



# PIVATS

## 5th edition

Performance Indicators for Valued Assessment & Targeted Learning

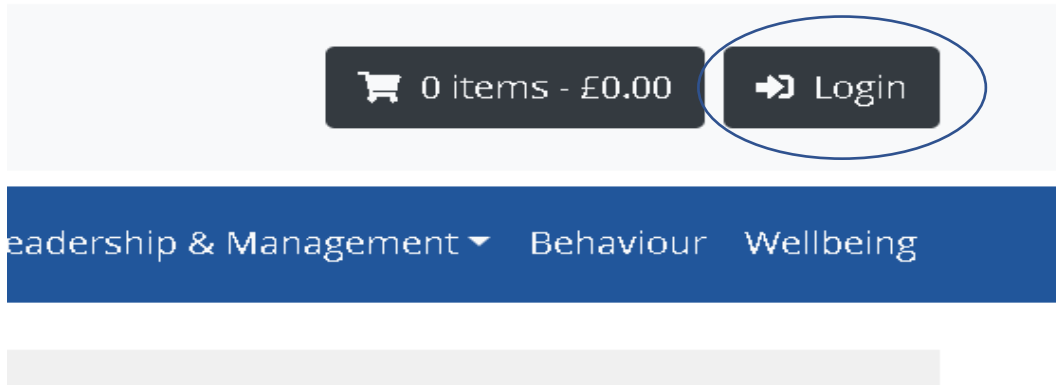
# PSED Toolkit

## Ordering & Uploading Instructions

## How to register to order the PIVATS PSED Toolkit

To order the PSED Toolkit you need to visit the LPDS website, accessible via the link below:  
<https://www.lancashire.gov.uk/lpds/>

To register to the site you need to click on the link entitled "Login" in the top right hand, circled below:



This will present you with the page below, to register for the site you will need to click on the link entitled "Register here", see below, (clearly if your school has already registered on the site you would be able to login using your existing password):

### Login

Username

Password

[Forgot password?](#)

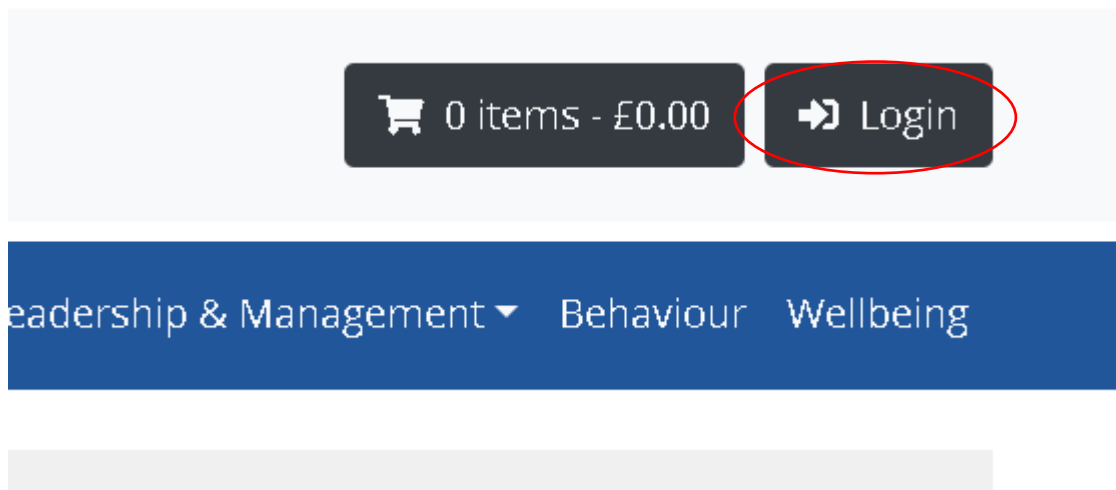
Don't have an account? [Register here](#)

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	<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)"/>

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):



Once you have logged on you can then go ahead and order the PSED Toolkit.

To do this you will need to access the menu option entitled “Teaching & Learning” and then select “PIVATS” (see below):

Teaching and Learning

Primary

Secondary

Early Years

Great Teaching

Early Career Teachers

Education Improvement - Equality and Diversity Team

PSHE Education

PIVATS

Pupil Tracker

By clicking on PIVATS you will be presented with the page below. To order the PIVATS PSED Toolkit please click on the link circled:



PIVATS Assessment Tools and Resources

[PIVATS 5](#)

Assessing small steps of attainment, setting challenging but realistic targets and tracking pupil achievement and progress in Reading, Writing, Speaking, Listening and Mathematics.

[PIVATS PSED](#)

Assessing small steps of attainment, setting challenging but realistic targets and tracking pupil achievement and progress in personal, social and emotional characteristics.

[PIVATS PSED Toolkit](#)

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.

[PIVATS Data Analysis Website](#)

Enter assessments, set targets and display pupil level, group level and school level charts & reports.

Login to PIVATS 5

PIVATS 5 Login

[Latest PIVATS News](#)

[Existing PIVATS resource provision](#)



[PIVATS and the Engagement Model](#)

[PIVATS Milestones and the Pre-Key Stage Standards](#)

The page that opens will give you the option to order the Toolkit. When you click on the button entitled "Order PIVATS PSED Toolkit" you will then be presented with the options, see below.

For those schools which have already purchased the PSED milestones in either hard copy folder, DVD-Rom or electronic (PDF) format they should order the version marked "PIVATS PSED Toolkit (Kit Only).

Where your establishment has never previously purchased the PSED milestones in any format they should purchase the version entitled “PIVATS PSED Toolkit (New)”.

 <p><b>PIVATS PSED Toolkit (Kit Only)</b></p> <p>Number of users: 25</p> <p><b>£50.00</b> Subject to VAT where applicable</p>	 <p><b>PIVATS PSED Toolkit (New)</b></p> <p>Number of users: 25</p> <p><b>£180.00</b> Subject to VAT where applicable</p>
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When you have made your selection the system will take you to the page below, which gives you the option to “Add to cart” (circled). This should be selected.

## PIVATS PSED Toolkit (Kit Only)

£50.00

Maximum number of users: 25


[Add to cart](#)

### Description

The PIVATS PSED Toolkit which has been designed as a flexible resource to co time saving support materials for teachers, TAs and SENCOs, to supplement t emotional development and assist in the planning for and resourcing of subsi can be personalised to meet individual pupil needs.

Once you have added to the cart you then need to check it is all in order and then click the “Proceed to checkout” button.

## Shopping Cart

Description	Price	Qty	Total
 Subscription: 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

[Proceed to checkout](#)

You will finally be presented with the checkout page which will display as per the one below:

## Checkout

Your details

Title  Mr  Mrs  Miss  Ms  Dr  Prof

First name

Surname

Telephone Number

Email address

Billing Address

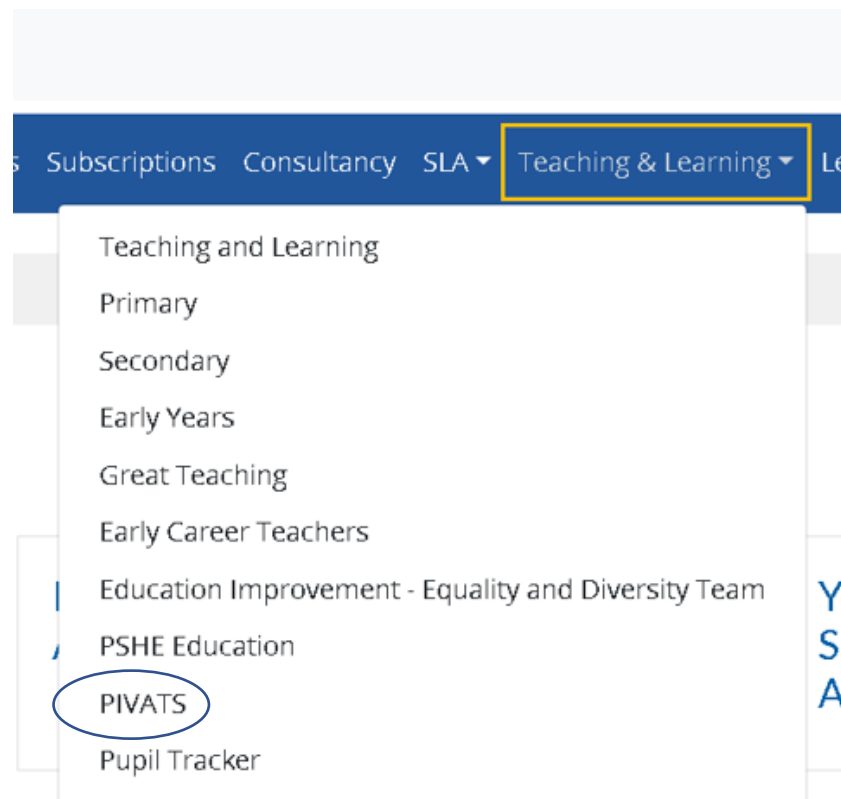
Country

Delivery Address

Same as billing address

This page will ask you if you wish to pay by invoice or credit/debit card, once you have completed this you will then have access to the Toolkit.

In order to obtain the contents you will need to repeat the step of selecting "PIVATS" from the "Teaching & Learning" menu, see below:



Once you have selected this you will then return to the page below. You will need to click on the link entitled "PIVATS PSED Toolkit" (circled):

# PIVATS

Performance Indicators for Valued Assessment & Targeted Learning



## PIVATS Assessment Tools and Resources

### [PIVATS 5](#)

Assessing small steps of attainment, setting challenging but realistic targets and tracking pupil achievement and progress in Reading, Writing, Speaking, Listening and Mathematics.

### [PIVATS PSED](#)

Assessing small steps of attainment, setting challenging but realistic targets and tracking pupil achievement and progress in personal, social and emotional characteristics.

### [PIVATS PSED Toolkit](#)

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.

### [PIVATS Data Analysis Website](#)

Enter assessments, set targets and display pupil level, group level and school level charts & reports.

## Login to PIVATS 5

[PIVATS 5 Login](#)

## [Latest PIVATS News](#)

[Existing PIVATS resource provision](#)

[PIVATS and the Engagement Model](#)

[PIVATS Milestones and the Pre-Key Stage Standards](#)

You will then be given access to the three zip folders containing all of the Toolkit documents, see below:

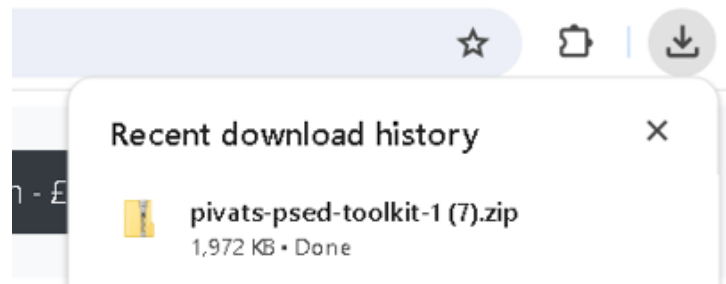
## PIVATS PSED Toolkit

Download the contents of the PSED folder below. The files are in 3 parts. Please download and extract to the same folder.

- [PIVATS PSED Toolkit \(1\).zip](#)
- [PIVATS PSED Toolkit \(2\).zip](#)
- [PIVATS PSED Toolkit \(3\).zip](#)

