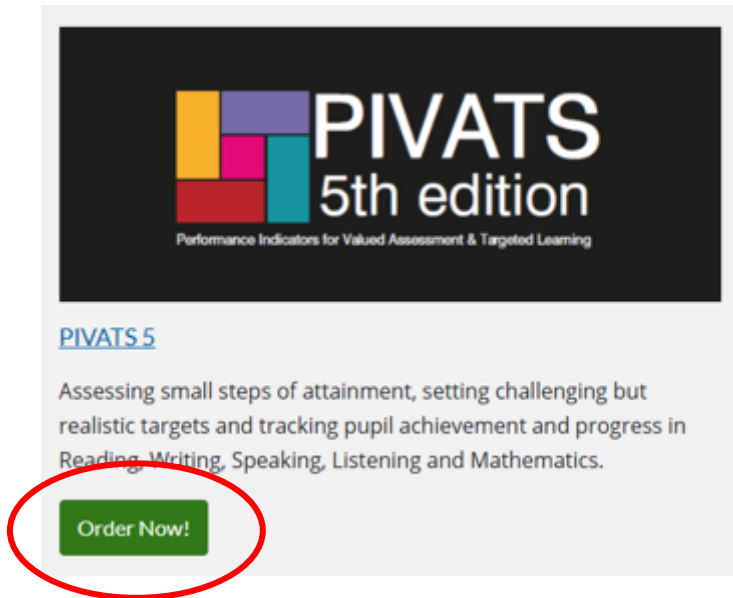


## Ordering & Accessing Individual PIVATS 5 Milestones

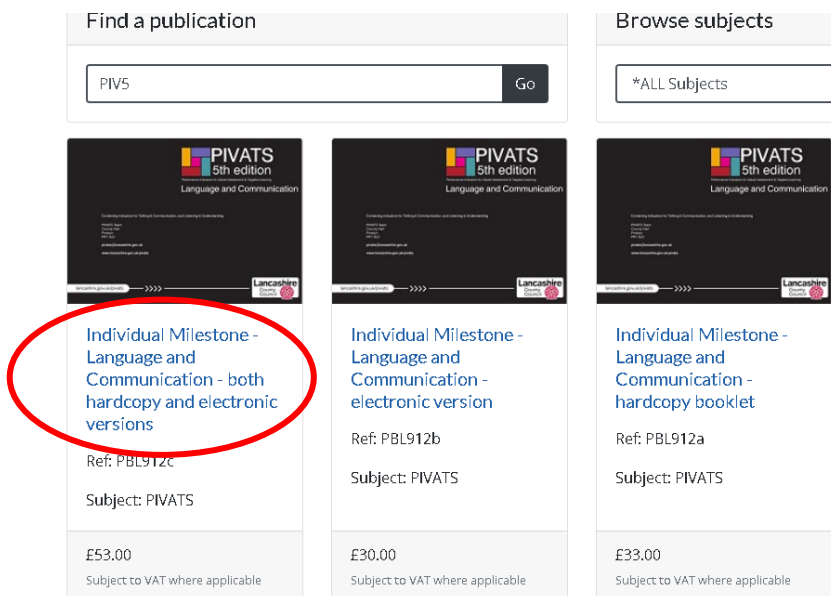
### Placing an Order

To order the PIVATS 5 Milestones either as a full set or individually, first of all please visit the PIVATS home page accessible via the link <https://www.lancashire.gov.uk/lpds/pivats/> which will present you with the option below:



To start your order you should click on the button labelled "Order Now!" circled above.

This will take you to the page below:



The screenshot shows the PIVATS 5th edition website search results page. At the top, there is a search bar with the text 'PIV5' and a 'Go' button. To the right, there is a 'Browse subjects' dropdown menu with the text '\*ALL Subjects'. Below the search bar, there are three search results cards. The first card is circled in red and contains the following text: 'Individual Milestone - Language and Communication - both hardcopy and electronic versions', 'Ref: PBL912c', 'Subject: PIVATS', and '£53.00 Subject to VAT where applicable'. The second card contains: 'Individual Milestone - Language and Communication - electronic version', 'Ref: PBL912b', 'Subject: PIVATS', and '£30.00 Subject to VAT where applicable'. The third card contains: 'Individual Milestone - Language and Communication - hardcopy booklet', 'Ref: PBL912a', 'Subject: PIVATS', and '£33.00 Subject to VAT where applicable'.

To select the option you want you should then click on the appropriate hyperlink provided (see example above).

In this example an order is being placed for the Language & Communication milestones in both electronic (PDF) and hard copy folder format.

### Individual Milestone - Language and Communication - both hardcopy and electronic versions

£53.00

Qty

[Add to cart](#)

Description



#### PIVATS 5th Edition Products

Raising standards of achievement within an inclusive education system is an essential expectation for all pupils. All young people in our schools have the right to receive an education of the highest quality which is appropriate to their needs and aptitudes. They should achieve their full potential, regardless of special educational needs or disabilities, social or other contextual factors - and their achievements should be recognised.

