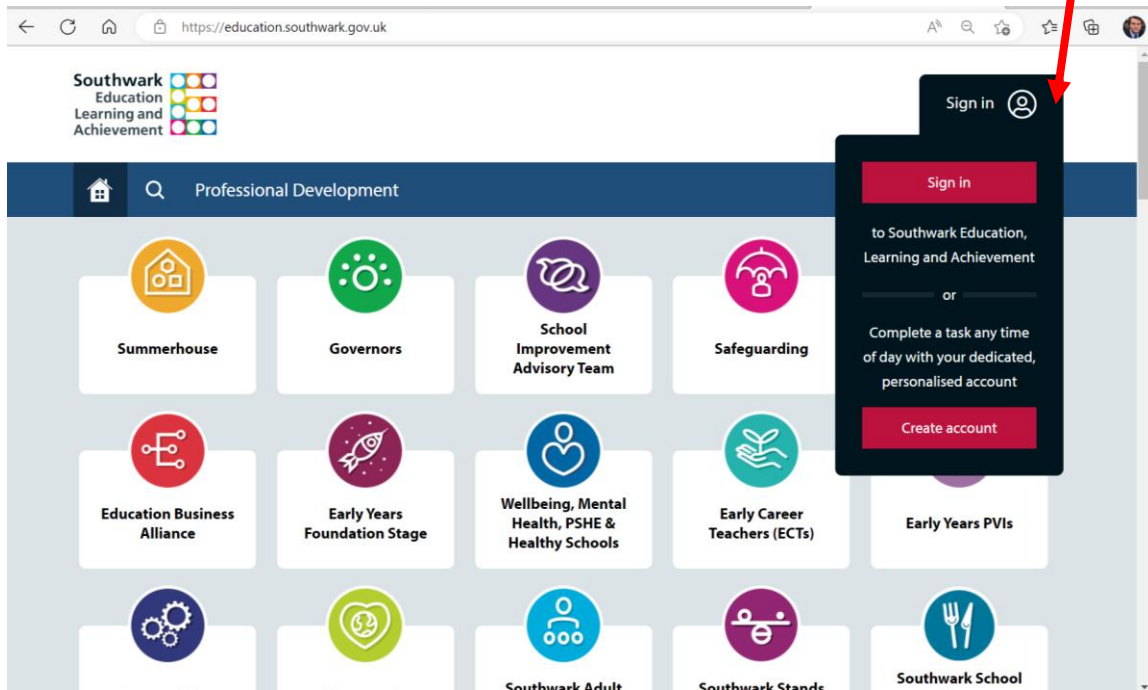


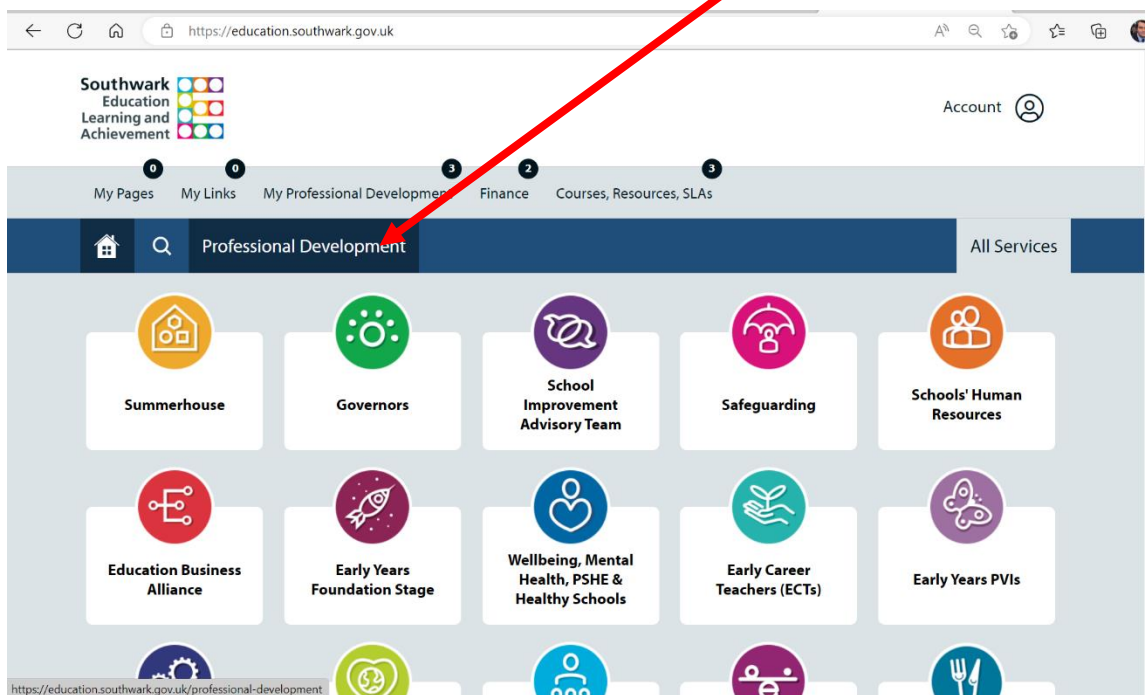
# How to use the PVI portal for laptop users

