



**MINISTRY OF EMPLOYMENT
AND LABOUR RELATIONS**

2015
**STATISTICAL
REPORT**

**PREPARED BY:
RSIM DIRECTORATE**



PREFACE

The importance of statistical information to every development endeavour cannot be over-emphasized. The failure of many policies, programmes and projects is largely known to be due to the absence of reliable historical data, as well as a reluctance to use such data, when available, as basis for problem-solving interventions. Indeed, there is little doubt that not much can be achieved in the implementation of policies, programmes and projects without adequate, reliable and timely data.

The Ministry of Employment and Labour Relations (MELR), fully aware of this reality, and constrained by the lack of statistical information on its focus areas of employment and labour matters, deemed it imperative, last year, to introduce the preparation of a Sector-wide Annual Statistical Report. The maiden Report was thus issued in December 2015, based on developments in the previous year of 2014.

The positive feedback on the usefulness of the maiden report, in spite of its limitations, has given impetus to the Ministry to institutionalise the production of Annual Statistical Reports.

Consequently, the 2015 Statistical Report, which is a sequel to the maiden Report of 2014, addresses the short-comings and builds on the achievements of that Report both in scope and content. The production of the 2015 Report may be described as the fulfilment of a strategic and important obligation of assembling, on an annual basis, critical information and data reflecting trends and developments in the Sector. It is also an attestation to the firm resolve of the Ministry to adopt an evidence-based approach to addressing the challenges in the Sector. Through this practical approach, the Ministry is assured that meaningful interventions by both Government and Social Partners would be rolled out to sustainably address problems of the Sector relating to issues pertaining to employment and labour relations.

The purpose of this Report, like the previous one, is to underpin policy formulation, planning, monitoring, performance assessment and to foster greater collaboration with allied institutions and Social Partners.

Being a product of extensive engagement and consultations with officials of Sector Departments and Agencies, the validity and reliability of the current Report are assured and should provide valuable insights into developments within the Sector.

It is the expectation of the Ministry that the 2015 Statistical Report will, as intended, serve as a key reference document for both practical application and academic analysis; and also contribute significantly to the National Employment Policy (NEP) objective of achieving full, decent, productive and freely chosen employment.



ACKNOWLEDGEMENTS

The Ministry of Employment and Labour Relations (MELR) wishes to place on record its profound gratitude to all who contributed in diverse ways to the production of the 2015 Statistical Report on the activities of the Ministry, its Departments and Agencies.

The MELR acknowledges the invaluable inputs made by representatives of Sector Departments and Agencies in the drafting process. In no small way, their roles have contributed to the successful conclusion of this Report.

As well, the MELR wishes to thank the World Bank and the Ghana Statistical Service (GSS) in a special way, for supporting this project through the provision of resources under the Ghana Statistics Development Project (GSDP).

The MELR is confident that the 2015 Statistical Report, just as the one before it, will be of enormous benefit to all stakeholders, and also help showcase the strong contributions of the Ministry, its Departments and Agencies to the country's development agenda.



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LIST OF ABBREVIATIONS

BNSSS	-	Basic National Social Security Scheme
DFI	-	Department of Factories Inspectorate
DOC	-	Department of Co-operatives
FWSC	-	Fair Wages and Salaries Commission
GLMIS	-	Ghana Labour Market Information System
GSDP	-	Ghana Statistics Development Project
ICCES	-	Integrated Community Centres for Employable Skills
ILO	-	International Labour Organisation
JUSAG	-	Judicial Service Association of Ghana
MCP	-	Master Crafts Person
MDA	-	Ministries, Departments and Agencies
MDPI	-	Management Development and Productivity Institute
MELR	-	Ministry of Employment and Labour Relations
NDMW	-	National Daily Minimum Wage
NLC	-	National Labour Commission
NPECLC	-	National Programme for the Elimination of the Worst forms of Child Labour in Cocoa
NPRA	-	National Pensions Regulatory Authority
NTC	-	National Tripartite Committee
NVTI	-	National Vocational Training Institute
OIC, G	-	Opportunities Industrialisation Centre, Ghana
OSH	-	Occupational Safety and Health
PEA	-	Private Employment Agency
PEC	-	Public Employment Centre
PSJSNC	-	Public Sector Joint Standing Negotiation Committee
PVTI	-	Private Vocational Training Institute
RSIM	-	Research, Statistics and Information Management
SSNIT	-	Social Security and National Insurance Trust
SSSS	-	Single Spine Salary Structure
TPFA	-	Temporary Pensions Fund Account
YEA	-	Youth Employment Agency



EXECUTIVE SUMMARY

In its capacity as lead policy advisor to Government on matters relating to employment and labour, the Ministry of Employment and Labour Relations (MELR) is mandated by Executive Instrument 1 (EI 1) issued in January 2013, as well as Sections 11 and 13 of the Civil Service Act, 1993 (PNDCL 327) to formulate policies, programmes and activities that would ensure the availability of comprehensive employment and labour data/statistics to inform policy development; and to help determine programmes and interventions for dealing with matters pertaining to unemployment, job creation, career and professional development.

Following the positive impact of the 2014 Statistical Report of the Ministry, the MELR has developed the 2015 Statistical Report to ensure that data on activities of the Ministry, its Departments and Agencies are monitored, evaluated and disseminated, to enable assessment of the progress of implementation of policies, laws and programmes of the Departments and Agencies under the Ministry.

The data/statistics presented in this Report were collated through customised data collection templates designed for the respective Departments and Agencies under the Ministry based on the kind of data they are mandated to collect. The Departments and Agencies were requested to populate and submit these templates for use in the development of the 2015 Statistical Report. The 2014 data was used as the baseline for the 2015 Statistical Report.

The 2015 Statistical Report reveals that the National Daily Minimum Wage (NDMW) for 2015 increased by 16.67% and was GH¢0.98 higher than the Base Pay.

The Fair Wages and Salaries Commission (FWSC), as at December 2015, had migrated 480,436 Public Service workers onto the Single Spine Salary Structure (SSSS), with about 93.54% being employees in the Ghana Civil Service, the Ghana Education Service (GES) and the Ghana Health Service (GHS).

With regard to labour administration, the activities of the Labour Department (LD) included employment registration & labour inspections; wages and salaries inspections; employment services by Public Employment Centres (PEC); collection of data on employment services rendered by Private Employment Agencies (PEA); and registration of Private Employment Agencies. The number of unemployed people registering at the Labour Department fell from 109,723 in 2014 to 44,752 in 2015. The PECs were able to secure jobs for 4,227 unemployed persons in 2015 while the PEAs registered and secured employment for 73,391 persons. The number of PEAs registered by the Department increased from 26 in 2014 to 53 in 2015.

In compliance with the Occupational Safety and Health (OSH) regulations for employees and workplaces, the Department of Factories Inspectorate (DFI) inspected shops and offices, inspected registered workplaces and investigated reported accidents, registered new premises, as well as held OSH talks and trainings in 2015. The number of registered premises increased from 388 in 2014 to 465 in 2015, with the gas and oil sector recording the highest number. More shops/offices were inspected in 2015, with Brong Ahafo and Northern/Upper East/Upper West Regions recording at least 1 inspection in 2015 relative to 0 inspections in



2014. The number of reported accidents declined in 2015, perhaps due to an increase in the number of OSH talks and trainings, from 105 in 2014 to 178 in 2015.

The Department of Co-operatives, which sees to the formation, registration, inspection and auditing of Co-operative Societies, recorded increases in the number of registered Agricultural and Service Co-operatives, with a decline in Financial and Industrial Co-operatives. Interestingly, there was a decline in the number of inspections and audits conducted on Agricultural Co-operatives relative to the other Sectors -- Industrial (80), Financial (19) and Service (8) -- which all saw an increase. The number of persons employed through the Co-operatives system increased in 2015, although the training of Co-operative Societies declined in 2015 relative to 2014.

The Ministry's employable skills training and development institutions include the NVTI; ICCES; OIC, G. and MDPI.

- i. The National Vocational Training Institute (NVTI) during the year under review witnessed an increase in the number of persons registered, trained, accredited and monitored relative to 2014. The number of persons registered for the conduct of tests for candidates (Certificate I/II & Proficiency I/II) increased from 22,756 in 2014 to 25,081 in 2015 for the Certificate I/II test; and from 5,983 in 2014 to 6,019 in 2015 for the Proficiency I/II test. The Institute recorded an increase in the number of trainees securing post-training employment.
- ii. The Integrated Community Centres for Employable Skills (ICCES) recorded an increase in the total number of trainees from 2,966 in 2014 to 3,047 in 2015. Comparing the current staff situation to its ideal staff strength, ICCES seems to have in excess of 160 staff, implying that there may be a lot of redundancy in the system. There is therefore the need to retrain some of the instructors to teach other ICCES courses or redeploy them to other technical institutions that require more instructional staff especially in the areas of expertise of the redeployed staff.
- iii. The Opportunities Industrialisation Centres, Ghana (OIC, G) realized an increase in the number of students enrolled in 2015 as compared to 2014. The student population increased from 1,104 in 2014 to 1,230 in 2015 with student drop-outs reducing by 45 within the period under consideration. The number of students that graduated from OIC, G in 2015 also increased.
- iv. Although the Management Development and Productivity Institute (MDPI) recorded a decline in the number of Regular Courses organized by the Institute in 2015, it nevertheless saw an increase in the number of In-plant Courses organized by the Institute, from 415 in 2014 to 429 in 2015. Participants were mainly from Ghana and other West African countries like the Gambia, Liberia and Sierra Leone.

The National Labour Commission (NLC), mandated by the Labour Act, 2003 (Act 651) to settle industrial disputes, received complaints in the areas of unfair termination, summary dismissal, unpaid salaries, medicals, retirement/end-of-service benefits, redundancy/lay off/severance pay, workmen's compensation and others (maternity protection & poor conditions of service). The number of complaints received increased from 560 in 2014 to 654 in 2015.



The National Pensions Regulatory Authority (NPRO) ensures effective administration of all pensions in the country. In 2015, the SSNIT Scheme registered its highest number of Establishments i.e. 58,895. The total number of Establishments from the Private and Public Sectors contributing to the Tier 2 Pensions Scheme increased from 60,189 to 69,640. Cumulatively, the total number of Tier 2 and Tier 3 Service Providers increased from 65 to 110 from 2012 to 2015. The industry as at 31st December, 2015 had an estimated net holding of almost GH¢12.3 billion.



1.0 INTRODUCTION

The Ministry of Employment and Labour Relations (MELR), in its quest to showcase the achievements of its Sector Departments/Agencies as well as disseminate their data/statistics, began through its RSIM Directorate, to develop annual Statistical Reports on the activities of its Departments and Agencies, starting from 2014. Each of these Departments/Agencies carries out activities that produce labour market statistics/data which could serve as inputs into policy. Following the success and widespread acknowledgement of the novel 2014 Statistical Report, the Ministry has developed the 2015 Statistical Report taking into consideration the comments and recommendations from stakeholders, as well as the need to disaggregate the data even further. The 2015 Report is expected to serve as a reference for making concrete decisions, plans and policies.

Thus, this Report presents the collated data/statistics generated by the MELR and its Departments/Agencies for the year ended 2015.

2.0 BACKGROUND

As part of their core duties, the Departments/Agencies under the Ministry, through their offices nationwide, collect, collate and manage very crucial administrative labour-related information/statistics. In view of the importance of the information that the Departments/Agencies generate and the need to circulate such information to all stakeholders to inform national discourse, the MELR has taken steps to compile the data generated into a comprehensive Statistical Report for evidence-based labour-related planning, programming and policy making, as well as for using it as a means of showcasing the achievements of the Departments and Agencies.

The Research, Statistics and Information Management (RSIM) Directorate of the MELR is required to lead the collation, analysis and dissemination of sector-specific (*i.e.* employment and labour-related) data/statistics for policy formulation and planning as part of its function of coordinating the production of data/statistics from the Ministry's Departments and Agencies.

Some of the data collected by Ministry's Departments and Agencies include:

No.	Department/Agency	Type of Data Collected
1.	Ministry of Employment and Labour Relations	Data on NDMW, performance of policies and implementation of Sector budget
2.	Labour Department	Labour/employment data, including inspections; processing and determination of workmen's compensation claims; registration of Private Employment Agencies; issuance of Collective Bargaining Certificates to Unions, vocational guidance and counseling, registration of Trade Unions and Associations, issuance of labour clearance certificates, data on labour migration



No.	Department/Agency	Type of Data Collected
3.	Department of Factories Inspectorate	Data on Occupational Safety and Health (OSH), accidents and diseases, registration of new factories, inspection of existing factories
4.	Department of Co-operatives	Data on functional co-operative societies; number of societies registered and audited; number of societies that convene Annual General Meetings; number of members trained; liquidations conducted.
5.	National Vocational Training Institute	Data on trained and tested graduates and on-the-job training (industrial attachment) placement, accredited PVTIs, registered MCPs; workshops; apprenticeships
6.	Opportunities Industrialisation Centre, Ghana	Data on trained graduates (formal and informal) and their placement in jobs
7.	Integrated Community Centres for Employable Skills	Data on trained graduates and their placement in jobs
8.	Management Development and Productivity Institute	Data on manpower development, productivity indices and institution building
9.	National Pensions Regulatory Authority	Data on pensions registration and licensing of Pension Schemes and Service Providers, inspection of Service Providers, enrollment of members and establishments onto Schemes, as well as pension funds
10.	Youth Employment Agency	Data on youth employment
11.	Fair Wages and Salaries Commission	Data on Base Pay negotiated on the Single Spine Salary Structure (SSSS), number of Public Service employees migrated onto the SSSS,
12.	National Labour Commission	Data on labour disputes resolution; strike actions and lockouts; training for mediators, arbitrators, Unions and Employers.

The above-mentioned data/statistics collected by the Departments/Agencies form the basis for the development of yearly Sector Statistical Reports by MELR.



Thus, the 2015 data/statistics from these Departments/Agencies was used to develop a Sector Statistical Report for dissemination to the main stakeholders of the Ministry; and to also inform policy decisions and direction. This initiative of producing Annual Statistical reports is expected to continue in 2017 and beyond. It is hoped that this report will be circulated to all stakeholders for their information and use as needed.

3.0 OBJECTIVE

The objective of the 2015 Statistical Report is to disseminate data/statistics generated by the Ministry and its Departments/Agencies on all Sector activities and programmes to inform policy decision-making.

4.0 SCOPE OF WORK

The Report summarises and presents the data/statistics generated by the Ministry; and its Departments and Agencies for the period January to December 2015. The information is presented in broad categories of the Tripartite, Salary Migration, Labour Registrations and Inspections, Occupational Safety and Health, Employment Creation, Skills Training and Development, Labour Disputes Resolution and Pension Regulations.

5.0 METHODOLOGY

Based on the experience of developing the 2014 Statistical Report, the RSIM Directorate designed customised data collection templates taking into consideration the kind of data collected by each Department/Agency. The templates were then forwarded to the respective Departments and Agencies to populate and resubmit. The data was then collated, analysed and used to develop a draft of the 2015 Statistical Report. Subsequently, the draft Report was reviewed at a stakeholders' validation meeting comprising MELR Directors and representatives from those Departments and Agencies who had provided data/statistics for drafting of the document.

6.0 PRESENTATION OF DATA

The details of the data collated and analysed are discussed below:

6.1 National Daily Minimum Wage, Base Pay and Migration onto the Single Spine Salary Structure

National Tripartite Committee

The National Daily Minimum Wage (NDMW) is the wage level below which it would be illegal for an employer to pay an employee. It is fixed by the National Tripartite Committee (NTC) comprising Government, Employers and Trade Unions on a yearly basis, taking cognizance of the economic challenges facing workers at a specific point in time. The NDMW was increased from GH¢6.00 in 2014 to GH¢7.00 in 2015, an increase of about 16.67%. (See Appendix 1 for details)



Fair Wages and Salaries Commission

The Fair Wages and Salaries Commission (FWSC) has finalized the migration of 480,436 Public Service workers onto the Single Spine Salary Structure (SSSS). About 93.54% constituting 449,431 workers can be found in the Ghana Civil Service (46,899), Ghana Education Service (300,534) and Ghana Health Service (101,998). Below is a breakdown of the 449,431 by sex:

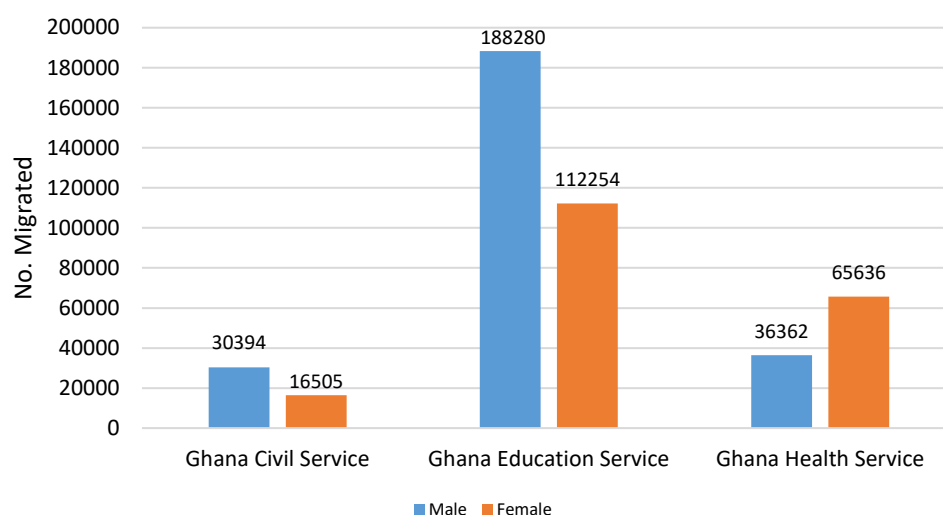


Figure 1: Migration onto the Single Spine Salary Structure by Sex, 2015

In 2015, the negotiated base pay by the Public Sector Joint Standing Negotiation Committee (PSJNC) was pegged at GH¢6.02 from the 2014 rate of GH¢5.32 (COLA). Within this period, the NDMW was higher than the base pay by GH¢0.98 (see Appendix 1).

6.2 Employment Registration and Labour Inspections

Labour Department

The Labour Department (LD) is responsible for the collation of labour statistics on inspections, workmen’s compensation, employment service, protection of the rights of workers, vocational guidance and counseling, registration of Trade Unions and Associations, issuance of labour clearance certificates, and labour migration.

During the period under consideration, the Labour Department was able to undertake the following activities:

Labour Inspections

Of the 357 labour inspections undertaken by the LD in 2015, the highest were undertaken in the Western Region (125) representing 35%, followed by the Eastern Region (69) representing 19%. The other Regions recorded figures ranging from 4 (5%) to 31(9%) labour inspections.

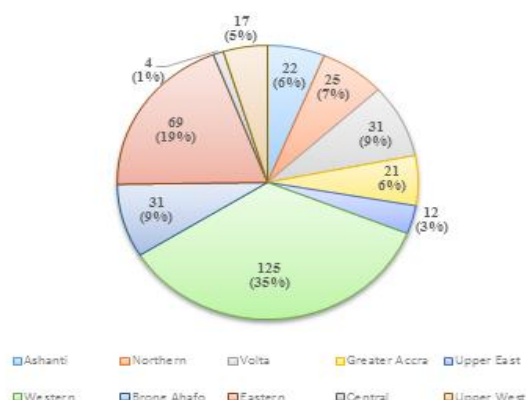


Figure 2: No. of Labour Inspections by Region



The Western Region recorded the highest (3,210) number of employees inspected as part of Establishments inspection by the Labour Department, followed by the Eastern Region with 2,131. The Central Region recorded the lowest (33 employees). With regard to sex distribution, the Eastern Region recorded the coverage of more female employees (944) during the inspection than any other Region, while the Central Region recorded the least (4 females). On the other hand, the Western Region recorded the highest number of males covered (2,838) as against 29 in the Central Region. Overall, all the Regions had more males being inspected than females.

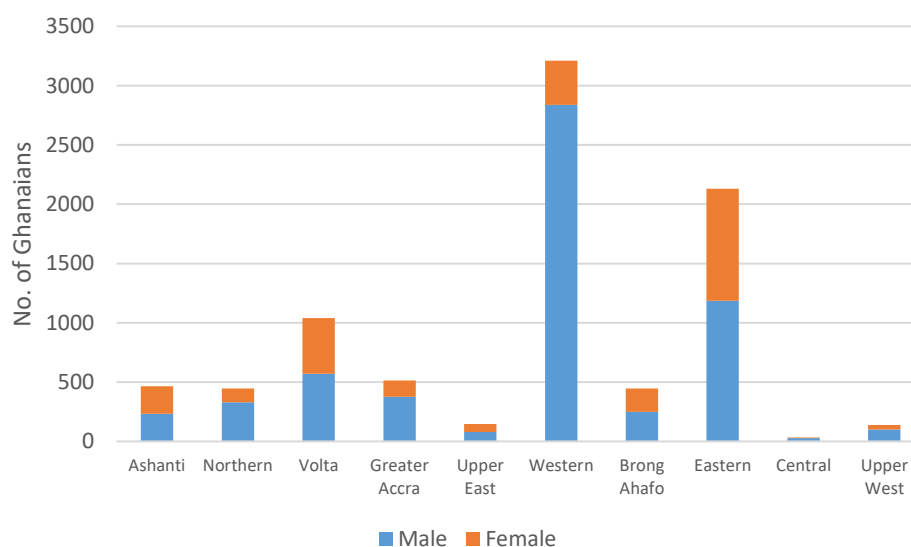


Figure 3: Labour Inspections by Sex

Wages/Salaries

During their inspections, the Labour Department found out that, with the exception of the Central Region, the maximum amount workers could be paid as salaries was, on average, above GH¢1,000.00 and the minimum was GH¢50.00 which is well below the minimum salary one is expected to receive if the person was paid the stipulated GH¢7.00 minimum wage per day for a month. The highest salary paid to staff of offices inspected during the period was in the Northern Region (GH¢8,840.92), while the lowest “maximum” salary was paid in the Central Region (GH¢300.00).

Table 1: Wages/Salaries of Workers of Establishments Inspected by Region

Region	Wage/Salaries	
	Maximum (GH¢)	Minimum (GH¢)
Ashanti	11,573.00	80.00
Northern	8,840.92	60.00
Volta	1,450.00	60.00



Region	Wage/Salaries	
	Maximum (GH¢)	Minimum (GH¢)
Greater Accra	1,669.99	-
Upper East	1,669.99	-
Western	1,050.73	214.00
Brong Ahafo	1,408.18	50.00
Eastern	2188.8	50.00
Central	300.00	100.00
Upper West	1,500.00	50.00

Employment Services by Public Employment Centres (PECs)

Relative to 2014, the number of registered unemployed people fell from 109,723 (102,380 males & 7,343 females) to 44,752 (39,803 males & 4,949 females) in 2015, out of which the majority could be found in the Production & Related Workers (11,898); and Clerical & Related Workers (1,143) categories respectively. On the flip side, the Admin/Managerial Workers recorded the lowest number of registration (1,137 males & 118 females). Out of the 44,752 registered unemployed persons 4,227 (about 9%) were placed in jobs by the PEC in 2015, as compared to 6,646 (which constitutes 6% of 109,726) in 2014. The majority of those placed in jobs by the PECs (amounting to 1,541) were in the Production & Related Workers category. In absolute terms, those for whom jobs were secured dropped by 2,419 placements in 2015.

Table 2: PECs Employment Services by Job Classification

Job Classification	Registered Unemployment				Job Placement			
	Male		Female		Male		Female	
	2014	2015	2014	2015	2014	2015	2014	2015
Prof/Tech and Related Workers	3,542	2,116	923	301	142	94	51	38
Admin/Managerial Workers	351	1,137	103	118	12	9	4	1
Clerical and Related Workers	8,456	4,791	1,856	1,143	681	328	138	101
Sales Workers	10,955	8,548	1,765	1,046	742	623	408	284
Agric., Forestry, Hunting and Fishing Workers	8,162	3,249	301	382	210	214	134	98
Production and Related Workers	37,251	11,898	1,376	1,125	1,766	974	567	433
New Workers	33,663	8,064	1,019	834	1,363	679	428	351
Total	102,380	39,803	7,343	4,949	4,916	2,921	1,730	1,306



Employment Services by Private Employment Agencies (PEAs)

Of the 73,391 people registered and placed in jobs by the PEAs, 2% comprising 1,328 were females; the remaining 72,063 were males. (see Appendix 2 for detailed table)

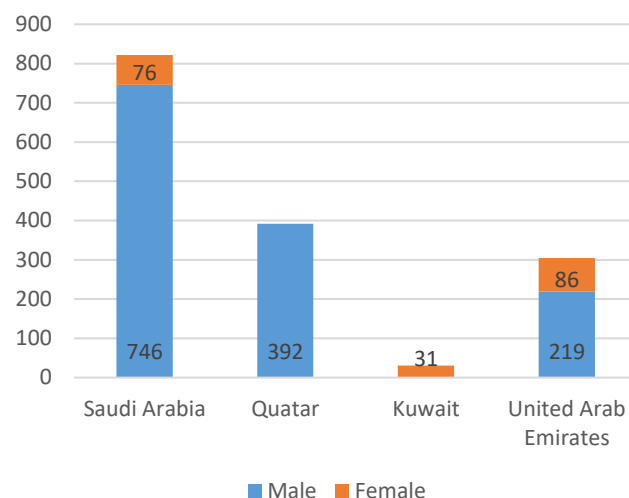
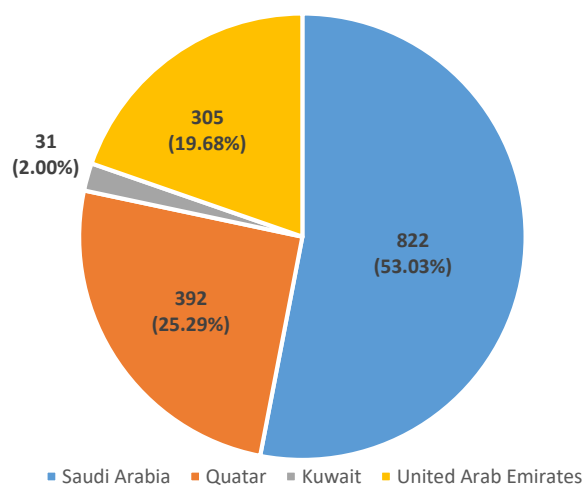


Figure 4: PEAs Employment Services by Country

Figure 5: PEAs Employment Services by Sex

Out of the 1,755 persons placed, most were low skilled workers. Males were mostly placed as Labourers (808), Heavy Duty Drivers (177), Riggers (112), Auto mechanics (94) and Security Personnel (73). Most of the female workers were either Domestic Workers (164), Security Personnel (102) and Auto mechanics (94). None could be found in occupations such as Labourer and operation of heavy machinery.

Table 3: PEAs Job Placement by Occupation

Occupation	Job Placement	
	Male	Female
General Mechanic	30	0
Labourer	808	0
Forklift Operator	25	0
Heavy Duty Driver	177	0
Riggers	112	0
Domestic Workers	0	164
Mech. Technicians	13	13
Crane Operators	25	25
Auto Mechanic	94	94
Security Personnel	73	102
Total	1,357	398



PEAs Registered by Labour Department

The number of PEAs registered by the LD rose from 26 in 2014 to 53 in 2015, with most of them located in Greater Accra (44) followed by the Western (7), Ashanti (1) and Brong Ahafo (1) Regions. The other Regions did not record any new registrations.

Table 4: Registered PEAs by Region

Region	Number	
	2014	2015
Greater Accra	26	44
Central	0	0
Eastern	0	0
Western	0	7
Ashanti	0	1
Brong Ahafo	0	0
Volta	0	1
Northern	0	0
Upper East	0	0
Upper West	0	0
Total	26	53

6.3 Occupational Safety and Health (OSH)

Department of Factories Inspectorate

The Department of Factories Inspectorate (DFI) is responsible for the enforcement of occupational safety and health standards at workplaces to prevent workplace accidents and diseases. Below are details of the activities undertaken by the DFI within the period under reference:

Registration of New Premises by Location

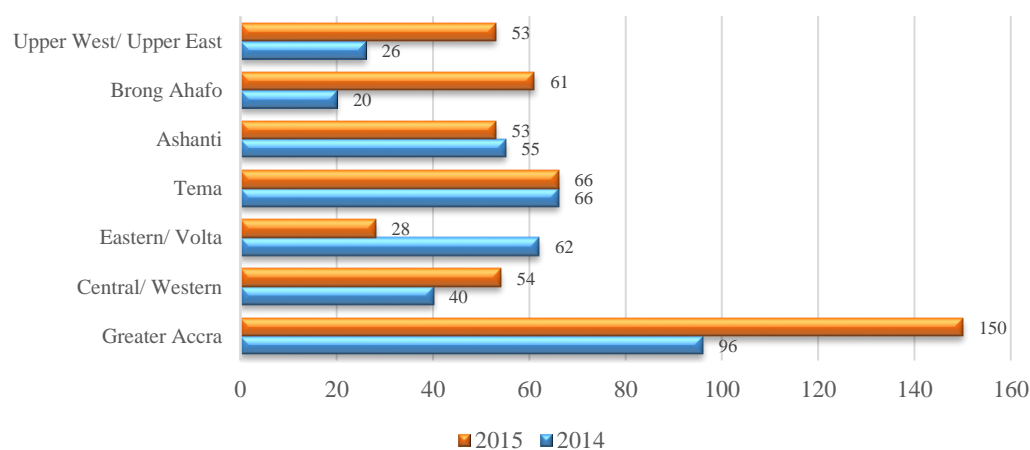


Figure 6: Registration of New Premises by Location



The number of registered premises, overall, increased from 388 in 2014 to 465 in 2015. With the exception of Volta/Eastern and Ashanti Regions, all the other Regions saw an increase in the number of premises registered, especially the Greater Accra Region which increased by 54 new premises.

Registration of New Premises by Industry

Out of the number of new premises registered, the majority were in the oil and gas sector. Relative to 2014, industries such as Food/Fruit Processing, Plastics/Rubbers, Sawmilling and Waste Recycling saw a decline in the number of new registrations. There was no change in the number of new premises registered in the Telecommunication industry. The rest saw varied levels of increment in the number of newly registered premises.

Table 5: Registration of New Premises by Industry

Industry	2014	2015
Oil & Gas	220	295
Warehousing	28	19
Food/Fruit Processing	8	6
Plastics/Rubbers	8	6
Saw milling	10	5
Recycling waste	6	2
Construction	8	13
Telecommunication	4	4
Water	9	10
Restaurant	0	6
Energy	0	5
Shops	2	14
Others	83	80
Total	386	465

Shops/Offices Inspections

Generally, the number of Shops/Offices inspected in 2015 increased four-fold with 136 Shop/Offices inspected in the Central/Western Region in 2015 compared to 20 Shops/Offices in 2014. There were no inspections of Shops/Offices undertaken in the Greater Accra, Eastern/Volta Regions and Tema¹ in 2015 relative to 2014. Even though no inspections were undertaken in 2014, the Brong Ahafo and Northern/Upper East/Upper West Regions recorded 11 and 26 Shops/Offices inspections respectively in 2015.

Table 6: Shops/Offices Inspection by Region

Region	2014	2015
Greater Accra	15	0
Central/Western	20	136
Eastern/Volta	2	0
Tema	1	0
Ashanti	5	11
Brong Ahafo	0	11
Northern/ Upper East/ Upper West	0	26
Total	43	184

¹ Tema is considered as an administrative Region by DFI



Inspection of Registered Workplaces

The Department recorded a decline in the number of registered workplaces inspected across the country. With the exception of the Northern/Upper East/Upper West Regions, all the other Regions recorded a decline in the number of registered workplace in the country.

As regards the inspection of registered workplaces by industry in 2015, most of the inspections undertaken were in the oil and gas industry, just as in 2014. Despite the overall decline in the number of inspections undertaken, industries such as Sawmilling, Civil/Construction Engineering and Restaurants recorded marginal increase in the number of registered premises inspected (*See Appendix 3 for details*).

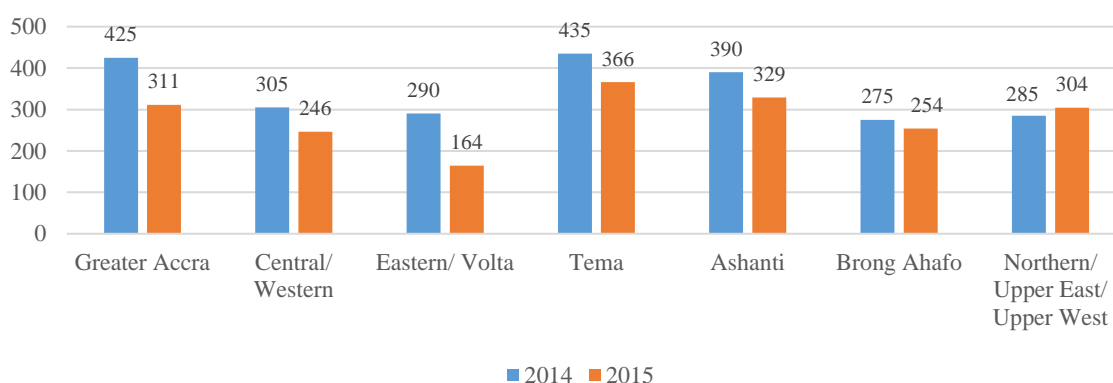


Figure 7: Inspection of Registered Workplaces by Region

Severity of Reported Accidents

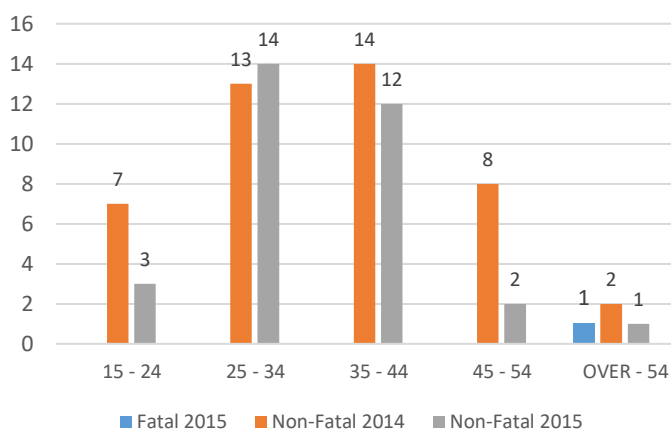


Figure 8: Severity of Reported Accidents by Age Group

The Department recorded only one (1) fatal accident in 2015 as compared to 32 non-fatal accidents within the same period. However, the number of non-fatal accidents relative to 2014 declined by 12 incidents. Most of the non-fatal accidents were sustained by persons within the age bracket of 25 to 44 years. Those who were 54 years and above encountered a lower number of accidents despite 1 being fatal.

Reported Accidents by Sex

Out of the number of accidents recorded, more males were involved in accidents, with a lower number being involved in 2015 as compared to 2014. More males between the ages of 25 to 44 years were involved in accidents in both years even though there was a reduction from 14 accidents in 2014 to 11 accidents in 2015 for those between 35 to 44 years.



Table 7: Reported Accidents by Sex

Age in Years	Male		Female	
	2014	2015	2014	2015
15 – 24	7	0	0	0
25 – 34	13	13	0	1
35 – 44	14	11	0	0
45 – 54	8	4	0	0
OVER - 54	2	4	0	0
TOTAL	44	32	0	1

Industry Classification of Reported Accidents

The Iron, Steel and other metal rolling industries recorded the highest number of accidents in 2014; this doubled to 16 in 2015. This was followed by 13 accidents which also occurred in other miscellaneous industries in 2015. Most of the industries which had hitherto recorded non-fatal accidents in 2014 recorded no accidents in 2015. This might be due to improved working conditions, occupational safety and health awareness or provision of safety materials (See Appendix 4).

Causes of Reported Accidents

Most of the injuries were non-fatal. The majority of non-fatal injuries were caused by either operating or lifting of machinery in the workplace. However, the number of injuries sustained from operating machinery declined from 22 in 2014 to 11 in 2015, whilst that for lifting machinery increased by 2 within the same period (See Appendix 5).

Investigation of Reported Accidents

Out of the number of reported accidents investigated, 8 were sustained through wound (cut) in 2015, a decline from 16 in 2014. Also, 8 reported work-related fractures were investigated in 2015 relative to 5 in 2014. It is observed that all reported accidents were investigated by the DFI within the period under consideration.

Table 8: Investigation of Reported Accidents

Type of Accidents	2014	2015
Trapping & severing of left arm	1	2
Burns	6	3
Laceration of arm	2	0
Laceration of top of head & jaw	2	0
Crushed tool	1	1
Sprain on thigh, hip bone & pelvis	1	1
Crush injury of finger	3	1
Laceration of lips	1	0



Type of Accidents	2014	2015
Laceration of finger	1	3
Wound (cut)	16	8
Concussion	1	2
Fracture	5	8
Amputation/severing	1	2
Dislocation	1	0
Fire Outbreak	1	0
Electrocuting	1	0
Others	0	1
Total	44	32

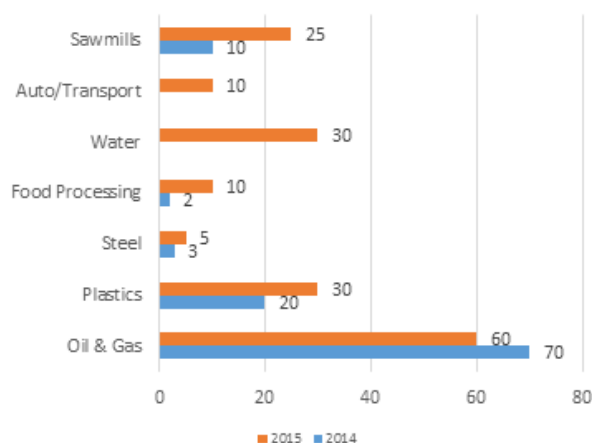
OSH Talks and Training

There was an increase in the number of OSH Talks and Training from 105 in 2014 to 178 in 2015. The Greater Accra Region recorded the highest number of OSH Talks and Training (75) followed by Tema (29), Ashanti (25) and Brong Ahafo (22) Regions respectively.

Table 9: OSH Talks and Training by Region

Region	2014	2015
Greater Accra	65	75
Central/Western	5	15
Eastern/Volta	2	12
Tema	22	29
Ashanti	5	25
Brong Ahafo	6	22
Northern/Upper East/Upper West	0	0
Total	105	178

OSH Talks and Training by Industry



Just as in 2014, more OSH Talks and Trainings were done in the Oil & Gas, Plastics, Water and Sawmills industries. Interestingly, the Steel industry recorded only 5 OSH Talks and Training in 2015. None was done in the Energy industry.

Figure 9: OSH Talks and Training by Industry



6.4 Employment Creation

Department of Co-Operatives

The Department of Co-operatives (DOC) promotes the formation and registration of co-operatives; audits, monitors and liquidates Co-operatives; and educates the public on co-operative systems.

Registered Co-operatives

Relative to 2014, the number of Agricultural and Service Co-operatives registered in 2015 increased from 454 to 638 and 37 to 44 respectively, whilst the Financial and Industrial Co-operatives saw a decline in the number registered by 12 and 7 respectively in 2015.

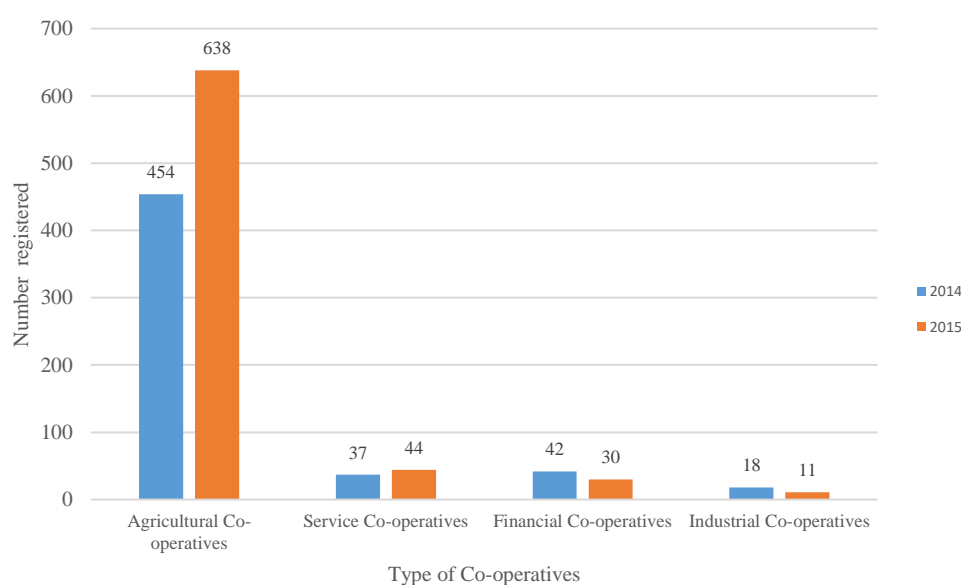


Figure 10: Registered Co-operatives by Sector

Registered Co-operatives by Region

With the exception of the Northern Region, which experienced a decline in the number of Agricultural Co-operatives registered in 2015 as compared to registration in 2014, there was an increase in the number of Agricultural Co-operatives registered in 2015 in all the Regions, with the highest recorded in the Western Region. 7 out of the 10 Regions registered between 1 to 4 more Service Co-operatives, with Volta and Western Regions recording no increase and Northern Region declining by 3 compared to the 2014 figures. As regards the Financial Co-operatives, the number registered fell in all the Regions relative to 2014, except in the Northern and Upper East Regions. There was no change in the number recorded in 2015 in the Upper West and Volta Regions. There was, however, a massive decline in the number of Industrial Co-operatives registered, except in the Northern and Central Regions which each recorded a marginal increase.



Table 10: Registered Co-operatives by Sector and Region

Type	Agricultural Co-operatives		Service Co-operatives		Financial Co-operatives		Industrial Co-operatives	
	2014	2015	2014	2015	2014	2015	2014	2015
Greater Accra	6	68	20	24	8	4	1	0
Central	23	60	2	3	4	4	3	4
Eastern	39	48	3	1	24	1	6	0
Western	67	148	0	0	1	0	2	0
Ashanti	21	24	3	4	16	14	2	1
Brong Ahafo	61	70	0	1	6	2	0	0
Volta	10	15	5	5	1	1	0	0
Northern	180	106	4	1	1	2	4	5
Upper East	14	49	0	1	1	2	0	0
Upper West	33	50	0	4	0	0	0	1
Total	454	638	37	44	62	30	18	11

Inspection/Auditing of Co-operative Societies

With the exception of the Agricultural Co-operative Societies, there was a general increase in the number of Societies that were inspected / audited between 2014 and 2015. The Industrial Co-operative Societies witnessed the highest jump in the number of Societies inspected/audited, with 80 more Societies inspected/audited as compared to Financial Co-operatives which increased by 19; and Service Co-operatives which increased by 8. However, the number fell by 2 for Agricultural Co-operatives. The majority of Agricultural Co-operatives inspected/audited were located in the Northern Region, while the lowest number inspected/audited were found in the Greater Accra, Upper East, Upper West and Volta Regions respectively.

The majority of Service Co-operatives were found to be in the Western, Upper East, Greater Accra and Ashanti Regions. The highest number of Financial Co-operatives audited/inspected within the period under consideration were found in the Greater Accra and Ashanti Regions respectively.

