

FREQUENTLY ASKED QUESTIONS (FAQS) ON THE TRAINING QUALITY AND OUTCOMES MEASUREMENT (TRAQOM) INITIATIVE
As of 13 October 2023

	Question / Answer	Training Providers	Learners
A	About TRAQOM initiative		
	<p>1. What is the Training Quality and Outcomes Measurement (TRAQOM) initiative about?</p> <p>The TRAQOM initiative was designed to capture feedback from learners who attended an SkillsFuture Singapore (SSG)-approved course* and received SSG funding – i.e., either SSG’s course fee funding or claimed SkillsFuture Credit (SFC) to offset the out-of-pocket course fee.</p> <p>The initiative was primarily set up to help:</p> <ol style="list-style-type: none"> i. individuals make informed decisions on their training choices, by making reference to the Training Provider (TP) and course ratings featured in MySkillsFuture; and ii. TPs to improve their course offerings, by accessing the qualitative and quantitative learners’ feedback collected through TRAQOM. <p>MOE / SSG, as well as other government agencies, also reference TRAQOM data to inform and review policies and initiatives, including the funding of SSG-approved courses.</p> <p>TRAQOM Surveys</p> <p>There are two standardised survey questionnaires: one survey on course quality and another on course impact on work and career. These surveys are centrally administered by an SSG-appointed vendor after the course. The survey data will be collected and aggregated into Quality and Impact indicators which will then be published on MySkillsFuture Course Directory. These indicators are refreshed quarterly.</p> <p>*Note: Learners who attend the following courses are exempted from TRAQOM survey administration:</p> <ol style="list-style-type: none"> a. In-house courses which are not open for public sign-ups b. Massive open online courses c. Assessment-only-pathway courses d. Singapore Prison Services-sponsored courses e. SG Enable-supported courses 	●	●

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	<p>2. What are the two surveys in this initiative?</p> <p>The survey on course quality measures learners' perception of the overall learning experience and how inclined they are to recommend others to attend the course upon course completion.</p> <p>The survey on course impact on work and career measures learners' perception on how well the course has benefitted their work and careers six months after course completion.</p>	●	●
B	TRAQOM Survey Design		
	<p>3. How did SkillsFuture Singapore (SSG) arrive at the set of survey questions and survey design?</p> <p>SSG conducted a comprehensive review of the TRAQOM initiative in 2022. As part of the review process, SSG engaged internal SSG divisions on their reporting needs, as well as Training Providers to validate and solicit feedback on the TRAQOM Survey questions and administration process. The suggestions were carefully considered and incorporated where appropriate.</p>	●	●
	<p>4. Can Training Providers (TPs) add their own questions to the TRAQOM surveys?</p> <p>No. TPs cannot add their own questions to the new set of TRAQOM surveys. TRAQOM surveys are meant to complement TPs' own surveys. If there are additional questions for learners that are not in the current set of TRAQOM surveys, TPs may conduct their own in-house survey(s).</p>	●	
	<p>5. Will the surveys be conducted in other languages besides English?</p> <p>Yes. Surveys can be administered in one of the four languages – English, Mandarin, Malay or Tamil. By default, the survey language is in English. Learners may change the survey language via the drop down in the top right corner of the page.</p>	●	●

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	<div data-bbox="591 197 1330 619" data-label="Image"> <p>Image A: Screenshot of the survey in the Malay language</p> </div> <div data-bbox="591 660 1330 1023" data-label="Image"> <p>Image B: Screenshot of the language drop down list on top right corner of the page when clicked on</p> </div>		
C	<p>Participation in TRAQOM</p>		
	<p>6. Is it mandatory for Training Providers (TPs) to participate in the TRAQOM initiative?</p> <p>Yes. Participation in TRAQOM is mandatory, as detailed in SkillsFuture Singapore’s Terms for TPs.</p> <p>TPs are expected to actively partner SSG and ensure the smooth administration and thorough acquisition of survey responses. This includes, where practicable, using the QR code to administer the Quality Survey and ensuring compliance to SSG’s attendance requirements.</p>	<ul style="list-style-type: none"> ● 	