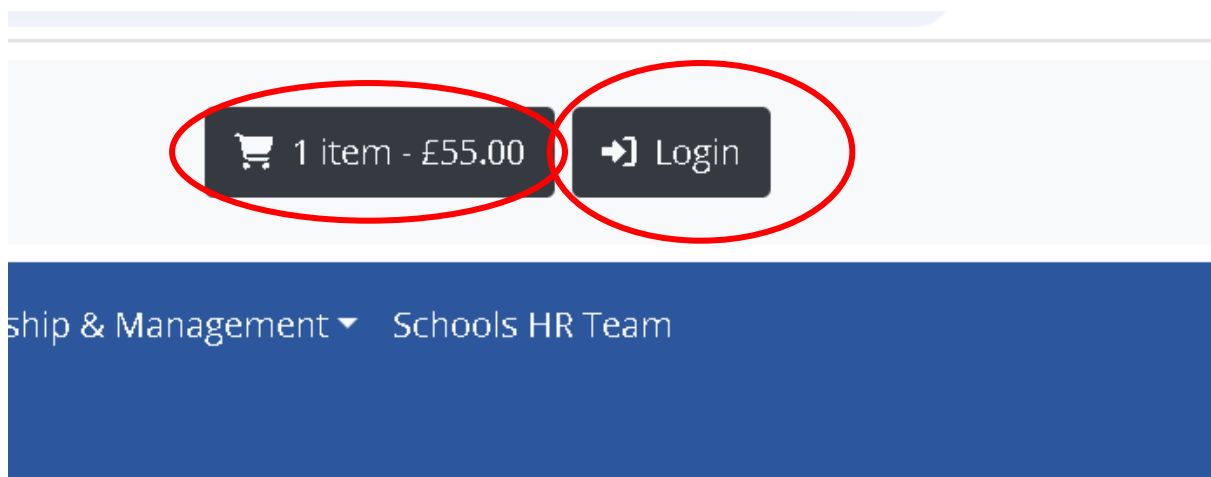
Assessing small steps of attainment, setting challenging but realistic targets and tracking pupil achievement and progress are essential elements in this process.

PIVATS provides staff with a structured approach to assessing, planning for learning, tracking and measuring small steps in attainment. Using the PIVATS structure supports identification of small steps of progress within the PIVATS P Scale Milestones up to Milestone 4.

The PIVATS (5th Edition) for Listening and Understanding, Number, Reading, Shape, Space & Measure, Talking & Communication, Using & Applying and Writing is available in hard copy folder and electronic (PDF) format, priced as per the table below. We are now no longer predominantly office based and so there could be a slight delay in dispatching hard copy folder orders. The electronic (PDF) versions of the milestones will be e-mailed to customers

A number should be placed in the "Qty" (quantity) box, once you have done this you should click on the button labelled "Add to Cart" (circled above).

Once you have done this you will see that your cart will be populated with your order in the top right hand corner of the screen (see example below):



You are then in a position to proceed with your order.

To do so you need to login to the LPDS website by clicking on the "Login" button (circled above).

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:

**Login**

Username

Password

[Forgot password?](#)

Login

Don't have an account? [Register here](#)

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  Mr  Mrs  Miss  Ms  Mx  Dr  Prof

First name

Surname

Email address

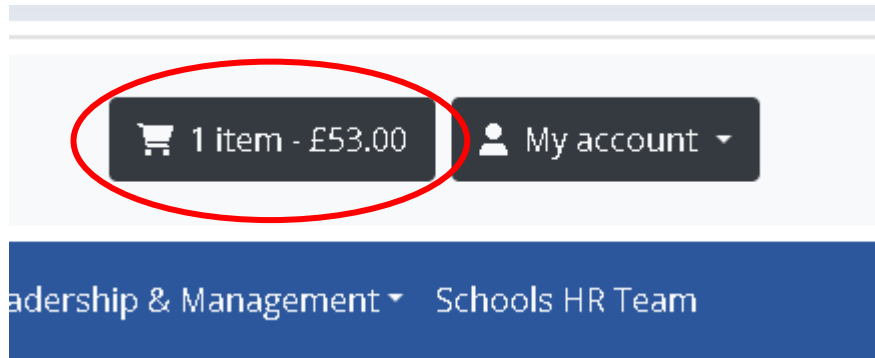
**School/establishment or address details**

Account type  Lancashire School/Establishment  Non Lancashire School/Establishment  Self Funded  LTA

LA Number


Following the registration process you are now in a position to login into the system. To do so you need to revisit the page <https://www.lancashire.gov.uk/lpds/> adding your username and password before proceeding.

Once you have logged in you should then click on the button which contains the item(s) in your cart, see example circled below:



This will provide you with the details of the order you have placed, see below:

## Shopping Cart

Description	Price	Qty	Total
 Publication: Individual Milestone - Language and Communication - both hardcopy and electronic versions	£53.00	1 <input type="checkbox"/> Remove	£53.00

[Update basket](#)

Promotional codes

 [Apply code](#)

Cart Total

<b>Total</b>	£53.00
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[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, also 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 before pressing the "Checkout" button (circled 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:

## Thank you for your order

Thank you for placing your order.

Your order reference is 14-13030-38917

Description	Price	Qty	Total
Publication: Individual Milestone - Language and Communication - both hardcopy and electronic versions	£53.00	1	£53.00

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-KI28JO073V

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" (*please note this will activate once card details are entered*).




### 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](#)

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 78 days after purchase. Please download the materials to a computer in school as soon as possible.

<https://lancashire.gov.uk/lpds/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 (PDF) documents which form all or part of your order, you need to click on the hyperlink provided (circled above). **Among the documents you will be presented with will be guidance which will provide instruction on how to extract and upload the resources to your hardware.**

**If your order contains or is purely for hard copy documents, these will be dispatched in the post to the address provided by the person who has placed the order, the next time we are able to access the office.**