

A STEP-BY-STEP GUIDE TO INDEPENDENT LEARNING

Step 1: Complete the learning you wish to undertake; Formal (online eLearning, face-to-face workshop etc.), or informal (reading a peer-reviewed article, listening to a podcast etc.)

Step 2: Visit <https://www.lta.org.uk/workforce-venues/coach-teach/coach-development-courses/independent-learning/> and click **'Apply now'** on the right-hand side of the page to begin your Independent Learning form

The screenshot shows the LTA Tennis for Britain website. The navigation bar includes 'About us', 'Play & Compete', 'Major Events', and 'Workforce & Venues'. The breadcrumb trail is 'Home > Workforce & Venues > Coach & Teach > Coach development courses > Independent Learning'. The main heading is 'Independent Learning'. Below it is a banner image featuring a laptop displaying 'ITF PLAY TENNIS COURSE - INTRODUCTION TO STRATEGY & TACTICS', a 'Coaching Journal', and 'THE INNER GAME OF TENNIS'. To the right, a white box contains the text 'Independent Learning form is now live' and 'Apply for credits through the Independent Learning form.' with an 'Apply now' button. Below that, another white box titled 'Independent Learning FAQs' says 'Find a regularly updated list of FAQs here.' with a link.

Step 3: Fill in the Personal Details section at the bottom of the page and then click **'Next'**. Please make sure to copy and paste your Coach Code from your LTA Coach Secure Area to avoid errors. Click **'Log in' and create an account in order to save your details for** a faster Independent Learning experience next time.

The screenshot shows the 'Personal Details' form. At the top, there is a blue bar with the text 'Personal Details'. Below it is a blue bar with 'Save & Return' and 'Use an account to return to saved work.' and a 'Log in' button. The form fields are: 'First Name *', 'Surname *', 'Coach Code * (?)' (with 'CO' entered), and 'When does your Coach Accreditation expire? * (?)' (with a calendar icon). Below these is a question: 'How many learning activities did you complete? If you select 3, you will view the next page 3 times * (?)' with a dropdown menu. At the bottom, there are two blue buttons: 'Save Progress' and 'Next >>'.

Step 4: Input the details of your Independent Learning, and provide a satisfactory reflection on the learning in order to gain CPD credits

The screenshot shows a form titled "Course Overview" with the following fields:

- A dropdown menu with options: "Formal (online course, face-to-face workshop, LTA Coach Mentoring, degree programme)" and "Informal (Webinar, videoed lectures/presentations, technical books, peer reviewed research article, technical coaching podcasts)".
- A question: "Was your learning a LTA Online course? * ?" with radio buttons for "Yes" and "No".
- A question: "What type of learning did you complete? *" with a dropdown menu.
- A question: "What was the title of the learning? *" with a text input field.

Step 5: Fill in any additional reflections you have on your Independent Learning, and/or fill in a Feedback form with suggestions for the Coach Development Team, then click **'Next'**.

The screenshot shows a section with a progress bar at "50% Complete". It contains the following text and elements:

- A text box with the prompt: "Please provide any further comments which will help the Coach Development team understand how all your learning(s) reflected upon in this Independent Learning form has helped you develop as a coach *".
- A "Complete feedback" link.
- A thank you message: "Many thanks for your feedback. Please click the 'Next' button below in order to submit this Independent Learning form."
- Navigation buttons: "<< Previous", "Save Progress", and "Next >>".

Step 7: The below page means your Independent Learning form has been submitted to the Coach Development Team for review. Please note that it can take up to 14 days for your CPD credits to appear in your Coach Secure Area.

Thank you

Your form has been successfully submitted. You will receive CPD credit(s) in your Coach Secure Area once your application has been reviewed. Processing your application may take up to 14 days. If your Accreditation expiry date is within the next 14 days then please use the LTA [Contact Us](#) form and we will try to prioritise your application. Otherwise, we ask that you do not chase your Independent Learning application via email during this time. We will respond as soon as possible.

For your own reference and future reflection on your independent learning practice, please do download your receipt of application below.

[Printer Friendly Receipt](#)

Reference #: 14963850

[Submit Another Response](#)

Scoring Summary

Item	Score	Max
Was your learning formal (online course, face-to-face workshop, LTA Coach Mentoring, degree programme) or informal (webinar, videoed lectures/presentations, technical books, peer reviewed research article, technical coaching podcast)?	0	1
How many learning hours did you complete? (not including breaks)	1	12
Total Score	1	13