



Academy Headquarters
The Royal Military Academy Sandhurst
Camberley, Surrey. GU15 4PQ

Telephone 01276 41 2421 Military 94261 2421
Fax 01276 41 2249 94261 2249
E-Mail colin.dickson783@mod.uk



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ARMY ORIENTEERING ASSOCIATION (AOA) – OCAD USER COURSE - JOINING INSTRUCTIONS

GENERAL

1. The AOA OCAD User Course will take place at Building 25, Longmoor Camp, near Liss in Hampshire. The course is classroom based instruction with individual exercises on the computer. There is no outdoor work, however individual can train on the area should they wish. On completion of the course individuals will be awarded OCAD User.

COURSE VACANCIES

2. Vacancies will be allocated on a first come basis to a max of 12. You are requested to inform the undersigned by email to confirm attendance by 10 days before the course starts. See Annex C for application.

CANCELLATIONS

3. Individuals are requested to notify this office of non-attendance at the earliest opportunity.

REPORTING

4. Students are to report to Building 25 at 0830hrs on the Saturday morning for an administrative brief. Students will be booked in and allocated their accommodation; arrive ready to work. Photo ID will be required for entry into the camp.

COURSE DISPERSAL

5. The Course will disperse at 1600 hrs on Sunday afternoon and students will not be released before this time. Please note that additional time up to 1630hrs is available for extra tuition.

ACCOMMODATION

6. Students should note that the accommodation at Longmoor Camp is of a transit nature and field conditions will apply. Individuals will require sleeping bags and padlocks. Ample shower and laundry facilities (Bldg 15) are available within the camp and cars can be parked on the main square. Please inform if accommodation is required.



MESSING

7. Meals can be provided if booked and paid for. Normal meal times apply throughout the course with the last meal being a lunch on Sat. Breakfast is 0700-0800hrs and Dinner 1730-1800 hrs.

COURSE OBJECTIVES

8. Course objectives are to: (see Annex B)
- a. Teach the use of OCAD for map making/map revision, with an aim that students will be able to carry out map corrections to an OCAD map.
 - b. Teach the use of OCAD for planning orienteering courses. Students will be able to create a basic map outline for use in events details. To draw up a course for events up all standards, a Score event, a Harris event and understand the principles of setting relay courses in OCAD.

PRE-COURSE REQUIREMENTS

9. Students must have attended the planners course or be in a position to convince the under signed that they are of a suitable start standard for this intense computer based course. Students who attend this course require to be computer literate and to have a solid planning knowledge. A regular orienteer with a few seasons under their belt and sound computer knowledge should be able to cope with the course. Individuals are recommended to download OCAD Demo version from <http://www.ocad.com/en/downloads.htm> and to navigate around the programme and read through the help files.

CLOTHING AND EQUIPMENT

10. Uniform is not required.
11. Casual clothing or tracksuits, which must be clean and presentable at all times.
12. The following equipment is also required:
- a. Water bottle, mug, flask
 - b. Knife, fork and spoon (if accommodated)
 - c. Sleeping bag & Padlock. (if accommodated)
 - d. Laptop (optional)
 - e. USB Memory Stick/ flash drive
 - f. Notebook, pencils and a red pen

LOCATION OF LONGMOOR TRAINING AREA

13. Maps showing the location of Longmoor Camp and Training Area are at Annex A. The



Training Area can also be located using Ordnance Survey grid reference SU 7935 3101. Longmoor Camp is located and signposted off the southern slip road of the A3 at the Longmoor Interchange (signposted Bordon / Farnham / A325). See post code below for Sat Nav.

14. **TRANSPORT.** Students arriving in their own vehicles are to report to the Guardroom where they will be issued with a vehicle pass and then directed to park on the main square and walk to Building 25. Do Not Park outside Building 25.

COURSE CONTACT DETAIL

15. The address to be used by students while attending the course is:

(Name)
Army Orienteering
Building 25
Longmoor Camp
Longmoor
LISS
Hampshire
GU33 6EL

Tel: Mil 94291 3419, Civ 01420 483419 **Manned only during course dates.**

MISCELLANEOUS

16. **Security.** Students are to be aware that they are responsible for valuables they bring with them to the course. All rooms can be locked but lockers may have to be shared in some cases.

17. **Pets.** Dogs and other pets are not allowed in Building 25.

QUERIES

18. Any queries regarding these joining instructions or the OCAD User Course should, in the first instance, be directed to the undersigned. Civilians course cost is £50 payable to BAOC, cheque and application form posted to the undersigned to confirm place. Accommodation and food cost can be provided for those that require it, contact the undersigned.

C S DICKSON
Major (Retd)
For Chairman AOA

Annexes:

- A. Location Maps of Longmoor Training Area
- B. OCAD User Course Content
- C. OCAD Users Course Application.

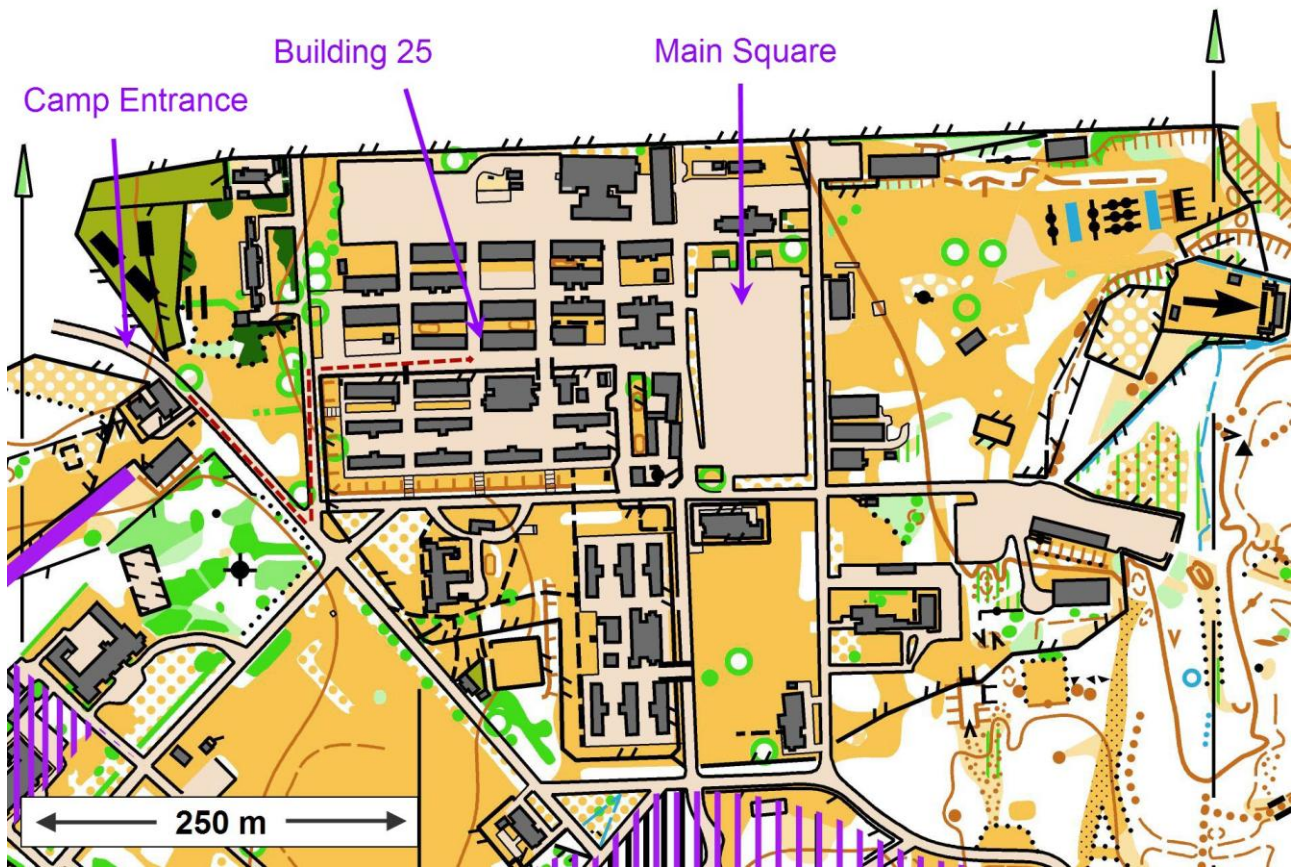


LOCATION MAPS OF LONGMOOR TRAINING AREA

Location of camp entrance is at (186) SU 79253105, post code GU33 6EL.

Electronic copies of this document contain the following active links to internet maps showing the location of the Camp Entrance: [Google Maps](#) [Multimap](#) [Streetmap](#)

Location of Building 25 and Main Square Parking



OCAD User Course Content
(Full Training Objectives will be available on the course)

Using OCAD for Map Making

Saturday 0830hrs -1730hrs

Sources of information for base maps
Types of information OCAD can use
How to work out magnetic variation and rotate base map data
How import and arrange more than 1 layer of base map data
How to stretch satellite imagery to fit other base maps
Checking scales of base map
Drawing scales, their selection and why
OCAD interface, map symbols and drawing tools
Map layouts, the essentials and the optionals
Map reference numbering and authorities
Colours, their hierarchy and relationship to symbols
Drawing line features
Drawing point features
Adding points to line features
Drawing the key
Finishing map and printing

Using OCAD for Course Planning

Sunday 0830 -16:00 (16:30 if required for additional tuition)

Starting the project
Background map types and implications
Opening the background map
Checking and adjusting scale
Symbol set and additional interface
Course menu, global control grid and course control list
Adding objects to course control list
Drawing symbols, moving them and their numbers
Breaking circles & lines and adding corners to lines
Describing controls in text and symbols. Making description lists
Adding event and course labels
Laying out all elements ready for printing
Printing map sets with all course requirements
Dealing with Score and Harris events
Adding in marked routes, mandatory crossings, map exchanges and warning text
Using OCAD for large relay events and auto-gaffelling
Laying out training courses: star/butterfly, brown only, window/corridor



OCAD USERS COURSE APPLICATION

To: Maj (Retd) C S Dickson
 SO2 G7 TRG PROG
 Academy Headquarters
 The Royal Military Academy
 Sandhurst, Camberley, Surrey,
 GU15 4PQ

Email: colin.dickson783@mod.uk

Fax No: Mil 94261 2249 Civ 01276 412249

Tel No: Mil 94261 2421 Civ 01276 412421

From

Unit: _____

Address: _____

Fax No. (inc. dialling code): _____

UIN: _____

Email: _____

	Course Number	Assembly Date	Dispersal Date
1st Choice:			
UNIT NOMINATION			
Service/Staff No.	Rank/Status	First Name & Surname.	Regt/Corps/Club
Accommodation Requirement	Food Yes/No		
	Yes/No		
No of events planned	Level	Length of time in Orienteering	Remarks

Your email address:

Signed:

Rank and Name:

For/Appointment:

Unit Stamp:

