



Government of Ghana

NATIONAL TEACHING COUCIL (NTC)

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 and assented to by the President, Nana Addo Dankwa Akuffo-Addo. 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/assist the public on the organizational structure, responsibilities and activities of the [National Teaching Council \(NTC\)](#) and provide the types of information and classes of information available at [\(NTC\)](#), including the location and contact details of its information officers and units.

2. Directorates and Departments under National Teaching Council (NTC)

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

VISION

The vision of National Teaching Council is to become a beacon for developing highly motivated, inspirational and competent teachers who are lifelong learners and world class professionals.

MISSION

“To promote excellence and professionalism among teachers and managers of schools by ensuring standards at pre-service levels of education through licensing of teachers, monitoring and supervision of teacher education programs; promotion of continuing professional development; maintenance of discipline and leading the overall process of transforming education delivery”.

Directorates and Departments under National Teaching Council (NTC)
1. Public Affairs 2. Internal Audit 3. Legal Services 4. Standards and Compliance 5. Teacher Education and Research

6. Planning, Monitoring and Evaluation

7. Registration and Licensing

7. Assessment and Examination

8. Continuous Professional Development

9. Finance

10. Administration

11. Human Resource

Responsibilities of the Institution:

The object of the Council is to regulate the teaching profession. Its functions as stated by Section 58 of the Education Regulatory Bodies Act, 2020 (Act 1023) are:

(a) advise the Minister

(i) on matters relating to the professional standing and status of teachers; and

(ii) on the education, development and employment of teachers;

(b) conduct examination for the licensing of persons who successfully complete teacher education programmes;

(c) issue licence to persons who pass the examination conducted by the Council in accordance with paragraph (b);

- (d) register teachers who satisfy the conditions for the issue of the appropriate licence;
- (e) keep and maintain a register of duly qualified teachers;
- (f) develop code of ethics and professional practice for the teaching profession;
- (g) accredit, in collaboration with relevant agencies, institutions offering teacher education and development programmes;
- (h) subject to approval by the Board, issue temporary certification to persons who without the requisite teacher education, desire to teach;
- (i) revoke the licence of or suspend a teacher after a case of professional misconduct is established and disciplinary procedures concluded;
- (j) restore the licence of a suspended teacher who has served the suspension and has been recommended for reinstatement;
- (k) develop and promote continuing professional education in the teaching profession;
- (l) establish standards for teacher education;
- (m) exercise disciplinary powers over teachers;
- (n) suspend the licence of a teacher undergoing disciplinary proceedings;
- (o) provide a framework for the development of teacher education curriculum; and
- (p) perform any other function incidental to the object of the Council.

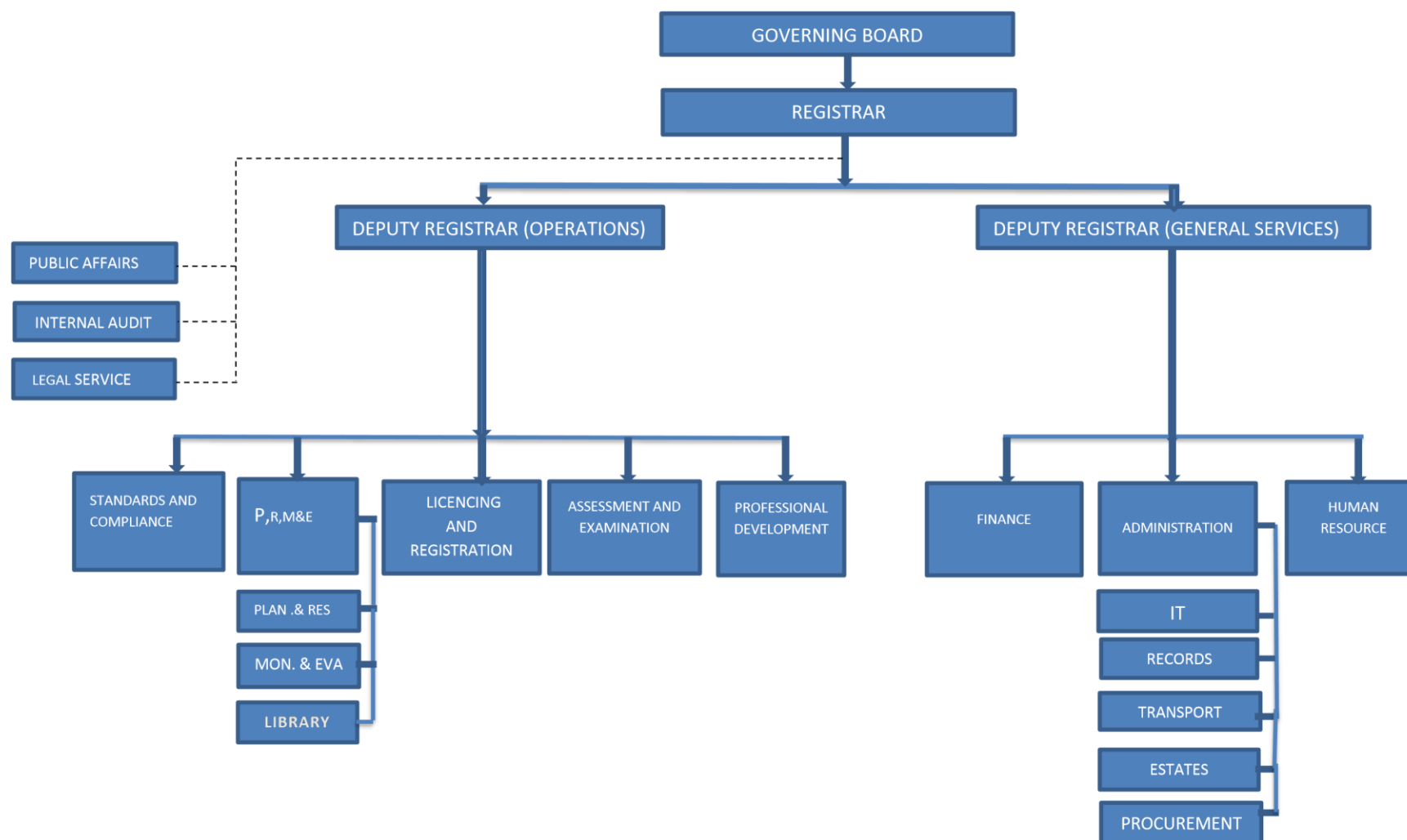
2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
1. Public Affairs	To provide technical and operational leadership in Public Affairs for the achievement of the mandate of the Council.
2. Internal Audit	To advise management on the effectiveness of Risk Management, Internal Controls and Governance systems and processes for the achievement of the mandate of the Council.
3. Legal Services	To provide technical and operational leadership in the management of legal matters for the achievement of the mandate of the Council.
4. Standards and Compliance (S&C)	To provide technical and operational leadership in Standards and Compliance for the achievement of the mandate of the Council.

5. Teacher Education and Research	To provide technical and operational leadership in Teacher Education and Research for the achievement of the objectives of the Council.
6. Planning, Monitoring and Evaluation	To provide technical and operational leadership in Planning, Monitoring and Evaluation for the achievement of the objectives of the Council.
7. Registration and Licensing	To provide technical and operational leadership in Registration and Licensing for the achievement of the objectives of the Council.
8. Assessment and Examination	To provide technical and operational leadership in Assessment and Examination for the achievement of the mandate of the Council.
9. Professional Development (PD)	To provide technical and operational leadership in Professional Development for the achievement of the mandate of the Council.

10. Finance	To provide technical and operational leadership in Financial Management for the achievement of the mandate of the Council.
11. Administration	To provide technical and operational leadership in the management of material resources and provision of services for the achievement of the mandate of the Council.
12. Human Resource	To provide technical and operational support in Human Resource for the achievement of the mandate of the Council.

2.2 National Teaching Council's Organogram

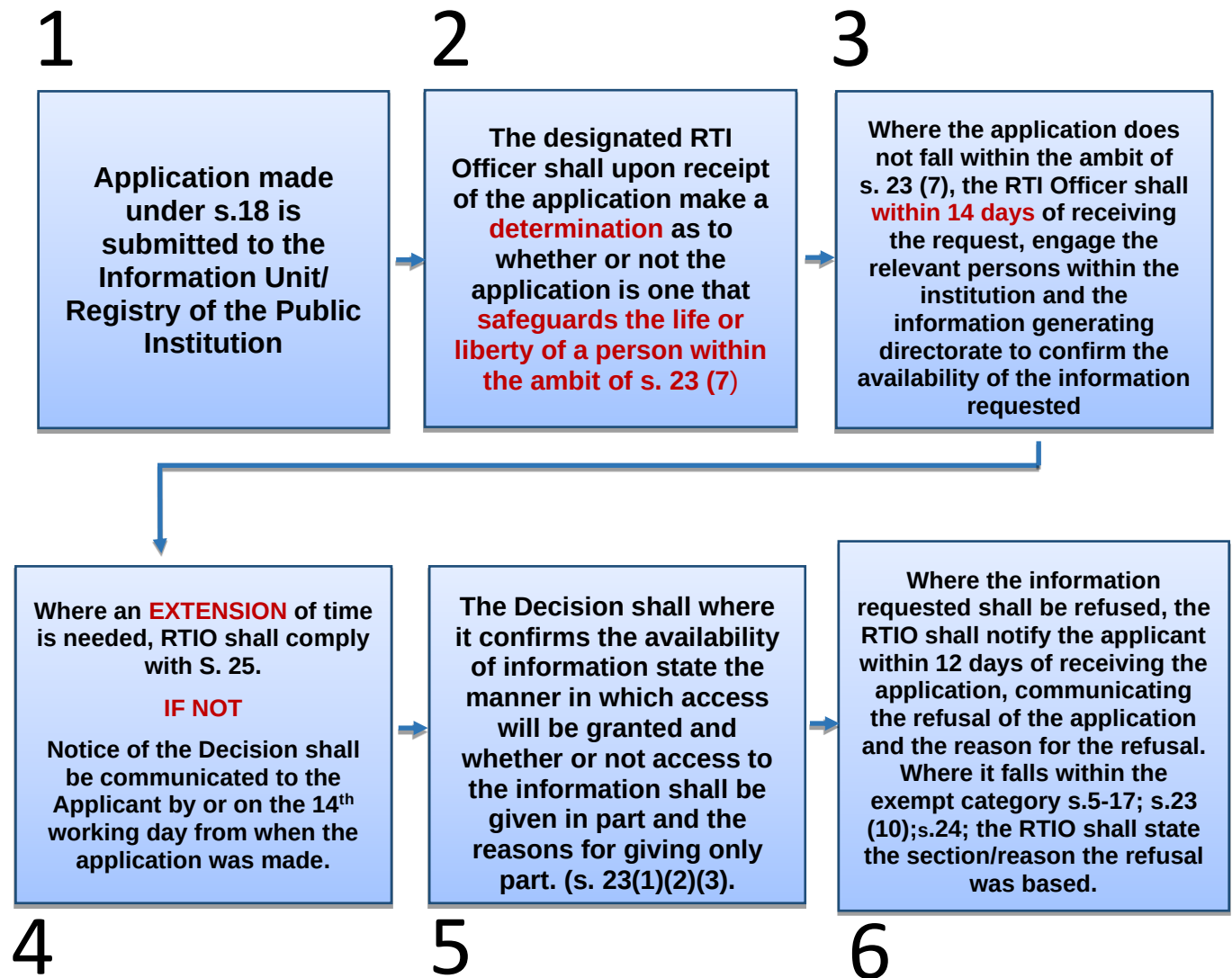


2.3 Classes and Types of information

List of various classes of information in the custody of the institution:
1. Teacher Cert 'A' Results (1960-1983) 2. Teacher's Registration Numbers 3. Teacher Portal, Ghana 4. Ghana Teacher Prize (GTP) 5. Frameworks developed by the institution 6. Statistics on Ghana Teacher Licensure Examination (GTLE) 7. Financial Records
Types of Information Accessible at a fee:
1. Teacher Cert 'A' Results (1960-1983) 2. Teacher's Registration Numbers 3. Teacher Portal, Ghana 4. Ghana Teacher Prize (GTP)

5. Frameworks developed by the institution
6. Statistics on Ghana Teacher Licensure Examination (GTLE)
7. Financial Records

3. Processing and Decision on Application – S. 23



4. Amendment of Personal Record

A person given access to information contained in records of a public institution 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 records of the public institution 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

5. 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 request is made for a written transcript of the information, a reasonable transcription cost may be requested by the Information Officer. (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 stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer in reviewing the information
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

Section 76 subjects the retention of charges received by a public institution to the Constitution. Thus a public institution is authorized to retain charges received under the Act to be used only to defray expenses incurred by the public institution in the performance of functions under the Act and be paid into a bank account opened for the purpose with the approval of the Controller and Accountant-General.

6. 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 ☐	Organization/Institution ☐	

6.	TIN Number		
7.	If Represented, Name of Representative:		
7 (a).	Capacity of Representative:		
8.	Type of Identification: ☐ National ID ☐ Card ☐ Passport ☐ Voter's ID ☐ Driver's License		
8 (a).	Id. No.:		
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:	☐ Inspection of Information ☐ ☐ Copy of Information ☐ Viewing / Listen ☐ Written Transcript ☐ Translated (specify language)	
10 (a).	Form of Access:	☐ Hard copy ☐ Electronic copy ☐ Braille	

11.	Contact Details:	☐ Email Address _____ ☐ Postal Address _____ ☐ Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) <i>"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."</i>	

7. Appendix B: Contact Details of NTC's Information Unit

Name of Information/Designated Officer:

Hazel Konadu Sarpong (Mrs.)

Telephone/Mobile number of Information Unit:

0244751111/0201073550

Email: info@ntc.gov.gh

Postal Address of the institution:

Ministry Branch Post Office, P.O. Box MB 247, Accra.

8. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
<i>RTI</i>	<i>Right to Information</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>s.</i>	<i>section</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>NTC</i>	<i>National Teaching Council</i>
<i>GTP</i>	<i>Ghana Teacher Prize</i>
<i>GTLE</i>	<i>Ghana Teacher Licensure Examination</i>

9. 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 2 *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>
<i>Government</i>	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>

Term	Definition
<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>