The highest number of Industrial Co-operatives audited/inspected were located in the Brong Ahafo Region (73), followed by the Ashanti and Central Regions with 12 each. Surprisingly, no Industrial Co-operative was inspected/audited in the Volta Region for the period under consideration. The table below shows the inspections/auditing of the Co-operative Societies:



Table 11: Inspection/Auditing of Co-operative Societies by Sector

Region	Agricultural Co-operatives		Service Co-operatives		Financial Co-operatives		Industrial Co-operatives	
	2014	2015	2014	2015	2014	2015	2014	2015
Greater Accra	5	4	12	10	92	97	5	4
Central	7	10	4	7	22	23	9	12
Eastern	89	70	2	2	17	20	2	6
Western	17	9	8	15	20	17	4	7
Ashanti	32	36	13	9	65	68	10	12
Brong Ahafo	75	61	0	0	24	24	5	73
Volta	2	3	1	1	21	23	0	0
Northern	70	100	4	1	1	3	4	5
Upper East	2	4	7	12	22	25	5	7
Upper West	3	3	2	4	18	21	2	1
Total	302	300	53	61	302	321	46	127

Membership of Co-operatives

There was a general increase in the membership of Co-operatives between 2014 and 2015. The Financial Co-operatives had the highest number of members, with the Central Region recording 50,191 members in 2015. The Upper West and Western Regions recorded no increase in membership in 2015 in the Financial Co-operative Societies. The Brong Ahafo, Western, Upper East and Greater Accra Regions recorded no increase in membership in the Industrial Co-operative Societies. In the Service Co-operative Societies, the Western Region recorded no increase in membership in 2015, just as in 2014, with the Greater Accra Region recording the highest membership of 9,254 in 2015.

The Agricultural Co-operative Societies saw an increase in the membership across nine (9) Regions with only the Upper West Region declining in membership. The Western Region recorded the highest number of membership in Agricultural Co-operative Societies in 2015.

Table 12: Membership Strength of Co-operative Societies by Region

Region	Agricultural Co-operatives		Service Co-operatives		Financial Co-operatives		Industrial Co-operatives	
	2014	2015	2014	2015	2014	2015	2014	2015
Greater Accra	1,510	3,084	5,036	9,254	2,014	1,542	2,510	0
Central	1,000	1,200	220	342	44,784	50,191	660	850
Eastern	4,392	14,851	52	137	9,796	17,596	169	473
Western	9,421	20,422	0	0	1,813	0	1,579	0
Ashanti	340	392	36	48	622	550	29	32
Brong Ahafo	3,660	4,200	0	20	3,000	1,100	0	0



Region	Agricultural Co-operatives		Service Co-operatives		Financial Co-operatives		Industrial Co-operatives	
	2014	2015	2014	2015	2014	2015	2014	2015
Volta	201	300	218	294	29,396	35,146	522	589
Northern	4,800	6,474	100	130	1,000	1,162	220	230
Upper East	3,409	6,227	1,842	2,540	1,304	6,734	2,009	0
Upper West	4,901	1,136	2,745	1,908	1,208	0	2,461	1,227
Total	33,634	58,286	10,249	14,673	94,937	11,4021	10,159	3,401

Number of People Employed by Co-operatives

The Co-operative Societies were able to employ 261 more people in 2015 (1,324 employees) than they did in 2014 (1,063 employees). The number of people employed by Co-operative Societies across the four (4) types of Societies increased in 2015, with the Financial Co-operative Societies employing more people. It increased employment from 646 in 2014 to 834 in 2015, with that of the Agricultural Co-operative Societies increasing from 296 in 2014 to 349 in 2015. The Service and Industrial Co-operative Societies recorded increases from 49 in 2014 to 61 in 2015 and 72 in 2014 to 80 in 2015 respectively. The table below shows the number of people employed by Co-operative Societies and disaggregated by Region and type of Co-operative Society.

Table 13: Number of People Employed by Co-operative Societies

Region	Agricultural Co-operatives		Service Co-operatives		Financial Co-operatives		Industrial Co-operatives	
	2014	2015	2014	2015	2014	2015	2014	2015
Greater Accra	9	13	6	8	109	188	15	17
Central	38	45	17	28	180	204	32	37
Eastern	9	5	1	2	38	65	7	11
Western	7	5	2	5	41	69	3	4
Ashanti	8	11	13	7	26	34	6	4
Brong Ahafo	75	61	0	1	61	24	0	0
Volta	10	15	5	5	161	205	0	0
Northern	120	166	1	2	10	15	5	4
Upper East	11	15	2	1	11	14	1	2
Upper West	9	13	2	2	9	16	3	1
Total	296	349	49	61	646	834	72	80



Groups Organised into Co-operatives

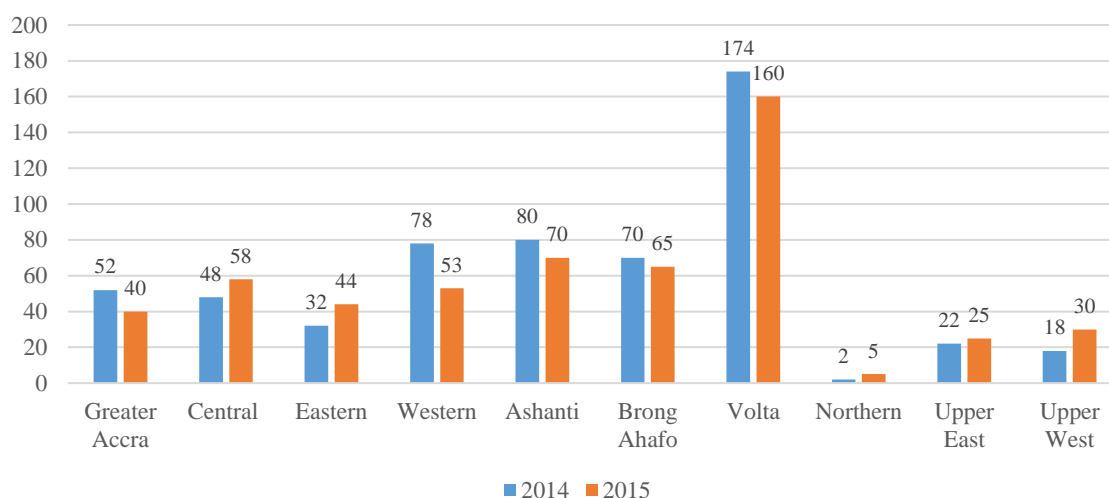


Figure 11: Number of Groups organised into Co-operatives

Overall, the Department saw a decline in the number of groups organised into Co-operatives between 2014 to 2015 from 576 to 550. However, the Central, Eastern, Northern, Upper East and Upper West Regions saw an increase in the number of groups organised into Co-operatives, whilst the remaining 5 Regions witnessed a decline.

Organised Training in Bookkeeping

Compared with 2014, the DOC organised fewer training sessions in 2015 in Bookkeeping. The Ashanti Region DOC organised more training in 2015, followed by Brong Ahafo Region (even though it fell from a high of 65 to 34) and Greater Accra Region. The Volta Region organised no training within the two years under consideration. There was a drastic decline in the number of training sessions organised in the Eastern Region, from 33 in 2014 to 7 in 2015.

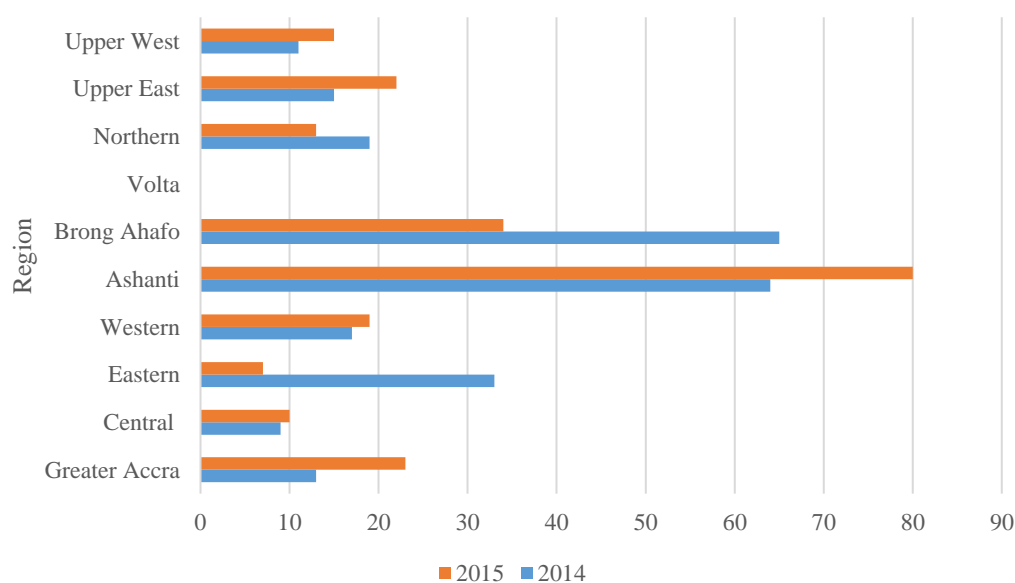


Figure 12: Training in Bookkeeping by Region



Capital Base of Co-operative Societies

The Financial Co-operatives, by far, have the highest capital base relative to the other Co-operative Societies. Overall, the capital base of the Co-operative Societies increased during the year under review from Gh¢85,540,539.00 in 2014 to Gh¢137,192,534.00 in 2015. The Financial Co-operatives accounted for at least 97% of capital base of all the Co-operatives. The Service Co-operatives had the lowest.

Table 14: Capital Base of Co-operative Societies by Sector

Type	Amount			
	2014	2014 (%)	2015	2015(%)
Agricultural Co-operatives	997,323.00	1.17%	1,137,356.00	0.83%
Service Co-operatives	304,521.00	0.36%	183,490.00	0.13%
Financial Co-operatives	83,477,240.00	97.59%	134,978,998.00	98.39%
Industrial Co-operatives	761,455.00	0.89%	892,690.00	0.65%
Total	85,540,539.00	100%	137,192,534.00	100%

6.5 Skills Training and Development

The Institutions responsible for skills training and development under the Ministry are the National Vocational Training Institute (NVTI); Integrated Community Centres for Employable Skills (ICCES); Opportunities Industrialisation Centre, Ghana (OIC, G); Management Development and Productivity Institute (MDPI) and Youth Employment Agency (YEA)*.

National Vocational Training Institute (NVTI)

The NVTI collects data on trained and tested graduates, on-the-job training (industrial attachment) placement, accredited Private Vocational and Training Institutes (PVTI), registered Master Crafts Persons (MCP)/Workshops and Apprenticeships.

Apprenticeship

The National Vocational Training Institute (NVTI) saw an increase in the number of apprenticeships registered in 2014 from 5,830 to 6,247 in 2015. The highest number of apprenticeship registered was in the Motor Vehicle Mechanic trade (1,455 in 2015) as compared to 760 in 2014. With the exception of the decline in the Dressmaking apprenticeship trade registered, there was a general increase in the number of all the apprenticeship registered. More apprenticeships were monitored in 2015 as compared to 2014. Apart from the Auto Bodyworks and ICT trade where apprenticeships monitored in

* As at 2015, YEA was still undergoing restructuring and thus could not provide information at the time of drafting this Report



2015 were less than those monitored in 2014, there was an increase in the number of apprenticeships monitored.

Table 15: Registered Apprenticeship by Trades

Trades	Registered		Monitored	
	2014	2015	2014	2015
Dressmaking	1,160	1,090	308	320
Carpentry	232	308	62	64
Masonry	580	870	156	164
Motor Vehicle Mechanic	760	1,455	230	240
Gen. Electricals	464	616	124	128
Auto Electricals	232	358	62	64
Auto Bodyworks	348	462	94	72
ICT	58	77	25	16
Traditional Caterers	290	358	78	80
Hairdressing	1,590	1,954	422	500
Draughtmanship	116	154	32	34
Total	5,830	6,247	1,593	1,682

Master Craft Persons

The number of Master Craft Persons (MCP) registered, trained, accredited and monitored increased in 2015 as compared to 2014. In 2014, the Institute had no persons registered to be trained in Carpentry, General Electricals, Traditional Caterers and Draughtmanship as compared to 2015.

Despite registering, accrediting and monitoring a good number of people in Dressmaking in both 2014 and 2015, only 15 underwent training. Persons in the ICT category were the least number accredited and monitored, although there was an increase in the number of persons trained from 100 in 2014 to 644 in 2015 representing the highest number of MCPs trained in 2015.

Table 16: Master Crafts Persons Registered, Trained and Accredited

Trades	Registered		Trained		Accredited		Monitored	
	2014	2015	2014	2015	2014	2015	2014	2015
Dressmaking	600	700	10	5	220	360	208	220
Carpentry	120	208	-	10	44	72	62	64
Masonry	420	566	2	4	110	180	120	102
MVM	600	700	120	60	165	270	130	140
Gen. Electricals	350	420	-	28	88	144	84	108
Trades	Registered		Trained		Accredited		Monitored	



	2014	2015	2014	2015	2014	2015	2014	2015
Auto Electricals	185	308	30	27	44	72	62	64
Auto Bodyworks	210	410	18	16	65	108	94	72
ICT	58	50	100	644	11	18	25	20
Traditional Caterers	120	335	-	44	55	90	50	66
Hairdressing	430	720	500	200	271	450	197	300
Draughtmanship	56	54	-	26	21	42	32	50
Total	3,149	4,471	780	1,064	1,094	1,806	1,064	1,206

Conduct of Test for Candidates (Certificate I/II & Proficiency I/II)

There was an increase from 22,756 in 2014 to 25,081 in 2015 in the number of persons registered to be tested for the Certificate I/II. The Health Care trade saw the highest number of persons registered for testing towards the award of Certificate I/II. The number of registrations in the Health Care trade increased from 5,523 in 2014 to 7,747 in 2015. This was followed by General Welding, Tailoring and Heavy Duty Mechanics, with other trades having marginal increases.

There was a decline in a number of trades registered such as Cookery, Dressmaking and Construction Electricals which decreased from 5,370 to 4,583; 2,059 to 1,352 and 178 to 110 respectively. The total number of candidates who passed also increased from 9,450 in 2014 to 13,841 in 2015, a percentage increase of 46.47%. The Health Care trade recorded the highest number of persons (4,402) passing in the Certificate I/II in 2015 as compared to 897 in 2014. Some trades such as Spray Painting (furniture), Welding (Arc), Needlework and Craft, Cake Decoration, Photography (motion picture) and Vulcanizing recorded 0 persons passing for certification in 2015.

The number of persons registered for the Conduct of Test for Candidates for Proficiency I/II Certificates increased from 5,983 in 2014 to 6,019 in 2015. The Masonry trade had the highest number of persons registered, with 17 in 2014 and 289 in 2015; Plumbing had 23 in 2014 and 288 in 2015. (*See Appendix 6 for full breakdown of courses in which participants were examined on*).

Post-Training Employment

The NVTI recorded an increase in the number of females who gained Post-Training Employment, from 919 in 2014 to 2,753 in 2015. There was a general increase in the number of males and females securing Post-Training Employment both in Formal and Informal employment, although the Informal Sector saw the highest number of both males and females gaining employment.



Table 17: Post-training Employment by Sex

Sector	2014		2015	
	Male	Female	Male	Female
Formal	437	98	782	108
Informal	9,988	821	11,645	2,645
Total	10,425	919	12,427	2,753

Instructional staff

There was a decline in the number of both male and female Instructional Staff of NVTI in 2015. Most of the males are engaged in the male-dominated trades, with no female instructors in those trades and vice-versa.

