

MAV eLearning Program

In Partnership with Propello Procurement



MAV
PROCUREMENT

propello
procurement

MAV eLearning Program

Our refreshed e-learning program has been redesigned to deliver a more engaging, accessible and practical learning experience for local government procurement professionals. The four updated modules combine a modern look and feel with improved functionality, making it easier for councils to build capability across key procurement areas.

Developed in alignment with the Best Practice Procurement Guidelines, the courses focus on real-world application through practical 'how-to' guidance, supported by a mix of videos, interactive elements, text and narration. The modules are fully accessible, mobile-friendly and adaptable across devices, ensuring a flexible learning experience that suits individual and organisational needs.



Pricing

Modules

Invoiced annually

Procurement Essentials

Small Rural

\$1,960 Exc. GST

Small

Regional/Large Rural

\$2,800 Exc. GST

Large

Metro/Interface

\$3,800 Exc. GST

Contract Management

\$1,960 Exc. GST

\$2,800 Exc. GST

\$3,800 Exc. GST

Probity & Ethics

\$1,540 Exc. GST

\$2,200 Exc. GST

\$3,200 Exc. GST

Evaluation Panel Responsibilities

\$1,540 Exc. GST

\$2,200 Exc. GST

\$3,200 Exc. GST

Bundle Package (3 Modules) 10% Discount

Invoiced annually

1 year subscription

Price determined by selected modules

3 year subscription Additional 10% Discount

Price determined by selected modules

Bundle Package (4 Modules) 15% Discount

Invoiced annually

1 year subscription

\$5,950 Exc. GST

\$8,500 Exc. GST

\$11,900 Exc. GST

3 year subscription Additional 10% Discount

\$5,250 Exc. GST

\$7,500 Exc. GST

\$10,500 Exc. GST

Systems & Tailoring

System Options

Integratable with councils' Learning Management Systems (LMS).

Modules are reviewed and updated annually and provided in SCORM format.

MAV Learning Management System

Access can be provided for the modules through MAV's LND system at an additional cost.

Tailoring by Propello Procurement

Per Course

Add Branding

Update theme colours (including headings), logo, cover image.

\$500 Exc. GST

Change Narrator

Choose your own voiceover from the range of text to speech options.

\$1,500 Exc. GST

Contextualised

Up to 10 pages updated to align with council policy, thresholds and templates.

\$2,000 Exc. GST

Tailored

Fully aligned to council requirements, including consultation and review rounds.

Quote available upon request





Pricing Model

Councils are grouped into three pricing categories

- Large (Metro & Interface)
- Small (Regional & Large Rural)
- Small Rural

Based on recognised sector classifications.

Pricing is set at a fixed rate for each category, providing a simple, consistent and predictable structure for all councils over the subscription period.



Subscription Inclusions

- Unlimited staff enrolments for the subscription period
- SCORM-compliant module (compatible with most LMS platforms)
- Certificate of completion for each learner
- Annual content review to ensure alignment with legislation and policy
- Implementation support



Subscription Exclusions

- Tailored content updates (available as an additional service)
- Council-specific branding or customisation (available as an additional service)
- LMS configuration or internal system setup
- Additional modules outside the core offering

Course Outline

Procurement Essentials is a six-module e-Learning course designed for all Victorian local government staff who spend, approve or influence public money. The course opens by building the case for why procurement matters – legally, financially and personally – before moving through the guiding principles that underpin best practice. Learners then explore how dollar thresholds and risk determine which process to follow, before a detailed walk through of every stage of the procurement cycle. The final content modules address the conduct obligations that keep staff and council out of trouble, and the course closes with a practical quick-reference summary and pointers to further support.

What you'll Learn

You'll gain the confidence to spend and manage public money responsibly within a local government context. You'll be able to choose the right procurement approach based on thresholds and risk, navigate each stage of the procurement cycle and apply best practice principles in your day-to-day role. You'll also understand how to stay compliant, manage probity risks and make decisions you can confidently stand behind.

Procurement Essentials

6 modules

60 minutes

Modules

Module 1: Why procurement matters

Module 2: Guiding principles

Module 3: When do different procurement processes apply?

Module 4: Your role in the procurement cycle?

Module 5: Staying out of trouble

Module 6: Course summary and quick references

Contract Management

7 modules 60 minutes

Modules

Module 1: What is Contract Management

Module 2: Understanding your Contract

Module 3: Getting the Contract Started

Module 4: Managing Performance

Module 5: Managing Risk and Compliance

Module 6: Managing Changes and Variations

Module 7: Ending a Contract Well (transition and close out)

Course Outline

This course provides local government staff with practical skills to manage contracts effectively from mobilisation through to close-out. Across approximately 60 minutes of bite-sized learning, the course covers the key stages of the contract management lifecycle: getting a contract off to a strong start through effective mobilisation; monitoring supplier performance using the right measures and KPIs; identifying and responding to risk and compliance obligations before they become problems; managing changes and variations in a controlled and documented way; and bringing contracts to a planned, well-managed conclusion through transition and close-out. This course is brought to life with a scenario which carries through each module, giving it a relatable edge.

What you'll Learn

You'll gain the confidence to manage contracts proactively within a local government context, addressing issues before they escalate. You'll be able to drive supplier performance, manage risks and variations effectively, and ensure compliance with council policies and obligations. You'll also learn how to close out contracts properly and capture lessons to improve future procurement outcomes.

Probity & Ethics

4 modules 20 minutes

Modules

Module 1: What is probity?

Module 2: Fairness, Impartiality, Accountability and Transparency

Module 3: Conflicts of Interest

Module 4: Gifts and Hospitality

Module 5: Confidentiality, Security & Probity Plans

Course Outline

This eLearning module introduces all council staff, elected members and engaged consultants to the core principles of probity in procurement under the Local Government Act 2020 (Vic). The module uses a blend of concise compliance content and realistic workplace scenarios to help learners recognise probity obligations and apply them with confidence in day-to-day procurement activities.

Three areas receive extended treatment given their practical importance and the severity of consequences for breaches: conflicts of interest, gifts and hospitality, and fairness and impartiality. All other probity fundamentals – confidentiality, security, probity plans and oversight – are covered at an awareness level.

What you'll Learn

You'll build the confidence to apply probity principles in everyday procurement decisions across local government. You'll be able to identify and manage conflicts of interest, respond appropriately to gifts and hospitality, and ensure fair and impartial processes. You'll also understand how to protect confidentiality and uphold transparency, helping you make decisions that maintain public trust and meet legislative obligations.

Evaluatuion Panel Responsibilities

4 modules

30 minutes

Modules

Module 1: What is an Evaluation Panel?

Module 2: Evaluation Criteria

Module 3: Scoring Submissions

Module 4: Probity during the Evaluation

Course Outline

This eLearning course is designed for council staff who have been appointed to, or may be asked to serve on, a procurement evaluation panel. The module explains the legal and probity obligations that apply to panel members under Victorian procurement guidelines, and builds the practical knowledge needed to carry out the role with confidence and integrity. Learners work through a combination of instructional content, scenarios and a quiz to reinforce key concepts.

What you'll Learn

You'll gain the confidence to participate in evaluation panels and make fair, defensible procurement decisions. You'll be able to apply consistent evaluation criteria, assess submissions objectively and contribute to robust value for money outcomes. You'll also understand your probity obligations, ensuring transparency, confidentiality and integrity throughout the evaluation process.



Get in Touch.

Subscriptions & General Inquiries

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Program Tailoring

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