### Uploading the documents to your PC

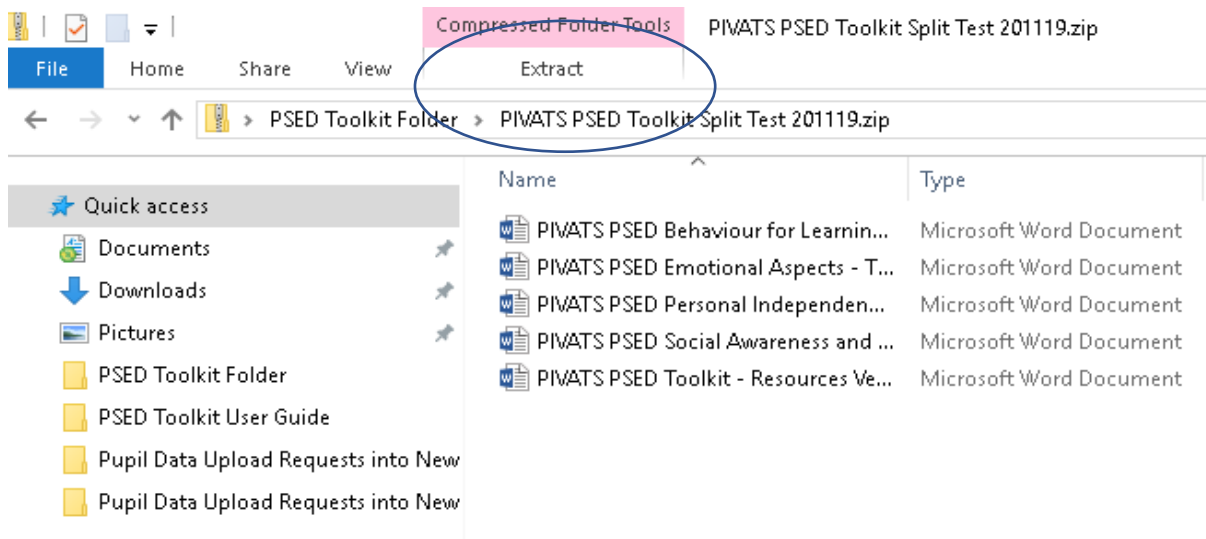
Each of the zip folders accessible via the links entitled "PIVATS PSED Toolkit (1)", "PIVATS PSED Toolkit (2)" and "PIVATS PSED Toolkit (3)" contain all the relevant documents. Once you have clicked on each one you will see that it downloads and can be accessed via the folder in the top right hand corner of the screen, see the screen shot below:-



The contents will then need to be uploaded onto your computer's hard drive.

To successfully complete the upload process, it is necessary for you to pre-prepare a folder, on your PC in which **all** of these documents are to reside.

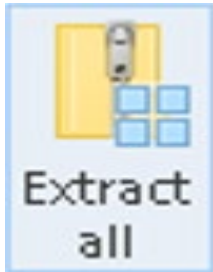
When you open each zip folder the documents will appear on your desktop as per the screen print below:-



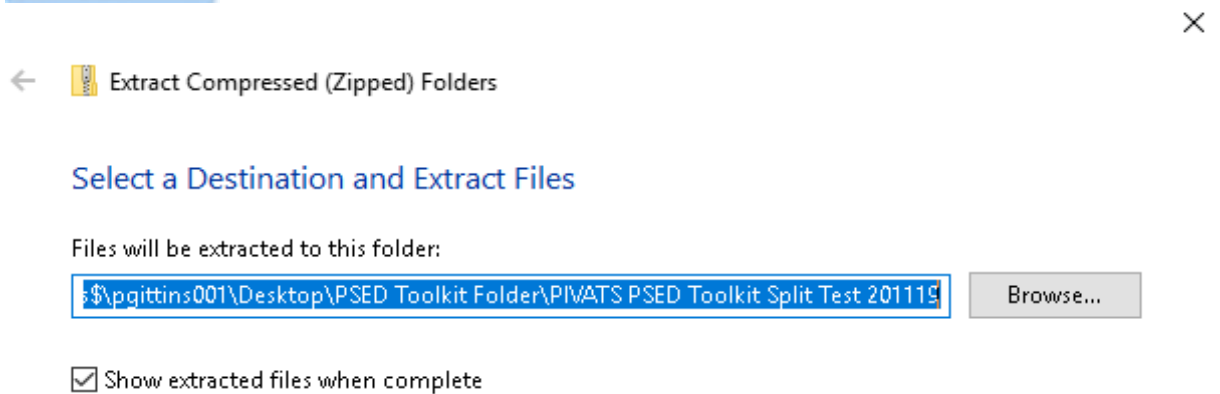


In order to upload the documents it is necessary for you to 'extract' them using the menu option circled above.

