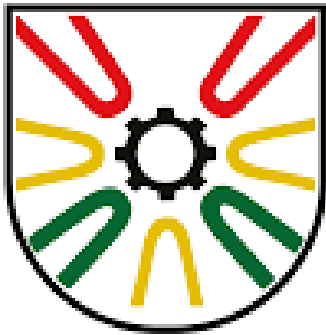


**CTVET**



**COMMISSION FOR TECHNICAL  
AND VOCATIONAL EDUCATION  
AND TRAINING**

Government of Ghana

Right to Information Manual

COMMISSION FOR TECHNICAL AND VOCATIONAL  
EDUCATION AND TRAINING (CTVET)

MARCH 2022

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## **1. Overview**

This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament which the President, Nana Addo Dankwa Akuffo-Addo assented to. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

### **1.1 Purpose of Manual**

To inform and assist the stakeholders, clients, customers and students on the organizational structure, responsibilities, and activities of the COMMISSION FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (CTVET) and provide the types of information and classes of information available at (CTVET), including the location and contact details of the commission.

## 2. Division under Commission for Technical and Vocational Education and Training

This section describes the institution’s vision, mission, values, mandate and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, and details of activities and CTVET organogram.

### Vision

To be a world class TVET regulatory body for the development of a globally competitive skilled labour force.

### Mission

To regulate, promote and administer a functional TVET system that ensures industry led and demands driven skills through coordination, collaboration, research and innovation for sustainable development.

### Values

Creativity, inclusion, integrity and excellence

### Mandate

To regulate, promote and administer technical and vocational education and training for transformation and innovation for sustainable development.

### 2.1 Description of Activities of each Directorate and Department

Directorate/ Department	Responsibilities/ Activities
Accreditation, Assessment and Certification Division.	<ol style="list-style-type: none"> <li>1. Establishing and implementing accreditation procedures for TVET institutions and programs, ensuring they fulfill quality criteria.</li> <li>2. Assessing and analyzing TVET programs and institutions to determine if they qualify for accreditation.</li> <li>3. Creating tools and frameworks for assessing TVET graduates' competency.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Working with business professionals to develop and deliver certification exams for TVET graduates.</li> <li>5. Creating and keeping track of a database of accredited TVET graduates and awarding certificates of success.</li> <li>6. Monitoring and auditing the evaluation and certification procedures to guarantee validity, dependability, and fairness.</li> <li>7. Giving TVET organizations and assessors advice and assistance about certification and assessment processes.</li> <li>8. Carrying out research and analysis to discover best practices in certification and evaluation, then integrating them into CTVET procedures</li> </ol>
<p>Standards, Curriculum Development and Enforcement Division</p>	<ol style="list-style-type: none"> <li>1. Developing national standards and criteria for TVET programs and professions in conjunction with industry professionals and educational institutions.</li> <li>2. Managing the creation and rewriting of TVET courses while maintaining compliance with regional and national requirements.</li> <li>3. Conducting quality assurance audits of TVET institutions and programs to make sure they adhere to norms and rules.</li> <li>4. Through site visits, inspections, and audits, ensure that TVET standards and regulations are being followed.</li> <li>5. Working with industry stakeholders to identify new skills and trend needs, then implementing those requirements into TVET standards and curricula.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Offering TVET institutions advice and help on the creation, implementation, and evaluation of curricula.</li> <li>7. Researching and analyzing TVET standards and curriculum to find areas of weakness and where they may be strengthened.</li> <li>8. Creating and conducting training courses and seminars for TVET teachers and examiners on how to build curricula and conduct assessments</li> </ol>
<p>Policy, Planning, Research, Project, Monitoring and Evaluation Division</p>	<ol style="list-style-type: none"> <li>1. Developing TVET policies and initiatives that are in line with overall national development objectives.</li> <li>2. Planning and managing TVET initiatives, including identifying financial requirements and assigning resources.</li> <li>3. Monitoring and assessing TVET policies and programs' implementation to make sure they're in line with the organization's aims and objectives.</li> <li>4. Carrying out research and gathering information to help TVET policy choices and enhance program effectiveness.</li> <li>5. Working together with other parties to advance TVET ideas and programs, such as organizations of businesses, government agencies, and educational institutions.</li> <li>6. Giving TVET institutions advice and technical support for managing projects and implementing policies.</li> <li>7. Creating performance metrics and regularly performing reviews to gauge the influence and efficiency of TVET policies and initiatives.</li> </ol>

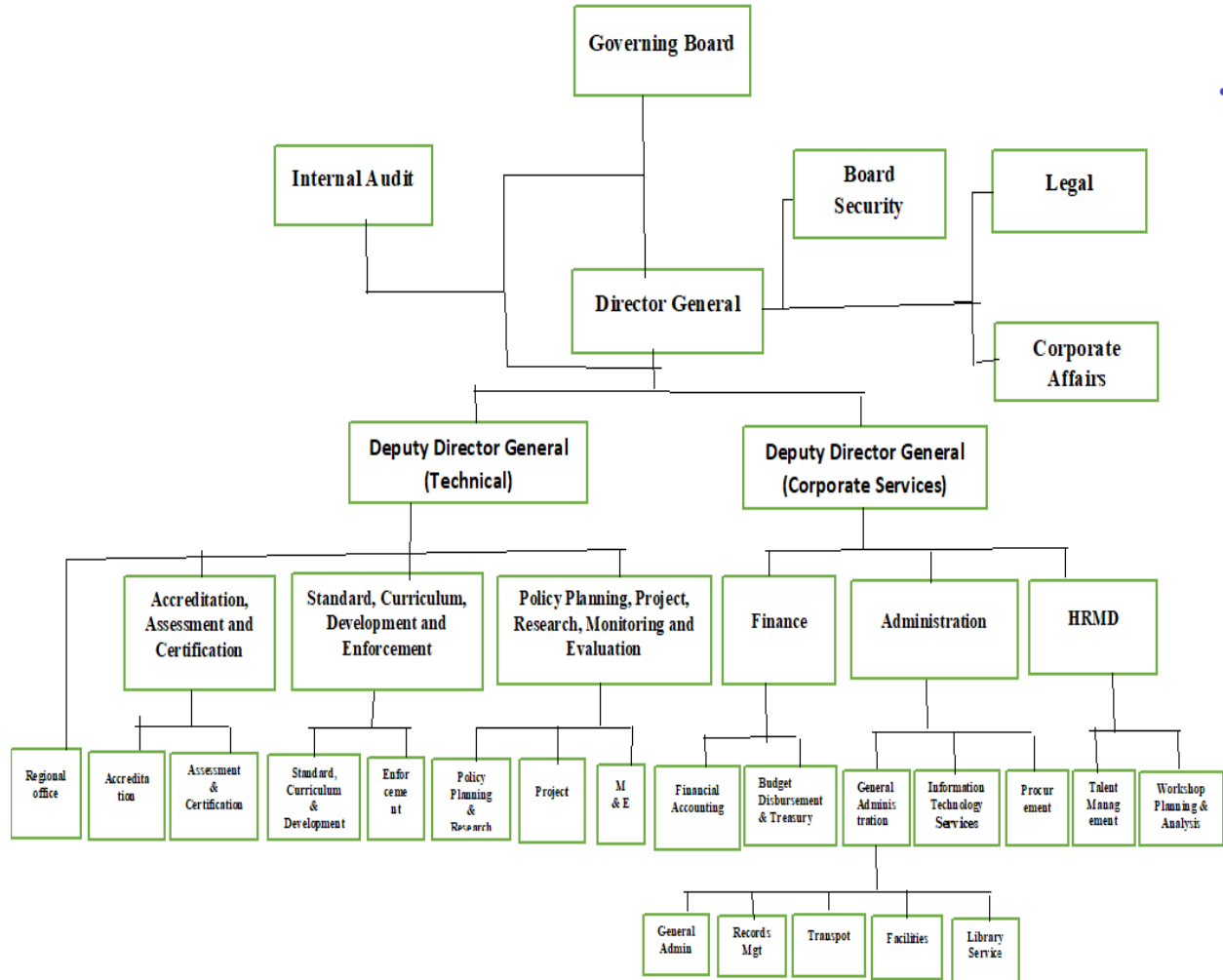
	<ol style="list-style-type: none"> <li>8. Creating reports and suggestions for top management based on assessment and monitoring results to assist in decision-making and enhance organizational performance</li> </ol>
<p>Finance Division</p>	<ol style="list-style-type: none"> <li>1. Creating and putting into effect CTVET's financial management rules and procedures.</li> <li>2. Overseeing the budgeting procedure and making sure that financial reporting is correct and delivered on time.</li> <li>3. Tracking, evaluating, and suggesting ways to enhance financial performance.</li> <li>4. Organizing the purchasing procedure and ensuring that rules are followed.</li> <li>5. Taking care of the organization's fixed and liquid assets, as well as its inventories.</li> <li>6. Ensuring adherence to auditing standards and financial rules.</li> <li>7. Offering financial guidance and assistance to other CTVET departments.</li> <li>8. Working together on financial issues with external stakeholders, such as governmental organizations and financial institutions.</li> </ol>
<p>Human Resource Management and Development Division</p>	<ol style="list-style-type: none"> <li>1. Creating and putting into effect human resource policies and procedures in conformity with corporate objectives and legal requirements.</li> <li>2. Taking charge of the hiring and selection process, which includes posting job openings, reviewing applicants, and holding interviews.</li> <li>3. Creating and executing training initiatives to improve the knowledge and abilities of CTVET employees.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Overseeing performance evaluation procedures and putting in place performance management programs.</li> <li>5. Creating and managing benefit and pay plans for CTVET personnel.</li> <li>6. Taking care of employee relations and resolving disputes or complaints.</li> <li>7. Creating and putting into practice tactics to draw in, retain, and inspire talent inside CTVET.</li> <li>8. Ensuring that all HR procedures adhere to labor laws and regulations</li> </ol>
Administration	<ol style="list-style-type: none"> <li>1. Managing CTVET's administrative processes and procedures to ensure smooth operations.</li> <li>2. Creating and enforcing administrative rules and regulations to assist with the aims and objectives of the company.</li> <li>3. Organizing and managing office logistics, including space planning, purchasing, and upkeep of equipment.</li> <li>4. Managing and maintaining inventory of office supplies and making sure they are affordable and readily available.</li> <li>5. Improving cooperation and communication between CTVET's many departments.</li> <li>6. Helping to organize and plan meetings, seminars, and other organizational activities.</li> <li>7. Taking care of administrative duties involving human resources, such as maintaining personnel records, checking attendance, and managing leaves of absence.</li> </ol>

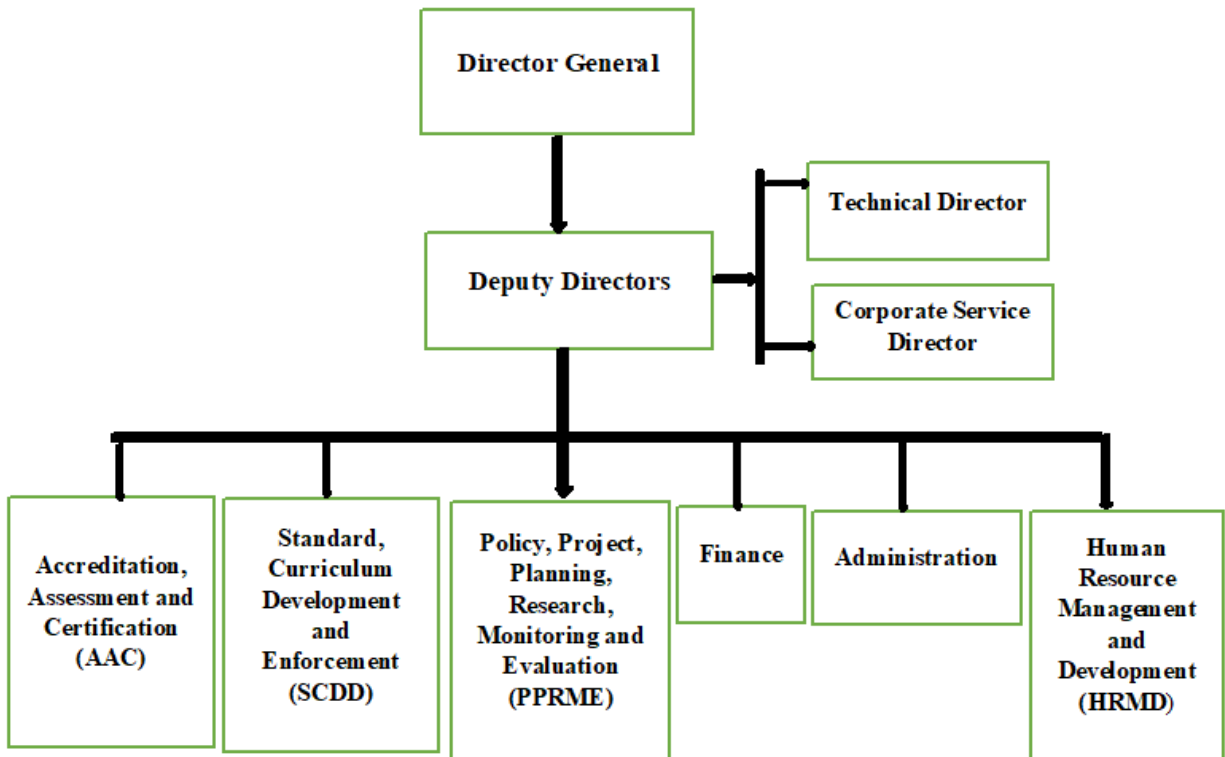


	8. Assisting top management with administrative tasks, including the creation of reports and presentations
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## 2.2 Organogram of CTVET



## 2.3 Organisational Structure



## 2.4 Standing Committee

- National TVET qualification committee
- Sector skills committee
- Quality assurance committee
- Ghana skills development fund
- Enforcement committee

## 2.5 Classes of Information

1. Administrative and Human Resource Management Information
2. Information relating to the core activities mandated by CTVET.

### **3. Amendment of Personal Record**

If a person who has been granted access to information found in a public institution's records believes that the information is inaccurate, misleading, incomplete, or out-of-date and that the information reflects their personal records, they may request that the information be amended.

#### **3.1 Know your Right to Access Information**

It is the responsibility of the government to make available general information on governance and any person applying for information may do so without giving reason, according to the 1992 Constitution of the Republic of Ghana. A person is at liberty to apply for information without giving a reason for the application. “Where an applicant requests that the application be treated as urgent, the applicant shall state the reason for the urgency,” reads Act 1 subsection 4 of the RTI Law.

#### **3.2 Know Who to Contact within the Organisation**

Before requesting information from a Department or Ministry, it helps to know exactly who you must consult to receive the information you request. For many institutions, the data you need will come from an information officer. When submitting an application, request for the information officer’s name, position and contact information, “indicate the form and manner of access required and state the capacity of the applicant to the satisfaction of the information officer to whom the application is made.”

#### **3.3 Know the Time Limits**

An information officer has 14 days to determine the status of your application. If your request has been denied, you are entitled to appeal the decision under sections 31-39 of the RTI Law. The information officer’s immediate supervisor will review the appeal, known as an “internal review.” If access to the information is still denied, you are legally entitled to request for an RTI Commission, a body that will be established to promote, monitor, protect and enforce your right to information.

#### **3.4 Know What You Do Not Have Access to**

The following information is exempt from public access:

- Information submitted or prepared for submission to the President or the Vice President

- Information submitted or prepared for submission to Cabinet
- Information whose disclosure can reasonably disrupt, endanger, impede or interfere with law enforcement and public safety
- Information whose disclosure can reasonably affect the security of the state
- Information whose disclosure can reasonably affect international relations
- Economic information and any other interests prior to official publication
- Economic information of third parties
- Information whose disclosure can reasonably infringe on Parliamentary privilege, prejudice fair trial, constitute contempt of court
- Privileged information
- Information on personal matters/Personal Information

### **3.5 Know When to Pay – and When Not to Pay**

Any applicant requesting information must pay a fee approved by Parliament in accordance with the Fees and Charges Act of 2009. If the information needed is in another language, another fee can be imposed. No fees or charges should be payable for the reproduction of the following:

- The reproduction of personal information of the applicant;
- The reproduction of personal information of a person on whose behalf an application is made;
- The reproduction of information which is in the public interest;
- Information that should have been provided within the stipulated time under this Act;
- Information to an applicant who is indigent;
- Information to a person with disability;
- Time spent by an information officer or information reviewing officer in reviewing the information requested;
- Time spent by an information officer or information reviewing officer in examining whether the information requested is exempt information;
- Or preparing the information for which access is to be provided.

This event is one in a series of regional forums on the RTI for the Media and Metropolitan, Municipal and District Chief Executives (MMDCE). The events run from Thursday, November



21, 2019 – Thursday, November 27, 2019. All forums are supported by the Deutsche Welle Akademie.

**4. Appendix A: Standard RTI Request Form**

[Reference No.: .....]

**APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO  
 INFORMATION ACT, 2019 (ACT 989)**



<b>1.</b>	<b>Name of Applicant:</b>	
<b>2.</b>	<b>Date:</b>	

<b>3.</b>	<b>Public Institution:</b>			
<b>4.</b>	<b>Date of Birth</b>	<b>DD</b>	<b>MM</b>	<b>YYYY</b>
<b>5.</b>	<b>Type of Applicant:</b>	<b>Individual</b> <input type="checkbox"/>	<b>Institution/ Organisation</b> <input type="checkbox"/>	
<b>6.</b>	<b>TIN Number:</b>			
<b>7.</b>	<b>If Represented, Name of Representative:</b>			
<b>7(a).</b>	<b>Capacity of Representative:</b>			
<b>8.</b>	<b>Type of Identification</b>	<b>National ID Card</b> <input type="checkbox"/>	<b>Passport</b> <input type="checkbox"/>	
		<b>Voter's ID</b> <input type="checkbox"/>	<b>Driver's License</b> <input type="checkbox"/>	
<b>8(a).</b>	<b>ID number:</b>			
<b>9.</b>	<b>Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):</b>			

<b>10.</b>	<b>Manner of Access</b>	<input type="checkbox"/> <b>Inspection of Information</b> <input type="checkbox"/> <b>Copy of Information</b> <input type="checkbox"/> <b>Viewing / Listen</b> <input type="checkbox"/> <b>Written Transcript</b> <input type="checkbox"/> <b>Translated (specify language)</b>
<b>11.</b>	<b>Form of Access:</b>	<input type="checkbox"/> <b>Hard Copy</b> <input type="checkbox"/> <b>Electronic Copy</b>
<b>12.</b>	<b>Applicant's signature/thumbprint:</b>	
<b>13.</b>	<b>Signature of Witness (where applicable)</b> <b>“This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request.”</b>	



## 5. Appendix B: Contact Details of CTVET Information Unit

**Email:**

**[info@ctvet.gov.gh](mailto:info@ctvet.gov.gh)**

**Telephone/Mobile number of Information Unit:**

**+233-312-291965/ +233-303-968039**

**Digital Address of the institution:**

**CTVET, Trinity Ave  
GA-416-9945**

## 6. Appendix C: Acronyms

<b>RTI</b>	<b>Right To Information</b>
<b>CTVET</b>	<b>Commission for Technical and Vocational Education and Training</b>
<b>AAC</b>	<b>Accreditations, Assessment and Certification</b>
<b>SCDE</b>	<b>Standards, Curriculum Development and Enforcement</b>
<b>PPRPME</b>	<b>Policy, Planning, Research, Project, Monitoring and Evaluation Division</b>