

Our ref: 2156722

25 May 2017

To the employee as addressed

Dear Sir/Madam

**Careers Australia Group Limited and its subsidiaries referred to in Appendix A
(All Administrators Appointed) (the Group)**

We were appointed joint and several Administrators of the Group on 25 May 2017.

The business and assets of the Group are now under our control as Administrators.

Due to the Group's financial position at the date of our appointment, we do not currently have sufficient funds available to meet payroll and other costs which would allow us to continue trading the Group on a 'business as usual' basis. Accordingly, we hereby confirm you are stood down effective 25 May 2017 whilst we undertake an urgent assessment of the Group. We have notified a limited number of employees who are retained to assist us in assessing the current position of the Group.

You have been stood down without pay until further notice effective immediately. For the avoidance of any doubt, the Administrators do not assume personal liability in respect of any claims arising from the stand down arrangements.

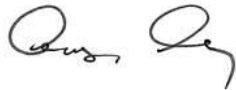
We will be working closely with union representatives and providing regular updates as the administration progresses.

The Administrators will be assessing the financial position of the Group including any possibilities for resuming operations. We will write to all employees early next week to confirm the status of your employment.

An information sheet released by the Australian Securities and Investments Commission for creditors, employees and shareholders is attached. Further information can be obtained at www.asic.gov.au.

We appreciate your patience whilst we undertake an urgent assessment of the Group and will keep you informed of developments.

Yours faithfully



David McEvoy and Martin Ford

Administrators

Date of appointment: 25 May 2017
Contact telephone number: +61 7 3099 0202
Email: CAGemployees@ppbadvisory.com

Appendix A

Companies in Administration

Careers Australia Group Limited and Associated Entities (All Administrators Appointed)

Company Name	ACN
Careers Australia Group Limited	122 171 840
Australian School of Management Pty Ltd	138 545 605
Australian College of Applied Education Pty Ltd	009 369 797
Careers Australia College of Healthcare Pty Ltd	007 963 340
Careers Australia Education Institute Pty Ltd	120 675 505
Careers Australia Institute of English Pty Ltd	010 994 582
Careers Australia Institute of Training Pty Ltd	122 082 204
Cumulonimbus Investments Pty Ltd	169 444 213
Global Learning Support Group Pty Ltd	169 155 480
Today Corp Ltd	101 631 485
Workstar Pty Ltd	097 871 933



ASIC

Australian Securities & Investments Commission

Insolvency information for directors, employees, creditors and shareholders

ASIC has 11 insolvency information sheets to assist you if you're affected by a company's insolvency and have little or no knowledge of what's involved.

These plain language information sheets give directors, employees, creditors and shareholders a basic understanding of the three most common company insolvency procedures—liquidation, voluntary administration and receivership. There is an information sheet on the independence of external administrators and one that explains the process for approving the fees of external administrators. A glossary of commonly used insolvency terms is also provided.

The Insolvency Practitioners Association (IPA), the leading professional organisation in Australia for insolvency practitioners, endorses these publications and encourages its members to make their availability known to affected people.

List of information sheets

- INFO 41 *Insolvency: a glossary of terms*
- INFO 74 *Voluntary administration: a guide for creditors*
- INFO 75 *Voluntary administration: a guide for employees*
- INFO 45 *Liquidation: a guide for creditors*
- INFO 46 *Liquidation: a guide for employees*
- INFO 54 *Receivership: a guide for creditors*
- INFO 55 *Receivership: a guide for employees*
- INFO 43 *Insolvency: a guide for shareholders*
- INFO 42 *Insolvency: a guide for directors*
- INFO 84 *Independence of external administrators: a guide for creditors*
- INFO 85 *Approving fees: a guide for creditors*

Getting copies of the information sheets

To get copies of the information sheets, visit ASIC's website at www.asic.gov.au/insolvencyinfosheets. The information sheets are also available from the IPA website at www.ipaa.com.au. The IPA website also contains the IPA's Code of Professional Practice for Insolvency Professionals, which applies to IPA members.

Important note: The information sheets contain a summary of basic information on the topic. It is not a substitute for legal advice. Some provisions of the law referred to may have important exceptions or qualifications. These documents may not contain all of the information about the law or the exceptions and qualifications that are relevant to your circumstances. You will need a qualified professional adviser to take into account your particular circumstances and to tell you how the law applies to you.