

Workplace *Basics*

CERTIFICATE *of Completion*

Congratulations on completing all seven modules of the Workplace *Basics* quiz:

- **Pay and awards**
- **Leave**
- **Types of employment**
- **Record keeping and pay slips**
- **Flexible work and work life balance**
- **Termination including redundancy**
- **Disputes and grievances**

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Fair Work Ombudsman