



Government of Ghana

Right to Information Manual

COMMISSION FOR TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING (CTVET)

2026

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7. Overview

This Right to Information (RTI) Manual is pursuant to the provisions of the Act 989, passed 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.

7.1 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.

8. Divisions and Departments under Commission for TVET

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 classes and types of information accessible at a fee.

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.

8.1 Description of Activities of each Directorate and Department

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

4. Working with business professionals to develop and deliver certification exams for TVET graduates.
5. Creating and keeping track of a database of accredited TVET graduates and awarding certificates of success.
6. Monitoring and auditing the evaluation and certification procedures to guarantee validity, dependability, and fairness.
7. Giving TVET organizations and assessors advice and assistance about certification and assessment processes.
8. Carrying out research and analysis to discover best practices in certification and evaluation, then integrating them into CTVET procedures

<p>Standards, Curriculum Development and Enforcement Division</p>	<ol style="list-style-type: none"> 1. Developing national standards and criteria for TVET programs and professions in conjunction with industry professionals and educational institutions. 2. Managing the creation and rewriting of TVET courses while maintaining compliance with regional and national requirements. 3. Conducting quality assurance audits of TVET institutions and programs to make sure they adhere to norms and rules. 4. Through site visits, inspections, and audits, ensure that TVET standards and regulations are being followed. 5. Working with industry stakeholders to identify new skills and trend needs, then implementing those requirements into TVET standards and curricula.
	<ol style="list-style-type: none"> 6. Offering TVET institutions advice and help on the creation, implementation, and evaluation of curricula. 7. Researching and analyzing TVET standards and curriculum to find areas of weakness and where they may be strengthened. 8. Creating and conducting training courses and seminars for TVET teachers and examiners on how to build curricula and conduct assessments

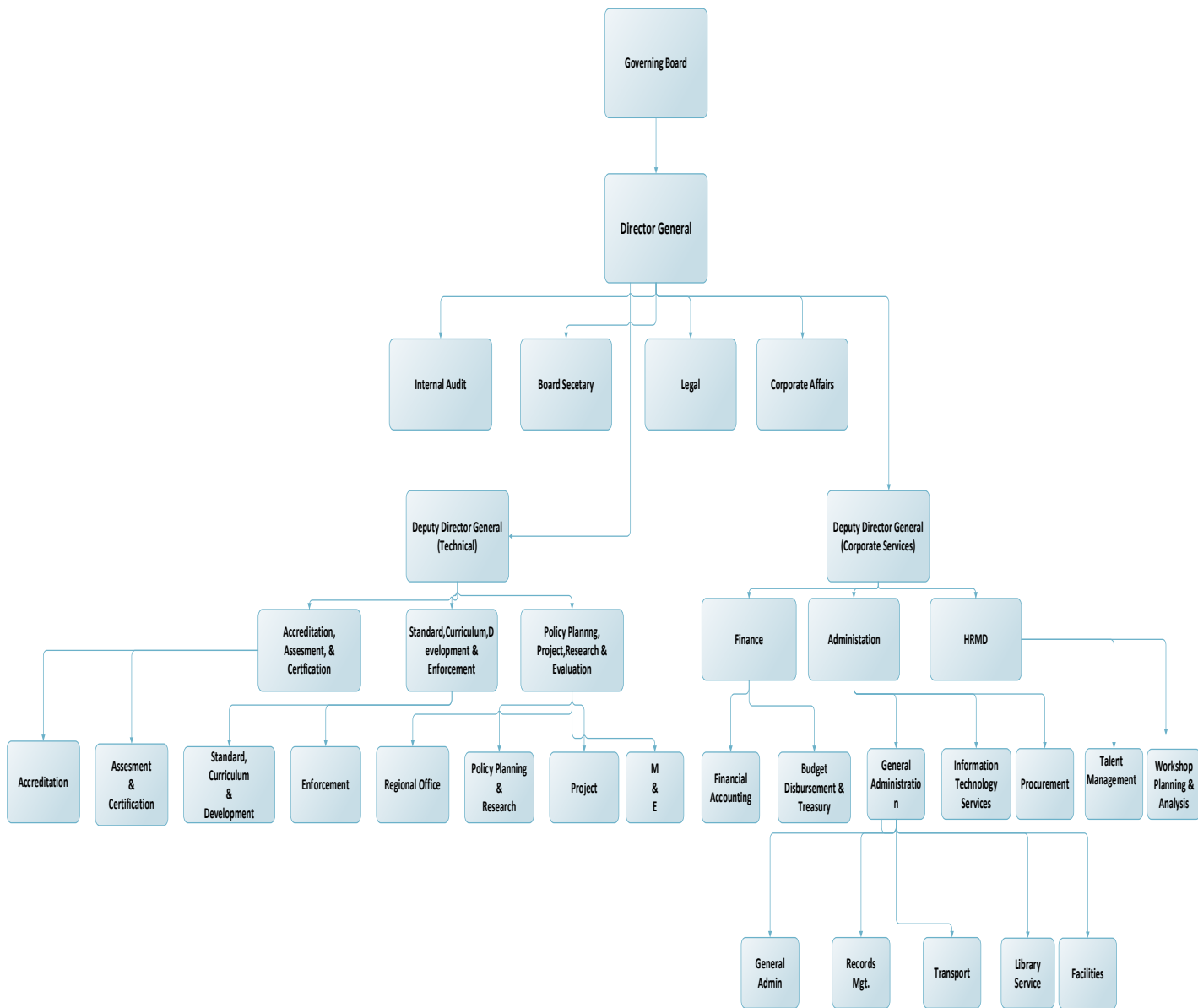
<p>Policy, Planning, Research, Project, Monitoring and Evaluation Division</p>	<ol style="list-style-type: none"> 1. Developing TVET policies and initiatives that are in line with overall national development objectives. 2. Planning and managing TVET initiatives, including identifying financial requirements and assigning resources. 3. Monitoring and assessing TVET policies and programs' implementation to make sure they're in line with the organization's aims and objectives. 4. Carrying out research and gathering information to help TVET policy choices and enhance program effectiveness. 5. Working together with other parties to advance TVET ideas and programs, such as organizations of businesses, government agencies, and educational institutions. 6. Giving TVET institutions advice and technical support for managing projects and implementing policies. 7. Creating performance metrics and regularly performing reviews to gauge the influence and efficiency of TVET policies and initiatives.
	<ol style="list-style-type: none"> 8. Creating reports and suggestions for top management based on assessment and monitoring results to assist in decision-making and enhance organizational performance

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

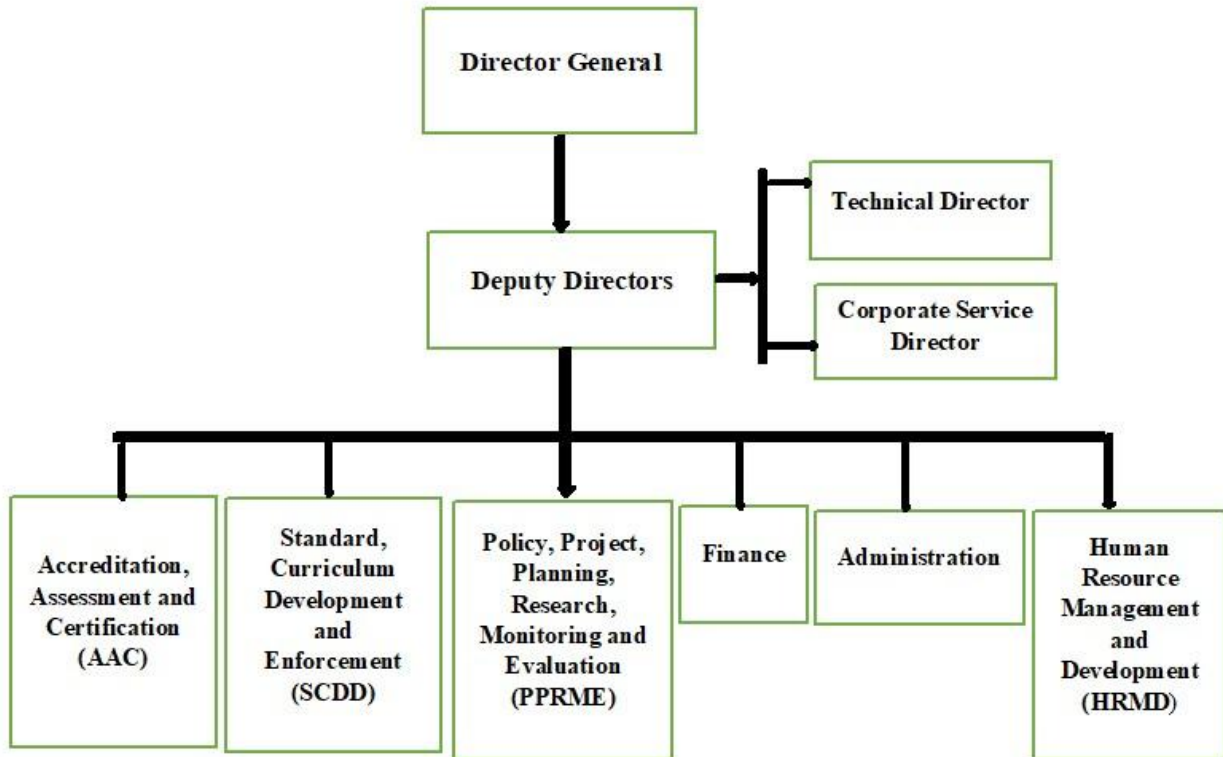
	<ol style="list-style-type: none"> 4. Overseeing performance evaluation procedures and putting in place performance management programs. 5. Creating and managing benefit and pay plans for CTVET personnel. 6. Taking care of employee relations and resolving disputes or complaints. 7. Creating and putting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

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

8.2 Organogram of CTVET



8.3 Organisational Structure



8.4 Standing Committee

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

9. Procedure in Applying and Processing Requests

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is thus important that a request for information be made in accordance

with the provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to the **Commission for TVET** . To requests for information under the RTI Act from the **Commission** , applicants are to follow these basic procedures:

3.1 The Application Process

- a. Application by any person or organization who seeks access to information in the custody of **Commission for TVET** must be made in writing, using the standard RTI Application Form. (See **Appendix A for the Standard RTI Application Form**). A copy of the form can be downloaded or completed and submitted electronically on the **Commission's** official website or the Ministry of Information website.
- b. In making the request, the following information must be provided:
 - Date of the Application.
 - Name of the applicant or the person on whose behalf an application is being made.
 - Name of the organization represented by the applicant (if any).
 - Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).
 - Brief description of information being sought. (Applicant are to specify the class and type of information including cover dates).
 - Payment of relevant fee if applicable.
 - Signature/ thumbprint.
- c. Provision of identification

The applicant must present at least one (1) of the following valid identification cards (IDs) to serve as proof of identity:

 - Driver's License.
 - Passport.
 - National ID.
 - Voter's ID.
- d. The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or electronic copies. Would you want to receive it through a postal address, e-mail, courier services, fax etc.)

- e. Where an applicant cannot write due to illiteracy or a disability, he/she may make the request orally. However, oral request must conform to the following guidelines;
- The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).
 - The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.
 - A witness must endorse the face of the request with the writing; “the request was read to the applicant in the language the applicant understand and the applicant appeared to have understood the content of the request.”
 - The applicant must then make a thumbprint or mark on the request.

3.2 Processing the Application

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- The Information Officer reviews and identify which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the units in the institution have the records or is responsible for the subject matter of the request.
- Provision is made under section 20 for the transfer of an application within a period of not more than ten days of receipt, when the public institution to which the application was initially made is unable to deal with the application. In such situations, applicants would be notified accordingly with the reasons and dates of transfer.
- For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).
- If a requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

3.3 Response to Applicants

- a. The Information Officer is required under section 23 of the RTI Act to notify applicants within fourteen (14) days from the date of receipt. Applicant should however note that the time limit does not apply to applications transferred to another public institution or which has been refused due to failure to pay prescribed deposit or fee. (s.23) (6). The notice should state:
- Whether or not full access to the requested information will be granted or only a part can be given and the reason.
 - The format and mode of the access.

- The expected publication or submission day of the information in the case of a deferred access.
 - The prescribed fee (s.24).
- b. The Information Officer can request an extension to the deadline if:
- Information requested is voluminous.
 - It is necessary to search through a large number of records.
 - The information has to be gathered from more than one source.
 - Consultation with someone outside the institution is required.
- c. The Information Officer would in such situations notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven days.
- d. In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer print-out, various computer storage devices and web portals.
- Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

10. Amendment of Personal Record

A person given access to information contained in records of the Service may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

4.1 How to apply for an Amendment

- a. The application should be in writing indicating;
 - Name and proof of identity.
 - Particulars that will enable the Service identify the applicant.
 - The incorrect, misleading, incomplete or the out of date information in the record.
 - Signature of the applicant.
- b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.

- c. The address to which a notice shall be sent should be indicated.
- d. The application can then be submitted at the office of the public institution.

10.1 Fees and Charges for Access to Information

The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- † Request for information in a language other than the language in which the information is held. (s.75) (3).
- † When a request is made for a written transcript of the information, the information officer may request a reasonable transcription cost. (s.75) (4).
- † Cost of media conversion or reformatting. (s.75) (5).

Under Section 75 (2), fees are not payable for:

- Reproduction of personal information
- Information in the public interest
- Information that should be provided within the stipulated time under the Act 989.
- An applicant who is poor or has a disability
- Time spent by the information officer to examine and ensure the information is not exempt

- Preparing the information

Types of Information Accessible at a fee: Below are the approved fees by parliament	
REVENUE ITEM	APPROVED FEES AND CHARGES (GHS)
For every photocopy of an A4 size page or part thereof	0.27
For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form	0.38
For a copy in a computer-readable form on an external storage device	0.29
For a transcription of visual images, for an A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transcription of an audio record, for an A4 size page or part thereof	0.70
For a copy of an audio record	1.0

11. Appendix A: Standard RTI Request Form

[Reference No.:]

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



1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth	DD	MM	YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/>	Institution/ Organisation <input type="checkbox"/>	
6.	TIN Number:			
7.	If Represented, Name of Representative:			
7(a).	Capacity of Representative:			
8.	Type of Identification	National ID Card <input type="checkbox"/>	<input type="checkbox"/>	
		Passport		
		Voter's ID <input type="checkbox"/>	Driver's	
		License		<input type="checkbox"/>
8(a).	ID number:			

9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):	
10.	Manner of Access	<input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language)
11.	Form of Access:	<input type="checkbox"/> Hard Copy <input type="checkbox"/> Electronic Copy

12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) "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."	

6. Appendix B: Contact Details of CTVET Information Unit

Name :

Irene Seyram Dotse

Email:

rti@ctvet.gov.gh

Telephone/Mobile number of Information Unit:

0312291965 / 0303-968039

Digital Address of the institution:

Ministries Post Office, P.O Box MB 651, Accra- Ghana
CTVET, Trinity Avenue
GA-416-9945

6. Appendix C: Acronyms

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

7. Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 1 Glossary

Term	Definition
<i>Access</i>	<i>Right to Information</i>
<i>Access to information</i>	<i>Right to obtain information from public institutions</i>
<i>Contact details</i>	<i>Information by which an applicant and an Information Officer may be contacted</i>
<i>Court</i>	<i>A court of competent jurisdiction</i>
<i>Designated officer</i>	<i>An officer designated for the purposes of the Act who perform similar role as the Information Officer</i>
<i>Exempt information</i>	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
<i>Function</i>	<i>Powers and duties</i>

Term	Definition
<i>Government</i>	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
<i>Information</i>	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
<i>Information officer</i>	<i>The Information Officer of a public institution or the officer designated to whom an application is made</i>
<i>Public</i>	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
<i>Public institution</i>	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
<i>Right to information</i>	<i>The right assigned to access information</i>
<i>Section</i>	<i>Different parts of the RTI Act</i>