## 1. Sign into your account at

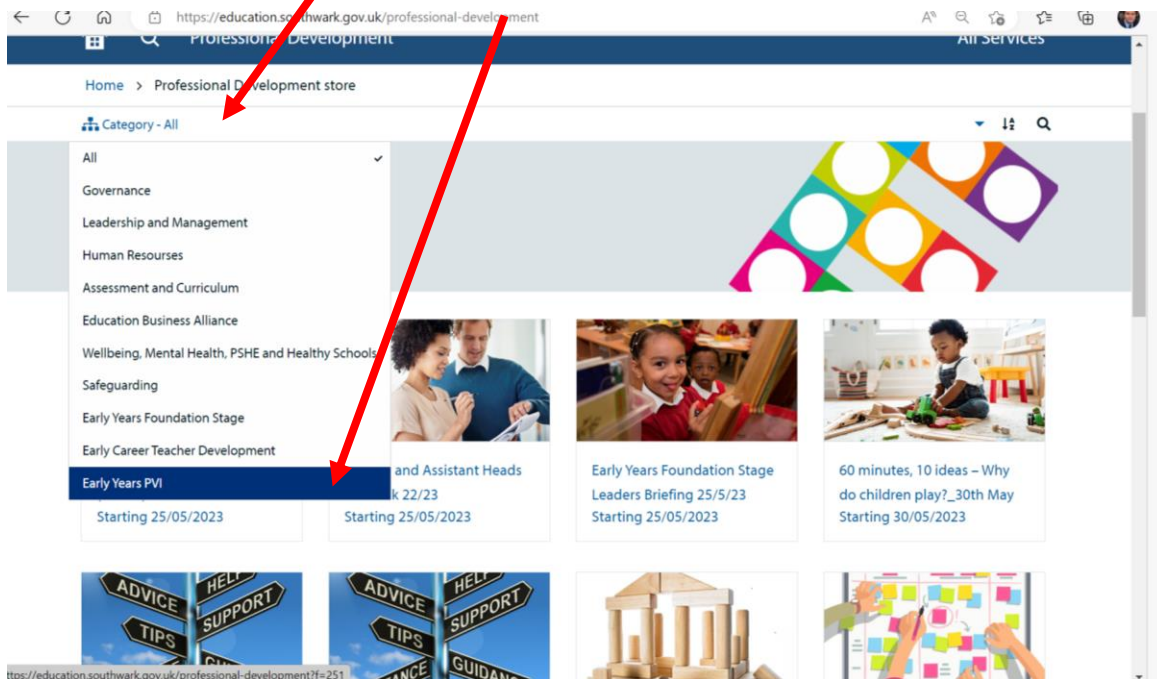
[www.education.southwark.gov.uk](https://www.education.southwark.gov.uk)



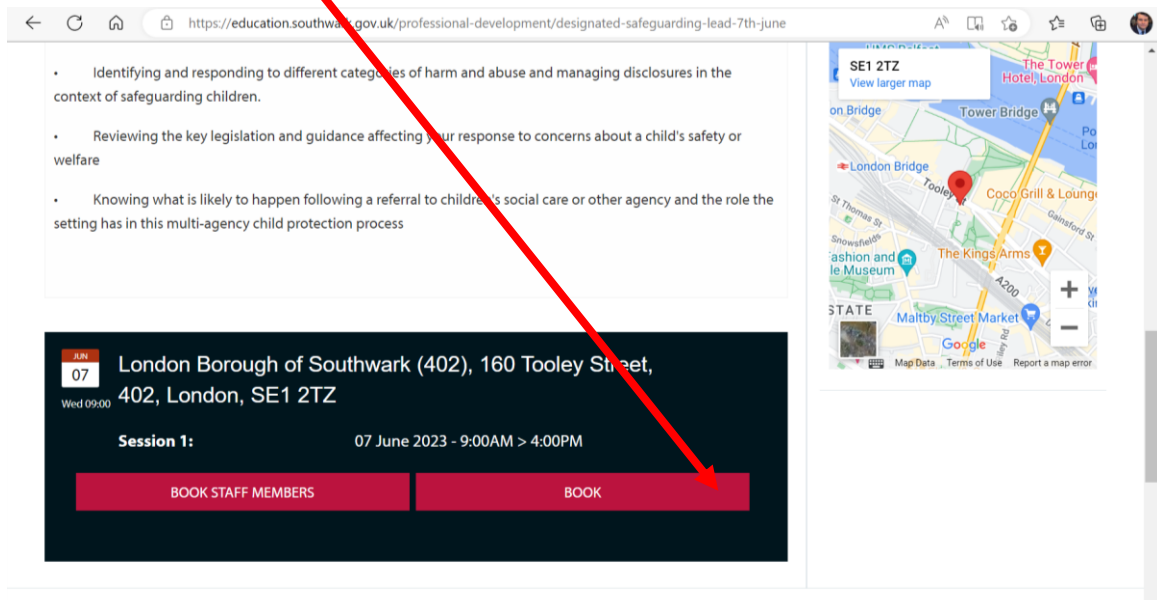
## 2. Click on 'Professional Development'



### 3. Filter the courses through the branch button and select 'Early Years PVI'



### 4. Select the course you wish to attend, and press 'BOOK'



**\*if you are a manager, press 'BOOK STAFF MEMBERS' and select from a list of your staff**

## 5. Once booked, you must make payment by clicking on 'courses, resources, SLAs'

Southwark Education Learning and Achievement

Account

My Pages My Links My Professional Development Finance Courses, Resources, SLAs

Professional Development All Services

Home > Professional Development > Designated Safeguarding Lead\_7th June

### Designated Safeguarding Lead\_7th June

★★★★★

Add your review for this course

<b>Price</b>	£40.00 <small>00p</small>	<b>Total hours</b>	7
<b>Category</b>	Professional Development	<b>Type</b>	1 session/s
<b>Target audience</b>	Early Years DUT	<b>Code</b>	EYPVI0258

**Trainer:**  
Wendy Heller  
Southwark Council - Early Years Quality Improvement Team

**Course Administrator:**  
Grant MacMaster

## 6. Click on 'courses pending'

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My Pages My Links My Professional Development Finance Courses, Resources, SLAs

Professional Development All Services

Home > Courses, Resources, SLAs

### Courses, Resources, SLAs

Courses Pending Courses Confirmed SLAs

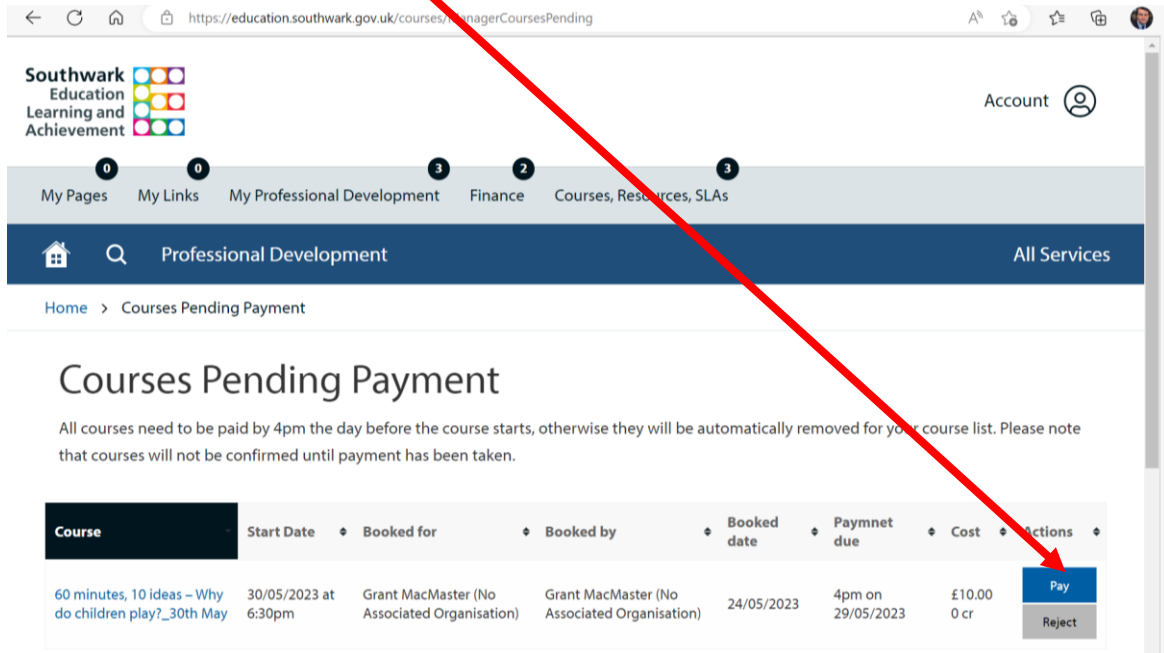
**Useful information**  
Use of Cookies  
Booking and Paying terms and conditions

