

# SURVEY COVERAGE AND METHODOLOGY

## Introduction

- 1 The 2018 Comprehensive Labour Force Survey is the forty-first in the series of mid-year labour force surveys conducted in Singapore by the Manpower Research and Statistics Department of the Ministry of Manpower. The objective of the survey is to collect data on the economic activities of the population, including detailed information on employment and unemployment as well as characteristics of persons in and outside the labour force.
- 2 The survey is conducted under the Statistics Act (Chapter 317) which empowers the Director of the Manpower Research and Statistics Department to collect information from survey respondents. The Act also guarantees the confidentiality of individual information obtained from the survey.

## Coverage

- 3 The survey covers private households in Singapore. It excludes workers living in construction worksites, dormitories and workers' quarters at the workplace and persons commuting from abroad to work in Singapore. Estimates of the total labour force are derived by combining data on residents obtained from the survey with foreign employment data compiled from administrative records.

## Data Collected

- 4 The survey questionnaire was designed to collect data on the personal characteristics of the population and detailed information on the economic characteristics of the labour force. The items collected in the questionnaire included:

### For Persons Aged 15 Years and Over

Sex  
Age  
Highest qualification attained  
Labour force status

### For Residents Aged 15 Years and Over

Marital status  
Field of study

### For Employed Residents Aged 15 Years and Over

Occupation  
Industry  
Gross monthly income from work  
Employment status  
Whether working full-time or part-time  
Willingness and availability of part-timers to work additional hours  
Whether employed on permanent, fixed-term contract or casual/on-call basis  
Usual hours worked  
Job change  
Years in current job

## For Unemployed Residents Aged 15 Years and Over

Duration of unemployment  
Action taken to look for work  
Working experience  
Previous occupation  
Previous industry  
Main reason for leaving previous job

## For Residents Outside the Labour Force Aged 15 Years and Over

Main reason for not working and not looking for a job  
Working experience  
Whether persons intend to look for work in future  
Preference for full-time or part-time work

## Concepts and Definitions

- 5 The concepts and definitions used in the survey conform to international guidelines recommended by the International Labour Organisation. The terms and definitions used are as follows:

<b>Reference Period</b>	This refers to the week preceding the date of the survey interview.
<b>Household</b>	A household is made up of persons who share common accommodation and food arrangements. A household may consist of only one person or many persons.
<b>Residents</b>	Residents (also known as locals) refer to Singapore citizens and Permanent Residents.
<b>Labour Force Status</b>	<b>Labour Force</b> ▶ This refers to persons aged 15 years and over who are either employed (i.e. working) or unemployed (i.e. actively looking for a job and available for work) during the reference period. <b>Outside the Labour Force</b> ▶ This refers to persons aged 15 years and over who are neither employed nor unemployed during the reference period.
<b>Employed Persons</b>	This refers to persons aged 15 years and over who, during the reference period: (i) work for one hour or more either for pay, profit or family gains; or (ii) have a job or business to return to but are temporarily absent because of illness, injury, breakdown of machinery at workplace, labour management dispute or other reasons.  Members of the Singapore Armed Forces including full-time National Servicemen are included in the persons employed, unless otherwise specified.

<b>Unemployed Persons</b>	This refers to persons aged 15 years and over who are not working but are actively looking for a job and available for work during the reference period. They include persons who are not working but are taking steps to start their own business or taking up a new job after the reference period.
<b>Labour Force Participation Rate</b>	This is defined as the percentage of the labour force to the population.
<b>Employment Rate</b>	This is defined as the percentage of employed persons to the population.
<b>Unemployment Rate</b>	This is defined as the percentage of unemployed persons to the labour force.
<b>Duration of Unemployment</b>	This refers to the number of complete weeks between the date when action was first taken to look for a job and the date of the survey interview.
<b>Long-Term Unemployed Persons</b>	This refers to persons aged 15 years and over who have been unemployed for 25 weeks or more.
<b>Long-Term Unemployment Rate</b>	This is defined as the percentage of long-term unemployed persons to the labour force.
<b>Time-Related Under-Employed Persons</b>	This refers to persons aged 15 years and over who normally work less than 35 hours a week but are willing and available to engage in additional work.
<b>Time-Related Under-Employment Rate</b>	This is defined as the percentage of time-related under-employed persons to employed persons.
<b>Discouraged Workers</b>	This refers to persons outside the labour force who are not actively looking for a job because they believe their job search would not yield results. Reasons cited for being discouraged include believes that there is no suitable work available, employers' discrimination and lack of necessary qualifications, training, skills or experience.
<b>Potential Entrants</b>	This refers to persons outside the labour force who intended to look for a job within the next two years.

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**Highest Qualification Attained**

This refers to the highest level or standard which a person has passed or attained either through attendance at an institution of learning or through correspondence or self-study. The classification of highest qualification attained is based on the Singapore Standard Educational Classification (SSEC) 2015.

A person is classified into one of the following categories according to the highest qualification attained:

**No Formal Qualification / Pre-Primary / Lower Primary**

- ▶ This refers to those who have never attended school, have pre-primary/ kindergarten education, or have primary education but without Primary School Leaving Examination (PSLE) certificate or their equivalent, or have Certificate in Basic Education for Skills Training (BEST) 1-3.

**Primary**

- ▶ This refers to those who have PSLE or other certificate of equivalent standard, or have Certificate in BEST 4 or at least 3 Workforce Skills Qualifications (WSQ) Statements of Attainment in Workplace Literacy and Numeracy (WPLN) at Level 1 or 2 (e.g. under Employability Skills System (ESS) or Employability Skills (ES)).

**Lower Secondary**

- ▶ This refers to those who have secondary education without a General Certificate of Education (GCE) Normal ('N')/Ordinary ('O') Level pass or equivalent, or have Certificate in Worker Improvement through Secondary Education (WISE) 1-3, or basic vocational certificates (including Institute of Technical Education (ITE) Basic Vocational Training), or at least 3 WSQ Statements of Attainment in WPLN at Level 3 or 4 (e.g. under ESS, ES).

**Secondary**

- ▶ This refers to those who have at least 1 GCE 'N'/'O' Level pass, or have National ITE Certificate (Intermediate) or equivalent (e.g. National Technical Certificate Grade 3, Certificate of Vocational Training, Building and Construction Authority (BCA) Builder Certificate), or have ITE Skills Certificate (ISC) or equivalent (e.g. Certificate of Competency, Certificate in Service Skills) or at least 3 WSQ Statements of Attainment in WPLN at Level 5 and above (e.g. under ESS, ES), or other certificates/ qualifications of equivalent standard.
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### **Post-Secondary (Non-Tertiary)**

- ▶ This refers to those who have at least 1 GCE Advanced ('A')/Higher 2 ('H2') Level pass or other certificates/qualifications of equivalent standard. It also includes those who have National ITE Certificate (NITEC) (e.g. Post NITEC Certificate, Specialist NITEC, Certificate in Office Skills, National Technical Certificate Grade 2, National Certificate in Nursing, Advanced Builder Certificate), or have Higher NITEC (including Certificate in Business Skills, Industrial Technician Certificate and other polytechnic certificates), or Master NITEC or equivalent (e.g. National Technical Certificate Grade 1). This group also includes WSQ Certificate/Higher Certificate/Advanced Certificate or equivalent, International Baccalaureate/High school diploma or other advanced certificates (e.g. Singapore Institute of Management (SIM) certificates).

### **Polytechnic Diploma**

- ▶ This refers to those who have Polytechnic diploma, or Polytechnic advanced diploma (including Polytechnic advanced/post/specialist/management/graduate diploma).

### **Professional Qualification and Other Diploma**

- ▶ This refers to those who have qualifications awarded by professional bodies, or National Institute of Education (NIE) diploma, ITE diploma and other diploma qualifications (e.g. SIM diploma, LaSalle-SIA diploma, Nanyang Academy of Fine Arts (NAFA) diploma, WSQ diploma and WSQ specialist diploma).

### **Degree**

- ▶ This refers to those who have Bachelor's Degree, or Postgraduate Diploma (including NIE postgraduate diploma), WSQ graduate certificate, WSQ graduate diploma, Master's, or Doctorate.

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### **Field of Study**

This refers to the principal discipline, branch or subject matter of study that leads to the award of the highest qualification attained at degree, diploma & professional qualification levels.

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### **Occupation**

This refers to the type of work performed by a person, which may not necessarily be related to his training, skill or professional qualification. In the case of a person who performs two or more kinds of work, his occupation would refer to the one in which he usually works the longest hours during the reference period. The classification of occupations is based on the Singapore Standard Occupational Classification (SSOC) 2015, unless otherwise specified.

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### **Industry**

This refers to the major kind of activity undertaken by the establishment, enterprise, firm or organisation in which the person worked during the reference period. It is related to the principal class of goods produced or services rendered by the organisation. The classification of industries is based on the Singapore Standard Industrial Classification (SSIC) 2015, unless otherwise specified.

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**Gross Monthly Income from Work**

This refers to income earned from employment. For employees, it refers to the gross monthly wages or salaries before deduction of employee CPF contributions and personal income tax. It comprises basic wages, overtime pay, commissions, tips, other allowances and one-twelfth of annual bonuses. For self-employed persons, gross monthly income refers to the average monthly profits from their business, trade or profession (i.e. total receipts less business expenses incurred) before deduction of income tax.

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**Employment Status**

This refers to the position or status of an employed person in relation to other persons within the organisation he works in. Employed persons are divided into the following four categories:

**Employers**

- ▶ These are persons who employ at least one paid employee in their business or trade.

**Employees**

- ▶ These are persons who work for employers in return for regular wages or salaries.

**Own Account Workers**

- ▶ These are persons who operate their own business without employing any paid employees in the conduct of their business or trade.

**Contributing Family Workers**

- ▶ These are persons who assist in the operation of family business without receiving regular wages or salaries.
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**Type of Employment**

Employed persons can be categorised into those working on full-time or part-time basis.

**Full-Time**

- ▶ This refers to employment where the normal hours of work is at least 35 hours a week.

**Part-Time**

- ▶ This refers to employment where the normal hours of work is less than 35 hours a week.

Before 2009, full-time refers to employment where the normal hours of work is at least 30 hours a week while part-time refers to employment where the normal hours of work is less than 30 hours a week. From 2009 onwards, the threshold between full-time and part-time was revised from 30 hours to 35 hours to align with the revised definition in the Employment Act.

Employees can be categorised into those employed on casual/on-call, fixed-term contract or permanent basis.

**Casual/On-Call**

- ▶ Casual/on-call employees refer to those employed on ad hoc basis, as and when the company requires additional manpower.

**Fixed-Term Contract**

- ▶ Employees on fixed-term contracts refer to those whose employment will terminate on the expiry of a specific term unless it is renewed.

**Permanent**

- ▶ Permanent employees refer to those employed for an unspecified duration, i.e. they are neither casual/on-call employees nor on fixed-term contracts.

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**Job Change**

For employees, this refers to a change in employer. For the self-employed, it involves either a change in business or change from being an employee previously.

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**Years in Current Job**

This refers to the number of years of uninterrupted work the person has with a particular employer, either in the same job or in different positions within the same organisation. Jobs are therefore employer-based, not position-based. If the person has left a job and subsequently returned to work with the same employer, the years in current job should be that of his most recent period of work i.e. the duration will not include his previous years in the job.

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**Usual Hours Worked**

This refers to the number of hours that a person usually works in a typical week, regardless of whether he is paid for it. The concept of usual hours of work differs from that of normal hours of work referred to in contractual arrangements. For a person who has just started work during the reference period, usual hours of work refers to the number of hours per week he is expected to work in that job. For a multiple jobholder, it should be aggregated from the hours spent in all the jobs.

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## Sampling Design

- 6 The sample for the 2018 survey was selected based on a stratified design with proportional allocation. The sample selection was undertaken by Singapore Department of Statistics, Ministry of Trade and Industry, which maintains a sampling frame of residential dwellings in Singapore. The selection is done in accordance with the specified sampling criteria.
- 7 Dwelling units in the sampling frame were divided into different groups (or strata). The groups are defined based on the planning areas demarcated by the Urban Redevelopment Authority and broad dwelling type groups. A random sample was then selected proportionally from the different groups by systematic sampling with a random start. The samples selected from each group were combined to form the required sample of 33,000 dwelling units.
- 8 This sample design yields an overall equal probability and self-weighting sample.

