



GRADUATE PROGRAMME

Integrated Solutions for Productivity and Safety



PROBE IMT CEO FOREWORD

GERT J. ROSELT

Dear Fellow Graduates,

As a CEO of Probe Mining Holdings, I cannot stress enough the importance of education and the value it brings to one's personal and professional life. Completing your studies and graduating is a remarkable achievement – congratulations on reaching this milestone!

To succeed in the competitive world of business, one must continuously learn and grow. Education provides us with the necessary skills and knowledge to excel in our chosen fields. Education does not end merely with graduating, but it is a starting point for our journey towards lifelong learning.

As change-makers of the future - a degree symbolizes perseverance, hard work, and dedication. It shows that one has the endurance to complete one's studies while balancing other commitments. It also demonstrates the "will" to invest in oneself and the future.

Studying not only prepares us for our career but also opens opportunities for our own personal growth. It allows us to develop skills like critical thinking, problem-solving, and effective communication. It broadens our understanding of diverse perspectives and cultures, which is essential in today's globalized world.

Graduates, I encourage you to use your degree as a steppingstone for further opportunities. Unleash your potential, chase your dreams, and never stop learning.

Once again, congratulations on your incredible achievement, and good luck on your future endeavours.

Sincerely,
Gert J. Roselt



DEDICATED STAFF

At Probe Mining Group of Companies our people are at the core of our business and our success. With the vision and contributions of our employees we continue to build our future and to be highly competitive in the Mining & Automotive Industry.

We, therefore have an ongoing interest in continuing to develop our work environment and to ensure we are surrounded by employees who lead our company through a high-performance and sustainable culture.



Andisiwe Kobese

Position: Administrator at IMT Probe Kuruman Auto

Learnership Programme: 1-year Generic Management Learnership Programme

Culture of Probe IMT: The company urges the employees to work as a team, be committed and always take accountability for their actions.

Induction: HR and Safety induction

Challenges: Theory had to be completed in a short period of time. Facilitator also left before course ended and was not replaced immediately which caused a delay in classes, and thus the flow of learning was affected by the change of facilitators.

Effect: Overall engagement with the modules was affected as I was under pressure to meet submission dates in short period. I also had to adapt to the teaching style of the new facilitator.

How I benefitted from the learnership: I was exposed to the work environment which allowed me to learn practically and gain experience in areas including but not limited to, compiling reports, capturing data, keeping stock of office supplies and placing orders, and dealing with irate clients. Additionally, I developed critical skills such as computer literacy, time management, team-work and telephone etiquette. In relation to the theory, I obtained a lot of information that equipped me to work competently, for example I developed my communication skills based on the content I obtained from the Communication module. I also learnt how to prioritize my tasks and make better work decisions based on content I obtained from the Decision Making & Resource Management module.

Recommendations: Mentors should be well informed about what is expected from them regarding their mentees. Ensure that relevant resources are provided to learners before commencing of the course.



Gilbert Motsetsi

Position: Accounts Payable Controller Intern at Johannesburg Head Office

Qualification: BCom Accounting Degree with University of Johannesburg

Culture of Probe IMT: Probe IMT is an epitome of a dynamic company that incorporates inclusivity, growth, and accountability. The organizational culture is inherited from top management through ideological philosophy, teamwork and efficient work ethic passed to all employees to equip them with knowledge and desired skills.

Induction: HR and Safety induction

Functions of Accounts Payable Controller: Processing Suppliers' Invoices, Reconciling Suppliers' Accounts, Preparing Payment Schedule, Allocation of Payments, Preparing Cash Forecasts, Preparing Monthly Reports

What have I been exposed too during my internship: Loading payments for Local and Foreign Suppliers on the FNB platform, compiling reports for Management, improved time management, self-checking skills, planning and forecasts, preparation of PMH Consolidated Cashflow Forecast.

Challenges: My self-checking skills were causing problems in my work, and I had to redo everything and try to fix the mistakes, I went in to heated meetings where I felt too much pressure and I did not know how to handle it. At some point I felt like I did not belong at Probe IMT, but having Grace Shana on my side to guide and motivate me has helped me a lot to gain my confidence and improve my self-checking skills. With managements philosophy and Mr. Gert Roselt as a key drive to improve myself and service the company to the best of my abilities.

Recommendations: Allow interns to find their standing ground within the company and to have a better understanding of their roles, keeping in mind they are learning on the job. Engage with Interns on their challenges and give them a glimpse of their future in the company on time.

**Kabelo Thuake**

Position: Warehouse Supervisor Kuruman

Bursary Offered: BCom Degree in Supply Chain Management

Culture of Probe IMT: Probe IMT is an epitome of a dynamic company that incorporates inclusivity, growth, and accountability. The organizational culture is inherited from top management through ideological philosophy, teamwork and efficient work ethic passed to all employees to equip them with knowledge and desired skills.

Challenges: I live in a remote area & travelling long distance in order to attend classes, posed as one of my most difficult challenges. The Covid 19 pandemic also put a damper on my studies, as I couldn't attend some classes and had to work on my own. In my second year of study, I came across some financial difficulties, and could not afford to pay my fees, and I thought that university degree was not for me. I was going to drop out.

How did Probe IMT help me to complete my degree?

I joined IMT Kuruman in May 2020, as a Warehouse Controller. In my very first month at IMT Kuruman I was approached by HR who informed me about the bursary that the company is offering to the employees who want to further their studies. I didn't think it was possible since I was new in the company. Knowing how bad I wanted to graduate I decided to give it a try. My application for bursary was approved and the company paid for my studies in full for 2 consecutive years, and in 2022 I graduated.

How have the studies benefited me?

Completing my degree had assisted me to perform my job effectively and efficiently, as a result, I was promoted to a position of Warehouse Supervisor for Probe IMT Kuruman.

**Lulama Ganda**

Position: Sales & Service Coordinator Intern

Qualification: Bachelor of Arts in Communication with Wits University

Training Experience: I was trained in various departments across the Group, namely: Sales process, introduction into Dynamics, Procurement, the requirements of Sales Coordinators from Finance, Warehouse processes, HR induction on the Group, our products and solutions offered, as well training in Excel. I also about learnt Field Service – in terms of creating quotes, managing job cards, ordering parts for the field service team and the importance of knowing the parts required.

Key Skills Acquired from training: Creating sales quotes, sales orders, invoicing, creating Purchase Orders, transfer orders, receiving and managing stock, creating credit notes and credit memos, stock take, and basic warehouse management skills. Basic administration, filling, scheduling meetings, and keeping office records for the branch. Sales reporting. Excel Skills. Microsoft Dynamics & 365RM, OPUS, Product Knowledge, team-work skills, leadership skills.

Duties & Responsibilities: I worked closely with the Sales and Service Teams to process quotes and orders, perform administrative customer relationship management, and other administrative and recordkeeping support functions. Prepare orders and assist with order changes. Prepare and present detailed sales reports. Following up with existing customers.

Challenges: Keeping up with content and working at the same time. Sometimes I didn't know how best to manage my schedule. I struggled a bit with work-life balance at the beginning of my internship.

Successes: Constant learning, team-work, knowledge sharing, opportunities for growth.

Recommendations: Foster participation and creativity through Projects. Assign a well-trained mentor for interns.

**Sibusiso Mavuso**

Position: I started working as an apprentice in 2016 with PIMT Witbank and I qualified as an Auto Electrician in 2020. I thereafter started working as foreman in February 2022 at PPM.

Bursary Offered : Business and Management Development Programme Certificate - GIBS Business School

Culture of Probe IMT: We work smart to integrate solutions for productivity and safety, to improve efficiency with our product offering and services by building strategic relationships with customers. We also respect our vision and mission, and we also have values that we adhere too.

Induction: HR and Safety induction

Challenges: Learning how to use a laptop within a short period of time. Learning to manage time so that I could ensure a work / study balance, whilst working under pressure.

Benefits of my qualification: To understand and know myself better (SWOT), and to be a leader to my team. Learning to listen to everyone because you do not know everything. Knowing that business need you as the employee and you need business. Working as a team.

Duties and Responsibilities: Planning and compliance, leading the team, organisational skills, coaching the team.

Recommendations: Provide additional resources to learners prior to entering an internship programme. Help those that may need assistance to be a specialist in their current field. Motivate and encourage more employees to learn.



Masego Rakoma

Position: Payroll & Benefits Intern

Bursary Offered: National Diploma in Payroll Administrative Services

Professional Registration: South African Payroll Association (SAPA)

Short Courses Offered: Basic part 1 & 2 Payroll Certificate and EAP programme

Culture of Probe IMT: I felt accepted, valued and sense of belonging in the Company. Employees are friendly and welcoming; this contributes to a positive working environment. Company offers opportunities & support for career and personal development e.g., EAP Program, training, bursaries etc. Although I did find the environment challenging, this pushed me to grow and evolve throughout the Internship program.

Duties & Responsibilities: Assisting with the administration of payroll and processing, assist with administration of Company Benefits, resolve payroll queries, prepare generate and distribute payroll reports, assist with general HR queries.

Challenges: Learning new system like Sage. Integrating from a University environment to a workplace environment. Adapting to different mentors and their leadership styles. Adapting to the KPI concept.

Successes: Asking questions and learning the SAGE platform through the manual guide. I advanced my theoretical knowledge by learning the fundamentals of payrolls and fully owning the process and system. I accepted constructive criticism & improved my performance. The internship has been an excellent and rewarding experience, which boosted my self-confidence.

Skills Acquired: Computer and software proficient, valuable communication skills, self-reliant, detail orientated, able to run competently run the payroll function.

Recommendations: Team building sessions for interns, invest with upskilling mentors with training programmes, schedule regular check-ins with interns.

**Ntokozo Dlongolo**

Position: Accounts Payable Controller

Qualification: BCom in Finance at University of Johannesburg

Culture of Probe IMT: Probe IMT prides itself as a dynamic company that incorporates diversity, integrity, knowledge and accountability. The organizational culture is inherited from top management through teamwork and efficient work ethic passed to all employees to equip them with knowledge and desired skills

Duties & Responsibilities: Processing supplier invoices, reconciling supplier accounts, preparing payment schedules, allocation of payments, preparing cashflow forecasts, preparing monthly reports.

Inductions: HR Induction, SHEQ Induction, Induction Training.

What have I been exposed to during my internship:

Understanding the full creditors functions and the nature of the business. Preparation, analysis & providing commentary on reports. An insight into other departments within the organisation, building new relationships and teamwork makes the dream work.

Challenges: Working overtime to meet deadlines. Learning to accept the mistakes I made & see them as lessons. Never take constructive criticism personal. Trusting my instinct in decision making.

Recommendations: Assign a mentor to the intern and ensure the intern also builds human connection.

NATIONAL: +27 (0) 86 111 3507

WEBSITE: WWW.PROBEIMT.CO.ZA

JOHANNESBURG (HO)

TEL: +27 (0) 11 453 0924
TEL: +27 (0) 13 697 0660

BLOEMFONTEIN

TEL: +27 (0) 51 430 8722
CELL: +27 (0) 82 883 3771

WITBANK

TEL: +27 (0) 13 692 4161
CELL: +27 (0) 82 461 2239

CAPE TOWN

TEL: +27 (0) 21 981 9287

PORT ELIZABETH

TEL: +27 (0) 41 374 4343

DURBAN

TEL: +27 (0) 31 705 6050

RUSTENBURG

CELL: +27 (0) 82 813 1644

KATHU

CELL: +27 (0) 83 259 9163

SPRINGBOK

TEL: +27 (0) 60 986 2709

MUSINA

TEL: +27 (0) 72 342 9767

KURUMAN

TEL: +27 (0) 53 712 2331

LYDENBURG

TEL: +27 (0) 79 897 4091
TEL: +27 (0) 13 230 4008

MOKOPANE

TEL: +27 (0) 72 342 9767

BOTSWANA - GABORONE

TEL: +267 (0) 7293 7878

ZAMBIA - KITWE

TEL: +260 966 994 440
TEL: +260 967 377 187

MOZAMBIQUE - TETE

TEL: +258 (0) 84 393 1000
CELL +258 (0) 84 389 9698

NAMIBIA - WINDHOEK

TEL: +264 (0) 811 295 330

No individual has the sufficient experience, education, native ability, and knowledge to ensure the accumulation of a great fortune, without the cooperation of others – Hence in 2022, we start our journey together, to accelerate our efforts to increase our footprint, grow our market share, and achieve the organisations mission, whilst maintaining our values

“Teamwork makes the Dream work”

CONNECT WITH US



WWW.PROBEIMT.CO.ZA

