

## Specialist High Skills Major Facts

The Specialist High Skills Major (SHSM) program, which is part of the Ministry of Education's Student Success initiative in the province of Ontario, has been introduced to offer province-wide specialized programs in specific ministry-identified sectors to support the success of all students. The SHSM Program has a number of required components, designed to give students a "leg-up" to pursue post-secondary opportunities in each of the identified sectors, valuing all 4 destinations. The components are as follows:

- **Bundled Credits:** Each SHSM program offers students a bundle of 9 - 11 credits, including:
  - 4 "major" credits in the identified sector in Grade 11 and Grade 12
  - 2 or 3 supporting credits in English, math or science that will be delivered in the context of that sector
- **Contextualized Learning Activities:** Supporting credits, such as English, math, science or business include units and other opportunities for SHSM students to learn in the context of the sector they have chosen
  - i.e. a student taking a SHSM construction program completes a unit in their math course determining the proper measurements to build a construction project
- **Certifications and Awareness Training:** Sector-recognized certifications related to the major and selected from a list, both generic and specific to support the sector (i.e. WHMIS, First Aid, CAD / CAM Training)
- **Experiential Learning Opportunities:**
  - Job-shadowing, job-twinning, work experience
  - Minimum of 2 cooperative education credits linked to the major
  - Field trips, other workplace experiences for students to explore careers related to that sector
- Documentation of Essential Skills and Work Habits through the **Ontario Skills Passport**
- **Reach Ahead Experiences:** In the field and sectors considered as a post-secondary destination, ranging from a few hours to full courses (dual credit programs)
- Clearly valuing and providing a **pathway to all four post-secondary destinations**, apprenticeship, college, university and work

### SPECIALIST HIGH SKILLS MAJOR PROGRAMS IN HALTON

- Arts and Culture
- Business
- Communications & Information Technology
- Community & Emergency Services
- Construction
- Energy
- Environment
- Health & Wellness
- Horticulture & Landscaping
- Hospitality & Tourism
- Manufacturing
- Transportation

For more information on Specialist High Skills Major programs visit [schooltocareer.ca](http://www.schooltocareer.ca) or <http://www.hdsb.ca/Pathways/Pages/Home.aspx>



\_\_\_\_\_

Student's Name

\_\_\_\_\_



[www.schooltocareer.ca](http://www.schooltocareer.ca)

## Specialist High Skills Major Fact Sheet Assignment

Please read the Fact Sheet and then answer as many of the following questions as possible.

1. What does SHSM stand for? \_\_\_\_\_
2. How does a SHSM work? \_\_\_\_\_  
\_\_\_\_\_
3. How many credits will you earn while you are in the program? \_\_\_\_\_
4. What are the advantages of taking a SHSM program? \_\_\_\_\_  
\_\_\_\_\_
5. What is meant by integrated learning \_\_\_\_\_  
\_\_\_\_\_
6. Post Secondary education pathways SHSM is designed for \_\_\_\_\_  
\_\_\_\_\_
7. What kind of student would benefit from a SHSM program? \_\_\_\_\_  
\_\_\_\_\_
8. What certifications can you get during this program? \_\_\_\_\_  
\_\_\_\_\_
9. Is coop a part of this program? \_\_\_\_\_
10. What website can you go to in order to get more information on this program? \_\_\_\_\_  
\_\_\_\_\_
11. How can I register for this program? \_\_\_\_\_

## Check List for Program Application Package

Please check the following boxes when each step is completed, and show this process sheet to your School to Career Guidance Contact as requested. Bring this sheet and the rest of this package with you to your interview.

### 1) INFORMATION STAGE: (gather information from the following sources)

- Read the brochure for the School to Career program you are interested in.
- Read the Facts sheet available on [www.schooltocareer.ca](http://www.schooltocareer.ca) or from your guidance department.
- Visit the [www.schooltocareer.ca](http://www.schooltocareer.ca) web site for the specific program.
- Talk to students who have taken the program in the past.
- Go to career fair or parent/student information night (dates will be found on [www.schooltocareer.ca](http://www.schooltocareer.ca) under "important dates.")
- E-mail or talk to your School to Career guidance contact at your school.
- E-mail the program teacher if you still have questions on the program you are interested in.

### 2) APPLICATION STAGE (All of the below requirements must be completed and taken to the program interview).

- Go to [www.OnSorts.ca](http://www.OnSorts.ca) and apply for the program using your OEN number and birth date
- Complete the following:
  - Fact Sheet Assignment
  - Current Credit Counselling Summary & Attendance Profile from your guidance department
  - Registration Form from your guidance department
  - Three References
  - Resume and Cover Letter
  - Proposed Timetable (sit down with your guidance department and work out your schedule and get them to sign it and take a copy for their records)
  - If there is a fee involved for the program, please include a post-dated cheque with this package  
 Sem. 1 start - June 15, 2011                      Sem. 2 start - Nov 15, 2011  
 (Note: in case of financial hardship, please see your guidance counsellor)
- Book an interview through your guidance department or on [www.OnSorts.ca](http://www.OnSorts.ca)

### 3) INTERVIEW STAGE (Information Interview with Program Contact)

- Interview with program teacher or designate
- Please make sure you take all of the Application Stage requirements to your interview (see #2 above), and ensure you send any information you do not bring to the interview directly to the program teacher.
- Go onto [www.OnSorts.ca](http://www.OnSorts.ca) to keep up to date on your status in the program.



## Student Information

**Part A: Please print neatly and provide the information below:**

Name:

\_\_\_\_\_

Surname

First Name

Middle Name

Home School: \_\_\_\_\_ e-mail: \_\_\_\_\_

## References

**Please provide three (3) references willing to recommend you for the program. Ask your reference to sign the form and make a short one or two sentence comment. The student should complete the rest of the form. (Print name, position, and phone number)**

Reference Name (Print)	Reference Signature	Position	Phone #
1.			
Comment:			
Reference Name (Print)	Reference Signature	Position	Phone #
2.			
Comment:			
Reference Name (Print)	Reference Signature	Position	Phone #
3.			
Comment:			



## Cover Letter (Possible Format)

The cover letter should contain all of the most relevant information that you want the employer to know about you. If, at the end of your interview, the employer knows this information, then you have had a good interview.

The cover letter will also help you answer the first question in your OYAP interview, which will ask you to tell the interviewers something about yourself.

### Paragraph 1

Introduce yourself

- ◆ why you are interested in this opportunity
- ◆ your long-term education and career goals

### Paragraph 2

Summarize your work experience

- ◆ Highlight any related work experience

### Paragraph 3

Summarize your qualifications for this opportunity, e.g.,

- ◆ related courses
- ◆ related certifications
- ◆ personal characteristics

### Paragraph 4

Indicate why you think you would be an excellent choice for this program.  
Indicate that you are willing to attend an interview

### Paragraph 5

Concluding statement; Closing



## Proposed Timetable

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
(name) birth date (D/M/Y)

Home Phone (\_\_\_\_) \_\_\_\_\_ Presently attending \_\_\_\_\_ High School

I am applying for the \_\_\_\_\_ program located at \_\_\_\_\_ High School

**My plan is to take the following credits:**

**Grade 11:**

Semester 1 ( \_\_\_\_\_ )  
School

Semester 2 ( \_\_\_\_\_ )  
School

1.		
2.		
3.		
4.		
5.		

**Grade 12:**

Semester 1 ( \_\_\_\_\_ )  
School

Semester 2 ( \_\_\_\_\_ )  
School

1.		
2.		
3.		
4.		
5.		

**Signature of Guidance at home school:** \_\_\_\_\_

**Signature of Parent (if under 18):** \_\_\_\_\_