## Planning, Organisation, Fieldwork and Data Verification

- 9 The Manpower Research and Statistics Department undertook the planning and operation of the survey. These included the preparation of the questionnaire and related documents, survey design, recruitment and training of staff, supervision and control of field work, editing and checking on the completed cases, data verification and compilation.
- 10 The field operation for the 2018 survey was carried out from 21 May 2018 to 31 July 2018. Around 150 temporary interviewers and 15 permanent staff were involved in the survey operations. Comprehensive training sessions comprising classroom training and role-play were conducted for the interviewers.
- 11 The majority of the households completed the survey through telephone or internet. Households that did not respond through these options were enumerated through face-to-face interviews. All the information captured were keyed into the secured Integrated Manpower Survey System (iMSS). The use of automatic routing in iMSS ensured that all relevant questions were answered. The system also has an auto-error checking function to prompt interviewers of missing, invalid or inconsistent entries so that clarifications could be conducted. The information collected was subjected to further editing checks by supervisors and verification officers.
- 12 The work of the interviewers was closely monitored to ensure the quality of the data collected. Supervisors conducted checks by calling up selected households to verify the information collected. The data were subjected to consistency and verification checks before tabulation.



## Reliability of Data

- 13 The results of the survey were grossed up to the resident population in June 2018 (compiled by the Singapore Department of Statistics) using multiple estimation factors. Being a sample survey, the results were inevitably subjected to sampling and non-sampling errors.

### Sampling Errors

- 14 In a sample survey, inferences about the target population are drawn from the data collected from the sample. Errors due to extension of the conclusions based on one sample to the entire population are known as sampling errors. The sampling error of an estimate is the extent of variation between the estimated value obtained from a sample and the true value from the population. Factors influencing the sampling error include the sample size, the sample design, method of estimation, the variability of the population and the characteristics studied.
- 15 A common measure of the sampling error of an estimate is its standard error, which is a measure of the variation among the estimates derived from all possible samples. An alternative measure is the relative standard error of an estimate which indicates the standard error relative to the magnitude of the estimate. As a general rule, the smaller the group whose size is estimated or from which an estimate is being derived, the less precise that estimate is.
- 16 A sample estimate and an estimate of its standard error can be used to construct an interval that will, at specified levels of confidence, include the true value. By statistical convention, the confidence level has been set at 95%.
- 17 For the 2018 survey, the estimated sampling errors of the main resident labour force estimates were as follows:

	Estimate	Standard Error	Relative Standard Error	95% Confidence Interval	
				Lower	Upper
Resident Labour Force	2,292,700	7,100	0.3%	2,278,700	2,306,700
Employed Residents	2,203,700	7,200	0.3%	2,189,600	2,217,800
Unemployed Residents	89,000	2,100	2.4%	84,900	93,200
Residents Outside the Labour Force	1,093,700	6,400	0.6%	1,081,100	1,106,300
Resident Labour Force Participation Rate	67.7%	0.19%-pt	0.3%	67.3%	68.1%
Resident Employment Rate (Aged 15 & Over)	65.1%	0.19%-pt	0.3%	64.7%	65.5%
Resident Employment Rate (Aged 25 to 64)	80.3%	0.19%-pt	0.2%	79.9%	80.7%
Resident Unemployment Rate	3.9%	0.09%-pt	2.4%	3.7%	4.1%

Note: Data are non-seasonally adjusted. They pertain to those aged 15 & over, unless otherwise stated.

- 18 As many sample estimates can be computed from the survey, it would be impractical to estimate the sampling errors for all estimates. A generalised table of sampling errors for the Comprehensive Labour Force Survey based on a simple random sample is presented as follows:

Size of Estimate	Proportion of Total Resident Population	Standard Error	Relative Standard Error	95% Confidence Interval	
				Lower	Upper
2,000,000	50.07%	7,200	0.36%	1,985,900	2,014,100
1,000,000	25.04%	6,300	0.63%	987,700	1,012,300
500,000	12.52%	4,800	0.96%	490,600	509,400
200,000	5.01%	3,100	1.57%	193,800	206,200
100,000	2.50%	2,300	2.26%	95,600	104,400
50,000	1.25%	1,600	3.21%	46,900	53,100
20,000	0.50%	1,000	5.09%	18,000	22,000
10,000	0.25%	700	7.21%	8,600	11,400
5,000	0.13%	500	10.21%	4,000	6,000
2,000	0.05%	300	16.15%	1,400	2,600
1,000	0.03%	200	22.84%	600	1,400
500	0.01%	200	32.30%	200	800
200	0.01%	100	51.08%	–	400

- 19 Data users are advised to take cognisance of the sampling error of the estimate and exercise judgement on whether the estimate is reliable for their intended purpose. Specifically, caution is to be exercised in interpreting results of detailed cross-tabulations for small sub-groups as these could have large sampling errors.