	Question / Answer	Training Providers	Learners
	<p>7. How would Training Providers (TPs) be impacted if learners do not participate in the TRAQOM survey?</p> <p>The TRAQOM scores are published on the MySkillsFuture Course Directory as an indicator to help course seekers in their selection of courses. SSG will progressively rely more strongly on TRAQOM data to determine course renewal and funding decisions. If learners do not participate in the surveys, it may skew TPs' scores which could be disadvantageous to TPs.</p> <p>Low participation rates will also translate to low response rates. SSG is exploring the possibility of imposing response rate benchmarks to ensure data reliability, and may also influence the way SSG funds courses.</p>	<ul style="list-style-type: none"> ● 	
	<p>8. Do Training Providers (TPs) need to inform learners in advance about the two surveys that will be issued by SkillsFuture Singapore (SSG)?</p> <p>Yes. As a matter of good practice, Training Providers should inform learners about both TRAQOM Surveys in advance and that the TRAQOM Surveys are centrally administered to learners via Qualtrics.</p>	<ul style="list-style-type: none"> ● 	
	<p>9. Is it mandatory for learners to participate in the TRAQOM initiative?</p> <p>All learners who have benefitted from SSG funding would be administered the TRAQOM Surveys and are strongly encouraged to participate in the Surveys. These are learners who attend an SSG-approved course* and received SSG funding – i.e., either SSG's course fee funding or claimed SkillsFuture Credit (SFC) to offset the out-of-pocket course fee.</p> <p>Learners who do not complete the course or withdraw from a course at the last minute may still be administered the TRAQOM Surveys.</p> <p>*Note: Learners who attend the following courses are exempted from TRAQOM survey administration:</p> <ol style="list-style-type: none"> a. In-house courses which are not open for public sign-ups b. Massive open online courses 	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ●

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	<p>10. What happens if a learner does not have a personal email address?</p> <p>For learners without a personal email address, the TRAQOM surveys can be administered via SMS. In most cases*, when learners have neither a personal email address nor mobile number, Training Providers (TPs) should inform learners to sign up for a personal email address and guide them where possible in signing up for an email account, to facilitate the issuance of the surveys.</p> <p>TPs are required to request for the learner’s personal email account, where access must be authenticated by the account owner, such as through a personal password protection mechanism. To safeguard the integrity of the survey results, usage of (i) a shared email account, e.g., admin@company.com or enquiry@tp.com, where surveys may be completed by a central coordinator, and (ii) disposable email addresses that are not password protected (e.g., yopmail), are not allowed.</p> <p>*Note: In special cases, learners’ contact details are not captured in SSG’s systems, e.g., Singapore Prison Services-sponsored courses, and hence exempted from the TRAQOM Surveys.</p>	●	●				
C	Access and Use of TRAQOM data						
	<p>11. How will the TRAQOM survey data be published on the MySkillsFuture Course Directory?</p> <p>SkillsFuture Singapore (SSG) will use ratings generated from the corresponding overall summative questions in the survey on course quality and the survey on course impact on work and career.</p> <table border="1" data-bbox="315 1254 1417 1458" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" data-bbox="315 1254 1417 1313" style="text-align: center;"><u>Overall Summative Questions</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="315 1313 869 1458"> <u>Survey on course quality</u> “I will recommend others to attend XYZ course.” </td> <td data-bbox="869 1313 1417 1458"> <u>Survey on course impact on work and career</u> “Course XYZ has helped me progress in my work / career.” </td> </tr> </tbody> </table>	<u>Overall Summative Questions</u>		<u>Survey on course quality</u> “I will recommend others to attend XYZ course.”	<u>Survey on course impact on work and career</u> “Course XYZ has helped me progress in my work / career.”	●	●
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	<p>For display purposes to make the ratings more intuitive for course seekers, the absolute ratings are translated to star ratings rounded to the nearest decimal place as per the table below.</p> <table border="1" data-bbox="629 341 1290 727"> <thead> <tr> <th>Star Rating</th> <th>Absolute Rating Range</th> </tr> </thead> <tbody> <tr> <td>1 Star</td> <td>1.0 to 1.24</td> </tr> <tr> <td>1.5 Star</td> <td>1.25 to 1.74</td> </tr> <tr> <td>2 Stars</td> <td>1.75 to 2.24</td> </tr> <tr> <td>2.5 Stars</td> <td>2.25 to 2.74</td> </tr> <tr> <td>3 Stars</td> <td>2.75 to 3.24</td> </tr> <tr> <td>3.5 Stars</td> <td>3.25 to 3.74</td> </tr> <tr> <td>4 Stars</td> <td>3.75 to 4.24</td> </tr> <tr> <td>4.5 Stars</td> <td>4.25 to 4.74</td> </tr> <tr> <td>5 Stars</td> <td>4.75 to 5.0</td> </tr> </tbody> </table> <p>Note: For survey on course impact on work and career rating, responses which are submitted “for personal interest” learning intent will be excluded. However, Training Providers can access these responses in the “raw survey responses” report in the Qualtrics system.</p>	Star Rating	Absolute Rating Range	1 Star	1.0 to 1.24	1.5 Star	1.25 to 1.74	2 Stars	1.75 to 2.24	2.5 Stars	2.25 to 2.74	3 Stars	2.75 to 3.24	3.5 Stars	3.25 to 3.74	4 Stars	3.75 to 4.24	4.5 Stars	4.25 to 4.74	5 Stars	4.75 to 5.0		
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	<p>12. Where are the course quality and course impact outcomes indicators located in the MySkillsFuture Course Directory?</p> <p>The course quality and course impact indicators will be published on (i) each respective course page, and (ii) the Training Provider (TP)’s page. When published on the TPs’ page, the indicators are aggregated at Areas of Training level.</p>	●	●																				
	<p>13. How can Training Providers (TPs) access the TRAQOM survey data?</p> <p>TPs are to login to their Qualtrics user accounts where a broad overview of the data gathered (e.g., aggregated rating, number of responses, trends) is displayed on the dashboard. Using the filters to narrow down the data displayed, TPs can deep dive for deeper insights on the feedback from learners on their courses and download the data for own use.</p>	●																					

