

Non-profit

Required Components for the SHSM–Non-profit

1. A bundle of nine Grade 11 and Grade 12 credits that comprises:
 - four non-profit major credits
 - three other required credits from the Ontario curriculum, in English, mathematics, and a choice of business studies or science
 - two cooperative education credits tied to the sector
2. Seven sector-recognized certifications and/or training courses/programs (four compulsory and a choice of three electives)
3. Experiential learning and career exploration activities within the sector
4. Reach ahead experiences connected with the student’s postsecondary plans
5. Development of Essential Skills and work habits required in the sector, and documentation of them using the OSP

Profile of the Non-profit Sector

The non-profit sector offers a range of careers that are dynamic, engaging, and rewarding. Whether in the fields of art, culture, education, the environment, information technology, health care, social development, or sport, countless career paths are available for people who share the sector’s common vision: *to make a difference*.¹

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**.

A survey conducted in 2003 by the HR Council for the Nonprofit Sector found that nearly 1.2 million people in Canada perform paid work for non-profit organizations. This translates into more than 7 per cent of the Canadian workforce.² The sector’s employers include some 69,000 non-profit organizations nationwide. They are active in a variety of areas – health and social services, religion, development and housing, arts and culture, sports and recreation, the environment, education and research, fundraising, and law, advocacy, and politics – both in Canada and internationally.³

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. Depending on

1 HR Council for the Nonprofit Sector, Government of Canada’s Sector Council Program, <http://hrcouncil.ca/home.cfm>.

2 HR Council for the Nonprofit Sector, Government of Canada’s Sector Council Program, <http://hrcouncil.ca/home.cfm>.

3 HR Council for the Nonprofit Sector, Government of Canada’s Sector Council Program, <http://hrcouncil.ca/home.cfm>.

local circumstances, this SHSM may be designed to have a particular focus – for example, on international development or community action. Where a choice of focus areas is offered, students may select one.

Occupations in the Non-profit Sector

The following table provides examples of occupations in the non-profit sector, with corresponding NOCs, sorted according to the type of postsecondary education or training the occupations would normally require.

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See **Section A1.6** for more on occupations and NOCs.

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: Some of the names of occupations in this table may differ slightly from the names given in the National Occupation Classification system. The names listed here reflect common usage by institutions and organizations in this sector in Ontario.

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

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/graduatecertificate
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

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 major credits that provide sector-specific knowledge and skills
- three other required credits from the Ontario curriculum, in English, mathematics, and business studies or science, in which some expectations are met through learning activities contextualized to the non-profit sector
- 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

An SHSM can be designed to focus on a specific area within the given sector – for example, the SHSM–Non-profit can focus on international development, community action, or some other area of the non-profit sector. This focus is achieved through the selection of the four major credits in the bundle. Depending on local circumstances, boards may elect to offer one or more variants of the SHSM in a given sector, each with a particular area of focus.

Credits		Apprenticeship Training		College		University		Workplace	
		Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12
Non-profit Major		2	2	2	2	2	2	2	2
includes content delivered in the sector's context	English		1		1		1	1	
	Mathematics	1		1		1		1	
	Business Studies or Science	1		1		1		1	
Cooperative Education		2		2		2		2	
Total number of credits		9		9		9		9	

2. Seven sector-recognized certifications and/or training courses/programs

The SHSM in non-profit requires students to complete seven sector-recognized certifications and/or training courses/programs. Of these, four are compulsory and the remaining three are electives that must be chosen from the list in the following table. Note that items in the table that are capitalized are the proper names of specific certifications or training courses/programs that are appropriate for the SHSM. Items that are lowercased are names of the areas or categories within 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 compulsory			
Cardiopulmonary Resuscitation (CPR) Level C	generic (i.e., not site-specific) instruction about the Workplace Hazardous Materials Information System (WHMIS)	Standard First Aid	ethical considerations
Three electives from the list below			
communication skills	conflict resolution	customer service	equity and inclusion
event coordination	fundraising	group dynamics	management/leadership
non-violent crisis intervention	personality inventory	problem solving	project management
proposal/grant writing			

3. Experiential learning and career exploration activities

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

- one-on-one observation of a cooperative education student at a placement in the non-profit sector (example of job twinning)
- a day-long observation of an employee in the non-profit sector (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 (example of work experience)
- a volunteer experience with a non-profit organization or for a special event in the school or community

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See **Section A1.4** for more on experiential learning and career exploration activities.



- 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

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 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 below. You will also find tables illustrating sample bundles of credits, and other useful resources, on the ministry's SHSM website.

Awareness building (Grades 7 and 8)

See **Section 5.5** for information on building awareness of SHSM programs among students in Grades 7 and 8.

TOOLS AND RESOURCES

Visit the ministry's SHSM website at www.edu.gov.on.ca/eng/teachers/studentsuccess/specialist.html for:

- sample bundles of credits specific to this SHSM
- a list of organizations and resources specific to this SHSM.



Exploration (Grades 9 and 10)

See **Section 5.5** 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 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 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.

Program pathways: SHSM–Non-profit

- Shaded boxes – required credits in the bundle for the SHSM–Non-profit
- (C) – compulsory credit for the OSSD

Grade 9: <i>Exploration</i>	Grade 10: <i>Exploration</i>	Apprenticeship Training Pathway: <i>Specialization</i>		College Pathway: <i>Specialization</i>		University Pathway: <i>Specialization</i>		Workplace Pathway: <i>Specialization</i>	
		Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12
An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit
(C) English	(C) English	(C) English	(C) English	(C) English	(C) English	(C) English	(C) English	(C) English	(C) English
(C) Mathematics	(C) Mathematics	(C) Mathematics	Mathematics	(C) Mathematics	Mathematics	(C) Mathematics	Mathematics	(C) Mathematics	Mathematics
(C) Science	(C) Science	Business Studies or Science in either Gr. 11 or Gr. 12		Business Studies or Science in either Gr. 11 or Gr. 12		Business Studies or Science in either Gr. 11 or Gr. 12		Business Studies or Science in either Gr. 11 or Gr. 12	
(C) Geography of Canada	(C) Canadian History	Non-profit Major	Non-profit Major	Non-profit Major	Non-profit Major	Non-profit Major	Non-profit Major	Non-profit Major	Non-profit Major
(C) Core French	(C) Career Studies/ Discovering the Workplace	Non-profit Major	Non-profit Major	Non-profit Major	Non-profit Major	Non-profit Major	Non-profit Major	Non-profit Major	Non-profit Major
(C) Healthy Active Living Education	(C) The Arts	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12
Introduction to Business	Communications Technology	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit