

8 June 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 our correspondence dated 29 May 2017.

We are pleased to announce the sale of parts of the Trades division of the Group (specifically CPC30211 Certificate III in Carpentry and CPC30611 Certificate III in Painting and Decorating) to Lynchpin Enterprises Pty Ltd trading as Everthought Education Brisbane South ('the Purchaser') has completed on Thursday, 8 June 2017.

The Purchaser must offer you employment, on conditions that are no less favourable overall to you than those under which you are employed by the Group.

By accepting an offer from the Purchaser, you agree that your employment with the Group will terminate by mutual agreement. We confirm your employment with the Group was released on completion of the sale.

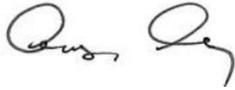
Your service with the Purchaser is deemed continuous service with the Group for purposes of your leave entitlements (including annual leave, personal leave and long service leave). The Purchaser have assumed liability for your accrued leave entitlements as at completion. We will calculate your transferred entitlements and notify you accordingly.

We note outstanding wages/salaries for the period up to and including 25 May 2017 will not transfer to the Purchasers. Claims for arrears of wages/salaries are given priority treatment under section 556(1) of the *Corporations Act 2001*. We will calculate your outstanding wages/salaries and notify you in due course.

To the extent that the Group is unable to pay all of the non-transferring employee entitlements, you may be eligible to lodge a claim 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.

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.

Yours faithfully

Handwritten signatures of David McEvoy and Martin Ford.

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