Clicking on this will present you with the "Extract all" icon, please see below:-



Having clicked on this you will then see the prompt box entitled "Select a Destination and Extract Files" (below) appear prompting you to browse to select the file path of the folder you have created, into which all the documents are to be extracted:-



Once you have identified the correct folder, you then need to click the "Extract" button, circled above, and the upload process will take place. You will then have access to all the documents within the same folder.

**It is particularly important that these 'master' copies remain within the one folder.**

To assist the user in navigating around the PSED Toolkit there are a large number of hyperlinks incorporated into the various documents. **These will only continue to function correctly while all the original documents remain within the same source folder.**

The booklet entitled "PIVATS PSED Toolkit – Cards Version – Master Version 211019" has been created in Word to enable schools to copy and paste its contents, where appropriate, so that they can be

manipulated and personalised as required. The section, below, entitled "Copying and Pasting Resources" provides further details.

### PSED Toolkit - Hyperlinks

#### Manoeuvring from Milestones to the Information Cards:

The PIVATS PSED milestones are split into the four areas of:

- Behaviour for Learning;
- Emotional Awareness;
- Personal Independence and Self Help;
- Social Awareness and Relationships

Within the zip folder entitled "PIVATS PSED Toolkit (1)", you will receive a document for each of these areas.

When you open these documents, in some versions of Word, they will appear in preview and you will need to select "View" (circled below) from the top left hand corner of the screen, this will provide a menu from which you must select the option "Edit Document" you will then to be able to view the document and utilise the hyperlinks.



PIVATS PERFORMANCE INDICATORS:					PIVATS MILESTONE P1:
Attention	Developing independence	Co-operation leading to choices (groups)	Following instructions/ boundaries	Goal setting - AFL	P1() Encounters
Pupil is able to blink, turn head, fling arms and moving lips, e.g. alter eye movement in response to introduction of light source.	Pupil has fleeting awareness of self, e.g. rubbing hands.	Pupil encounters peers in classroom and school environment.	Pupil stills in response to sound, voice or surrounding, e.g. startled by sudden noise.	Pupil encounters the classroom environment.	Pupil encounters the classroom environment in a passive way. They may still to noise or a voice and show fleeting awareness of self. They will show a response to light by blinking or turning.

Number of PIVATS steps achieved:	PIVATS milestone equivalent	PIVATS score	Number of PIVATS steps achieved:	PIVATS milestone equivalent	PIVATS score	Number of PIVATS steps achieved:	PIVATS milestone equivalent	PIVATS score	Number of PIVATS steps achieved:	PIVATS milestone equivalent	PIVATS score	Number of PIVATS steps achieved:	PIVATS milestone equivalent	PIVATS score
✓	P1@e	0.15	✓✓	P1@d	0.30	✓✓✓	P1@c	0.45	✓✓✓✓	P1@b	0.60	✓✓✓✓✓	P1@a	0.75



The hyperlinks are embedded within the document and are all highlighted in yellow (please see the example below). Each of these will take you to the relevant information card within the Toolkit that relates to the milestone or indicator in question.

PIVATS PERFORMANCE INDICATORS:					PIVATS MILESTONE P3:
Awareness of self	Awareness of others	Communication	Social conventions/moral	Safety	P3(i) Respond consistently
Pupil begins to co-operate with self-help skills, e.g. <i>holds foot out ready for shoe to be put on.</i>	Pupil begins to co-operate with support from a familiar adult, e.g. <i>hand over hand when mark making.</i>  <u>Pupil shows an interest in others, e.g. imitates others by clapping hands. (12)</u>	<u>Pupil begins to communicate intentionally with others, e.g. initiating through eye-contact, gesture, action. (12)</u>  This may be inappropriate e.g. <i>grabbing or hitting to get attention.</i>	<u>Pupil requests objects or activities, e.g. by pointing to familiar objects. (55)</u>	Pupil indicates when they are uncomfortable, e.g. <i>crying when they are wet or tired.</i>  Pupil may be wary of less familiar people.	Pupil responds consistently to familiar adults. Pupil begins to co-operate with support during self-help activities <u>and can request objects. (55)</u>

Number of PIVATS steps achieved:	PIVATS milestone equivalent	PIVATS score	Number of PIVATS steps achieved:	PIVATS milestone equivalent	PIVATS score	Number of PIVATS steps achieved:	PIVATS milestone equivalent	PIVATS score	Number of PIVATS steps achieved:	PIVATS milestone equivalent	PIVATS score	Number of PIVATS steps achieved:	PIVATS milestone equivalent	PIVATS score
✓	P3(i)e	3.2	✓✓	P3(i)d	3.4	✓✓✓	P3(i)c	3.6	✓✓✓✓	P3(i)b	3.8	✓✓✓✓✓	P3(i)a	4



To activate the hyperlinks it is necessary for you to hover over the underlined wording/card number (please see the examples provided below) and then hold down the 'Ctrl' button on your keypad. A white hand icon (see example left) will appear. You will then need to click on the left hand side of your mouse and the hyperlink will take you to the relevant area of the information cards element of the Toolkit.

Self help Understanding of self needs/life skills	Independence	Communication	Organisation
<p>Pupil begins to co-operate with support, e.g. toileting, dressing, feeding programmes with a familiar adult. (Card 10, Card 58)</p> <p><u>Pupil responds consistently to an object of reference, e.g. getting excited when seeing their swimming bag. (55)</u></p>	<p><u>Pupil begins to co-operate with support, e.g. hand-over-hand, class activities with a familiar adult (57).</u></p> <p>Pupil shows an interest in others (NB. They may show more interest in peers than adults).</p> <p><u>Pupil remembers learned responses over time, e.g. remembering some steps to daily routines by co-operating with support. (3)</u></p>	<p>Pupil begins to communicate intentionally with others, e.g. initiating through eye-contact, gesture, action. This may be inappropriate, e.g. grabbing, hitting to get attention.</p> <p><u>Pupil communicates simple choices to familiar adult, e.g. for fruit at snack-time. (4)</u></p>	<p><u>Pupil explores or manipulates objects, toys or equipment in a more complex way, e.g. by passing objects from hand to hand. (57)</u></p> <p>Pupil can remember learned responses over time, for some aspects of familiar classroom routines.</p>

To demonstrate this, by clicking on the underlined "Card 10" (circled in the example above) the page below would appear on the user's screen from within the information cards section of the Toolkit:-

10

## 10: Now and Next



### When to use

To support children in knowing what is 'coming next', allowing them to follow routines and anticipate what is expected of them. To remember learned responses over time.

### Why you may choose to use

1. To support a specific child who struggles to anticipate or follow routines
2. To support a child who struggles to work independently
3. To support a child who struggles with motivation to work

### Navigation throughout the Toolkit:

As well as the hyperlinks, which enable the user to manoeuvre between the PSED milestones and the information cards, there are also links incorporated within the documents entitled "PIVATS PSED Toolkit – Cards Version – Master version 211019" and "PIVATS PSED Toolkit - Resources Version – Master Version 211019" which facilitate navigation specifically around that individual document.

Both of these have "Contents" pages which provide active hyperlinks to the various sections within the publication. Additionally at the foot of each card and resource there is a "Return to Contents Page". Please see the screen shots below as an illustration:-

<b>Contents</b>	
Cards:	
1 : <a href="#">Timers</a>	Page 1
2 : <a href="#">Carpet Time Cards</a>	Page 3
3 : <a href="#">Visual Timetables</a>	Page 5
4 : <a href="#">Prompt Cards</a>	Page 8
5 : <a href="#">Reward Sticker Chart</a>	Page 10
6 : <a href="#">Lanyard Card and Smiley Face Cards</a>	Page 12

[Return to Contents Page](#)

## Information Card Links

A large number of the information cards contain a sub-section entitled "Links".


Where present this area of the card provides a list of useful resources and links that relate to the content of the card in question. Among those provided are hyperlinks taking you to other associated cards within the document, websites and also, where applicable, to the accompanying aspect of the "Resources Section". Please the screen shot below as an example:-

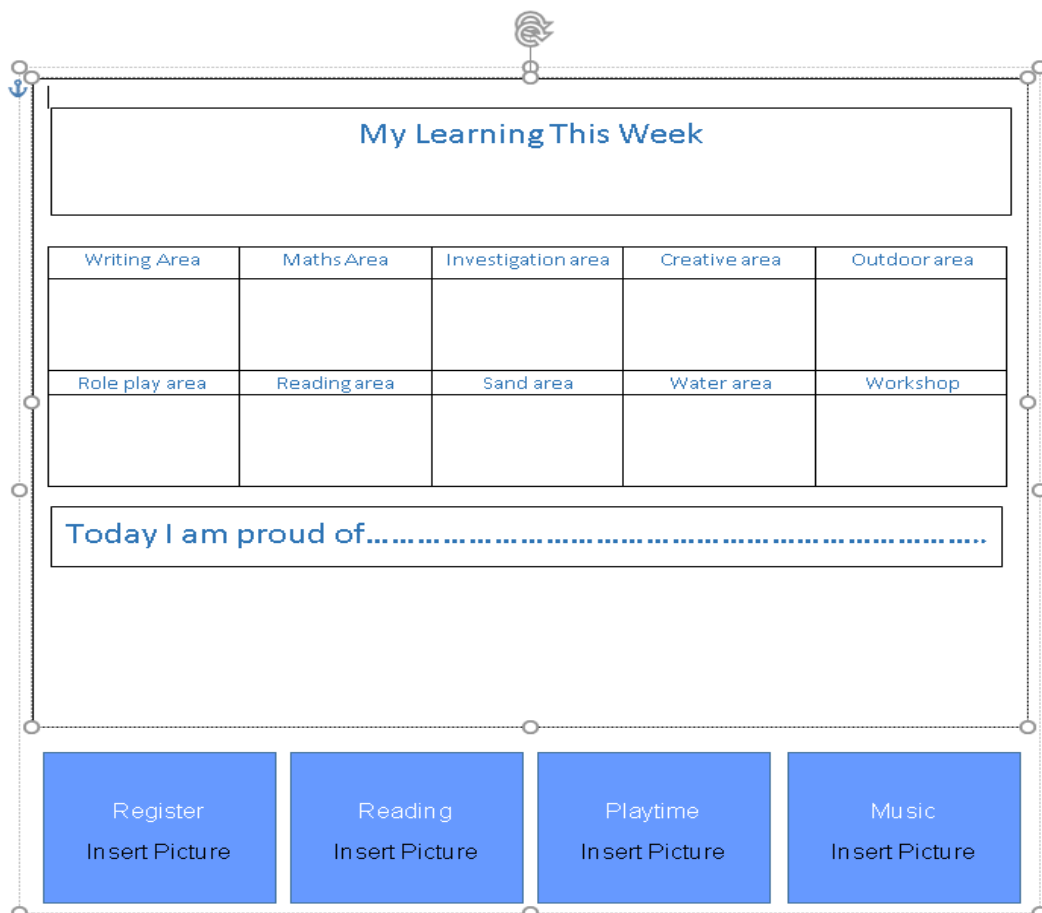
### Links...

- [Card 53 Social Stories](#) can also be used in conjunction with the timetable to explain changes to a child
- Websites such as communication4all; Twinkl; and TES have good examples
- <http://www.autism.org.uk/visualsupports>
- [Card 10 'Now and Next' cards](#)
- [Associated Resource Number 3](#)

### Copying and Pasting Resources:

The resources section of the PSED Toolkit has been specifically created in Word so that it is possible to copy and paste the vast majority of its content for personalisation and use as part of the assessment processes tailored for individual pupils.

Taking the resource below as an example, when you click within the grid you will see that it becomes surrounded by a border and the cursor changes to a 



My Learning This Week				
Writing Area	Maths Area	Investigation area	Creative area	Outdoor area
Role play area	Reading area	Sand area	Water area	Workshop

Today I am proud of.....

