	£55.00

[Update basket](#)

Promotional codes

 [Apply code](#)

Cart Total

Total	£55.00
--------------	--------

[Proceed to checkout](#)

If you have been provided with a code to obtain a discount you should supply this in the box entitled "Promotional code" (circled above) and then click on the button labelled "Apply code".

You should then click on the button, circled above, labelled "Proceed to checkout".

The page below will ask you to confirm your "Billing" and "Delivery" addresses. You will also be requested to advise which "Payment method" you wish to use, see options below:

Payment method

Invoice Credit/Debit Card

[Checkout](#)

The option "Invoice" was selected above and the "Checkout" button pressed. You are then presented with the page below:

Home / Checkout / Complete

Thank you for your order

Thank you for placing your order.

Your order reference is **14-12973-79862**

Description	Price	Qty	Total
Publication: Language and Communication Extension Pack	£55.00	1	£55.00

If you choose to pay by debit/credit card the screen below will appear once you are content with the details you should the click on the button labelled "Proceed with payment" at the foot of the form (circled below):

On the next page whilst the payment is being processed please do not close the window, click refresh or click the Back button on your browser.

Description	Payment for LPDS Resources
Order number	14-12932-58048-KI2BJO073V
Order amount (£)	135.00
First name *	Philip
Surname *	Gittins
Email address	
House name	PIVATS Team
House number	
House number ext.	
Street *	County Hall
Town/City *	Preston
County	Lancashire
Country *	United Kingdom
Postcode *	PR1 0LD
Tel number	01772 531475

[Proceed with payment](#) [Cancel](#)

You should then complete the details in the form that appears, see example below, before clicking on the button labelled "Make Payment".



Order summary

Reference:	14-12932-58048-KI28JO073V
Description:	Payment for LPDS Resources
Amount (GBP):	£135.00

Payment details


*Indicates a required field

Card number * ✘

Enter a valid card number

Cardholder's name *

Expiry date * /


Security code *  Last 3 digits on the back of card

Billing address ✔

PIVATS Team , County Hall , Preston , PR10LD, United Kingdom

Cardholder validation *

Please complete the reCAPTCHA before continuing

I'm not a robot 
reCAPTCHA
Privacy - Terms

When you submit your transaction for processing by Worldpay you confirm your acceptance of [Worldpay's privacy policy](#)

Accessing Your PIVATS Extension Pack Order:

Irrespective of the payment option you have chosen when your order has been placed you will then receive an e-mail in the mailbox associated to the user account, that will look like the one below:

Lancashire Professional Development Service - Online Publication Order



do_not_reply@lancashire.gov.uk
To: Gittins, Philip



Thank you for your order.

The materials are available on the link below, this link is live for up to 18 days after purchase. Please download the materials to a computer in school as soon as possible.

<https://lancashire.gov.uk/jpds/downloads/?id=E92AD63AF608389B1FFA6473B1B660D5>

Should a publication require a password you can find this within the folders attached. Electronic publications are not sent hard copy.

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Your Order Number is 14-12930

An invoice will follow in the post shortly, unless you are a Lancashire Journal school then the fee will be taken from your budget accordingly.

To access the electronic documents and the guide for how to upload and use the resource you need to click on the hyperlink provided (circled above). **Please note that to ensure that the hyperlinks within the milestones link properly to the resources, it is important that you follow the instructions exactly.**