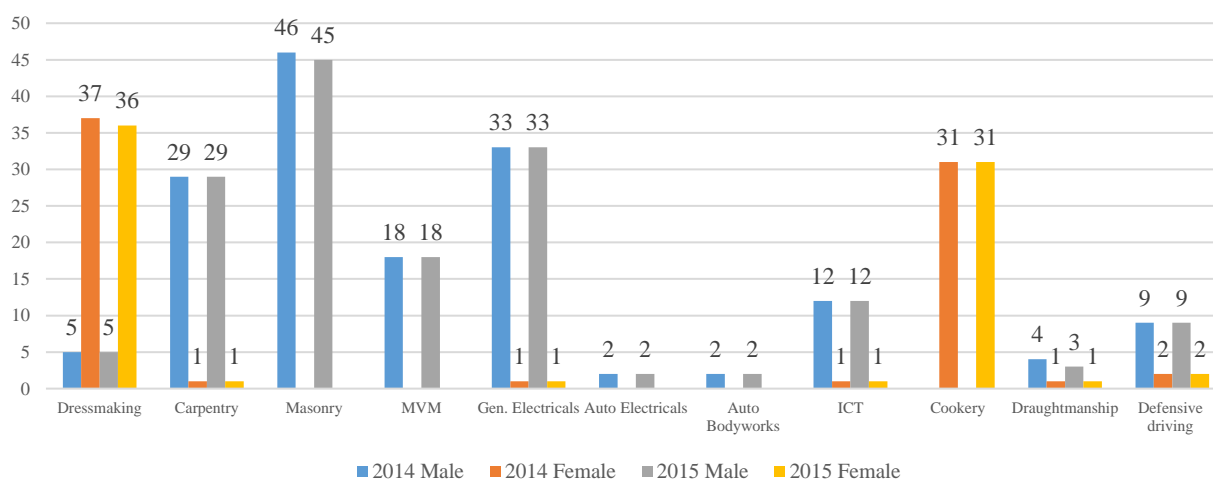


Figure 13: Details of Instructional Staff of NVTI (2014-2015)

NVTI has the requisite staff strength to deliver on its mandate. However, the ideal number of staff required for smooth running of the Institutions has been reviewed upwards from 277 to 296. The difference between the staff strength and the ideal staff strength increased from 43 in 2014 to 58 in 2015.

Table 18: Current Staff Strength vs. Ideal Staff Strength of NVTI by Trades

Trades	Staff Strength		Ideal Staff Strength		Variance	
	2014	2015	2014	2015	2014	2015
Dressmaking	42	41	47	47	5	6
Carpentry	30	30	35	35	5	5
Masonry	46	45	51	52	5	7
Motor Vehicle Mechanic	18	18	23	23	5	5
Gen. Electricals	34	42	39	50	5	8



Trades	Staff Strength		Ideal Staff Strength		Variance	
	2014	2015	2014	2015	2014	2015
Auto Electricals	2	2	5	5	3	3
Auto Bodyworks	2	2	5	5	3	3
ICT	13	13	18	20	5	7
Cookery	31	31	36	40	5	9
Draughtmanship	5	3	7	8	2	5
Defensive driving	11	11	11	11	0	0
Total	234	238	277	296	43	58

Integrated Community Centres for Employable Skills

As part of their work as a skills training and development institute, ICCES collects data mainly on their trainees/graduates and their placement in jobs.

Student Population

The total number of trainees of Integrated Community Centres for Employable Skills (ICCES) increased by 81 from 2,966 in 2014 to 3,047 in 2015. Even though there were marginal increases in the number of student pursuing courses such as Electrical Installations, Blockwork & Concreting and Weaving, some courses such as Dressmaking, Carpentry, Draughtmanship and Textile saw a decline. However, there was no enrollment in Cosmetics (soap, pomade, powder) during the period.

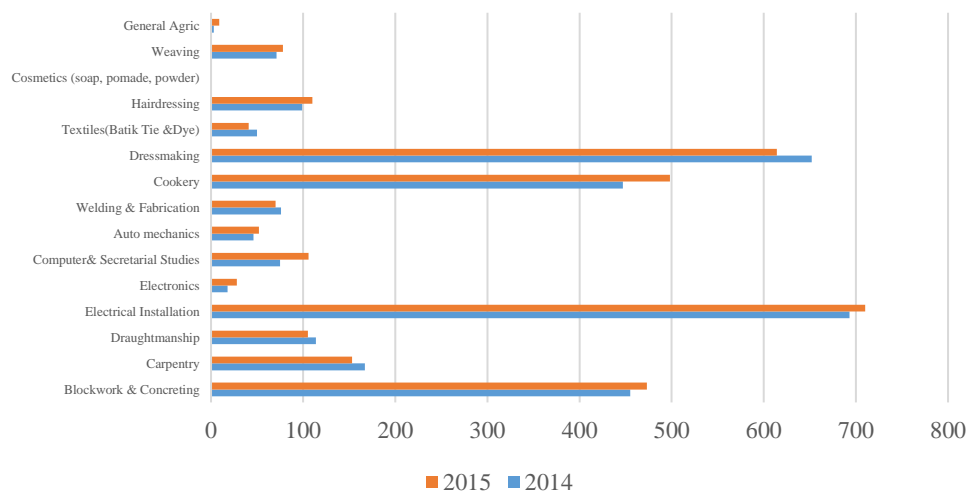


Figure 14: Student Population of ICCES (2014-2015)

Instructional Staff

The number of Instructional Staff of ICCES declined by nine (9) from 377 in 2014 to 368 in 2015. Those teaching Blockwork & Concreting; and Dressmaking declined by three (3) respectively with Weaving and Carpentry reducing by 2 and 1 respectively, while the number of Instructional Staff teaching other courses remained the same for 2014/2015.



Relatedly, the ideal number of Instructional Staff required by ICCES to be effective and efficient was revised from 197 in 2014 to 203 in 2015. ICCES seems not to need any staff to train people in Cosmetics (Soap, Pomade and Powder) because they have not been running the course for some time. Comparing the current staff situation to the ideal staff strength, ICCES seems to have in excess of 160 staff, implying that there may be a lot of redundancy in the system. Despite the excess, some courses such as Electrical Installations, Electronics and Auto Mechanics need 9, 1 and 2 additional staff respectively. There is therefore the need to retrain some of the Instructors to teach other ICCES courses or redeploy them to other technical institutions that require more Instructional Staff especially in the areas of expertise of the redeployed staff. Table 19 below gives a detailed breakdown of the current Instructional Staff strength relative to the ideal number of staff required by ICCES.

Table 19: Instructional Staff of ICCES (2014-2015)

Trades	Staff Strength		Ideal Staff Strength		Variance	
	2014	2015	2014	2015	2014	2015
Blockwork & Concreting	64	61	30	32	34	29
Carpentry	36	35	11	10	25	25
Draughtmanship	7	7	8	7	-1	0
Electrical Installation	38	38	46	47	-8	-9
Electronics	1	1	1	2	0	-1
Computer & Secretarial Studies	8	8	5	7	3	1
Auto Mechanics	1	1	3	3	-2	-2
Welding & Fabrication	7	7	5	5	2	2
Cookery	47	47	30	33	17	14
Dressmaking	94	91	43	41	51	50
Textiles (Batik Tie & Dye)	13	13	3	3	10	10
Hairdressing	12	12	7	7	5	5
Cosmetics (Soap, pomade, powder)	0	0	0	0	0	0
Weaving	7	5	5	5	2	0
Generic Agric.	1	1	0	1	1	0
Generics	41	41			41	41
Total	377	368	197	203	180	165

Overall, there has been a decline in the total number of male and female Instructional Staff caused by a reduction in the number of Instructors in Blockwork & Concrete, Carpentry, Weaving and Dressmaking. The rest remained unchanged. The Table below indicates the Instructional Staff strength disaggregated by sex:



Table 20: Instructional Staff of ICCES by Sex

Trades	2014		2015	
	Male	Female	Male	Female
Blockwork & Concrete	63	1	60	1
Carpentry	36	0	35	0
Draughtmanship	7	0	7	0
Electrical Installation	38	0	38	0
Electronics	1	0	1	0
Computer & Secretarial Studies	5	3	5	3
Auto Mechanics	1	0	1	0
Welding & Fabrication	7	0	7	0
Cookery	4	43	4	43
Dressmaking	5	89	5	86
Textiles (Batik & Dye)	1	12	1	12
Hairdressing	0	12	0	12
Cosmetics (soap, pomade , powder)	0	0	0	0
Weaving	2	5	1	4
General Agric.	1	0	1	0
Generics	29	12	29	12
Total	200	177	195	173

Opportunities Industrialization Centres, Ghana

OIC, G produced data on trained graduates (formal and informal), including their placements in jobs, during the year under review.

Training Provided

The Opportunities Industrialization Centres, Ghana (OIC, G) realised an increase in the number of students enrolled in 2015 as compared to 2014. The enrolment into trades increased from 567 to 757, a percentage increase of 33.5%. In line with the above, there was an increase in the total student population from 1,104 in 2014 to 1,230 in 2015. The number of student drop-outs reduced by 45 within the period under consideration, implying that OIC, G may have devised ingenious ways of reducing the number of drop-outs despite the increase in enrolment.

The number of students graduating in 2015 increased from 407 to 592 with a notable increase in the number of students graduating in Electricals, Fashion Design/Dressmaking and Catering. The number of graduates in Block Laying & Concreting, Plumbing and Auto Mechanics declined within the year under review (see Table 21).



Table 21: Student Population of OIG, G (2014-2015)

Trades	Enrolment		Total Student Population		No. of Drop-Outs		No. of Graduates	
	2014	2015	2014	2015	2014	2015	2014	2015
Block Laying & Concreting	24	62	69	54	5	0	43	21
Plumbing	34	48	55	73	1	1	20	15
Electrical	171	197	360	419	15	3	81	198
Office/Computer Skills	62	80	121	137	27	1	52	56
Catering	117	112	187	182	7	0	78	102
Catering and Hospitality	14	48	14	62	2	1	-	11
Auto Mechanic	51	33	80	44	1	4	36	10
Graphic Arts	33	32	56	65	1	0	22	33
Textiles Design	4	1	8	4	0	0	4	0
Fashion Design/Dressmaking	28	85	72	103	2	5	42	98
Stenography	10	18	44	28	2	0	12	20
Building Draughtmanship	5	8	11	12	0	2	6	3
Welding & Fabrication	5	17	14	22	2	0	7	9
Tie/Dye & Soap Making	3	6	4	9	0	0	1	3
Hairdressing	6	10	9	16	0	3	3	13
Total	567	757	1,104	1,230	65	20	407	592

In relation to academic progression, one (1) male student each progressed to the University in 2014 and 2015.

Management Development and Productivity Institute (MDPI)

The MDPI activities cover areas such as manpower development, productivity indices and institution building. Thus below is a presentation of the activities they undertook during year under review:

Training Provided

The number of regular training courses organised by the Management Development and Productivity Institute (MDPI) reduced from 287 in 2014 to 205 in 2015. Even though there was a reduction in the number of training courses organised, MDPI recorded a notable increase in the number of training courses organised in areas such as Administrative Management Skills, Management Accounting and Hotel & Hospitality Management. No training was organised in courses such as “Human Relations and Communications” and “Managing Attitudinal Change for Improved Productivity” in 2015.

The In-plant Courses organised by the Institute increased from 415 in 2014 to 429 in 2015 with Communication, Supervisory Management, “5S at the Office” being organised 62, 46 and 40 times respectively. Whereas demand for courses such as “Accounting for Non-Accountants”, “Training the Trainer” and “Office Management for Personal Assistants”



fell to 0, demand for other courses (e.g. Performance & Leadership, Maintenance Management etc.) increased from 0.

In both 2014 and 2015, the Institute organised more In-plant Courses than Regular Courses. In 2014, 415 In-plant Courses were organised as compared to 287 Regular Courses whereas in 2015, 432 In-plant Courses were organised as compared to 206 in 2014.

Nationality of Trainees

The number of Ghanaian participants in the In-plant Courses increased from 403 in 2014 to 417 in 2015, whilst the number participating in Regular Courses declined from 196 in 2014 to 154 in 2015. Although the number of Gambians participating in Regular Courses reduced from 78 to 34, their participation in the In-plant Courses increased marginally by 3 from 12 in 2014 to 15 in 2015.

In 2014/2015, Liberians and Sierra Leoneans did not attend any In-plant Courses but rather participated in the Regular Courses, with the number of Liberians increasing from 10 to 18 whilst that of Sierra Leoneans dropped from 3 in 2014 to 0 in 2015.

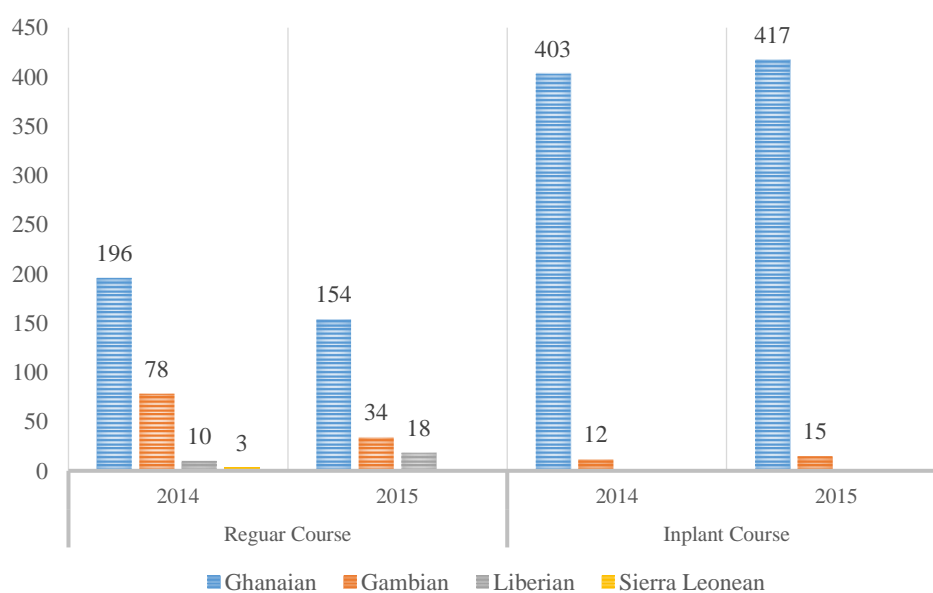


Figure 15: Nationality of Trainees of MDPI (2014-2015)

Instructional Staff

The staff strength of MDPI reduced from 16 in 2014 to 15 in 2015. The current staff strength of MDPI is woefully below the ideal staff strength required for effective delivery by the Institute and accounts for the Institute not having any instructor on hand to teach Research in both 2014 and 2015.



Table 22: Instructional Staff of MDPI (2014-2015)

Course name	Staff Strength		Ideal Staff Strength		Variance	
	2014	2015	2014	2015	2014	2015
Ind. Engineering	5	4	5	5	0	-1
Gen. Management	3	3	5	5	-2	-2
Marketing	4	4	5	5	-1	-1
Financial Management / Management Information Systems	4	4	5	5	-1	-1
Research	0	0	5	5	-5	-5
Total	16	15	25	25	-9	-10

6.6 Pensions Regulation

National Pensions Regulatory Authority

The National Pensions Regulatory Authority (NPRO), as established by the National Pensions Act, 2008 (Act 766) as amended, is mandated to regulate and monitor the operations of the new 3-Tier Pension Scheme and ensure effective administration of all pensions in the country. The NPRO also inspects Service Providers, enrolls members and establishments onto Schemes and pension funds. Details of activities and statistics generated by the NPRO during 2014-2015 are as indicated below:

Growth Indicators of SSNIT Scheme

Over the past 9 years, the Social Security and National Insurance Trust (SSNIT) Scheme has seen a consistent increase in the areas of new members, active contributors, registered pensioners and establishments. With the exception of the decline in 2014 in Active Establishments, there has been a steady increase in the number of Establishments registered. The SSNIT Scheme registered its highest number of Establishments in 2015 (58,895) although the number of Establishments registered in 2013 declined from 42,946 to 41,404 in 2014.

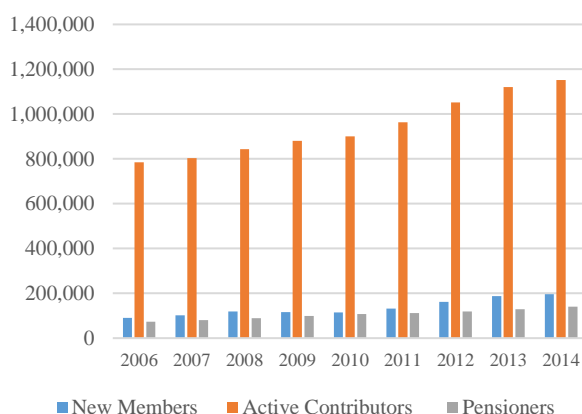


Figure 16: Contributors to Pensions Schemes

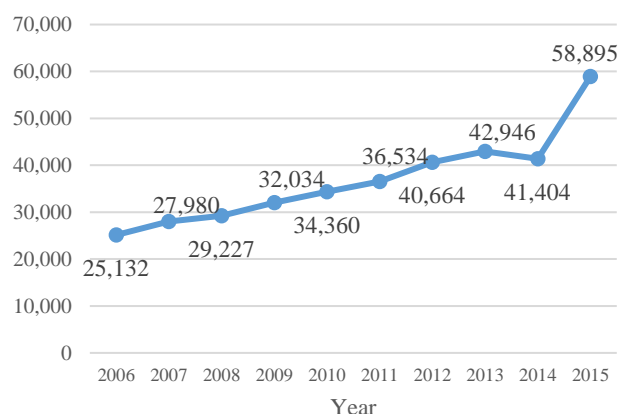


Figure 17: Active Establishments under the SSNIT Pensions Scheme



Classification of Establishments on Tier-2 Scheme

As shown in Table 23, the total number of Active Establishments from both the Formal and Informal sectors contributing to registered Tier-2 Pension Schemes rose from 9,451 in 2014 to 10,745 in 2015. Also, comparing the total Active Establishments contributing to the Tier-1 and Tier-2 Pensions Schemes respectively, it was observed that the total for Tier-1 in 2014 was 50,656 and 58,895 in 2015; whilst that of Tier-2 was 9,451 and 10,745 for the same years leaving a difference of unregistered Establishments contributing to the Tier-2 Pension Scheme at 41,404 in 2014 and 48,150 in 2015.

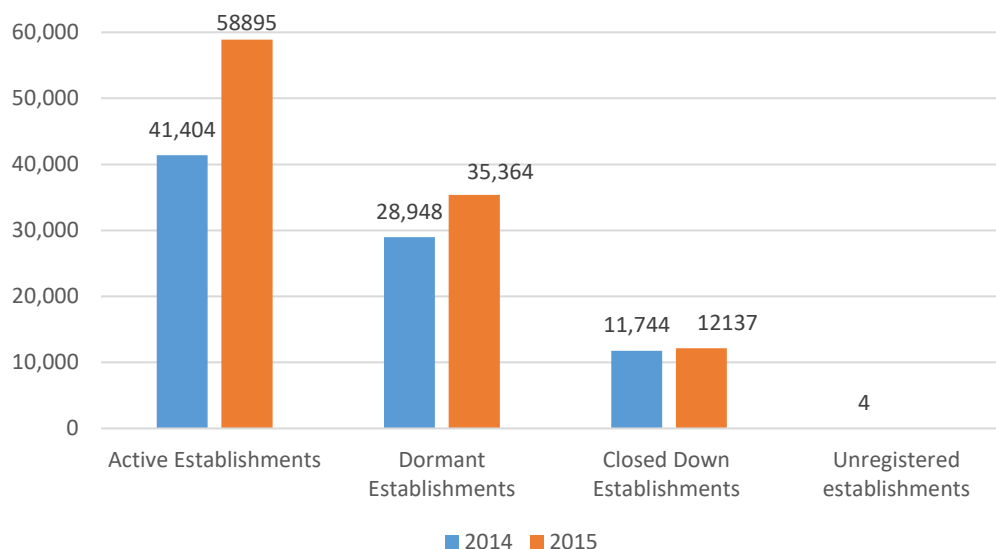


Figure 18: Classification of Establishments on Tier-1 Scheme (SSNIT)

Table 23: Classification of Establishments on Tier-2 Scheme

Description	Formal		Informal	
	2014	2015	2014	2015
Active Establishments	9,252	10,745	83	121
Dormant Establishments	0	0	0	0
Closed Down Establishments	0	0	0	0
Unregistered establishments	41,404	48,150	9,450	10,624
Total	50,656	58,895	9,533	10,745

Registered Schemes

The Authority has been registering Tiers 2 and 3 Schemes from private and public institutions, as well as Corporate Trustees since 2012. The total number of registered Schemes under Tier-2 increased from an initial figure of 97 in 2012 to 132 in 2014, representing a 36.1% increase. Similarly, the number of Tier-3 Schemes registered in 2012 increased by 33 in two years. Cumulatively, 2015 ended with a total of 256 Schemes registered and operational.



Table 24: Registered Schemes as at 31st December, 2015

Scheme Type	Type of Administration	2012	2013	2014	2015	Total
Tier – 2	Employer-sponsored (Occupational)	64	22	6	2	94
	Master Trust (Occupational)	33	0	7	1	41
<i>Sub-total</i>		97	22	13	3	135
Tier – 3	Employer-sponsored (Provident)	48	15	4	2	69
	Master Trust (Provident)	25		7	1	33
	Group	6	1	2	2	11
	Personal	3	2	2	1	8
<i>Sub-total</i>		82	18	15	6	121
Grand Total		179	40	28	9	256

Tiers 2 & 3 Service Providers

Overall the number of Tiers 2 and 3 Service Providers increased from 65 to 110 between 2012 and 2015. With the exception of the Pension Fund Custodian, which increased from 16 in 2014 to 17 in 2015, the number of registered Corporate Trustees and Pension Fund Managers increased from 25 in 2014 to 29 in 2015; and 62 in 2014 to 74 in 2015 respectively.

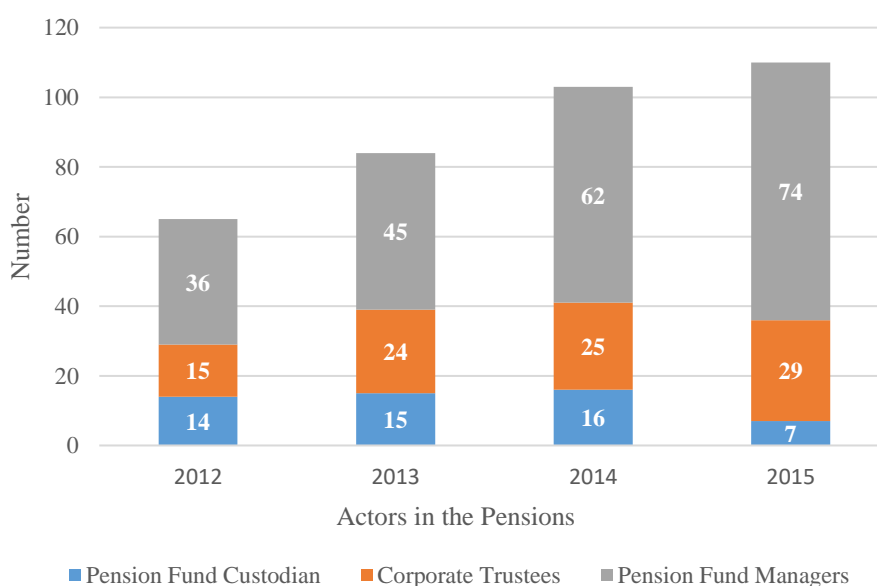


Figure 19: Tiers 2 & 3 Service Providers

Pensions Coverage of Schemes and Asset Portfolio of Schemes

The industry as at 31st December, 2015 had an estimated net holding of almost GH¢12.3 billion (see Table 25). Just as in previous years, pension funds were invested in diversified portfolios including Government securities, bonds, money market, ordinary shares, residential and commercial properties and loans.



Table 25: Coverage of Schemes as at 31st December, 2015

Scheme	Registered Establishments		Active Establishments		Coverage (%)		Asset Portfolio (GH¢)	
	2014	2015	2014	2015	2014	2015	2014	2015
Tier – 1	70,352	106,396	41,404	58,895	58.9	55.36	5,170,130,000.00	7,851,000,000.00
Tier – 2	41,404	58,895	9,533	10,745	23	18.24	1,936,191,383.53	3,299,137,760.00
Tier – 3	9,533	10,745	83	121	0.87	1.13	645,316,671.29	1,154,489,381.00
Total	121,289	176,036	51,020	69,761	82.77	74.73	7,751,638,054.82	12,304,627,141.12

Rate of Return on Investment (ROI)

The rate of return on investment for Tier-1 in 2015 was not readily available at the time of drafting this document, although it had a 16.90% rate of return on investment in 2014. However, the rate of return on investment in 2014/2015 for Tier 2 and Tier 3 has been constant (26%). The average rate of return of investment was 22.97% in 2014 but stood at 26% (excluding Tier-1) in 2015.

Table 26: Rate of Return on Investment (ROI), 2015

Scheme Type	Rate of Return (%)	
	2014	2015
Tier - 1 (SSNIT)	16.90	-
Tier – 2	26.00	26.00
Tier – 3	26.00	26.00
Average	22.97	26.00

Benefits Payment under Tier-2

The total number of benefits payments under Tier-2 reduced from 395 in 2014 to 50 in 2015. In both 2014 and 2015, the benefits payment was higher for the Private Sector as compared to the Public Sector. However, the number of benefits payments for the Public Sector increased from 3 in 2014 to 5 in 2015. The total number of claims paid to beneficiaries reduced from GH¢1,098,304.40 to GH¢13,603.54 during the period under review. The drastic drop in the claims amount could be attributed to the amendment of the National Pensions Act, 2008 (Act 766) whereby the age at which a contributor can join the Tier-1 or Tier-2 Pension Schemes was reduced from 55 years to 50 years.

Table 27: Number and Amount Paid to Beneficiaries by Sector

Sector	No.		Amount (GH¢)	
	2014	2015	2014	2015
Public	3	5	1,986.85	-
Private	392	45	1,096,317.55	13,603.54
Total	395	50	1,098,304.40	13,603.54



National Labour Commission

The National Labour Commission (NLC) was established by the Labour Act, 2003 (Act 651) to perform the following functions among others:

- To facilitate and settle industrial disputes
- To investigate labour related complaints, in particular unfair labour practices and take such steps as it considers necessary to prevent labour disputes
- To maintain a database of qualified persons to serve as mediators and arbitrators
- To promote effective labour co-operation between Labour and Management

Complaints/Petitions Received

The total number of complaints/petitions received in 2014 increased from 590 to 654 in 2015. The numbers in relation to Unfair Termination, Unpaid Salaries, Summary Dismissal and Others (Maternity Protection & Poor Conditions of Service) in 2014 increased by 61, 25, 15 and 1 in 2015 respectively. However, the number of complaints regarding Retirement/End of Service Benefit, Redundancy/Lay-off/Severance Pay, Workmen's Compensation and Medical declined by 24, 12, 1 and 1 respectively.

In 2015, 158 complaints were made in the areas of maternity protection & poor conditions of service, etc. with 141 summary dismissal complaints and 212 unfair treatments. Petitions related to Medical issues; and Retirement/End of Service Benefits received were least, being 2 and 9 respectively in 2015.

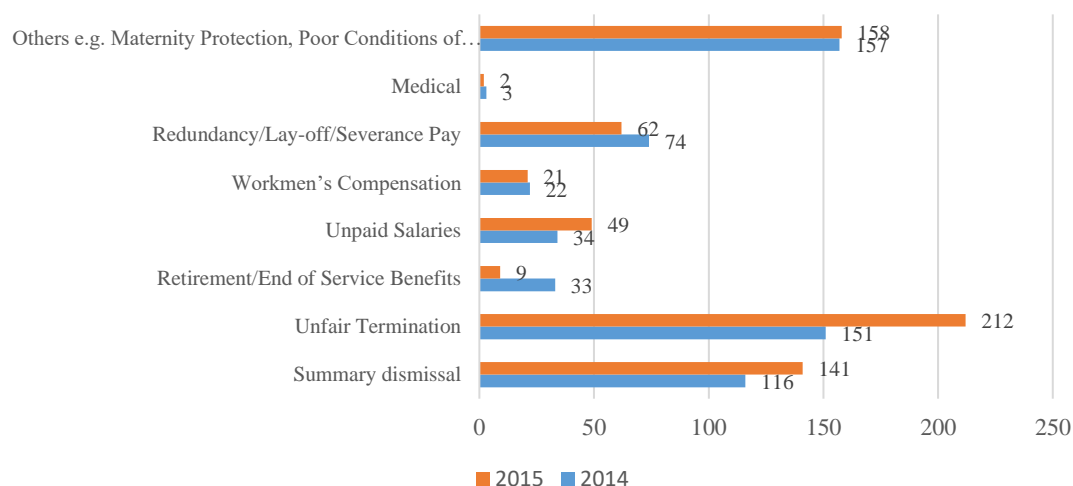


Figure 20: Number of Complaints/Petitions Received by NLC

Type of Complaint received by Industry

The year under review recorded an increase in the number of complaints received by the Commission especially in the areas of summary dismissal, unfair termination, unpaid salaries, workmen's compensation and others such as maternity protection & poor conditions of service. The Summary dismissal figure increased from 116 in 2014 to 141 in 2015, with the



Services Sector recording the highest number of complaints of 91 employees, followed by the Manufacturing and Agricultural Sectors with 36 and 1 employee(s) complaints respectively. With the exception of Workmen's Compensation, the Services Sector recorded the highest figure in all the other complaints made to the Commission. However, there was a decline in complaints made regarding Retirement/End of Service Benefits from 33 in 2014 to 9 in 2015. Complaints on Redundancy/Lay-off/Severance pay fell from 74 in 2014 to 62 in 2015; and Medical from 3 in 2014 to 2 in 2015. The Oil and Gas Sector recorded the least complaints, with only 2 complaints in 2015 relating to unfair treatment and mostly no complaints in all the Sectors in 2014.

Type of Complaint Received by Sector

In the year under review, the Commission received more complaints in the areas of summary dismissal, unfair treatment and unpaid salaries in both the Private and Public Sectors. In comparing 2014 to 2015, the complaints increased with respect to summary dismissal, unfair treatment and unpaid salaries from 116 to 141, 151 to 212 and 37 to 49 respectively. The Private Sector recorded an increase in the number of employees who complained of summary dismissal and their appointments being unfairly terminated by their employers, as well as their salaries being unpaid by their employers. Complaints on Workmen's Compensation also increased from 22 in 2014 to 23 in 2015, with the Private Sector recording 18 in 2014 and 23 in 2015. However, in 2015, the Public Sector recorded 0 complaints on Workmen's Compensation, although it recorded 4 in 2014. Both the Public and Private Sectors recorded a decline in the number of complaints relating to Redundancy/Lay-off/Severance pay with complaints in the Public Sector reducing from 7 in 2014 to 2 in 2015; and in the Private Sector reducing from 67 in 2014 to 60 in 2015.

Complaints relating to other areas such as maternity protection and poor condition of service reduced from 128 in 2014 to 125 in 2015, with an increase in the Public Sector from 29 in 2014 to 33 in 2015. With respect to retirement and end of benefit complaints received by the Commission, the number reduced from 33 in 2014 to 9 in 2015 in the Private Sector, with the Public Sector recording 0 for 2014/2015.

Strikes Recorded

The number of strike actions recorded reduced from 12 in 2014 to 11 in 2015. This means there has been a reduction in labour agitation in 2015 relative to 2014.

Training Undertaken by NLC

During the year under review, the NLC trained 180 stakeholders (60 mediators and arbitrators; 60 public sector unions and their employers on Act 651; and 60 other stakeholders on the implementation challenges of Act 651 and the way forward on ensuring industrial harmony). The NLC maintains a database of the 60 mediators and arbitrators trained.



Table 28: Complaints Received by Sector

Sector	Summary Dismissal		Unfair Termination		Retirement/End of Service Benefits		Unpaid Salaries		Workmen's Compensation		Redundancy/Lay-off/Severance Pay		Medical		Others e.g. Maternity Protection, Poor Conditions of Service, etc.	
	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015
Private	110	134	135	205	33	9	32	48	18	23	67	60	2	2	128	125
Public	6	7	16	7	0	0	5	1	4	0	7	2	1	0	29	33
Total	116	141	151	212	33	9	37	49	22	23	74	62	3	2	157	158



7.0 INSTITUTIONAL CHALLENGES

In the course of compiling the data/statistics for the 2015 Statistical Report of the Ministry, the underlisted challenges of the Ministry and its Departments/Agencies were identified as the cause of delays in submission of data for use by the RSIM:

- a) Lack of motivation of staff
- b) Non-appreciation of statistics and research in institutional planning.
- c) Inadequate staff with Statistics/Economics background in the Regional and District offices to support the Regions/ Districts.
- d) Inadequate/no refresher training courses organised for officers within the Regional and District offices, especially in the areas of data analysis and ICT, to enable them process and manage their data efficiently.
- e) Inaccessibility of labour-related data from other Departments, Agencies and Institutions.

Inadequate basic logistics such as computers, printers, photocopiers, office furniture, stationery, vehicles, among others for the generation of quality and reliable data/statistics by the District and Regional offices of the Departments/Agencies under the Ministry.

8.0 RECOMMENDATIONS

For the production of subsequent statistical reports of the Ministry to inform policy making, the Ministry and its Departments/Agencies are encouraged to ensure that the RSIM Directorate/Research and Statistics Units of the Ministry and its Departments respectively are resourced with the needed logistics and information to enable them deliver on their mandate as regards provision of data/statistics. Below are the recommendations:

- a) The Ministry should ensure that there is accurate and timely submission of data by Departments and Agencies of the Ministry for subsequent statistical reports
- b) Improve working conditions of staff of Research/Statistics Unit to attract and retain staff
- c) Establish the necessary linkage between data/statistics/research for evidence based policy planning
- d) Recruit personnel with relevant statistics/economics background and advocate for the creation of a Research and Statistics class in the Civil Service.
- e) Organise customised training programmes for existing staff
- f) Enforce legislation related to denial of access to data/reports
- g) Provide adequate logistics and resources for data collection and management

9.0 CONCLUSION

The Ministry of Employment and Labour Relations, in its quest to showcase the activities of its Departments and Agencies as well as the performance of its Departments and Agencies has, since 2015, produced a yearly statistical report on the activities of its Departments and Agencies to inform policy planning, formulation, implementation, monitoring and evaluation.



The summarized statistics are to enable the Ministry build upon its previous achievements and develop and adopt strategies that would enable the Ministry improve upon its policies in addressing the challenges confronting the country in terms of employment and labour-related issues. The need to compile a comprehensive Statistical Report is not only for evidence-based labour-related planning and policy formulation, but also to serve as a way to showcase the achievements and shortfalls of the various Departments and Agencies under the Ministry.

In order to appreciate the efforts and challenges of the Departments and Agencies in the generation of data/statistics for further research, there will be the need to provide adequate resources to enable the Departments/Agencies deliver an up-to-date data analysis on the activities of employment and labour-related services; and help determine the contribution of the Ministry and its Departments/Agencies towards employment creation and reduction in unemployment rates in the country.

In view of the effects of the challenges with the scope and coverage of the administrative data collected and submitted by the Ministry's Sector Departments/Agencies, the data/statistics provided in this Report should not be considered as representative of the situation of employment and unemployment levels in the entire country, nor of the total number of persons trained by the technical and vocational institutions across the country, but rather for those trained by the institutions under the MELR. There will be the need for further studies and more data collection to enable the generalization of the data presented in this Statistical Report of the Ministry.

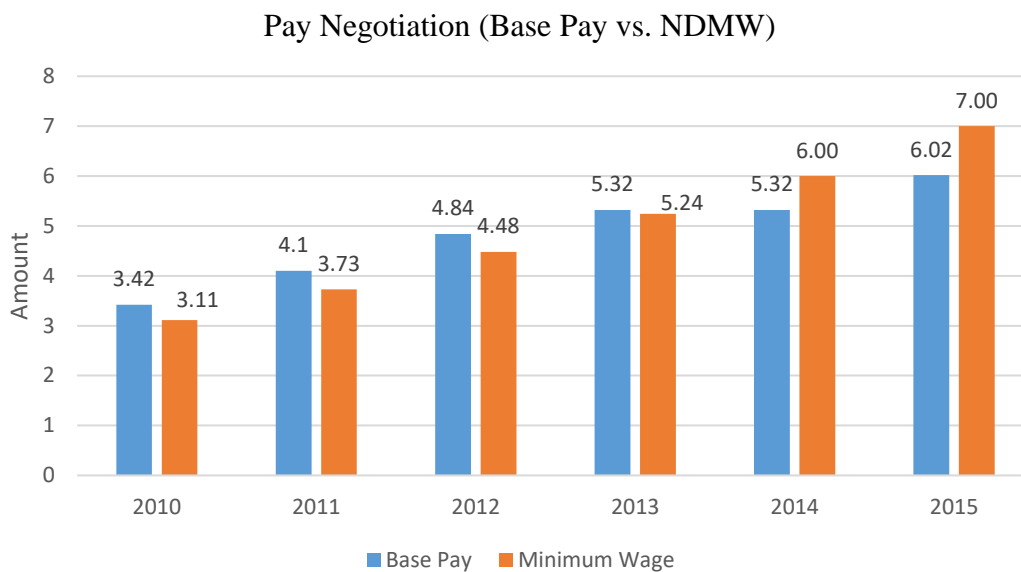
The 2015 Statistical Report of the Ministry is a marked improvement on the maiden 2014 Statistical Report produced by the Ministry. It is hoped that there will be continuous improvement in data submission annually by the Departments and Agencies, to help the Ministry continue to improve on subsequent Statistical Reports.



APPENDICES



Appendix 1: Pay Negotiation (GH¢) 2010-2015





Appendix 2: Employment Services by PEA, 2015 (Local)

Occupation	Job Placement		
	Male	Female	Total
Dockers	43581	0	43581
2nd Dockers Headman	3149	0	3149
1st Dockers Headman	3983	0	3983
Retail Sales Manager I	1	0	1
Retail Sales Manager II	1	0	1
Micro Finance Manager	1	0	1
Stores Manager	0	1	1
Head Customer	0	1	1
Warehouse Manager	1	0	1
Marketing Executive	8	3	11
Controller	1	0	1
Fleet Manager	8	0	8
Sales Manager	15	8	23
Temporary Sales Manager	7	7	14
Transport Manager	2	3	5
Fuel Station Manager	2	0	2
Health & Safety Manager	1	0	1
Sales Director	3	0	3
Customer Manager	1	0	1
Branch Manager	3	0	3
General Manager	9	0	9
Project Manager	6	0	6
Medical Practice Manager	0	1	1
HR Officer/Manager	15	7	22
IT Consultant	1	0	1
IT Professional	2	0	2
House Manager	2	0	2
Operations Manager	1	0	1
Data Analyst	2	0	2
C. Sharp Manager	1	0	1
Credit Controller	2	0	2
Country Sales Manager	1	0	1
Cluster Sales Manager	1	0	1
Skills Manager	1	0	1
Finance Manager	7	0	7
Finance Controller	10	0	10
Restaurant Manager	1	0	1
Practice Manager	1	0	1



Occupation	Job Placement		
	Male	Female	Total
Banker	101	92	193
Bulk Teller	162	152	314
Verification Officer	1	2	3
Teller	41	65	106
Customer Service/Care	95	83	178
Support Staff	37	30	67
Sales Executive	153	23	176
Supply Chain Manager	4	4	8
Sales Rep	2	8	10
In-House Logistics Officer	7	4	11
Sales Officer	5	0	5
KYC Officer	20	20	40
Branch Processing Officer	33	41	74
Insurance Officer	18	10	28
Real Estate Developer	8	0	8
Teacher	1	1	2
Rural Mechaniser	2	0	2
Able Seaman	2	0	2
Busom	1	0	1
Oiler	1	0	1
Sales/Marketing Officer	46	33	79
Administrator	1	1	2
Mechanical Engineer	13	3	16
Mechanical Technician	8	0	8
Electrical Technician	12	0	12
Technician	55	0	55
Admin Secretary	5	5	10
Admin Assistant	1	2	3
Opts/Maintenance Officer	4	0	4
Promoter	0	1	1
Accountant	1	1	2
Electrical Engineer	8	3	11
Health & Safety Officer	1	0	1
Marketing Officer	10	6	16
Marketing Assistant	16	16	32
Personal Assistant	16	5	21
NOC. Executive	6	0	6
Data Ambassador	19	19	38
Call Centers Officer	13	20	33
Househelps	1	7	8



Occupation	Job Placement		
	Male	Female	Total
Cash Opt.	2	2	4
Driver/Dispatch Rider	1	0	1
Dispatch Rider	37	0	37
Mobile Support	12	21	33
Opts Assistant	3	4	7
Front Desk Executive	0	2	2
Accountant/Finance Officer	6	4	10
Transport Officer	1	0	1
Sampling/Sales/Marketing Officer	120	72	192
Warehouse Keeper	2	2	4
Fuel/Service Attendant	22	22	44
Station Supervisor	2	0	2
Logistics Supervisor	0	5	5
Maintenance Supervisor	7	7	14
Lub. Sales Executive	2	0	2
Accounts Payable Officer	2	0	2
Pay Roll Ser. Officer	0	1	1
Collection Officer	0	1	1
Chief Executive Officer	1	1	2
Facilities Assistant	1	0	1
Stores Officer	2	0	2
Housekeeper	0	1	1
Pipe Handler	2	0	2
Helper	2	0	2
Yard Assistant	3	0	3
Crewing Officer	1	0	1
Mineral Lab. Assistant	107	0	107
Painter	1	0	1
Mechanic	64	0	64
Lab Technician	1	0	1
Civil and Structure Prof.	1	0	1
Washer	1	0	1
Corporate Sales Officer	3	0	3
Post Paid	6	0	6
Lead Generator	51	41	92
Pos. Executive	8	4	12
Secretary	3	2	5
In-Plant Teller	26	7	33
Processing Assistant	16	12	28
Contact Centre Rep	5	9	14



Occupation	Job Placement		
	Male	Female	Total
Loader	56	2	58
Factory Hand	535	357	892
Kiosic Agent	1	6	7
Steward	5	0	5
Welder	7	0	7
Channel Developer	2	0	2
Caterer/Chef/Cook	6	9	15
Electrician	4	0	4
Modern Trade Assistant	16	16	32
Ware House Assistant	12	0	12
Supervisor	25	9	34
Plant Supervisor	14	6	20
Cleaner/Gardener	24	15	39
Driver	546	0	546
Mason	976	0	976
Mooring	345	0	345
Tally Clerk	2194	0	2194
Civil Worker	4440	0	4440
Stevedore Driver	199	0	199
Forklift Operator	257	0	257
Auto Electrician	22	0	22
Record Clerk	173	0	173
Heavy Duty Driver	48	0	48
Foreman	49	0	49
Forklift Opt/Heavy Duty	100	0	100
Crane Opt	9634	0	9634
Office Staff	54	0	54
Janitor	6	0	6
Rewinder	2	0	2
Moulder Operator	2	0	2
Barriman	7	0	7
Cutter	11	0	11
Melter	2	0	2
Machinist	1	0	1
Induction Furnace Man	3	0	3
Total	72063	1328	73391



Appendix 3: Inspection of Registered Workplaces by Industry

Industry	2014	2015
Oil & Gas	1216	1025
Warehousing	60	54
Food/Fruit Processing	72	48
Plastics/Rubbers	69	54
Saw milling	40	45
Recycling waste	70	63
Civil/Construction Eng.	50	53
Electrical/Telco Eng.	54	19
Water	301	258
Restaurant	16	18
Offices	21	4
Shops	42	28
Fabrication	54	33
Ports and Docks	12	6
Cement/Concrete Products	25	12
Distilleries	38	28
Breweries	3	3
Paper conversion	9	5
Jobbing Engineering	73	66
Textiles/Dressmaking	18	10
Light Metallic Products	34	20
Iron and Steel Products	19	6
Chemicals/Pharmaceuticals	64	54
Laundering	45	32
Total	2405	1944