**Getting around**  
Southwark Council, PO BOX 64529, London SE1P 5LX

**Partners**  
Southwark Council

**Get social**  
Facebook Twitter

## 7. Select the 'Pay' button next to the course



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Professional Development All Services

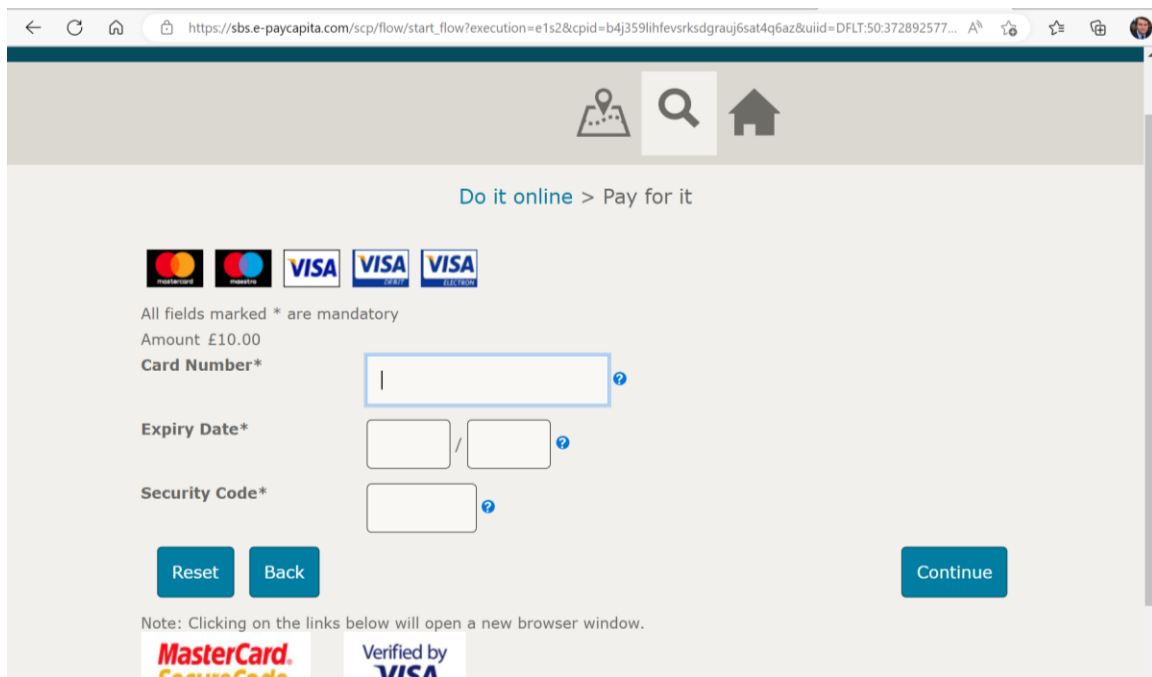
Home > Courses Pending Payment

### Courses Pending Payment

All courses need to be paid by 4pm the day before the course starts, otherwise they will be automatically removed from your course list. Please note that courses will not be confirmed until payment has been taken.

Course	Start Date	Booked for	Booked by	Booked date	Payment due	Cost	Actions
60 minutes, 10 ideas – Why do children play?_30th May	30/05/2023 at 6:30pm	Grant MacMaster (No Associated Organisation)	Grant MacMaster (No Associated Organisation)	24/05/2023	4pm on 29/05/2023	£10.00 0 cr	<a href="#">Pay</a> <a href="#">Reject</a>

## 8. Follow payment and insert your details



Do it online > Pay for it

Amount £10.00

Card Number\*

Expiry Date\*

Security Code\*

Reset Back Continue

Note: Clicking on the links below will open a new browser window.

MasterCard SecureCode Verified by VISA

**Once you have made payment, you will receive a booking confirmation email and more information about the course.**