Register Insert Picture	Reading Insert Picture	Playtime Insert Picture	Music Insert Picture
----------------------------	---------------------------	----------------------------	-------------------------

At this point you can then copy the chart/grid by either right clicking on your mouse and selecting the option to "Copy", or alternatively by pressing the 'Ctrl' key on your key-pad simultaneously with the letter 'C'.

Having used either option you are then in a position to paste into a blank Word document. You can do this by right clicking on the mouse and selecting the option "Paste", or alternatively hitting the 'Ctrl' key simultaneously with the 'V' key.

The document is set up to be editable and can be amended as required and saved accordingly.

A different approach is required for the chart below.

### Example Positive Behaviour Plan

<b>NAME:</b>		<b>YEAR:</b>	
<b>DATE:</b>		<b>REVIEW DATE: October '16 (or as required)</b>	
<b>LIKES/MOTIVATORS:</b>			
'Tent time'; Lego   Puppets   Jigsaws Puzzles   Craft   ipad/computer			
<b>TRIGGERS:</b>			
Leaving mum/coming into school.   People using too many words.   Sudden changes. Challenging work.   Leaving a favoured activity.   Too much noise. Being touched.			
<b>DO's and DON'T's:</b>			
<b>DON'T</b> ask X an open question about what she wants to do. <b>DO</b> give clear direction and give X time to process the direction and act on it. <b>DO</b> give a 'THIS' or 'THAT' choice. <b>DON'T</b> give X a reward until she's earned her 5 smiley faces.			
<b>BEHAVIOUR</b>		<b>STRATEGY</b>	
<b>L O W</b>	Paces up and down and bangs items down.	Distraction (talking about her areas of interest). Remind X about what she needs to do next to earn her next smiley face (every few minutes). <u>Emphasise</u> and exaggerate how great getting the reward's going to be (Refer to card)	
	Refusing to follow instructions.		
	Wanders around the corridor.	Remind X (as above)...	

In this situation when you click anywhere within the chart you will see that the symbol, circled above, appears in the top left hand corner of the grid.

To copy it, you then need to click on the afore-mentioned symbol and you will see that the chart becomes shaded in grey (see below). At this point it is ready to be copied across into a blank Word document by either right clicking on your mouse and selecting "Copy" or pressing the 'Ctrl' and 'C' keys simultaneously.

### Example Positive Behaviour Plan

<b>NAME:</b>		<b>YEAR:</b>	
<b>DATE:</b>		<b>REVIEW DATE: October '16 (or as required)</b>	
<b>LIKES/MOTIVATORS:</b>			
'Tent time'; Lego   Puppets   Jigsaws Puzzles   Craft   ipad/computer			
<b>TRIGGERS:</b>			
Leaving mum/coming into school.   People using too many words.   Sudden changes. Challenging work.   Leaving a favoured activity.   Too much noise. Being touched.			
<b>DO's and DON'T's:</b>			
<b>DON'T</b> ask X an open question about what she wants to do. <b>DO</b> give clear direction and give X time to process the direction and act on it. <b>DO</b> give a 'THIS' or 'THAT' choice. <b>DON'T</b> give X a reward until she's earned her 5 smiley faces.			
<b>BEHAVIOUR</b>		<b>STRATEGY</b>	
<b>L O W</b>	Paces up and down and bangs items down.	Distraction (talking about her areas of interest). Remind X about what she needs to do next to earn her next smiley face (every few minutes). <u>Emphasise</u> and exaggerate how great getting the reward's going to be (Refer to card)	
	Refusing to follow instructions.		
	Wanders around the corridor.	Remind X (as above)...	

Once you have copied and pasted the resources into a blank Word document, it is ready for editing, which can simply be done by clicking in an appropriate text box as required. Wherever possible the individual boxes can also be copied, pasted, edited and moved around individually.

7

<b>My Pupil Profile</b>		<b>Photo</b>
<b>Name</b>		
<b>Date of Birth</b>		
<b>Cognition and Learning Needs</b>	<b>Communication and Interaction Needs</b>	
<b>Social, Emotional and Mental Health Needs</b>	<b>Sensory and or Physical Needs</b>	