Appendix 4: Industry Classification of Reported Accidents

TYPE OF INDUSTRY	Severity of Accidents			
	Fatal		Non-Fatal	
	2014	2015	2014	2015
Cotton	0	0	0	0
Clay, Stone, Lime and Cement	0	0	2	0
Iron, Steel and other Metal Rolling	0	0	8	16
Motor Vehicles (Motor Cycles, Cars)	0	0	1	0
Sawmills, joinery and general woodworking	0	0	0	0
Textiles printing, Bleaching and Dyeing	0	1	0	1
Rubber trades	0	0	0	0
Flour & other milling	0	0	0	0
Tobacco and Matches	0	0	0	0
Alcoholic drink	0	0	0	0
Soap, Starch, Candles	0	0	1	0
Other miscellaneous industries	0	0	14	13
Docks	0	0	8	2
Building Operations	0	0	2	0
Construction	0	0	2	0
Packaging	0	0	4	0
Total	0	1	42	32



Appendix 5: Causes of Reported Accidents

Cause	Severity of Accidents			
	Non-Fatal		Fatal	
	2014	2015	2014	2015
Lifting Machinery	5	7	0	0
Milling Machines	0	0	0	0
Power Presses	0	0	0	0
Circular Saws	1	0	0	0
Vertical Spindle Moulding Machine	0	0	0	0
Other Woodworking Machinery	4	2	0	0
Other Power Driven Machinery	1	0	0	0
Electricity	0	0	0	0
Explosions	3	1	0	0
Molten Metal: Other Hot or Corrosive Substances	22	11	0	0
Struck by a falling body	0	2	0	0
Persons falling	0	0	0	0
Stepping or striking against objects	3	1	0	0
Handling goods or articles	0	0	0	0
In manufacturing	0	0	0	0
Miscellaneous Accidents	0	0	0	0
Eye injuries from particles or fragments thrown off	2	2	0	0
Total	44	32	0	1



Appendix 6: Conduct of Test for Candidates (Certificate & Proficiency)

Conduct of Test for Candidates (Certificate I/II)

Trades	Registered		Passed	
	2014	2015	2014	2015
Painting and Decoration	3	4	3	4
Painting (Signwriting)	2	1	2	1
Spray Painting (Furniture)	3	0	2	0
Carpentry and Joinery	286	300	158	182
Masonry	1798	1611	818	867
Tile Laying	13	7	10	7
Building Draughtmanship	185	125	69	52
Plumbing	253	289	134	171
Motor Vehicle Mechanic	901	827	403	434
Motor Vehicle Electrical	140	150	59	73
Motor Vehicle Body Repairs	46	35	46	23
Spray Painting (Car)	6	1	1	2
General Welding	274	1582	139	222
Welding (Arc)	69	0	39	0
Mechanical Engineering Fitting	1	1	1	0
Maintenance Fitting	19	12	10	10
Machining	139	156	46	70
General Electrical	4200	4190	1913	2204
Construction Electrical	178	110	51	58
Electrical Motor Rewinding & Repairing	7	2	1	2
Linesman (power)	1	6	1	6
Radio, TV & Electronic Servicing	143	134	70	63
Computer Hardware Servicing	41	49	15	23
Refrigeration and Air conditioning Servicing	91	107	40	66
Dressmaking	2059	1352	1055	1251
Needlework and Craft	32	0	30	0
Tailoring	23	606	17	27
Textile Hand Weaving	32	36	14	26
Textile Decorating	68	54	53	49
Cookery	5370	4583	2807	2933
Waiting	14	4	0	2
Leatherworks	36	39	30	31
Shoe making	2	3	2	3
Hairdressing	277	292	203	219
General Agriculture	137	173	75	86
General Printing (Press)	81	102	57	36
Graphic Design	31	26	30	13



Hardware	61	94	35	70
Software	74	69	20	25
Driver Mechanic	6	7	5	6
Heavy Duty Mechanics	80	134	54	65
Health Care	5523	7747	897	4402
Floral and Balloon Decoration	4	17	4	14
Cake Decoration and Sugar craft	11	0	9	0
Hair Braiding	15	4	15	4
Welding (Gas)	15	1	1	1
Lathe Turning	2	0	2	0
Rural Craft (Rope work)	1	3	1	3
Photography (motion picture)	1	0	1	0
Vulcanizing	2	0	2	0
Steel Bending	0	5	0	5
Pipe fitting	0	2	0	1
Small Engine Mechanic	0	1	0	1
Earth moving Equipment Operating	0	3	0	3
Barbering	0	1	0	1
General Photography	0	1	0	1
Photography(Still Picture)	0	1	0	1
Hair Plaiting	0	22	0	22
Total	22756	25081	9450	13841

Conduct of Test for Candidates (Proficiency I/II)

Trades	Registered		Passed	
	2014	2015	2014	2015
Painting and Decoration	17	20	14	16
Painting (Signwriting)	4	8	4	8
Painting (Structural)	53	34	51	33
Spray Painting (Furniture)	3	0	3	0
Carpentry and Joinery	315	330	296	308
Upholstery	212	12	200	8
Masonry	17	289	16	263
Tile Laying	27	22	27	22
Steel bending	222	34	217	33
Plumbing	23	288	22	211
Motor Vehicle Mechanic	479	287	438	258
Diesel Mechanic	30	8	29	7
Construction Machinery Mechanic	3	0	3	0
Small Engines Mechanic	9	45	9	41
Motor Vehicle Electrical	0	133	138	120



Motor Vehicle Body Repairs	32	35	19	32
Spray Painting (Car)	45	61	33	56
Engine Attendants	1	0	1	0
Earthmoving Equipment Operating	13	6	13	6
General Welding	157	157	139	130
Welding (Arc)	204	203	185	184
Welding (Gas)	6	9	1	8
Maintenance Fitting	20	13	16	11
Blacksmithing	3	3	2	3
Boiler Maintenance	4	0	4	0
Business System Servicing	5	2	5	2
Machining	25	20	17	20
Lathe Turning	8	3	6	3
General Electrical	755	694	659	652
Construction Electrical	177	100	151	95
Electrical Motor Rewinding & Repairing	12	13	10	11
Linesman (power)	6	11	5	8
Radio, TV & Electronic Servicing	138	100	127	96
Refrigeration and Air conditioning Servicing	99	61	79	56
Dressmaking	902	942	759	886
Tailoring	141	160	106	149
Textile Hand Weaving	55	223	54	221
Textile Decorating	24	31	22	30
Cookery	546	518	481	454
Leatherworks	7	7	6	7
Shoe making	13	40	13	38
Hairdressing	743	547	686	521
Barbering	6	60	5	59
Book Binding	11	3	9	3
Photography (Still picture)	5	10	4	9
Photography (motion picture)	2	5	2	5
Vulcanizing	13	17	11	15
Graphic Design	2	4	2	4
Hardware	18	8	17	8
Hair plaiting	121	119	117	93
Driver Mechanic	118	103	106	96
Heavy Duty Mechanics	52	35	47	33
Floral and Balloon Decoration	17	37	15	37
Cake Decoration and Sugar craft	24	28	22	25
Hair braiding	6	16	5	16
Agricultural Machinery Mechanic	1	0	1	0
Fuel Injection Pump Mechanic	1	2	1	2



Mechanical Engineering Fitting	2	5	0	3
Bench Fitting	3	1	3	1
Computer Hardware Servicing	1	4	1	3
Needlework & Craft	2	1	2	1
Rural Crafts (Rope work)	5	4	3	4
Rural Crafts (Cane work)	11	4	11	4
Pottery and Ceramics	1	4	1	4
General Printing (Press)	5	14	5	14
General Photography	1	2	1	0
Pipe Fitting	0	36	0	34
Mechanical Engineering fitting	0	5	0	3
Pottery and Ceramics	0	4	0	4
General Printing (Press)	0	14	0	14
Photographic Printing	0	2	0	2
Marine Fitting	0	1	0	1
Software	0	1	0	0
Carving (Wood)	0	1	0	1
Total	5983	6019	5457	5505



Appendix 7: MDPI Regular Courses

Name of Course	2014	2015
Managerial Leadership Skills Development	0	4
Office Management and Administration	32	12
Introduction to Management	4	6
Supervisory Management	28	17
Administrative Management Skills	24	40
Report Writing & Presentation	4	5
Training Needs Analysis and Training Evaluation	10	6
Human Resource Management	9	8
Performance Management	0	2
Procurement Practice and Principles	0	1
Management Accounting	0	11
Database Management	0	3
Financial Accounting & IFRS	0	5
Records Management	15	7
Internal Auditing	4	9
Stores Management	12	7
Public Procurement Policy in Ghana	0	7
Inventory Management	4	3
Budgeting and Budgetary Control	8	1
Investigative & Forensic Audit	5	3
Logistics Systems and Administration	0	2
Compensation Management	0	1
Microsoft Power Point	0	1
Purchasing and Supply Management	0	4
Hotel and Hospitality Management	0	12
Front Desk Management	0	6
Conducting Market Research	0	2
Developing Effective Negotiation Skills	3	3
Customer Relationship Management	4	2
Transport Management	3	5
Facilities Management	2	5
Maintenance Management	11	5
Human Relations and Communication	14	0
Managing Attitudinal Change for Improved Productivity	14	0
Training the Trainer	4	0
Senior Executive Development	3	0
Training Management	4	0
Management Development for Engineers	10	0



Name of Course	2014	2015
Contract Management	4	0
Supply Chain Management	2	0
Financial Management	3	0
Fraud Investigation & Security Management	10	0
Starting your own Business	3	0
Winning in a Competitive Environment	2	0
Marketing a Service -- How to do it Effectively	3	0
Effective Customer Service	1	0
Business Communication Excellence	3	0
Developing a Strategic Marketing Plan	3	0
Strategies for Growing SMEs	4	0
Customer Delight --The New Strategy	3	0
Workplace Improvement Techniques for Increased Productivity	5	0
Total Quality Management	5	0
Managing Occupational Health & Safety	5	0
TOTAL	287	205



Appendix 8: Training: In-plant Courses

NAME OF COURSE	2014	2015
Effective Customer Service	0	11
Achieving Marketing Success	0	11
Production Management	0	6
5S at the Office	0	40
Security Management	0	10
Result-Based Monitoring and Evaluation	0	14
Maintenance Management	0	20
Project Management	0	2
Productivity Improvement Through 5S	0	9
Strategic Debt Management	0	3
Risk Management in Public Debt	0	3
Senior Executive Development	0	9
Managerial Skills Development	0	16
Managing your Life After Formal Employment	0	6
Supervisory Management	7	46
Mindset and Attitudinal Change	0	30
Communication	0	62
Performance & Leadership Management	0	35
Managerial Leadership Skills	30	36
Office Management & Administration	0	11
Administrative Management Skills	0	6
Managing Attitudes	0	4
Management Development Program	0	6
Report Writing & Presentation Skills	10	33
Port Management and Operations	5	0
Performance Management	14	0
Time Management	18	0
Training The Trainer	47	0
Effective Supervision & Performance Management	14	0
Supervisory Responsibilities	18	0
Office Management for Personal Assistants	30	0
Productivity Improvement Techniques for Drivers	9	0
Stores Management	29	0
Accounting for Non-Accountants	60	0
Labour Market Information Systems	18	0
Linking Productivity and Revenue	11	0
Policy Analysis, Monitoring and Evaluation	24	0



NAME OF COURSE	2014	2015
Research Methodology and Information Systems	15	0
Public Private Partnership	24	0
Productivity Awareness Program	12	0
Export Development Program	10	0
Economic Partnership Agreement	10	0
TOTAL	415	429



GLOSSARY

Corporate Trustees - They register and administer the Pension Schemes in line with the Scheme Rules and Trust Deed of the Scheme, maintain investment policy statements, keep proper accounting records and members' register, prepare and lodge annual reports, etc.

Employee/Worker - A person employed under a contract of employment whether on a continuous, part-time, temporary or casual basis.

Employer - Any person who employs a worker under a contract of employment

Health - a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

Industrial dispute - Any dispute between an employer and one or more workers or between workers and workers which relates to the terms and conditions of employment, the physical condition in which workers are required to work, the employment and non-employment or termination or suspension of employment of one or more workers and the social and economic interests, of the workers; but does not include any matter concerning the interpretation of the Labour Act, 2003 (Act 651), a collective agreement or contract of employment or any matter which by agreement between the parties to a collective agreement or contract of employment does not give cause for industrial action or lockout.

Labour inspection – According to Section 122 of the Labour Act, 2003 (Act 651), “there shall be carried out inspection to (a) secure the enforcement of the provisions of this Act relating to conditions of work and the protection of workers at their workplaces, including the provisions relating to hours of work, wages, safety, health and welfare of the workers and the employment of young persons; (b) provide technical information and advice to employers and workers concerning the most effective means of complying with the provisions of this Act; (c) bring to the notice of the Labour Department or the [National Labour] Commission any defects of this Act; and (d) report to the Labour Department or the Commission other unfair labour practices or abuses not specifically provided for by this Act.”

Private Employment Agency - Anybody corporate which acts as an intermediary for the purpose of procuring employment for a worker or recruiting a worker for an employer.

Public Employment Centre - Established under Section 2 of the Labour Act, 2003 (Act 651), Public Employment Centres assist unemployed and employed persons to find suitable employment; and assist employers to find suitable workers from among such persons, amongst other duties.

Pension Fund Manager – Pension Fund Managers play an advisory role to Trustees in the investment of Pension Funds and maintains book of accounts on transactions related to pension funds invested.



Pension Fund Custodians – Pension Fund Custodians hold the Pension Fund assets in trust for members of the various Schemes.

Safety - the condition of being protected from an unlikely cause of danger, risk, or injury.

Standing Joint Negotiation Committee - A body consisting of representatives of two or more trade unions; and one or more trade unions and employer's representatives established for purposes of collective bargaining; and authorized by or on behalf of those trade unions and employers' representatives to enter into collective agreements on their behalf.

Strike - Any action by two (2) or more workers acting in concert, which is intended by them to restrict in any way the service they normally provide to the employer, or diminish the output of such service with a view to applying coercive pressure upon the employer; and includes sympathy strike and those activities commonly called a work-to-rule, a go-slow or a sit-down strike.

Workplace - includes any place where a worker needs to be or to go by reason of his or her work, which is under the direct or indirect control of the worker;



MELR 2015 STATISTICAL REPORT DEVELOPMENT TEAM

NO.	NAME	GRADE
1.	Sammy-Longman Attakumah	Chief Director
2.	Mary-Anne Addo	Director, RSIM
3.	George Owusu-Ansah Amoah	Assistant Director I
4.	Emmanuel Yeboah	Assistant Director IIA
5.	Joana Nora Abakah-Yamoah	Assistant Director IIA
6.	Daniel Sakyi Asiedu	Assistant Director IIB



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Thank you.