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	<p>14. Who can Training Providers (TPs) contact for registration of Qualtrics user account(s)?</p> <p>TPs may log a case via SSG's feedback portal (link) to request for Qualtrics user account(s). SSG will evaluate the request accordingly.</p>	●	
D	TRAQOM Survey Administration		
	<p>15. How are the TRAQOM surveys administered?</p> <p>The survey on course quality is administered at the end of the course by the Training Provider through a QR code. For learners who are not present for the survey administration via QR code, they will receive the unique survey link one day after the last day of course through email / SMS.</p> <p>The survey on course impact on work and career is administered through email / SMS to all learners six months after course completion.</p>	●	●
	<p>16. Where can Training Providers (TPs) retrieve the QR code and the course run ID to administer the Quality Survey?</p> <p>The QR code can be found on the SSG's TRAQOM page.</p> <p>The Course Run ID is searchable and viewable under the "Course Runs" tile in Training Partners Gateway (TPGateway). For more information about Course Runs, please refer to the FAQs and self-help guide on TPGateway.</p>	●	
	<p>17. What do Training Providers (TPs) need to do to begin participation in the TRAQOM initiative?</p> <p>TPs do not need to do submit additional information and data to participate in the TRAQOM initiative. Qualtrics (the survey administration platform) relies on existing data submitted by TPs (e.g., course-level, course-run level and authenticated attendance information) to administer the TRAQOM Surveys.</p>	●	

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	<p>However, TPs are expected to actively partner SSG and ensure the smooth administration and thorough acquisition of survey responses. This includes, where practicable,</p> <ol style="list-style-type: none"> Use the QR code as the default channel to administer the Quality Survey; Check for the completion of the Quality Survey in class; Comply with SSG's attendance requirements; and Inform learners about the Outcomes Survey in advance. 		
	<p>18. Why do Training Providers (TPs) need to submit trainer details for each course run, and how does it impact the Quality Survey?</p> <p>TPs must ensure that the trainer(s) details submitted in TPGateway are accurate for respective course runs. The names of the trainer(s) are reflected in the trainer-related questions (i.e., Questions 8 and 9) in the Quality Survey for learners to give their feedback on each trainer up to a maximum of 5 trainers.</p>	●	
E	Data Protection and Anonymity		
	<p>19. Will Training Providers (TPs) infringe the Personal Data Protection Act (PDPA) by providing the learners' personal contact information to SkillsFuture Singapore (SSG)?</p> <p>No. An organisation that is required to collect, use or disclose NRIC numbers for a public agency's purposes, is not required to assess whether the purposes are in accordance with Personal Data Protection Commission's (PDPC's) NRIC Advisory Guidelines.</p> <p>Organisations that have concerns about breaching the PDPA when collecting NRICs for SSG's purposes may refer to PDPC's FAQ.</p>	●	
	<p>20. Will learners' identities be disclosed to Training Providers (TPs) along with their survey responses?</p> <p>By default, no. Learners' identity and contact details will be released to TPs only if learners indicate that they would like to be contacted by the TP about the feedback and leave either an email address or contact number.</p>		●

	Question / Answer	Training Providers	Learners
F	Others		
	<p>21. Who can Training Providers (TPs) contact if they have further questions on the TRAQOM survey initiative?</p> <p>For technical assistance and clarifications, TPs can contact our appointed vendor's (Rolling Arrays') helpdesk at 6980 6493 or via email. TPs may submit all other enquires via SSG's service portal.</p>	<ul style="list-style-type: none"> • 	