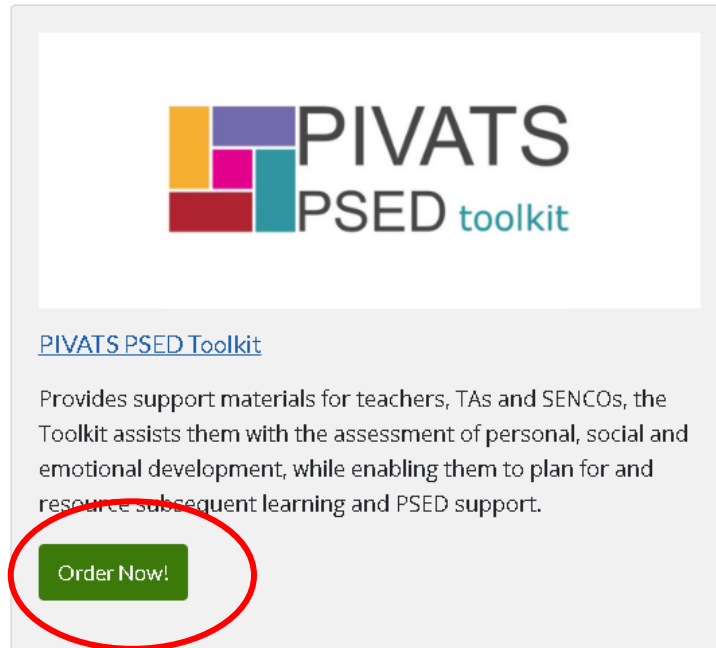


Ordering & Accessing PIVATS PSED Toolkit

Placing and Order

To order the PIVATS PSED 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:

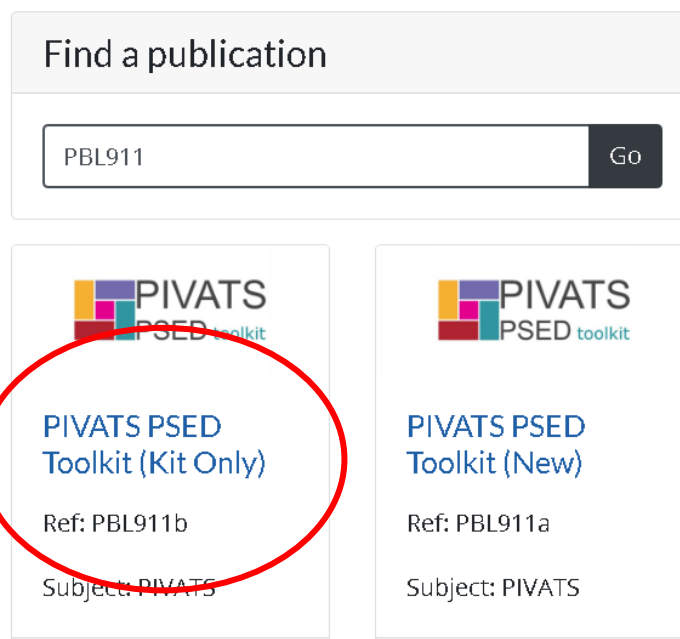


The screenshot shows the PIVATS PSED toolkit product page. At the top is the PIVATS PSED toolkit logo. Below it is a link titled "PIVATS PSED Toolkit". The description reads: "Provides support materials for teachers, TAs and SENCOs, the Toolkit assists them with the assessment of personal, social and emotional development, while enabling them to plan for and resource subsequent learning and PSED support." A green button labeled "Order Now!" is circled in red.

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

This will take you to the page below:

Publications



The screenshot shows the Publications search results page. At the top is a search bar with the text "Find a publication". Below the search bar is a search input field containing "PBL911" and a "Go" button. Below the search bar are two publication cards. The first card is circled in red and contains the following text: "PIVATS PSED Toolkit (Kit Only)", "Ref: PBL911b", and "Subject: PIVATS". The second card contains the following text: "PIVATS PSED Toolkit (New)", "Ref: PBL911a", and "Subject: PIVATS".

There are two options for the PSED Toolkit. If you have already purchased the PSED milestones from us in any format (hard copy or electronic) you should select the "Kit Only" version. If you have not already purchased the PSED milestones in any format you should select the version labelled "New". If you are unsure please check with us and our records will clarify. You can contact us via pivats@lancashire.gov.uk or (01772) 531555.

Once you have determined which version you are ordering you should then select the appropriate hyperlink, see example circled above:

PIVATS PSED Toolkit (Kit Only)

Qty

Description



The TOOLKIT has been written to support the planning and resourcing of interventions that children and young people may need in order to access teaching, learning and social emotional aspects of learning. It can be used to plan for additional support within class and complement aspects of quality first teaching by practitioners in school. The aim is to enable individuals to overcome barriers to learning, access the curriculum or meet their social, emotional and behavioural needs.

The PIVATS PSED TOOLKIT materials will;

- Complement the PIVATS PSED resource in setting and planning targets and providing the necessary support for the individual.
- Offer a wide variety of suggestions of ways to support individuals in their personal, social and emotional needs which may be required above PHSE teaching in school.
- Offer a convenient, editable TOOLKIT card which could act as a planning overview for an adult to use to support their knowledge and help measure impact.

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):

A screenshot of a website's top right corner showing a dark grey navigation bar. On the left, there is a shopping cart icon followed by the text '1 item - £55.00'. On the right, there is a right-pointing arrow icon followed by the text 'Login'. Both the cart icon/text and the arrow/Login text are circled in red. Below this bar is a dark blue footer area with the text 'ship & Management' and a dropdown arrow, followed by 'Schools HR Team'.

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

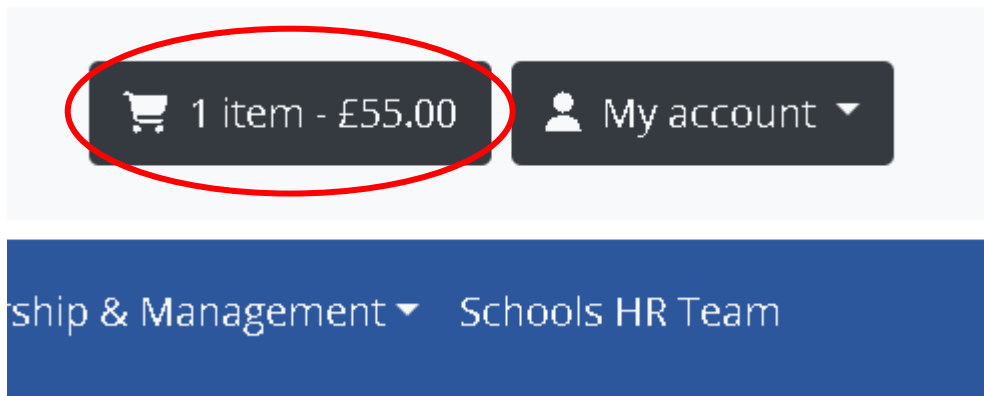
Email address

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 login you will 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 circled above.

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

Shopping Cart

Description	Price	Qty	Total
 Publication: PIVATS PSED Toolkit (Kit Only)	£50.00	<input type="text" value="1"/> <input type="checkbox"/> Remove	£50.00

[Update basket](#)

Promotional codes

 [Apply code](#)

Cart Total

Total	£50.00
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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 **14-13031-44526**

Description	Price	Qty	Total
Publication: PIVATS PSED Toolkit (Kit Only)	£50.00	1	£50.00

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


Payment methods:   

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 18 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 password be required 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. Please follow this as advised to ensure that the hyperlinks work correctly.**