

COMPONENTS of an SHSM

1. BUNDLED CREDITS

Eight to ten Grade 11 and Grade 12 credits focused in the area of the skilled career, including cooperative education credits



2. CERTIFICATION AND TRAINING

Sector-recognized certifications and specialized training courses



3. EXPERIENTIAL LEARNING & CAREER EXPLORATION ACTIVITIES

Experiential activities within the sector and career field



4. REACH AHEAD EXPERIENCES

Learning experiences connected with the student's postsecondary plans, including apprenticeship, college, university or workplace



5. SECTOR PARTNERED CONTEXTUALIZED EXPERIENCE

The offerings within this component include, Innovation Creativity and Entrepreneurship (ICE) training, sector-delivered contextualized coding, sector-delivered contextualized mathematical literacy

All SHSMs are offered in all four pathways: apprenticeship training, college, university, and workplace.

What do GRADUATES RECEIVE?

Students who complete the requirements for the OSSD (Ontario Secondary School Diploma) and for the SHSM will receive an OSSD with an embossed SHSM seal on it. Credits earned towards the SHSM are indicated on the Provincial Report Card, and completion of the SHSM is recorded on the Ontario Student Transcript (OST).

6 KEY BENEFITS for STUDENTS



- 1 Customize their secondary school education to suit their interests and talents;
- 2 Develop specialized knowledge and skills that are valued by the sector and postsecondary education institutions;
- 3 Earn credits that are recognized by the sector and postsecondary education institutions;
- 4 Gain sector-specific and career-relevant certification and training;
- 5 Develop essential skills and work habits that are valued by the sector;
- 6 Identify, explore, and refine their career goals and make informed decisions about their postsecondary destination.

HOW DO I ENROLL?



- Contact lead SHSM teacher in your school, preferably in Grade 10
- During course selection in Grade 10
- Contact the Guidance Department in your school

SHSM Student Success
GRADES 7-12
SPECIALIST HIGH SKILLS MAJOR

BUSINESS



Welcome to

SPECIALIST HIGH SKILLS MAJORS (SHSM)

What are SPECIALIST HIGH SKILLS MAJORS (SHSM)?

The SHSM is a specialized, ministry-approved program that allows students to focus their learning on a specific economic sector while meeting the requirements of the Ontario Secondary School Diploma (OSSD).

SHSMs assist students in their transition from secondary school to apprenticeship training, college, university, or the workplace.

These programs enable students to gain sector-specific skills and knowledge in engaging, career-related learning environments, and to prepare in a focused way for graduation and postsecondary education, training, or employment.



REQUIRED COMPONENTS FOR THE SHSM–BUSINESS

The SHSM–Business has the following FIVE required components:

1 A BUNDLE OF NINE (9) GRADE 11 AND GRADE 12 CREDITS

- **FOUR business major credits** (that lead to apprenticeship training, college, university or workplace)
- **THREE other required credits** (one English, one Mathematics, one science or business studies)
- **TWO cooperative education credits**

2 SIX (6) SECTOR-RECOGNIZED CERTIFICATIONS AND/OR TRAINING COURSES/PROGRAMS

FOUR (4) COMPULSORY

- **Cardiopulmonary Resuscitation (CPR) Level C**
– includes automated external defibrillation (AED)
- **Customer Service**
- **Standard First Aid**
- **Workplace Hazardous Materials Information System (WHMIS)**
– generic (i.e., not site-specific) instruction

TWO (2) ELECTIVES FROM THE LIST BELOW

- | | | |
|--|--|---|
| <input type="checkbox"/> business etiquette | <input type="checkbox"/> fundraising | <input type="checkbox"/> retail representative |
| <input type="checkbox"/> cash handling and register training | <input type="checkbox"/> health and safety – basic | <input type="checkbox"/> sector-specific software 1 |
| <input type="checkbox"/> counterfeit detection | <input type="checkbox"/> leadership skills | <input type="checkbox"/> successful exhibiting |
| <input type="checkbox"/> effective networking | <input type="checkbox"/> negotiation training | <input type="checkbox"/> specialized business program/competition
(e.g., regional or provincial level DECA, Junior Achievement Company Program, Stock Market Competition, Make Your Pitch, Summer Company Program) |
| <input type="checkbox"/> equity and inclusion | <input type="checkbox"/> personality inventory | |
| <input type="checkbox"/> ergonomics | <input type="checkbox"/> portfolio development | |
| <input type="checkbox"/> ethical considerations | <input type="checkbox"/> project management | |
| <input type="checkbox"/> fraud prevention | <input type="checkbox"/> public speaking | |

3 EXPERIENTIAL LEARNING AND CAREER EXPLORATION ACTIVITIES

Opportunities relevant to the sector might include the following:

- One-on-one observation of a cooperative education student at a placement in the business sector (an example of job twinning)
- A day-long observation of a business person (an example of job shadowing)
- A one- or two-week work experience with a member of a business association or a professional in the sector (an example of work experience)
- A tour of the local chamber of commerce
- Participation in a local, provincial, or national contest or competition with a focus on business (e.g., a business plan competition or stock market competition)
- Working with a mentor within the business community (e.g., to provide assistance in creating a business plan)
- Attendance at a retail show (e.g., a home show or craft show), conference, or workshop focusing on the business sector

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REACH AHEAD EXPERIENCES

Students are provided one or more reach ahead experiences – opportunities to take the next steps along their chosen pathway – as shown in the following examples:

- **Apprenticeship:** visiting an approved apprenticeship delivery agent in the sector
- **College:** interviewing a college student enrolled in a sector-specific program
- **University:** observing a university class in a sector-related program
- **Workplace:** interviewing an employee in the sector

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SPCE – SECTOR-PARTNERED CONTEXTUALIZED EXPERIENCE

Provides schools with the flexibility to adjust their programming to local capacity and opportunities, and align with the interests and needs of students.

OCCUPATIONS IN THE BUSINESS SECTOR

- | | |
|---|--|
| • International Accounting & Finance | • Small Business Management |
| • Administrative Assistant | • Business Computer Systems |
| • Business Skills & Marketing | • Materials & Operations Management |
| • Accounting & Finance | • Human Relations Management |
| • Financial Planning, Financial Services | • International Business |
| • Marketing Administration | • Public Relations |
| • Sports Business Management | • Professional Accounting |