

29 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 refer to our appointment as joint and several Administrators of the Group on 25 May 2017 and to our letter regarding your stand down.

We advise that the Group is no longer in a financial position to retain your services under your contract of employment. Accordingly, your employment is hereby terminated with effect from 29 May 2017.

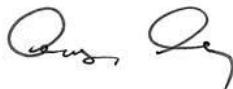
Claims for arrears of wages/salaries and outstanding holiday pay are given priority treatment under section 556(1) of the *Corporations Act 2001*. We will calculate your outstanding employee entitlements and notify you accordingly.

To the extent that the Group is unable to pay all of your entitlements, you may be eligible to lodge a claim for your unpaid entitlements through the Fair Entitlements Guarantee scheme (FEG), which is administered by the Department of Employment. This scheme is only available if the Group is placed into liquidation at the second meeting of creditors. Information on the scheme can be obtained at [www.employment.gov.au/fair-entitlements-guarantee-feg](http://www.employment.gov.au/fair-entitlements-guarantee-feg).

An information sheet released by the Australian Securities and Investments Commission to better understand the administration process is attached. Further information can be obtained at [www.asic.gov.au](http://www.asic.gov.au).

Please ensure all of the Group's property in your possession, such as laptops, mobile phones, motor vehicles, credit cards and fuel cards, are returned to a member of PPB Advisory's staff immediately. Personal property can be collected on Tuesday, 30 May 2017 by contacting your respective Site Manager.

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
Stratocumulus Pty Ltd	611 961 196
Today Corp Ltd	101 631 485
Workstar Pty Ltd	097 871 933