

Non-profit

The SHSM–Non-profit enables students to build a foundation of sector-focused knowledge and skills before graduating and entering apprenticeship training, college, university, or a position in the workplace. Students will develop skills in the areas of problem solving, analysis, communication, cooperation, ethical values, consciousness, and citizenship. Where local circumstances allow, boards may elect to offer one or more variants of the SHSM in a given sector, each with a particular area of focus. This SHSM may be designed to have a particular focus – for example, on international development or community action. This focus is achieved through the selection of the four major credits in the bundle.

TOOLS AND RESOURCES

For local labour market opportunities in the sector, see your local SHSM contact at the board office.

INSIGHT

The requirements of this SHSM are unique and are geared to the non-profit sector. However, the design of all SHSM programs follows a consistent model, described in [Section A: Policy](#).

Required Components for the SHSM–Non-profit

The SHSM–Non-profit has the following five required components:

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See [Section A1.2](#) for more on SHSM credits.

1. A bundle of nine Grade 11 and Grade 12 credits

These credits make up the bundle:

- **four non-profit major credits** that provide sector-specific knowledge and skills. The four courses must include at least one Grade 11 and one Grade 12 credit, and may include one cooperative education credit related to the sector. (This cooperative education credit would be additional to the two that are required in the bundle; see below);
- **three other required credits** from the Ontario curriculum, in each of which some expectations must be met through a contextualized learning activity (CLA) for the non-profit sector. The three credits include:
 - one in English¹;
 - one in mathematics; and
 - one in science or business studies (or a cooperative education credit related to the sector, which would be additional to the two cooperative education credits required in the bundle; see below);
- **two cooperative education credits** that provide authentic learning experiences in a workplace setting, enabling students to refine, extend, apply, and practise sector-specific knowledge and skills.

Credits	Apprenticeship Training Grades 11–12	College Grades 11–12	University Grades 11–12	Workplace Grades 11–12
Major Credits <i>One credit may be substituted with a cooperative education credit (additional to the 2 required co-op credits)</i>	4 <i>Including at least one Gr. 11 and one Gr. 12 credit</i>	4 <i>Including at least one Gr. 11 and one Gr. 12 credit</i>	4 <i>Including at least one Gr. 11 and one Gr. 12 credit</i>	4 <i>Including at least one Gr. 11 and one Gr. 12 credit</i>
English <i>including a CLA</i>	1	1	1	1
Mathematics <i>including a CLA</i>	1	1	1	1
Business Studies or Science <i>including a CLA</i> <i>May be substituted with 1 cooperative education credit (additional to the 2 required co-op credits)</i>	1	1	1	1
Cooperative Education	2	2	2	2
Total number of credits	9	9	9	9

1. Note that a compulsory English credit is required in Grade 11 and in Grade 12 for graduation with an OSSD. Schools may determine whether the CLA, required for the SHSM bundle of credits, is completed in the Grade 11 or Grade 12 English course.

2. Sector-recognized certifications and/or training courses/programs

This SHSM sector requires students to complete a specified number of *compulsory* and *elective* sector-recognized certifications and/or training courses/programs, as indicated in the following table. NOTE: Where an item in the table is capitalized, it is the proper name of the specific certification or training course/program that is appropriate for the SHSM. Where an item is lowercased, it is the name of an area, type, or category of training for which specific certifications or training courses/programs should be selected by the school or board. The requirements are summarized in the table below.

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See [Section A1.3](#) for more on SHSM certifications and training.

Four (4) compulsory			
Cardiopulmonary Resuscitation (CPR) Level C – includes automated external defibrillation (AED)	ethical considerations	Standard First Aid	Workplace Hazardous Materials Information System (WHMIS) – generic (i.e., not site-specific) instruction
Three (3) electives from the list below			
behavior management	communication skills	compass/map/global positioning system (GPS)	conflict resolution
customer service	environmental awareness	equity and inclusion	event coordination
fundraising	group dynamics	incident management	Innovation, Creativity and Entrepreneurship (ICE)
legal/administrative procedures	leadership skills	mental health awareness*	non-violent crisis intervention
personality inventory	portfolio development	project management	proposal/grant writing
sector-specific software 1	self-defence	social media networking	successful exhibiting
wilderness first aid			

* approved by and delivered under the direction of the school board's Mental Health Leader

3. *Experiential learning and career exploration activities*

Experiential learning and career exploration opportunities relevant to the sector might include the following:

- one-on-one observation of a cooperative education student at a placement in the non-profit sector (an example of job twinning)
- a day-long observation of an employee in the non-profit sector (an example of job shadowing)
- a one- or two-week work experience with a member of an industry association or a professional in the non-profit sector (an example of work experience)
- a volunteer experience with a non-profit organization or for a special event in the school or community
- organization of an awareness or fundraising initiative in the school or community
- attendance at a conference or a workshop presented by a non-profit organization

FIND IT!

See [Section A1.4](#) for more on experiential learning and career exploration activities.

POLICY

Note that volunteer activities in an SHSM cannot be counted towards the hours of community involvement required to earn the OSSD.

4. *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

FIND IT!

See [Section A1.5](#) for more on reach ahead experiences.

5. *Essential Skills and work habits and the Ontario Skills Passport (OSP)*

Students will develop Essential Skills and work habits required in the sector and document them using the OSP, a component of the SHSM.

FIND IT!

See [Section A1.6](#) for more on Essential Skills and work habits.

Pathways for the SHSM–Non-profit

A table illustrating the four pathways and required credits leading to completion of this SHSM is provided on page NPR-6.

Awareness building (Grades 7 and 8)

See **Section B3.4** for information on building awareness of SHSM programs among students in Grades 7 and 8.

Exploration (Grades 9 and 10)

See **Section B3.4** for information on providing Grade 9 and 10 students with opportunities for exploration of SHSM programs. In addition, students considering this SHSM can be encouraged to enrol in the following courses to become better informed about careers and postsecondary options in the sector:

- **Introduction to Business:** This Grade 9 or 10 course provides students with opportunities to explore a variety of business topics by engaging in activities related to them.
- **Information and Communication Technology in Business:** Expectations in this Grade 9 or 10 course build a foundation of digital literacy skills that are needed in the sector.
- **Communications Technology (TGJ20):** This course provides students with opportunities to gain a better understanding of the communication and media skills required in this sector.
- **Career Studies (compulsory) and Discovering the Workplace:** Some of the expectations in these Grade 10 courses provide opportunities for students to explore occupations and other postsecondary options in the sector and to participate in experiential learning activities.
- **Civics (compulsory):** This Grade 10 course enables students to explore what it means to be an informed, participating citizen in a democratic society. Students learn about the elements of democracy in local, national, and global contexts.

Specialization (Grades 11 and 12)

Students acquire the sector-specific knowledge and technical skills required to earn their Ontario Secondary School Diploma (OSSD) with an SHSM–Non-profit by completing its five required components. Students and their parents/guardians are encouraged to consult with guidance counsellors and teachers to select the courses that will enable students to pursue their goals.

Students pursuing an apprenticeship pathway should consider the Ontario Youth Apprenticeship Program (OYAP), which enables them to start an apprenticeship while earning their OSSD.

Students pursuing a university pathway are advised to complete their required cooperative education credits in Grade 11, in order to allow room in their timetables in Grade 12 for credits needed to meet university entrance requirements.

TOOLS AND RESOURCES

Visit the ministry's SHSM website at www.edu.gov.on.ca/morestudentsuccess/shsm.html for related resources.

Program Pathways: SHSM–Non-profit

This template shows program requirements for the SHSM–Non-profit in Grades 11 and 12, along with some of the additional credits needed for an OSSD. It is provided to help guide students in choosing the credits they need to meet the SHSM requirements in the pathway of their choice. Students should always review their pathways plan with their parents/guardians and their teachers to ensure that they have all the credits they need to graduate with an SHSM–Non-profit.

- Shaded boxes represent required credits in the bundle for the SHSM–Non-profit.
- (C) represents a compulsory credit for the OSSD.
- The SHSM bundle of credits *must* include two cooperative education credits, but *may* include a maximum of four. The possible options are noted below, and explained fully in Section A1.2 of this guide.

Apprenticeship Training Pathway Specialization Grades 11–12	College Pathway Specialization Grades 11–12	University Pathway Specialization Grades 11–12	Workplace Pathway Specialization Grades 11–12
1 English credit (C)* (in either Gr. 11 or Gr. 12)	1 English credit (C)* (in either Gr. 11 or Gr. 12)	1 English credit (C)* (in either Gr. 11 or Gr. 12)	1 English credit (C)* (in either Gr. 11 or Gr. 12)
1 math credit (C)* (in either Gr. 11 or Gr. 12)	1 math credit (C)* (in either Gr. 11 or Gr. 12)	1 math credit (C)* (in either Gr. 11 or Gr. 12)	1 math credit (C)* (in either Gr. 11 or Gr. 12)
1 business studies* or science credit* (in either Gr. 11 or Gr. 12) <i>A cooperative education credit related to the sector may be substituted.</i>	1 business studies* or science credit* (in either Gr. 11 or Gr. 12) <i>A cooperative education credit related to the sector may be substituted.</i>	1 business studies* or science credit* (in either Gr. 11 or Gr. 12) <i>A cooperative education credit related to the sector may be substituted.</i>	1 business studies* or science credit* (in either Gr. 11 or Gr. 12) <i>A cooperative education credit related to the sector may be substituted.</i>
4 non-profit major credits (including a Gr. 11 and a Gr. 12 credit) <i>A cooperative education credit related to the sector may be substituted for one of these four credits.</i>	4 non-profit major credits (including a Gr. 11 and a Gr. 12 credit) <i>A cooperative education credit related to the sector may be substituted for one of these four credits.</i>	4 non-profit major credits (including a Gr. 11 and a Gr. 12 credit) <i>A cooperative education credit related to the sector may be substituted for one of these four credits.</i>	4 non-profit major credits (including a Gr. 11 and a Gr. 12 credit) <i>A cooperative education credit related to the sector may be substituted for one of these four credits.</i>
2 cooperative education credits related to the sector (in either Gr. 11 or Gr. 12)** <i>May be used as (C) credits</i>	2 cooperative education credits related to the sector (in either Gr. 11 or Gr. 12)** <i>May be used as (C) credits</i>	2 cooperative education credits related to the sector (in either Gr. 11 or Gr. 12)** <i>May be used as (C) credits</i>	2 cooperative education credits related to the sector (in either Gr. 11 or Gr. 12)** <i>May be used as (C) credits</i>
2 optional or compulsory credits (Gr. 11)	2 optional or compulsory credits (Gr. 11)	2 optional or compulsory credits (Gr. 11)	2 optional or compulsory credits (Gr. 11)
2 optional or compulsory credits (Gr. 12)	2 optional or compulsory credits (Gr. 12)	2 optional or compulsory credits (Gr. 12)	2 optional or compulsory credits (Gr. 12)

* A contextualized learning activity (CLA) must be included in the course. (Note that students must take Grade 11 *and* Grade 12 English to graduate with an OSSD, but schools may choose to offer the CLA in either grade.)

** May be taken the summer before Grade 11

Note: To guide students and teachers in the development of their SHSM program, schools can access the latest approved SHSM course list for each sector through their SHSM board lead.

Occupations in the Non-profit Sector

The following table provides examples of occupations in the non-profit sector, with corresponding National Occupational Classification (NOC) codes, sorted according to the type of postsecondary education or training the occupations would normally require.

FIND IT!

See [Section A1.6](#) for more on occupations and NOC codes.



Apprenticeship Training	College
<ul style="list-style-type: none"> Conference and Event Planner 1226 	<ul style="list-style-type: none"> Administrative Officer 1221 Business Manager – Non-profit Organization 0114 Fundraising Consultant 5124 Rural Development Officer 4163
University	Workplace
<ul style="list-style-type: none"> Community Social Development Officer 4164 Public Affairs Officer 5124 Social Policy Researcher Consultant and Program Officer 4164 Social Services Planner/Researcher 4164 	<ul style="list-style-type: none"> Developmental Service Worker 4212 Festival Organizer 1226 Office Manager- Non-profit Organization 0114

Note: This information is based on the 2006 NOC. An update to the NOC in 2011 resulted in changes to the codes and titles for many occupations, and in some cases to the occupations included in the group. For more detail, refer to the [NOC website](#). Ontario Job Futures uses information based on the 2006 NOC. (Note also that some of the names of occupations listed here reflect common usage in the sector and may differ slightly from those used in the NOC system.)

Postsecondary Programs and Training in the Non-profit Sector

The following are examples of programs and training related to careers in the non-profit sector and the accreditations associated with each.

Apprenticeship Training

Conference and Event Planner	Certificate of apprenticeship/ certificate of qualification
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College

Community and Justice Services	Diploma
Event Management	Graduate certificate
Fundraising and Resource Management	Graduate certificate
Human Resources	Diploma
International Support Worker	Graduate certificate
Native Studies: Community and Social Development	Diploma

Peace and Conflict Studies	Diploma
Project Management	Graduate certificate
Public Relations	Diploma/graduate certificate
Special Events Planner	Diploma

University

Conflict Studies	Bachelor's degree
Economics – Development	Bachelor's degree
Environmental Ethics	Bachelor's degree
Ethics	Bachelor's degree
First Nation Studies	Bachelor's degree
Globalization Studies	Bachelor's degree
Humanities	Bachelor's degree
Indigenous Studies	Bachelor's degree
International Affairs	Bachelor's degree
International Development Studies	Bachelor's degree
International Studies	Bachelor's degree
Native Studies	Bachelor's degree
Natural Resource Management	Bachelor's degree
Peace and Conflict Studies	Bachelor's degree
Public Affairs	Bachelor's degree
Social Inequality	Bachelor's degree
Social Justice and Peace Studies	Bachelor's degree
Social Policy	Bachelor's degree
Sustainable Development	Bachelor's degree

Training for the Workplace

Coaching	Certificate
Customer Service	Certificate
Fundraising	Certificate
International Development	Certificate
Making Ethical Decisions	Certificate
Management/Leadership	Certificate
Public Speaking	Certificate