



# STUDENT APPLICATION FORM 2025-2026

## Information & Communications Technology SHSM

Please complete all sections of the application form and attach all required documentation before submitting it for consideration. **RETURN TO MS. NAVAS NO LATER THAN JUNE 13, 2025**

### Student Information:

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_ Mississauga, \_\_\_\_\_

### Parent / Guardian Information:

Name: \_\_\_\_\_

Address: (if different from above) \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_ Work Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Post-Secondary Plans?

Workplace - Career/Job Options	
Apprenticeship - Skilled Trade	
College Name & Program (Choice #1)	
College Name & Program (Choice #2)	
University Name & Program (Choice #1)	
University Name & Program (Choice #2)	

### Approval:

*I hereby agree to the participation of the above-named student in the ICT SHSM program at John Cabot Catholic Secondary School. I have reviewed the SHSM Application Checklist and am aware of all program requirements.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Required Components

### 1. A bundle of nine (9) Grade 11 and Grade 12 credits

- Four (4) ICT major credits that provide sector-specific knowledge and skills, Chemistry has now been added to one of the four credits.
- Three (3) other required credits from the Ontario curriculum, in English, Mathematics, Business, Visual Arts or Science, in which some expectations are met through learning activities contextualised to the ICT sector
- Two (2) cooperative education credits that provide authentic learning experiences in a workplace setting, enabling students to refine, extend, apply and practice sector-specific knowledge and skills

JOHN CABOT CATHOLIC SECONDARY

## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SPECIALIST HIGH SKILLS MAJOR PROGRAM



	UNIVERSITY		COLLEGE		APPRENTICESHIP/TRAINING		WORKPLACE	
	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12
<b>MAJOR SUBJECTS</b> (4 credits)	TGJ 3M Communications Technology (Film & TV)  TGG 3M Digital Graphics  ICS 3U Computer Science	TGJ 4M Communications Technology (Film & TV)  TGG 4M Digital Graphics  ICS 4U Computer Science  SCH 4U Chemistry	TGJ 3M Communications Technology (Film & TV)  TGG 3M Digital Graphics  ICS 3C Computer Programming	TGJ 4M Communications Technology (Film & TV)  TGG 4M Digital Graphics  ICS 4C Computer Programming	TGJ 3M Communications Technology (Film & TV)  TGG 3M Digital Graphics  ICS 3C Computer Programming	TGJ 4M Communications Technology (Film & TV)  TGG 4M Digital Graphics  ICS 4C Computer Programming	TGJ 3M Communications Technology (Film & TV)  TGG 3M Digital Graphics  ICS 3C Computer Programming	TGJ 4M Communications Technology (Film & TV)  TGG 4M Digital Graphics  ICS 4C Computer Programming
<b>ENGLISH</b> (2 credit)	ENG 3U	ENG 4U	ENG 3C	ENG 4C	ENG 3E  ENG 3C	ENG 4E  ENG 4C	ENG 3E	ENG 4E
<b>MATH</b> (1 credit)	MCR 3U  MCF 3M	MDM 4U  MCV 4U  MHF 4U	MBF 3C  MCF 3M	MAP 4C	MBF 3C  MCF 3M  MEL 3E	MAP 4C	MEL 3E	MEL 4E
<b>CHOICE</b> (1 credit)	Choice of a <b>Business Studies</b> or <b>Visual Art</b> or <b>Science</b> course contextualized for ICT sector							
<b>CO-OP</b> (2 credits)	Minimum of 2 credits at a Co-Operative Education Placement preferably in the ICT sector							

As of April 30, 2025

SHSM



### 2. Total of six (6) sector-recognized certifications and/or training courses/programs

The SHSM in business requires students to complete six (6) sector-recognized certifications and/or training programs and include:

Three (3) Compulsory:

- Cardiopulmonary Resuscitation (CPR) Level C
- Standard First Aid
- Workplace Hazardous Materials Information System (WHMIS)

Three (3) electives from the list below:

- advanced training in a technique (e.g., website design, coding, digital lighting, search engine optimization)
- anti-oppression and allyship training
- CISCO networking
- counterfeit detection
- electronics – basic
- ergonomics
- first aid/CPR/AED awareness
- infection control
- interfacing equipment
- ladder safety training
- lighting and sound equipment maintenance
- network cabling
- portfolio development
- recording equipment
- sector-specific software 2
- technical support
- advanced training in a technology
- basic electrical safety
- computer hardware
- customer service
- elevated work platforms
- fall protection
- health and safety – basic
- intellectual property
- Internet security
- leadership skills
- lockout/tagging
- network configuration
- project management
- sector-specific software 1
- specialized skills training program/competition
- Working at Heights

### **3. Experiential learning and career exploration activities may include:**

- One-on-one observation of a cooperative education student at an ICT sector placement (example of job twinning)
- A day-long observation of an ICT person (example of job-shadowing)
- A one- or two-week work experience with a member of an ICT association or a professional in the sector
- Attendance at a retail show/conference
- Participation in a local, provincial, or national ICT competition or film festivals

### **4. Reach ahead experiences**

Students are provided with one or more reach ahead experiences/opportunities to take the next steps along their chosen pathway, examples may include:

- 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.

### **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.

# ICT SHSM Application Checklist

Please ensure that all items below are completed before submitting your application.

You may also email it to [yolanda.navas@dpcdsb.org](mailto:yolanda.navas@dpcdsb.org) :

- ☐ A cover letter of 300 words or less, describing why you are interested in the SHSM program in Information & Communication Technology? Feel free to use experiences from the following areas; courses, co-curricular activities, interests.
- ☐ A **real** resume - you can use the resume you created in Careers class. Include the number of volunteer hours you have accumulated and where you achieved them.
- ☐ Be prepared for an interview where you promote your ICT skills where you feel your contribution would further enhance this elite program. Bring your portfolio if you have one.
- ☐ SHSM application completed with all signatures except for ICT SHSM lead teacher. This will be completed after application is reviewed
- ☐ I have reviewed and understand the SHSM Course Chart for Grade 11 and Grade 12
- ☐ I have checked my credit-counselling summary with my guidance counsellor and I will meet all OSSD requirements by the end of Grade 12. I understand that I cannot pursue any further SHSM requirements once OSSD requirements have been met
- ☐ I understand that I will not receive the SHSM designation on my diploma if I do not meet **ALL** of the SHSM requirements
- ☐ I understand that I must complete at least 2 credits of Co-op in Grade 11 or Grade 12
- ☐ I have consulted with my guidance counsellor and/or SHSM teachers where necessary
- ☐ Any required documentation has been attached to my application, including my current timetable and a screenshot of myBlueprint Grade 11 & 12 Plan Ahead



Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SHSM Lead Teacher Signature: \_\_\_\_\_

**YOLANDA NAVAS**

Date: \_\_\_\_\_