### Non-Sampling Errors

- 20 Non-sampling errors could result from the varying interpretation of questions by respondents and interviewers, inability or unwillingness of respondents to provide correct information, mistakes in recording, coding and processing. These errors have been minimised by careful design of the questionnaire, intensive training and supervision of interviewers, as well as strict data processing controls.

## Response

- 21 Of the 33,000 housing units selected in the initial sample, 1,556 households were excluded from the survey as they were unoccupied, non-residential or demolished. A total of 27,338 households responded to the survey, achieving an overall response rate of 86.9%.

# Labour Force Supplementary Survey on Own Account Workers, 2018

- 22 The Labour Force Supplementary Survey on Own Account Workers, 2018 was conducted by the Manpower Research and Statistics Department under the Statistics Act (Chapter 317). It was conducted from 11 June 2018 to 20 September 2018.
- 23 The supplementary survey was conducted since 2016 to obtain in-depth information on persons who operated as own account workers in their primary or secondary jobs as a regular form of employment over a year. The reference period for the supplementary survey covers the 12 months ending June of each year (i.e. 1 July 2017 to 30 June 2018 for the 2018 survey). The survey also sought to understand the reasons for engaging in own account work and the concerns faced.
- 24 The supplementary survey's scope differs from the annual Comprehensive Labour Force Survey which is designed to collect information on the *main* job of employed persons during a *reference week*.
- 25 The supplementary survey covered residents aged 15 years and over who were involved in own account work during the reference year. 4,466 residents were surveyed, of whom 3,969 or 88.9% responded. The results of the supplementary survey were grossed up to the resident population using multiple estimation factors.
- 26 Concepts and Definitions

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**Primary Own Account Workers**

These are persons who are own account workers in their main job. This includes (i) those who are own account workers in their single job (full-time or part-time) or (ii) those who work longer hours in own account work alongside other jobs.

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**Secondary Own Account Workers**

These are multiple job holders who spend fewer hours in own account work relative to other types of employment. They also include students, homemakers and retirees who do such work on the side.

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**Preferred and Non-Preferred Choice of Work**

Own account workers are asked about the reasons they engage in this form of work. Those for whom own account work is *not their preferred choice of work* refer to persons who engage in own account work because they are unable to find work as an employee. Among multiple job holders, it includes those unable to find full-time work.

Those for whom own account work is a *preferred choice of work* are those who do not fall into the above estimate of persons for whom own account work is a non-preferred choice of work.

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# Labour Force Supplementary Survey on Adult Training, 2018

- 27 The Labour Force Supplementary Survey on Adult Training, 2018 was conducted by the Manpower Research and Statistics Department under the Statistics Act (Chapter 317). It was conducted from 15 October 2018 to 16 November 2018 following the closure of the Comprehensive Labour Force Survey. The survey aimed to capture information on participation in job-related structured training by the resident labour force during the 12-month period ending June 2018. It also sought to ascertain the duration of training and training outcomes. 1,976 residents in the labour force aged 15 to 64 years (excluding full-time National Servicemen) were surveyed, of whom 1,822 or 92.2% responded.
- 28 Concepts and Definitions

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## **Training Participation Rate**

The training participation rate (also known as training incidence) is defined as the proportion of residents aged 15 to 64 in the labour force who had engaged in some form of job-related structured training or education activities over the 12-month period ending June. Job-related structured training or education refers to training that is related to a current or future job. It includes classroom training, private lessons, correspondence courses, workshops, seminars, structured on-the-job training (OJT), apprenticeship, e-learning, work-learn programmes (e.g. SkillsFuture Earn and Learn Programme) and mandatory courses. However, it excludes informal on-the-job training such as watching a video on management skills, observing others perform a task at work, time spent at work learning new tasks and keeping up to date with job-related developments by reading journals/newspapers and informal discussions.

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